



**APPLICATION FOR AFFILIATE ACCREDITATION**

<b>PRECEDENCE</b>	
DOCUMENT #	OWNER REFERENCE
1 /	H/PFA
PAGE COUNT	FILE REFERENCE
4	IEIS/0106/ /

**Data Protection**

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**Affiliate Alignment**

For alignment to have credibility, a fellow professional body or regulator with professional affiliate status must require the same standards from its members (general or specialised) as those asked of the Institute. This alignment guards against disparity between members various organisations entered upon the same register.

At the time of publication, the necessary membership criteria were for an intelligence officer to be:

- Over the age of 18 and of sound mind and body.
- Fit to act in the public interest without ethical conflicts.
- Holding an Intelligence degree where the majority of content focuses on the field applied for, another relevant degree covering aspects of that field or a relevant professional programme of study no less than one year in length.
- Of a minimum of 3-5 years of experience (depending upon citizenship and residency) in the relevant field, with each year consisting of no less than 450 hours.
- Security cleared at the appropriate level or to have a national/international waiver granting exemption from such a security clearance.
- In receipt of a passing grade on an examination covering the competency framework for serving intelligence officers in the relevant field.
- Undertaking no less than 60 hours of continuous professional development per year.

As a professional body and regulator, the society or association itself must also comply with Benton’s principles as outlined in Annex A of this document and be consistent with the purposes of the Institute as set out in its governing document of 2015.

**Instructions**

This application for affiliation must be authorised by no less than the head of the admissions or the head or the relevant membership department who must attest to ongoing compliance with these standards.

## RESTRICTED (WHEN COMPLETE)

<b>1 INTELLIGENCE ASSOCIATION OR SOCIETY</b>		
The intelligence association or society is the independent non-profit organisation (or part thereof) with the primary responsibility for organising and delivering membership services to professional intelligence officers.		
INTELLIGENCE ASSOCIATION OR SOCIETY	LEGAL STATUS	
CONTACT DETAILS	ORGANISATION ADDRESS	CONTACT NAME
		CONTACT EMAIL
		CONTACT TELEPHONE
PURPOSE & GOALS		
<p><b>ORGANISATIONAL OBLIGATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To promote and protect the interests of the intelligence and security profession and the interests of its members.</li> <li><input type="checkbox"/> To afford the membership rights to appeal and audience.</li> <li><input type="checkbox"/> To protect the organisations not-for-profit status by prohibiting trading in goods and services for financial gain.</li> <li><input type="checkbox"/> To continuously improve intelligence methods and professionalise the industry.</li> <li><input type="checkbox"/> To have secure and efficient processes for handling the admission and support of anonymous members or members using pseudonyms.</li> <li><input type="checkbox"/> To develop relationships within the intelligence community and its members.</li> <li><input type="checkbox"/> To compartmentalise "need-to-know" information, even amongst members.</li> <li><input type="checkbox"/> To enforce professional intelligence standards and prevent abuses of the intelligence profession.</li> <li><input type="checkbox"/> To maintain a full operational intelligence capability via the membership.</li> <li><input type="checkbox"/> To ensure members are not admitted without meeting all membership criteria and to ensure they continue to meet the criteria over time.</li> <li><input type="checkbox"/> To strike members from the register without the possibility of re-registration if they break secrecy rules.</li> <li><input type="checkbox"/> To enforce processes and procedures for protecting classified, privileged and other sensitive information.</li> <li><input type="checkbox"/> To maintain a membership list and strike members from the register in the best interests of the Institute, the public or the profession.</li> <li><input type="checkbox"/> To develop international business opportunities for members.</li> <li><input type="checkbox"/> To maintain the capability to safely hold classified information in accordance with local and international standards.</li> <li><input type="checkbox"/> To maintain the secrecy of assets, functions and personnel essential to organisational security.</li> <li><input type="checkbox"/> To advise members and clients on any matter relating to vocational intelligence practice, public interest or ethics with an emphasis on professionalism, transparency and accountability.</li> <li><input type="checkbox"/> To promote education and training, liaising with educational institutions to ensure educational standards are research-based.</li> <li><input type="checkbox"/> To exercise authority in respect of professional intelligence practice, education and training from those accredited under it.</li> <li><input type="checkbox"/> To ensure teaching is linked to graded membership and is only available to and within the grades of membership.</li> <li><input type="checkbox"/> To demonstrate innovative, progressive and vocational teaching based upon academic research.</li> <li><input type="checkbox"/> To confer personal benefits to its membership that would be beyond the reach of non-members.</li> <li><input type="checkbox"/> To dedicate secure, secret and exclusive events to its membership.</li> <li><input type="checkbox"/> To guarantee the anonymity of affiliates, agents, members, officers and others through strict processes and procedures.</li> </ul>		

## RESTRICTED (WHEN COMPLETE)

<b>2 INTELLIGENCE MEMBERSHIP</b>		
The intelligence membership is the body of subscribers to the association or society who pledge to meet its obligations and in return benefit from its support. Members are not necessarily also <b>officers</b> of the association or society who are employed by it or who occupy substantive leadership roles within it.		
PRACTICE RESTRICTIONS	RESIDENCY RESTRICTIONS	CITIZENSHIP RESTRICTIONS
ADMISSION CRITERIA		MEMBERSHIP GRADES
<b>MEMBERSHIP OBLIGATIONS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> To show preference to members in opportunities, recruitment, promotion and other external activities.</li> <li><input type="checkbox"/> Not to divulge the identity of members or officers of the association.</li> <li><input type="checkbox"/> To protect information deemed secret in the interests of the association/society or the public.</li> <li><input type="checkbox"/> Observing a strict code of professional ethics that includes secrecy and identity protection articles.</li> </ul>		

<b>3 INTELLIGENCE OVERSIGHT</b>		
The intelligence oversight body is the independent organisation responsible for holding the association or society to account for its actions, ensuring it complies with its own policies, procedures and values.		
OVERSIGHT OR GOVERNANCE ORGANISATION		ASSOCIATION GRADE / STATUS
<b>OVERSIGHT DETAILS</b>	ORGANISATION ADDRESS	CONTACT NAME
		CONTACT EMAIL
		CONTACT TELEPHONE
<b>POWERS OF THE OVERSIGHT/GOVERNANCE ORGANISATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> To call a general meeting and to speak before the board.</li> <li><input type="checkbox"/> To issue unsanitised statements to the public.</li> <li><input type="checkbox"/> To convene on any issue of concern and to draw upon sufficient investigatory resources in response to any complaint.</li> <li><input type="checkbox"/> To compel officers and members of the association/society to cooperate with an investigation under penalty of being struck from the register.</li> <li><input type="checkbox"/> To claim pocket expenses from the association/society.</li> <li><input type="checkbox"/> To dismiss the highest ranking executive officer(s) of the association/society. Although this may not prohibit them from being re-elected or re-appointed under the rules of the association/society.</li> </ul>		

## RESTRICTED (WHEN COMPLETE)

### 4 EXECUTIVE DECLARATION

On behalf of the association, I hereby declare that:

- Any additional financial, workforce and educational requirements arising from this application will be met by the applying association.
- The association does not currently have and will not pass rules, regulations or by-laws in conflict with the Institute policy.
- Membership is exclusive to intelligence professionals also meeting the Institute's criteria for membership.
- The organisation holds alignment with Benton's Principles of Professionalisation (2006) as outlined in Annex. A.
- Permission has been granted for members and officers of the association to disclose any data the Institute may require.

DIGITAL SIGNATURE

POSITION

DATE

### 5 DECLARATION

I confirm that, to the best of my knowledge, the information provided in this form is complete and factually accurate. I understand that if subsequent to accreditation, any aspect of my application is considered deceptive, misleading or incomplete, I could be struck from the register and suffer further sanction. Furthermore, I have read, understood and agree to the Institute's terms and conditions and privacy policy. I understand that where legally permissible to do so this data may be processed without my consent.

DIGITAL SIGNATURE

POSITION

DATE

**BENTON'S PRINCIPLES OF PROFESSIONALISATION**

1. The following statement outlines Benton et. al's 40 elements of professionalisation in regulators and regulatory bodies, 2006.

**Legislation, Advocacy & Responsiveness**

2. **Implementing Legislation.** The subject organisation implements legislation to facilitate changing public protection needs.
3. **Advocacy.** The subject organisation:
  - a. routinely provides commentary on wider reform and change.
  - b. promotes professional issues that are congruent with protecting the public.
4. **Responsiveness.** The subject organisation:
  - a. has processes that are consistent with related disciplines.
  - b. keeps guidance, codes, standards, competencies and rules in step with changing public expectations.

**Organisation & Internal Governance**

5. **Board Governance.** The subject organisations board:
  - a. is subject to regular performance appraisals.
  - b. has established criteria for selection and appointment of senior officials and Board members.
  - c. has induction processes in place for new board members.
6. **Business Processes.** The subject organisation:
  - a. has adequate resources to enable all resources to be adequately discharged.
  - b. collaborates with other agencies to minimise administration and maximise use and impact of data.
  - c. has mechanisms to align accreditation with government and related systems.
  - d. develops guidance and rules that are supportive of change in the sector.
  - e. has mechanisms in place to detect and deal with fraudulent applications.
  - f. has committees that have clear and explicit terms of reference and accountability to the board.
7. **Quality Improvement.** The subject organisations internal governance regime:
  - a. identifies and promotes best regulatory practice.
  - b. has access to and seeks out relevant expert advice to support its decision making and regulatory functions.
  - c. uses emergent trends from the outcomes of conduct and competence processes to inform revisions of standards and future competence requirements.
  - d. routinely examines a sample of completed CPD returns.
  - e. monitors its performance and seeks to continually improve its processes for dealing with complaints.

## RESTRICTED (WHEN COMPLETE)

### External Governance & Public Accountability

8. **Accountability.** The subject regulator or professional body:
  - a. is held to account by members (and others) for its performance and strategy.
  - b. has processes for the development of standards, codes and practice expectations that are free of inappropriate influence (including by government, the profession, employers or other interested parties).
  - c. acts in a manner that maintains the confidence of the public, professionals, employers and other key stakeholders.
  - d. responds to its regulatory commitments with diligence.
9. **Transparency.** The subject regulator or professional body:
  - a. has a set of clearly defined and publicly available operating procedures.
  - b. provides clear and succinct information on their responsibilities and processes to registrants and the public.
  - c. has a clear appeals process that can be pursued if the decisions or the actions are thought to be unsound.
10. **Collaboration.** The subject regulator or professional body engages and consults key stakeholders in the development of policy and standards.

### Responsibilities & Functions

11. **Competence & Conduct.** The subject regulator or professional body:
  - a. has continuing competence processes are in place, drawing on multiple sources of information.
  - b. maintains independence in resolving allegations and complaints.
  - c. has clear, accessible and well publicised complaints procedures that facilitate public engagement and are readily available.
  - d. has standards of performance and clear impartiality in dealing with receipt, acknowledgement, investigation and resolution of complaints and allegations.
  - e. has an adequate range of meaningful and public sanctions for non-observance of standards and non-compliance.
12. **Registry.** The subject regulator or professional body:
  - a. maintains a register of professionals that is controlled, accurate and readily available to the public, registrants, employers and other interested parties.
  - b. ensures that only persons who meet stipulated criteria for practice can be registered.
  - c. has efficient and effective renewal procedures that require the submission of evidence of satisfied compliance requirements.
13. **Ethics & Professional Behaviour.** The subject regulator or professional body:
  - a. promotes individual behaviour that is reflective and self-regulatory.
  - b. develops and promotes sound ethical codes of conduct that exceed or expand on minimum legal requirements.
14. **Standards & Education.** The subject regulator or professional body:
  - a. develops codes and standards that improve consumer protection outcomes.
  - b. ensures educational programmes are aligned with the competencies required for practice.
  - c. develops codes, standards and educational requirements in collaboration with educational providers, employers, professionals and the public.