



The Business Continuity Institute

Gifted Grades & Awards

The Institute currently awards the honorary membership grades of Member and Fellow to individuals who have made a significant contribution to the industry or the organisation. These have, to date, been on a case by case basis with no formal process.

This document outlines the levels of recognition, their process and benefits to the nominee. There are a number of categories that constitute Gifted Grades & Awards which enables the Institute to recognise all types of contribution.

Types of Grades & Awards

There are two types of awards – those that are a semi-permanent award made to an individual for constant or continual contribution and those that are single recognition awards given for a specific achievement or issue. All awards are subject to the Institute's rules and regulations covering membership, best practice, governance and disciplinary code as may apply from time to time. There are no limits to how many single recognition awards may be made. However there shall at any one time never be any more than twelve Honorary Fellows and twelve Honorary Members.

Transition

This process takes effect from 1st January 2009 and all other Honorary entitlements shall be null and void. The board have confirmed those awards that they wish to transition to the new process which have been determined in the following categories. The secretariat shall administer this process.



Honorary Fellow (Hon FBCI)

This is the senior award, granted as a gift to the nominee. The grade is designated by letters after the nominee's name shown as *Hon FBCI*. (By changing the classification of the letters the Institute is not confusing the older style FBCI (Hons) with qualifications issued by academic institutions – such as MA (Hons) – and the award bears a clearer understanding).

Criteria for Award

The recommended classification criteria for this award will have, but not be limited to the some or all of the following:

1. Significant outstanding contribution of the nominee to the Business Continuity Institute of a period of time not less than ten years.
2. Significant outstanding contribution of the nominee to the Business Continuity industry of a period of not less than fifteen years.
3. Any other factor that the board of directors of the Business Continuity Institute may deem appropriate from time to time agreed by a majority decision at an ordinary meeting.
4. This honorary award shall expire three years from the date of issuance and it shall be in the power of the board to renew this award. The secretariat shall be responsible for managing the process.

Nominee Benefits

The nominee shall be entitled to:

1. Use the letter Hon FBCI after their name.
2. Shall have voting rights in line with the current regulations governing current members at MBCI grade and as may differ from time to time.
3. Shall not be required to pay an annual subscription or any other subscription normally paid by statutory members as may differ from time to time.



Honorary Member (Hon MBCI)

This is the junior award, granted as a gift to the nominee. The grade is designated by letters after the nominee's name shown as *Hon MBCI*. (By changing the classification of the letters the Institute is not confusing the older style MBCI (Hons) with qualifications issued by academic institutions – such as MA (Hons) – and the award will bear a clearer understanding).

Criteria for Award

The recommended classification criteria for this award will have, but not be limited to the some or all of the following:

1. Significant outstanding contribution of the nominee to the Business Continuity Institute of a period of time not less than seven years.
2. Significant outstanding contribution of the nominee to the Business Continuity industry of a period of not less than ten years.
3. Any other factor that the board of directors of the Business Continuity Institute may deem appropriate from time to time agreed by a majority decision at an ordinary meeting.
4. This honorary award shall expire three years from the date of issuance and it shall be in the power of the board to renew this award. The secretariat shall be responsible for managing the process.

Nominee Benefits

The nominee shall be entitled to:

1. Use the letter Hon MBCI after their name.
2. Shall have voting rights in line with the current regulations governing current members at MBCI grade and as may differ from time to time.
3. Shall not be required to pay an annual subscription or any other subscription normally paid by statutory members as may differ from time to time.



The Achievement Award of the Institute

This is the senior recognition award in the gift of the Institute granted to the nominee. The award is made by the presentation of a certificate and accompanied by any other marker as may be decided appropriate by the board of directors of the Institute from time to time.

Criteria for Award

The recommended classification criteria for this award will have, but not be limited to the some or all of the following:

1. For a number of significant events and contributions of outstanding quality that have contributed to the Business Continuity Institute.
2. For a number of significant events and contributions of outstanding quality and dedication that have contributed to the Business Continuity industry.
3. Continual long service to the Institute or the industry where appropriate.
4. Any other factor that the board of directors of the Business Continuity Institute may deem appropriate from time to time agreed by a majority decision at an ordinary meeting.

Nominee Benefits

The nominee shall be awarded:

1. The Achievement Award of the Institute at an appropriate occasion as shall be determined by the board of directors.
2. Any other marker as may be directed by the board of the Institute as being appropriate from time to time.



The Institute Merit Award

This is the junior recognition award in the gift of the Institute granted to the nominee. The award is made by the presentation of a certificate and accompanied by any other marker as may be decided appropriate by the board of directors of the Institute from time to time.

Criteria for Award

The recommended classification criteria for this award will have, but not be limited to the some or all of the following:

5. For a significant event and contribution of outstanding quality that has contributed to the Business Continuity Institute.
6. For a significant event and contribution of outstanding quality and dedication that has contributed to the Business Continuity industry.
7. Continual long service to the Institute or the industry where appropriate.
8. Any other factor that the board of directors of the Business Continuity Institute may deem appropriate from time to time agreed by a majority decision at an ordinary meeting.

Nominee Benefits

The nominee shall be awarded:

3. The Institute Merit Award at an appropriate occasion as shall be determined by the board of directors.
4. Any other marker as may be directed by the board of the Institute as being appropriate from time to time.



Process Guidelines for Gifted Grades & Awards

Gifted Grades and Awards are given by the board of directors of the Business Continuity Institute under the supervision of the office of Chairman of the Institute. The sub-group that decide the allocation of the grades and awards on behalf of the board are the Chairman of the Institute, the Chairman of the Membership Council and the Executive Director of the Institute. This sub-group may be changed at anytime by the board of directors under normal voting regulations. The administrative process is run by the executive management of the Secretariat.

Who May Make A Recommendation

In all cases nominees must be recommended for Gifted Grades and Awards, it is not possible for an individual to nominate themselves. As is normal in such cases this will require an individual to propose the nominee and another to second that proposal, at least one of these persons must have a statutory grade of membership within the Institute at the time of recommendation.

The Written Submission

It is important that the nominator provides as much information as possible on the nominee, and explains what their actual contribution in an area or achievement has been, as opposed to just listing jobs or posts held. Do not send in examples of the nominee's work as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

The number of grades and awards is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that a Grade or Award will not automatically follow a submission. The type and level of Grade or Award need not be stated.

If after twelve months your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

Confidentiality

All nominations for gifted grades and awards are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

Support Letters

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.



Acknowledgement

Upon receipt of your nomination, the Secretariat will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

Changes to Information Submitted

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Secretariat should also be advised if there has been any important change to the information supplied in the written submission, such as the home address of the nominee.