



COMMITTEE FOR MINERAL RESERVES
INTERNATIONAL REPORTING STANDARDS

Membership Application Policy and Process

November 2018

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1. Introduction

- 1.1 Membership of CRIRSCO is open to all country or regional National Reporting Organisations (NROs) whose application demonstrates that they meet the criteria for membership.
- 1.2 CRIRSCO Members represent countries or regions, and CRIRSCO will not normally accept into membership an organisation from a country or region already represented.
- 1.3 CRIRSCO alone has the right to admit new members and to remove members.
- 1.4 Organisations that potentially meet the membership eligibility criteria, but have not otherwise applied to join, may be invited by CRIRSCO to apply for membership.
- 1.5 All applications from organisations likely to be eligible for membership will be pro-actively encouraged by CRIRSCO.

2. Expansion of new members

- 2.1 CRIRSCO actively seeks to expand its membership as widely as possible and to include any organisation that embraces the CRIRSCO objectives and fulfils the eligibility criteria for membership.
- 2.2 The number of Members in CRIRSCO is not limited.

3. Eligibility for membership

- 3.1 An organisation must meet the following criteria to be accepted for CRIRSCO Membership as an NRO:
 - Produce and be responsible for maintaining a reporting standard that is compatible with the International Reporting Template¹ and which is recognised as the standard for Public Reporting, or has the wide support of local or regional professional and regulatory bodies, applicable in the country/region proposed.
 - Agree to conduct international consultation with the CRIRSCO member NROs before making amendments to its reporting standard.
 - Include as appropriate in the proposed NRO credible, self-regulating, professional organisations that provide disciplinary systems and codes of ethics that govern the behaviour of Competent Persons (or equivalents) as defined in the Template, and have and maintain documented Continuing Professional Development requirements.
 - Commit to and engage actively in CRIRSCO activities.
 - Commit to upholding and furthering the objectives of CRIRSCO.

Composition of NROs

- 3.2 An NRO shall consist of at least one professional organisation (PO) and may also include:
 - Additional professional organizations;

¹ Compatibility with the CRIRSCO Template means having a reporting standard that is largely based on the Template with national variations as required by regulators, but with no variation from the Standard Definitions contained in the Template. For purposes of government reporting, mapping to a previous Mineral Resource and Mineral Reserve classification is permitted; however "compatibility" is not achieved by linking a national reporting system to the Template by mapping alone.

- Mining companies or associations
 - Government or regulatory bodies;
 - Capital markets and exchanges representation.
- 3.3 Whatever the composition of the NRO, the professionals must include specialists/experts in the areas of the estimation and reporting of Exploration Results, Mineral Resource Estimation and Public Reporting, and Mineral Reserve Estimation and Public Reporting, and the membership of the NRO committee should also be predominantly experts in those areas.
- 3.4 CRIRSCO accommodates the differences in composition of the NROs and adheres to the principle that a member NRO represents a specific country or defined group of countries.
- 3.5 CRIRSCO encourages the broad participation of other stakeholders in minerals reporting in the activities of NROs either through joint sponsorship of national/regional reporting standards and codes or in an advisory or observer capacity.

4. Application to join CRIRSCO

- 4.1 Applications to join CRIRSCO can be made at any time.
- 4.2 In the first instance, any country/organization wishing to apply for membership of CRIRSCO will indicate their intentions to the Chairperson, who will notify the Executive and the Committee Members.
- 4.3 The CRIRSCO Chairperson may nominate another Executive or Committee Member to begin the process of discussing the initial steps with the country/organization seeking membership, including negotiating the Memorandum of Understanding.
- 4.4 Either the Chairperson, another member of the Executive or the CRIRSCO Member nominated to act as liaison will be the CRIRSCO Sponsor on behalf of the applicant.

Memorandum of Understanding

- 4.5 A Memorandum of Understanding (MoU) will be prepared between CRIRSCO and the country/organization wishing to apply for membership in which the relationships between the parties and their goals will be set out.
- 4.6 The MoU will be signed by authorized representatives of the applicant and the CRIRSCO Chairperson (on instruction to do so by the CRIRSCO Executive).
- 4.7 Organisations applying to CRIRSCO may be supported in preparing for membership by existing members, the nature and extent of such support being agreed between the applicants and the CRIRSCO Executive and included in the MoU.

Timetable for membership

- 4.8 The applicant provides a plan to support their application, which includes agreements from supporting organisations, and indicates the anticipated timescales for document preparation and submission for review to CRIRSCO.
- 4.9 The timetable must be a realistic proposal to fulfil all pre-requisites for membership, and must address inter alia:

- Establishment of the NRO, including preparation of any statutes/constitution, *etc.* that define the structure and function of the NRO;
 - Preparation and review of the proposed CRIRSCO aligned reporting code/standard;
 - Establishment or coordination of an appropriate professional organization (or organizations) which have an enforceable Code of Ethics, with disciplinary procedures.
- 4.10 Where practicable, the timetable should be developed jointly by the applicant and the CRIRSCO Sponsor.

Applicant liaison

- 4.11 The applicant will provide a lead contact as the main liaison with the CRIRSCO Working Group, and ideally the lead contact will be identified in the MoU.
- 4.12 The lead contact is expected to have delegated authority to negotiate with CRIRSCO and to progress development of the membership application and documents.
- 4.13 The scope and limits of the delegated authority must be identified and communicated to CRIRSCO, together with details of the other decision makers in the process.

CRIRSCO Working Group

- 4.14 The CRIRSCO Executive will identify Committee Members to form a Working Group to support applicants in preparation for CRIRSCO membership.
- 4.15 The Working Group will include at least four Committee Members (including the CRIRSCO Sponsor), ideally drawn from different NROs to provide a balance of experience and approaches represented in the membership.
- 4.16 The CRIRSCO Sponsor will be nominated as the primary contact for the applicant and will lead the Working Group.
- 4.17 If not already identified as the CRIRSCO Sponsor, the Working Group will include either one member of the CRIRSCO Executive or another senior Committee Member (usually a former Executive member).
- 4.18 Working Groups will have authority delegated by the Executive to make day to day decisions regarding the process and progress towards membership, but may not commit CRIRSCO to any decisions regarding the timing or approval of admission to membership which shall remain the responsibility of the Executive.
- 4.19 The work in preparing and considering documents, organizational structures, *etc.* will in general be carried out electronically (email, telephone and video conferences).

5. Document development

- 5.1 All documents necessary for membership of CRIRSCO will be agreed by the applicant with the Working Group, who will undertake to review and comment on drafts within agreed timescales.
- 5.2 When submitting documents for review, a minimum of four weeks is necessary to allow the Working Group to properly consider the content and to formulate a response to the applicant.
- 5.3 There is no limit on the number of drafts that may be necessary; the acceptability or otherwise of the documents and their content will be determined by the Working Group.

- 5.4 Documents submitted by the applicant to the Working Group must clearly show the date and version number of the draft.
- 5.5 Documents returned from the Working Group to the applicant similarly must show a date and version number.
- 5.6 Only a single version of the draft documents should be exchanged between the applicant and the Working Group. Comments and edits on the draft documents must be collated and combined by the Working Group and/or the applicant before exchange with the other party.
- 5.7 Tracked changes should be used to identify changes in the drafts, but these must not be 'carried through' multiple drafts and must be cleared as documents are developed.
- 5.8 If an applicant feels that the Working Group is making unreasonable requests or demands for redrafts of documents, the applicant may appeal to the CRIRSCO Chairperson to assess the situation. Based on the information provided, the CRIRSCO Chairperson will issue any appropriate directions, which will be binding on both the Working Group and applicant.
- 5.9 It is strongly advised that applicants hold training workshops/seminars *etc.* with relevant parties (including mining professionals, professional organisations, regulators, markets, *etc.* as appropriate) in their countries to ensure that there is widespread understanding and acceptance of the proposal to join CRIRSCO and the implications of adopting a CRIRSCO aligned reporting code or standard.
- 5.10 Costs for such workshops, seminars, *etc.* are the responsibility of the applicant, including the costs for travel for any CRIRSCO Committee Members, Executive or Representatives that are invited.

6. Request for admission to membership

- 6.1 In the opinion of the Working Group if an organisation is considered ready to join CRIRSCO a formal request for admission to membership will be submitted by the applicant to the CRIRSCO Chairperson together with final draft copies of all required documents.
- 6.2 The CRIRSCO Executive will consider the application and, if it agrees that the applicant is ready to join CRIRSCO, the CRIRSCO Executive will recommend admission to the CRIRSCO Committee and invite them to approve the decision.
- 6.3 Approval of the CRIRSCO Committee is necessary to admit a new member.
- 6.4 Any decision to approve (or reject) an application generally will be provided within 6 weeks of receipt of the formal application, but this period may be extended on notification by CRIRSCO to the applicant.
- 6.5 Notwithstanding the recommendation of the CRIRSCO Executive, an application for membership may not be successful if in the opinion of the CRIRSCO Committee:
 - the documents are not aligned with the CRIRSCO Template and objectives, or,
 - the NRO is inadequate to manage the new code/standard and behaviour of Competent Persons; or,
 - the Professional Organisation(s) does not meet the requirements.

Application documents

- 6.6 Applications must include:

- An English language version of the proposed Code or Standard, and versions in other languages commonly used in the applicant's country or region for reporting Exploration Results, Mineral Resources and Mineral Reserves.
- Details of the composition of the proposed NRO, including affiliations with professional bodies and summary details of the proposed members.
- Terms of Reference, or Constitution, or Articles of Association or similar documents that demonstrate how the NRO will function and be managed.
- The Code of Ethics for the professional bodies that will form the POs and a description of the disciplinary process; procedures and criteria used to qualify or register Competent Persons; procedures and requirements to log and audit professional development activities
- Any other documents necessary for assessment.

6.7 Where any other supporting documents are prepared in a language other than English, English copies must also be provided.

Refusal of admission

6.8 On review of the documents, the CRIRSCO Committee may recommend further significant edits before membership can be considered, in which case the Working Group and the applicant will be notified and invited to make the recommended changes.

6.9 When the changes are made to the satisfaction of the Working Group, the applicant will be invited to request admission again, accepting that the documents will be subject to further scrutiny by the CRIRSCO Committee.

6.10 If the CRIRSCO Committee does not agree that an applicant should be accepted into membership, the CRIRSCO Chairperson shall advise the applicant of the principal concerns and offer the opportunity for these to be addressed such that the application can be accepted.

7. Admission of new members

7.1 The CRIRSCO Chairperson will advise in writing the applicant that they are accepted into membership of CRIRSCO once approved by the committee.

7.2 Formal admission to membership may be by exchange of correspondence, in person at the next CRIRSCO AGM, or at a special event organised and funded by the applicant.

7.3 The applicant will determine how they wish to be admitted to membership, but, if it is to be at a special event, sufficient time between submission of the application and the proposed event must be allowed for the CRIRSCO Committee Members to approve the application.

7.4 CRIRSCO will not commit to supporting or attending any event associated with admission to membership unless and until the application has been approved.

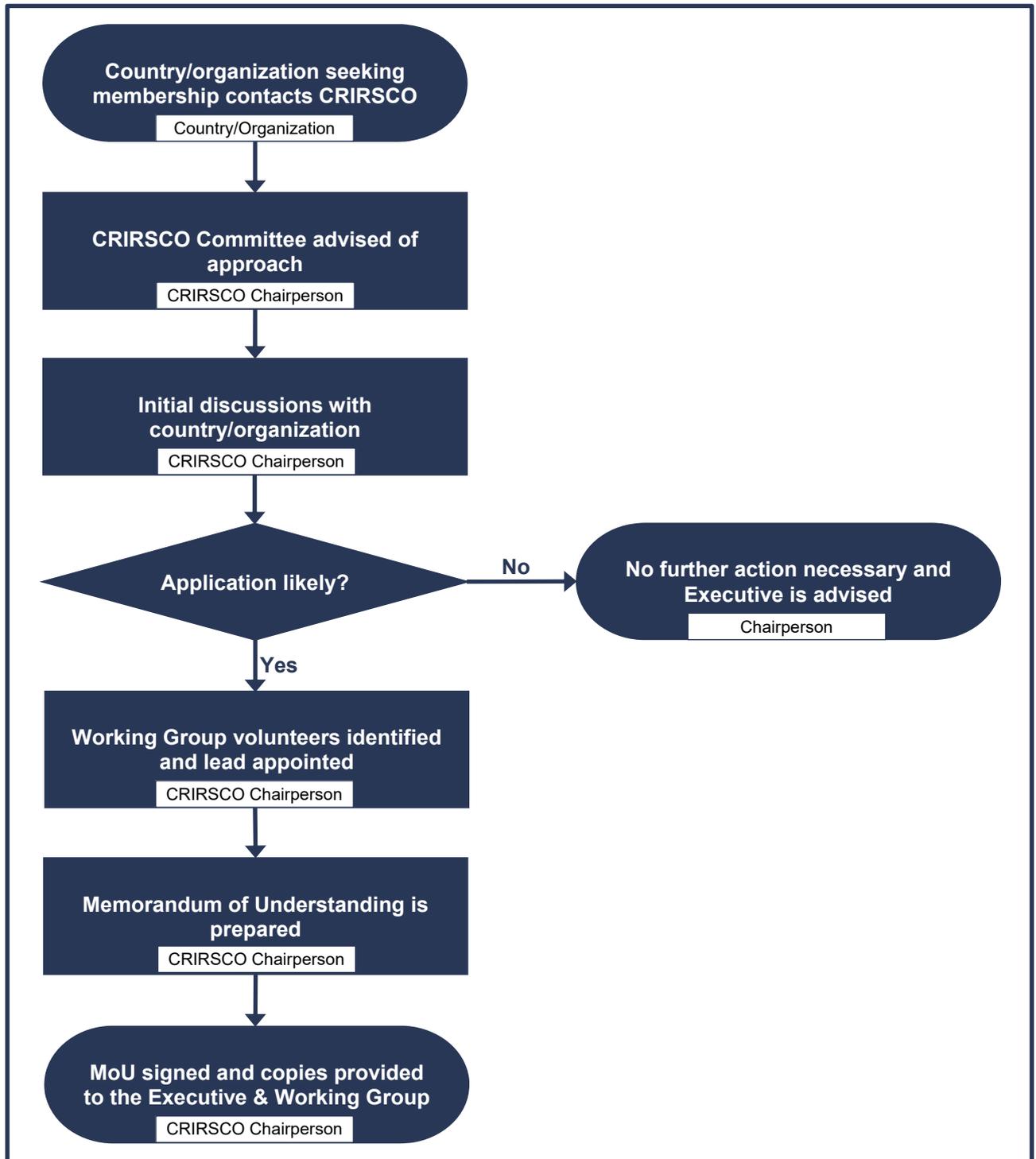
7.5 CRIRSCO bears no responsibility if an admission event is organized by the country before the Committee has determined whether membership is approved which is then subsequently delayed or cancelled due to refusal of membership or any delay in the approval process.

7.6 CRIRSCO generally will not consider holding its AGM in a country seeking membership unless and until that country has already been accepted into membership.

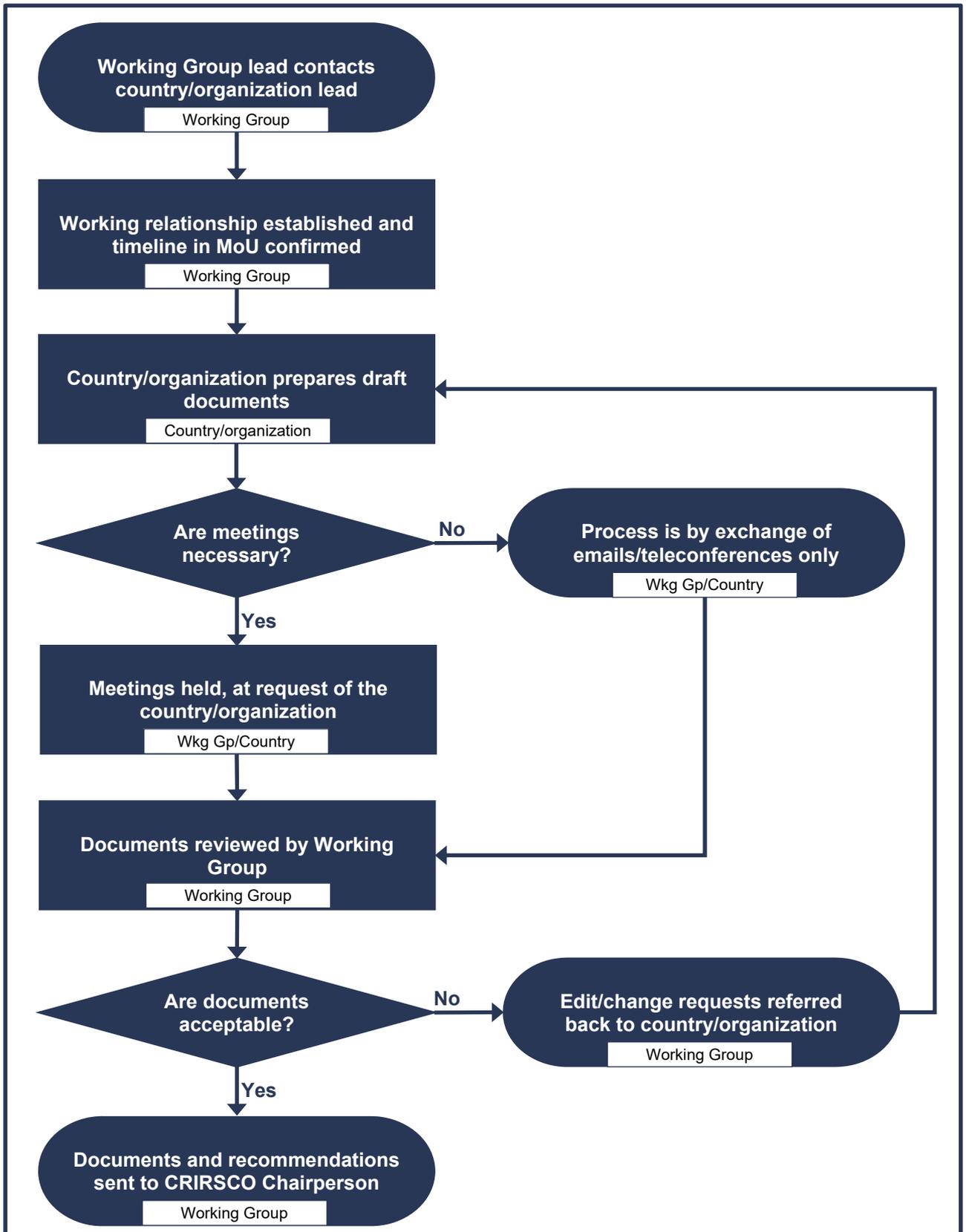
8. Costs

- 8.1 There is no fee for application for membership to CRIRSCO, but there is an annual membership fee payable for the full year once an NRO is accepted into membership.
- 8.2 All costs associated with the application (including inter alia document preparation and/or translation, meetings with CRIRSCO or other bodies, and any publicity or event associated with acceptance into membership and launch of the applicant's code or standard) are the responsibility of the applicant.
- 8.3 Costs of travel for CRIRSCO members and/or the Working Group to meetings or events at the request of the applicant are the responsibility of the applicant.

Process 1 – Initial approach to CRIRSCO



Process 2 – Preparation of application documents



Process 3 – Approval by CRIRSCO Committee

