



International Federation of Surveyors
Fédération Internationale des Géomètres
Internationale Vereinigung der Vermessungsingenieure

Membership Application for a Member Association

General

Full membership of the International Federation of Surveyors (FIG) is open to a national association representing one or more of the disciplines of surveying (see the following FIG definition of a surveyor) and whose members

- possess relevant academic qualifications (which should normally be equivalent to at least UNESCO International Standard Classification of Education (ISCED) level 5 degrees) plus approved professional experience; and
- who provide professional services in accordance with ethical standards.

Associations which include technician grades of membership are also eligible for membership of the Federation.

A group of surveyors or surveying organisation, comprised of individuals who practise the profession of surveying, which does not fulfil the criteria for membership as a member association can be admitted to join the Federation as an affiliate member. An affiliate may be admitted to membership where the discipline or disciplines it represents are not already represented within the Federation by a member association from the same country. The admission of an affiliate should normally be a step towards the development of an association which can eventually become a member association.

Each category of membership provides opportunities for establishing contact with the international surveying community and thereby assisting with the development of indigenous academic and professional training programmes, including CPD facilities, and the development of technical and professional standards.

Only member associations are entitled to vote at FIG's annual administrative meetings. An affiliate and other members may nominate a representative to attend as an observer. All FIG members receive copies of FIG publications, monthly e-Newsletters and the Annual Review; and are entitled to nominate one delegate to each of FIG's ten technical commissions. Participation to the Commission work is one of the most important benefits of membership of FIG. However these benefits only come about if those nominated as delegates participate in the work of the commissions and publicise the results within their own countries; and FIG has therefore published guidelines for its members and for their national commission delegates.

As from 1 January 2011 the annual fee payable by a member association is 4.30 € per member of the association for a calendar year. Minimum fee is 20 members or 50 € per member association and maximum fee 5,500 members (23,650 €). Member associations from the poorest countries (countries listed by the World Bank as low-income economies or lower-middle-income economies) shall pay 2.15 € per member up to a maximum of 5,500 members in 2011.

An association wishing to apply for full membership should complete the relevant application form and return it to the Council. Applications are assessed first by the Council, which decides whether to recommend them for approval by the General Assembly.

In the case of an application received from an association in a country which already has one or more member associations, these associations shall be informed of the application and their comments sought.

FIG DEFINITION OF SURVEYOR

A surveyor is a professional person with the academic qualifications and technical expertise to practise the science of measurement; to assemble and assess land and geographic related information; to use that information for the purpose of planning and implementing the efficient administration of the land, the sea and structures thereon; and to instigate the advancement and development of such practices.

Practice of the surveyor's profession may involve one or more of the following activities which may occur either on, above or below the surface of the land or the sea and may be carried out in association with other professionals.

1. The determination of the size and shape of the earth and the measurement of all data needed to define the size, position, shape and contour of any part of the earth.
2. The positioning of objects in space and the positioning and monitoring of physical features, structures and engineering works on, above or below the surface of the earth.
3. The determination of the position of the boundaries of public or private land, including national and international boundaries, and the registration of those lands with the appropriate authorities.
4. The design, establishment and administration of land and geographic information systems and the collection, storage, analysis and management of data within those systems.
5. The study of the natural and social environment, the measurement of land and marine resources and the use of the data in the planning of development in urban, rural and regional areas.
6. The planning, development and redevelopment of property, whether urban or rural and whether land or buildings.
7. The assessment of value and the management of property, whether urban or rural and whether land or buildings.
8. The planning, measurement and management of construction works, including the estimation of costs.
9. The production of plans, maps, files, charts and reports.

In the application of the foregoing activities surveyors take into account the relevant legal, economic, environmental and social aspects affecting each project.

FIG MEMBERS AND THEIR COMMISSION DELEGATES

The purpose of these guidelines is to help ensure that the full benefits of FIG membership are passed down to all the individual members of associations or other organisations that are members of the Federation.

To ensure that these individual members are kept fully informed of and input where necessary to the work of FIG and its commissions, FIG recommends that

- FIG members should support, or encourage others to support, the attendance of national commission delegates at annual FIG working weeks (including annual commission delegate meetings and technical symposia) and other symposia organised by the commissions
- FIG members and their national commission delegates should consider establishing networks within their countries to communicate information and obtain feedback
- national commission delegates should be actively involved in commission activities, including responding to questionnaires or correspondence and identifying topics and authors of papers for commission symposia and FIG congresses
- FIG members should seek and encourage funding support to enable national commission delegates to attend FIG activities, including commission meetings

National commission delegates should write at least one annual report for publication in a local newsletter or technical journal or for dissemination by some other means to individual members of their association or organisation.

International Federation of Surveyors

Application form for Membership as a Member Association

1. Name of association

in own language. . . . **TANZANIA INSTITUTION OF VALUERS AND ESTATE AGENTS (TIVEA)** . . .

in English (if different from above).
.....
2. Address. . . . Agip House Mwenge, Plot 4 Kijitonyama (for Contact Purposes)
P O Box 32309, Dar es Salaam, TANZANIA
3. Telephone no . +**255 769 332 165**
4. Fax no. . . . +255 222 775 238.
5. e-mail address. . **fkomu@yahoo.com** and **info@tivea.org**
.....

Home page address. . **www.tivea.org**

Logo (please attach a high resolution logo of the association as .jpg file or add the link): . . **http://tivea.org/images/logo-tivea.jpg**.
6. Name of President . Mr Linus Kinyondo
7. Administration

Is the above address the address of the permanent office of the association? If so, please state the name of the chief executive and the number of any other permanent staff members .
– **Professional Association** with elected leadership
(1) President as overall executive
(2) Vice-President
(3) Hon Secretary
(4) Deputy Hon Secretary
(5) Treasurer
(6) Land Economy Chapter Representative (Valuers)
(7) Property/Facilities Management Chapter Representative (Facilities Managers and Real Estate Finance Analysts)
(8) Estate Agency Chapter Representative
.....
.....
8. Date of formation of association . . 4th September 1997

9. Objectives and ethics

A: Objectives

- (i) To support and protect the character, status and interests of the profession of Land economy Surveying and estate agency and to uphold a high code of professional conduct among its members.
- (ii) To engender a close relationship with other professional bodies both nationally and internationally associated with the construction industry and land management
- (iii) To secure the advancement and facilitate the acquisition of knowledge which constitutes the professions of land economy surveying and estate agency.
- (iv) To promote research in, and disseminate knowledge and information on subjects relating to or affecting the professions of land economy surveying and estate agency by means of lectures, seminars, publications and workshops.
- (v) To provide expertise in the economics of construction and land with the aim of achieving optimum use of invested resources.
- (vi) To co-operate with institutions of higher learning which provide academic training for the profession of land economy surveying
- (vii) To interview and recommend registration and deregistration of professionals and firms to the National Council of Professional Surveyors.
- (viii) To recommend to the National Council of Professional Surveyors to take appropriate measures against persons who seem to or are interfering with TIVEA'S interests or its members interests.

TIVEA Code of Conduct

- (i) It is a condition of membership that each and every Full Member and Affiliated Member shall conform to the Rules of Professional Conduct as provided for in the Bye-Laws so as to uphold the dignity of the Profession and Institution (S 11 of the Constitution)
- (ii) The following Categories of persons shall be ineligible for membership of the Institution; Any person who;
 - a. is serving sentence for criminal offence or
 - b. has been refused registration as a Valuer, Land Manager, Property Manager or Estate Agent by the National Council of Professional Surveyors or,
 - c. is currently subjected to the disciplinary provisions of Clause - of the Professional Surveyors (Registration) Act of 1977.
 - d. for a reasons which are considered by the Council to be contrary to the Code of Conduct detailed in By - Law No. 10 will be ineligible for membership of the institution.
- (iii) **PRINCIPLES OF PROFESSIONAL CONDUCT (S 10.1)** A member shall at all times fully discharge his duties and shall not commit any act which will have the effect of avoiding or diminishing professional responsibility.
 - 10.2 A member shall at all times be honest in his dealings and his decisions shall be made with integrity of purpose.
 - 10.3 A member shall at all times be free from corruption
 - 10.4 A member's advice shall at all times be impartial
 - 10.5 A member must never place himself in a position where his duties are likely to create a conflict with his professional interest.

- 10.6 A member shall at all times act in an honourable manner towards his professional colleagues.
- 10.7 No Member shall conduct himself in such a manner as would in the opinion of the Council prejudice his professional status or the reputation of the Institution.
- 10.8 No Member shall in any way be connected with any occupation or business if such connection is, in the opinion of the Council, inconsistent with membership of the Institution.
- 10.9 Members who are Principals shall be held responsible for the acts of their partners, fellow directors and staff so far as they relate to matters coming within the scope of professional practice.

Code of Conduct –Extracted from Constitution

11. CODE OF CONDUCT Without derogation of the Council's authority to include other matters a member shall be guilty of professional misconduct if he should:
- 11.1 Act or be a partner, principal, director or shareholder in any firm or Company carrying on business.
- 11.2 Accept a commission for Valuation, Land/Estate Management and Estate Agency services for which he is paid other than fee, salary or royalty.
- 11.3 Act in a professional capacity for a third party to whom his principals owe contractual duty.
- 11.4 Allow his name and professional affixes to appear on the letter heads tendered on behalf of a firm or company other than in connection with his professional services to the firm or company
- 11.8 Advertise or tout his professional services or make announcement in the press except to: (a) publish in the press and notify his correspondents by post once of any change of address, opening of a firm or branch office, temporary or permanent closure of a firm or branch office, change of office hours or alterations in the partnership or constitution of a firm. (b) advertise in the press or professional journals for the purpose of notifying interested parties of a vacant position with his

Disciplinary Matters- extracted from Constitution

12. DISCIPLINARY POWERS
- 12.1 Should any complaint be received in writing by the Honorary Secretary concerned the conduct of a member, the matter shall be reported to the Council. The Council shall send a copy of the complaint by registered letter or recorded delivery to the member concerned and refer the matter to a Disciplinary Committee which shall be appointed by the Council for the purpose.
- 12.2 The Disciplinary Committee shall consist of three Full members, at least one of whom shall be a Council member. Should the member to be investigated have grounds for objection to the inclusion of any persons(s) in the Disciplinary Committee, he must so inform the Council. In the event of the objection being sustained, the Council will re - appoint the Committee as appropriate.

12.3 The Disciplinary Committee shall make such investigation as it considers appropriate and the member shall be invited to appear in person and/or to be represented by another person who need not necessarily be legally qualified

Please summarise on a separate sheet the objectives of the association and state whether it enforces disciplinary procedures; and enclose a copy of its constitution and rules (including, where applicable, its code of conduct).

10. Routes of entry to membership

Please provide the following information on a separate sheet

- the title held by qualified members of the association
 - (1) **Fellow:**
 - a. must have an undergraduate degree in land management and valuation, real estate or relevant
 - b. must have been registered by the National Council of Professional Surveyors in the Category Fully Registered Surveyor or a Fellow of the Royal Institution of Chartered Surveyor of the UK
 - (2) **Associate Member- Graduate as above and registered by the National Council of Professional Surveyors having worked under supervision for at least 2 years**
- **Academic Training is available in the country (BSc Land Management and Valuation, BSc Real Estate Finance and Investment, BSc Facilities Management as well as MSc and PhD in the fields offered by Ardhi University. Bachelors Degrees run for 4 years**
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- what the requirements are for continuing professional development and whether this is mandatory or voluntary
- **TIVEA RUNS CONTINUING PROFESSIONAL Development Programmes that are recognized by the Academic and Government Institution in the country.**
- if the association also admits technician or sub-professional members and, if so, the qualifications required for entry to this grade of membership

11. Members

No. of holders the title	qualified. 334
	qualifying . . . over . . 600.
No. of technician or sub-professional members	qualified Not applicable
	qualifying

12. Specialisations

% of qualified members whose principal specialisation is

- hydrography
- positioning/measurement
- engineering surveys
- cadastre/land management
- spatial planning/development . . . 12
- valuation/real estate management . . 334
- construction cost management . . . 0

13. Statutory recognition

Is the association constituted by statute? . . . **Registrar of Societies**

Please list on a separate sheet those activities undertaken by your members which are regulated by statute and state whether any or all of these can be performed only by members of your association. If not, please state who else can acquire the title to perform any of the activities.

- (1) Valuation of Real Estate and Assets for all purposes must be done by Registered Valuation Surveyors under the National Council of Professional Surveyors
- (2) All Property Management and Agency by registered valuation surveyors and in addition must be members of the TIVEA/

14. Employment

% of qualified members

- self-employed and employed in private practice. . .12.8% (43).....
- teaching. 3.6% (12)
- employed by government. 62.6% (209)
- employed in the commercial or other sectors. . . . 21%(70) . . .

15. Subscriptions

Please state the annual subscription payable by each grade of membership

Fellow Members \$ 25

Associate Members \$ 15

Corporate Members \$75

16. Services to members

Does the association publish a journal (if so, please state title and frequency)

None, except for the Website and a planned newslettet

Please list on a separate sheet any other services that the association provides for its members.

- (1) **Annual seminars on topical issues in the fields of land management, valuation, land tenure reforms**
- (2) TIVEA is invited by Government as well as the private sector foundation to participate in several debates and policy dialogue on a number of issues
- (3) TIVEA championed amendments of the old law for registration of Surveyors (Act No. 2 of 1977) and a new Valuation Bill is likely to be passed by the Parliament before June 2016.

Please send or fax to FIG office: International Federation of Surveyors, Kalvebod Brygge 31-33, DK-1780 Copenhagen V, DENMARK, E-mail: FIG@fig.net, tel. + 45 3886 1081, fax + 45 3886 0252