



Term of Reference

Guidance for the use of ISO 20700:2017

ICMCI Self-Declaration Checklist Training




CMC - GLOBAL

This Terms of Reference document is aimed at assisting ICMCI Accredited Trainers who attend the Guidance for the use of ISO 20700:2017 Self-Declaration Checklist Training provided by ICMCI for the duration of four (4) training hours, and their IMCs, in highlighting benefits of attending the Self-Declaration Checklist Training to their different target groups.

The ICMCI training aims to **accredit trainers who will deliver the training on behalf of their IMCs. ICMCI does not train CMCs or MCs who are not nominated by the IMC to train on their behalf.**

The chart below indicates the requirements for duration and topics to be included in the training for CMC and non-CMC consultants, and clients.:

“ISO 20700:2017 Recognized Practitioner by ICMCI” scheme

	Embedded in CMC Trainings / Certification	For Consultants who are already CMC's	For everybody else	Clients
Requirements for participants	Same as for the CMC training	Experienced	Consultant	n/a
Duration	No or very little additional time needed	Typically, 4 hrs (e.g., as part of annual meeting)	Typically, 1 day	Typically, hrs
Training blocks	Introductions of ISO 20700:2017, Application of the checklist in case study	Introductions of ISO 20700:2017, Application of the checklist in case study	Consultancy basics, Introductions of ISO 20700:2017, Application of the checklist in case study	Introductions of ISO 20700:2017
Award	 CERTIFIED MANAGEMENT CONSULTANT			

Note: Prerequisite: for management consultants attending the training: To have read the ISO 20700:2017 standard and have access to a licensed copy, this does not apply to clients.



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Terms of use for the Train the Trainer Material, Self-Declaration Checklist, and the Related Logos by IMCs accredited for the delivery of the ICMCI ISO 20700:2017 Self-Declaration Checklist Training.

This section provides guidance on legalities with which trainers of IMCs and graduates from their training sessions should comply:

1. As an accredited Trainer you may use the training material prepared by ICMCI. This material must be used in its entirety.
2. The checklist is to be referenced as the property of ICMCI . The trainer and training participants must use the checklist in its current version. The trainer should have a process in place to update graduates on enhancements to the checklists.
3. While the checklist may not be adapted, accredited trainers will include in the training how consultants and clients can selectively use portions of the checklist to improve transparency.
4. The trained consultant may use the ICMCI ISO 20700:2017 Checklist brand in marketing and client material (e.g., Website, Business Cards, e-mail signature, ...). However, the delivery of an assignment according to ISO 20700:2017 must be agreed by the consultant and the client for each project.
5. The logo of the accredited IMC may be added to the self-declaration checklist if the IMC decides to do so.
6. A guideline for the use of ICMCI ISO 20700:2017 Checklist logos is attached to this ToR.
7. The following sentence can be used in a signature or a separate line by a trained consultant.
“Recognised Practitioner in the ISO 20700:2017 Guidelines for Management Consultancy Services by ICMCI” .
8. The following sentence can be used in a signature or on a separate line by the accredited trainer.
“Accredited Trainer of ISO 20700:2017 Guidelines for Management Consultancy Services by ICMCI” .
9. The accredited IMC may add their copyright statement to translated documents, but must also retain the copyright of ICMCI.
10. ICMCI will provide branded certificates of attendance to those trained in the ICMCI ISO 20700:2017 Checklist by accredited trainers of an IMC. The accredited IMC would need to submit the following along with the trainee attestation forms:
 - a. Provide names of attendees
 - b. Advise if any are CMCs
 - c. Confirm that the attendees attended the training provided by the accredited trainer.All certificates are issued with a unique serial number.
11. An accredited IMC may include its logo on the course certificate by providing the ICMCI secretariat with a high-resolution transparent background logo in .jpg or .jpeg.