



CMC CERTIFICATE POLICY

Background

The CMC is now available in over 45 countries, and when most provisional members attain full membership, the number will go over 50 countries. There are a few countries who were existing members of ICMCI at the time the CMC was introduced. At that time, these countries had their own certification processes and awarded their own CMC certificates. The new countries that came in thereafter, were advised to have their own certificate design. Often, the countries have their own certificates signed by the Chair of ICMCI to prove its international and reciprocal value. Many countries, especially among the new ones, feel the need for a commonly designed certificate which is a visible hallmark of the CMC. In some countries, the IPR laws actually protect the certificate design and not the CMC trademark. It is for this reason, that it was felt to have a common CMC certificate design which will be adopted by countries on a voluntary basis. This had been further discussed and adopted as a resolution for implementation at the London Congress in 2009. The resolution states:

Resolution 7 CMC Certificate

- Resolve to adopt a globally consistent CMC certificate design, flexible enough to allow for national requirements
- Constitute a Task Force to design and propose implementation process

This document is a policy statement on the acceptable certificate design and rules, implementation plan and management process to administer the policy.

Certificate Policy

The attached certificate is designed according to the following principles:

1. This certificate is hereby called the ICMCI Common CMC Certificate.
2. The full design is a bilingual certificate. The option to use a second language lies with the member institution. The main certificate is in English language which is the working language of ICMCI. If a bilingual option is to be used, then it is the responsibility of the member country to prepare the final text of the certificate, incorporate it in the design, and send to ICMCI secretariat for usage.
3. The certificate as it is designed is to be issued by ICMCI. The procedure to be adopted is that the list of awardees is to be sent to the secretariat, and the secretariat issues the certificates, gets them signed and sent to the member institution. The secretariat will maintain all records of certificates prepared and issued by them.
4. The Certificate will be issued by ICMCI in PDF form with signatures appended. For this service, a charge of EUR 5.00 per certificate is applicable.

5. Should a print copy of the certificate be desired, it shall be available in English format only and the charge for these certificates will be EUR 10.00 per certificate plus courier charges to the member institute. The courier charges will include courier charges for sending the certificates to Chair for signature.

Certificate Numbering System

Each CMC Certificate signed by ICMCI official, will be numbered according to the following convention:

1. The entire number carries three alpha symbols for the country name, as per the UN listconvention. See appendix 1 for a list.
2. Serial Number in order of signing. Three digits.
3. Year of issuing.

Therefore the first number for IMC India will look like this: IND/001/2010

Implementation Plan and Management Process

The following Management Process and Implementation Plan is proposed:

1. This certificate will be applicable to all CMC's issued by adopting country members with effect from January 01, 2011.
2. In the first phase, we will make this service available to all countries that currently send their CMC Certificates to ICMCI Chairman for signatures. In the second phase, all countries who would like these certificates would be covered. In the final phase, all remainder countries will be covered.
3. We will provide the certificate template in high resolution soft copy to the member Institute
4. The Member Institute will prepare the certificates with names and logos and bilingual message (where needed) and mail these prepared certificates to ICMCI secretariat. The numbering of the certificate will be done by the member institute with a copy for records to ICMCI. These certificates have to be first signed by the local authorities of the member Institute. If the member requires soft copy of final certificate, they will mail out the soft copies of these in .PPT format. If they require these in printed form, the member institute will print and courier the certificates for signature to ICMCI Chair.
5. The Secretariat will append digital signature of Chair on soft copies and send only in .PDF format back to member for final distribution. The Chair will sign all printed Certificates and send through courier to the member Institute under advice to secretariat.
6. The Secretariat will then issue an invoice of EUR 5.00 for digital certificates, and EUR 10.00 for physical signature per certificate to the member for payment.
7. ICMCI Secretariat will maintain a register or Roster (in physical form) of all CMC Certificates awarded by them. The roster will have the name and contact details of each CMC along with dates of issue of Certificates.
8. The Roster will be brought to the Annual Business Meetings of ICMCI for recording in minutes of ABM and also for physical signature of at least two members of ExCom.
9. All the above steps will be applicable for re-certification certificates also, as will be payment for certificate service.

The Certificate and Certificate Policy is adopted as the Common CMC Certificate and Policy of ICMCI.

Aneeta Madhok, CMC
Chairperson, ICMCI
February 18, 2011

APPENDIX

3 Letter Symbol	COUNTRY
AFG	AFGHANISTAN
ALB	ALBANIA
DZA	ALGERIA
ASM	AMERICAN SAMOA
AND	ANDORRA
AGO	ANGOLA
AIA	ANGUILLA
ATA	ANTARCTICA
ATG	ANTIGUA AND BARBUDA
ARG	ARGENTINA
ARM	ARMENIA
ABW	ARUBA
AUS	AUSTRALIA
AUT	AUSTRIA
AZE	AZERBAIJAN
BHS	BAHAMAS
BHR	BAHRAIN
BGD	BANGLADESH
BRB	BARBADOS
BLR	BELARUS
BEL	BELGIUM
BLZ	BELIZE
BEN	BENIN
BMU	BERMUDA
BTN	BHUTAN
BOL	BOLIVIA
BIH	BOSNIA AND HERZEGOWINA
BWA	BOTSWANA
BVT	BOUVET ISLAND
BRA	BRAZIL
IOT	BRITISH INDIAN OCEAN TERRITORY
BRN	BRUNEI DARUSSALAM
BGR	BULGARIA
BFA	BURKINA FASO
BDI	BURUNDI
KHM	CAMBODIA
CMR	CAMEROON
CAN	CANADA
CPV	CAPE VERDE
CYM	CAYMAN ISLANDS
CAF	CENTRAL AFRICAN REPUBLIC
TCD	CHAD
CHL	CHILE
CHN	CHINA

CXR	CHRISTMAS ISLAND
CCK	COCOS (KEELING) ISLANDS
COL	COLOMBIA
COM	COMOROS
COG	CONGO
COD	CONGO, THE DRC
COK	COOK ISLANDS
CRI	COSTA RICA
CIV	COTE D'IVOIRE
HRV	CROATIA (local name: Hrvatska)
CUB	CUBA
CYP	CYPRUS
CZE	CZECH REPUBLIC
DNK	DENMARK
DJI	DJIBOUTI
DMA	DOMINICA
DOM	DOMINICAN REPUBLIC
TMP	EAST TIMOR
ECU	ECUADOR
EGY	EGYPT
SLV	EL SALVADOR
GNQ	EQUATORIAL GUINEA
ERI	ERITREA
EST	ESTONIA
ETH	ETHIOPIA
FLK	FALKLAND ISLANDS (MALVINAS)
FRO	FAROE ISLANDS
FJI	FIJI
FIN	FINLAND
FRA	FRANCE
FXX	FRANCE, METROPOLITAN
GUF	FRENCH GUIANA
PYF	FRENCH POLYNESIA
ATF	FRENCH SOUTHERN TERRITORIES
GAB	GABON
GMB	GAMBIA
GEO	GEORGIA
DEU	GERMANY
GHA	GHANA
GIB	GIBRALTAR
GRC	GREECE
GRL	GREENLAND
GRD	GRENADA
GLP	GUADELOUPE
GUM	GUAM
GTM	GUATEMALA
GIN	GUINEA
GNB	GUINEA-BISSAU

GUY	GUYANA
HTI	HAITI
HMD	HEARD AND MC DONALD ISLANDS
VAT	HOLY SEE (VATICAN CITY STATE)
HND	HONDURAS
HKG	HONG KONG
HUN	HUNGARY
ISL	ICELAND
IND	INDIA
IDN	INDONESIA
IRN	IRAN (ISLAMIC REPUBLIC OF)
IRQ	IRAQ
IRL	IRELAND
ISR	ISRAEL
ITA	ITALY
JAM	JAMAICA
JPN	JAPAN
JOR	JORDAN
KAZ	KAZAKHSTAN
KEN	KENYA
KIR	KIRIBATI
PRK	KOREA, D.P.R.O.
KOR	KOREA, REPUBLIC OF
KWT	KUWAIT
KGZ	KYRGYZSTAN
LAO	LAOS
LVA	LATVIA
LBN	LEBANON
LSO	LESOTHO
LBR	LIBERIA
LBY	LIBYAN ARAB JAMAHIRIYA
LIE	LIECHTENSTEIN
LTU	LITHUANIA
LUX	LUXEMBOURG
MAC	MACAU
MKD	MACEDONIA
MDG	MADAGASCAR
MWI	MALAWI
MYS	MALAYSIA
MDV	MALDIVES
MLI	MALI
MLT	MALTA
MHL	MARSHALL ISLANDS
MTQ	MARTINIQUE
MRT	MAURITANIA
MUS	MAURITIUS
MYT	MAYOTTE
MEX	MEXICO

FSM	MICRONESIA, FEDERATED STATES OF
MDA	MOLDOVA, REPUBLIC OF
MCO	MONACO
MNG	MONGOLIA
MSR	MONTserrat
MAR	MOROCCO
MOZ	MOZAMBIQUE
MMR	MYANMAR (Burma)
NAM	NAMIBIA
NRU	NAURU
NPL	NEPAL
NLD	NETHERLANDS
ANT	NETHERLANDS ANTILLES
NCL	NEW CALEDONIA
NZL	NEW ZEALAND
NIC	NICARAGUA
NER	NIGER
NGA	NIGERIA
NIU	NIUE
NFK	NORFOLK ISLAND
MNP	NORTHERN MARIANA ISLANDS
NOR	NORWAY
OMN	OMAN
PAK	PAKISTAN
PLW	PALAU
PAN	PANAMA
PNG	PAPUA NEW GUINEA
PRY	PARAGUAY
PER	PERU
PHL	PHILIPPINES
PCN	PITCAIRN
POL	POLAND
PRT	PORTUGAL
PRI	PUERTO RICO
QAT	QATAR
REU	REUNION
ROM	ROMANIA
RUS	RUSSIAN FEDERATION
RWA	RWANDA
KNA	SAINT KITTS AND NEVIS
LCA	SAINT LUCIA
VCT	SAINT VINCENT AND THE GRENADINES
WSM	SAMOA
SMR	SAN MARINO
STP	SAO TOME AND PRINCIPE
SAU	SAUDI ARABIA
SEN	SENEGAL
SYC	SEYCHELLES

SLE	SIERRA LEONE
SGP	SINGAPORE
SVK	SLOVAKIA (Slovak Republic)
SVN	SLOVENIA
SLB	SOLOMON ISLANDS
SOM	SOMALIA
ZAF	SOUTH AFRICA
SGS	SOUTH GEORGIA AND SOUTH S.S.
ESP	SPAIN
LKA	SRI LANKA
SHN	ST. HELENA
SPM	ST. PIERRE AND MIQUELON
SDN	SUDAN
SUR	SURINAME
SJM	SVALBARD AND JAN MAYEN ISLANDS
SWZ	SWAZILAND
SWE	SWEDEN
CHE	SWITZERLAND
SYR	SYRIAN ARAB REPUBLIC
TWN	TAIWAN, PROVINCE OF CHINA
TJK	TAJIKISTAN
TZA	TANZANIA, UNITED REPUBLIC OF
THA	THAILAND
TGO	TOGO
TKL	TOKELAU
TON	TONGA
TTO	TRINIDAD AND TOBAGO
TUN	TUNISIA
TUR	TURKEY
TKM	TURKMENISTAN
TCA	TURKS AND CAICOS ISLANDS
TUV	TUVALU
UGA	UGANDA
UKR	UKRAINE
ARE	UNITED ARAB EMIRATES
GBR	UNITED KINGDOM
USA	UNITED STATES
UMI	U.S. MINOR ISLANDS
URY	URUGUAY
UZB	UZBEKISTAN
VUT	VANUATU
VEN	VENEZUELA
VNM	VIET NAM
VGB	VIRGIN ISLANDS (BRITISH)
VIR	VIRGIN ISLANDS (U.S.)
WLF	WALLIS AND FUTUNA ISLANDS
ESH	WESTERN SAHARA
YEM	YEMEN

YUG	Yugoslavia (Serbia and Montenegro)
ZMB	ZAMBIA
ZWE	ZIMBABWE