



CIWM

Welcome to your CIWM Member Handbook



Your guide to making the most of your
membership and its many benefits



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Welcome, from all at CIWM



Welcome to your Member Handbook. Whether you're a new arrival at CIWM or have been with us for many years, we hope you will find this a helpful guide to the many benefits and resources our community can offer you.

CIWM membership means more for your professional life. More knowledge, more connections, more resources, more representation, more partnerships, and, ultimately, more potential.

Together we have the potential to achieve more, too. Our sector is rapidly evolving and diversifying, but we are united in one common purpose: to move the world beyond waste.

This handbook is designed to help you make the most of your membership. It provides an overview of everything you need to know about the resources we provide, and then points you in the right direction to discover full details.

Exploring these resources will help you make valuable connections, from meeting up with other professionals in your area to finding a mentor who can help you achieve your aims.

You'll also see how your skills, time and expertise enable you to make a valuable contribution by volunteering with us - and by joining CIWM Connect, our rapidly growing online community.

I very much hope that you find this handbook useful, and that you enjoy your membership of CIWM for many years to come. We're delighted to have you 'on board' on our journey towards a world beyond waste.

A handwritten signature in black ink, appearing to read 'Sarah Poulter'.

Sarah Poulter

CEO, CIWM

CIWM: Our Purpose
To move the world
beyond waste.

Making the most of your membership

How this handbook can help you

CIWM membership brings you a comprehensive range of benefits. This handbook signposts all of our member services in one convenient place, providing an overview of what's available set out in clear sections.

Each of these sections provides links to take you to the appropriate area of our website, where you'll find full details of our resources, such as our magazine, newsletters, webinars, podcasts, events, and online community.

We'd like to encourage you to explore all these options from day one. Although many work fully as stand-alone resources, it is in combination that their true strength shines through. Like our members, they're at their most effective when they work together.

You may, for instance, want to find out more about a specific issue or challenge you've come across in your studies or work.

Exploring our **Knowledge Centre**, with its user-friendly search function, will provide you with extensive **information** and/or point you to current thinking on the subject in our **magazine** or on our **websites**. There may be a **webinar**, **podcast** or **training event** available to help you, and then there is the vast wealth of **experience and expertise** you can tap into through **Connect**, **our online community**, where members share questions, solutions and opinions.

Whatever you need or want to know, help is always at hand. You'll soon uncover a wealth of resources to meet your needs, and you'll know where to go for more.

So please have a good browse through this handbook, familiarise yourself with what's on offer – and then start to fully explore the benefits of CIWM membership.

Follow the links to the CIWM website

Each section of this handbook contains links to the CIWM website where you will find further details of the relevant resources and member information. Simply click on the links to connect to the website.

➤ Links in this document will be highlighted in **bold and underlined**.

Navigating the website using the member dashboard

The **CIWM member dashboard** is your one-stop location for accessing member-only areas of the website and other vital resources, including...

- Information from your local CIWM Centre
- Upcoming events
- The latest CIWM news
- Social media updates

You can also use it to amend your personal information and to ensure your communication preferences are up to date.



To access the CIWM dashboard, simply visit ciwm.co.uk and sign in using your username and password.

CIWM: Our Mission

We strive to unite, equip and mobilise our professional community to lead, influence and deliver the science, strategies, businesses and policies for the sustainable management of resources and waste.

Our mission is aligned with the values and aims of our [Royal Charter and Constitution](#)

Together,
we stand
for more.

What does it mean to be a CIWM member?

As a member, you are committed to leading by example, demonstrating professionalism and best practice and advancing the cause of sustainability and compliance, in line with our codes of conduct.



You are a champion in promoting a safe working environment and are instrumental in improving sustainability and good practice within your role. You are active in identifying opportunities and barriers for sustainability improvements at your place of work.



You are at the forefront of imparting your professional and technical expertise and you ensure that your capabilities and knowledge are appropriate and up to date.



You are a supporter of CIWM's charitable objectives found in our Royal Charter, and of our mission and purpose. You firmly believe that, despite the challenges that may arise, together we can achieve a world beyond waste.

Section 1 Knowledge

The CIWM Knowledge Centre – your digital library of resources

The CIWM Knowledge Centre is an all-encompassing and ever-growing library of resources, designed to provide you with the most up to date information and insights including legislative and policy updates, guidance and best practice.

You can access this industry-leading asset any time, free of charge, to read papers, watch videos, catch up on webinars and podcasts, refer to in-depth research and reports, read the latest opinion pieces and much more. You can utilise the knowledge you access however you want, for work and for study.

User-friendly filtering by category and article type makes our Knowledge Centre easy to navigate, so you can find exactly what you're looking for, across all formats.

To get started, head over to the [Knowledge Centre](#), log in using your CIWM account details, and explore the vast amount of content that's available.

- Briefing papers
- Case studies
- Courses
- Features
- Guidance
- Infographics
- Insights
- Podcasts
- Research and reports
- Videos
- Webinar recordings



Circular, Circular Online and the CIWM member newsletter

Our daily news site and award-winning magazine bring you the latest insights and opinions from thought leaders and industry experts across the sector, while our weekly member newsletter keeps you right up to date with the latest advances and policy changes.

Circular, our award-winning, member-only magazine, features all the latest news from around the sector, along with informative articles covering areas ranging from waste policy and resource efficiency to net zero and the circular economy.

It's enlightening, educational, and essential reading for everyone interested in gaining insights from sector specialists and thought leaders. Circular also includes content curated from people and organisations within our membership, sharing their experience and expertise.

- *Circular* is issued bi-monthly. It is mailed to members with no packaging, unless absolutely necessary for accompanying documents, and is printed on 100% recycled paper – a reflection of our commitment to moving towards a circular economy. Student members can access digital copies in our [Digital Archive](#).
- The *Circular* Digital Archive is a rolling collection of issues from the past two years, available to all members.

Circular Online, our accompanying news and insights website for sustainability professionals working in resources and waste, provides daily updates and features on topical issues from across the sector. It is free to access online for everyone.

The **CIWM member newsletter** is delivered automatically to your inbox each week.

It's a detailed and comprehensive compilation of news from right across the sector and related industries, drawing on topical issues from Circular Online, updates from various Environment Agencies, changes to regulation and legislation from UK and Ireland governments, notifications from your Regional Centres, upcoming workshops and more, all designed to provide you with a complete round-up of the week and what to look forward to.

We put the time into looking for relevant news, updates and more so that you don't have to.

“

Circular is reflective of CIWM's core ethos. We support the move towards a circular economy – transitioning from a linear, take-make-dispose extractive industrial model towards a circular system that keeps resources in use for as long as possible, extracting the maximum value from them whilst in use, then recovering and regenerating products and materials at the end of each service life.

”

Darrel Moore, Digital Editor, CIWM



Circular & Circular Digital Archive

Member-only bi-monthly magazine providing sector insights and overview



Circular Online

Daily updates from across the sector, free to access for all



Member Newsletter

Detailed in-depth weekly round-up of information from across the industry



Webinars & Podcasts – bringing members and experts together

CIWM delivers an extensive programme of webinars and podcasts on a variety of issues and topics throughout the year.

As a member, you can enjoy many of our [upcoming webinars and online events](#) free of charge as well as [browsing the back catalogue](#), which makes for an excellent source of knowledge and information, full of insightful and thought provoking content which can help you with your Continuing Professional Development or Structured Learning and Development progress.

Our webinars also provide valuable opportunities to ask questions and interact with speakers as they are broadcast live. Questions are often welcomed too, either in advance or on the day.

- Many of our webinars and podcasts are free to members, but booking your place in advance is advised. Some are open to the public.
- If there's a theme or topic you would like us to cover, or if your company would like to take part as a contributor or co-host, please email us at education@ciwm.co.uk.
- If you'd like to be considered as a host or panellist for one of our webinars, please email us at education@ciwm.co.uk.

Special events all year round

- Festival of Circular Economy
- CIWM Resource Conference Cymru
- Scottish Resources Conference
- RWM Exhibition
- Gala Dinner at RWM
- Resourcing the Future Conference
- Webinars and Masterclasses
- Professional Development Network Events

As the pre-eminent institution in our sector, CIWM organises high profile events for members and resources and waste professionals. Our events range from conferences and meetings to masterclasses, national exhibitions and social occasions.

Lively, informative, educational and often entertaining, our year-round events programme provides an opportunity to discover the latest thinking, share innovative best practice and network with peers.

To see what's coming up, visit [Events](#) on the CIWM website. Discounts on tickets are available to members.



Section 2 Networking

Meet up and make connections through your local CIWM Centre

- Technical meetings
- Site visits
- Workshops
- Forums & debate
- Networking
- Local news
- Volunteering
- Centre resource library
- New member events
- Social events

CIWM has ten Regional Centres across the UK and Ireland. All CIWM members automatically become a member of their local CIWM Centre and each Centre has an active Professional Development Network.

Throughout the year, your local Centre organises an extensive programme of technical meetings, site visits and social events, providing a forum for professional debate and the opportunity for members to meet up and share time, ideas and experiences through a strong local network. The Professional Development Network organises events and webinars to support our members who are beginning their career within the waste and resource sector, all of which run alongside and complement our [national events](#) programme.

To find out more, sign into your membership account and visit your [Centre](#) webpage where you will find details of your Centre Councillors, upcoming events and your local Centre Resource Library.

Becoming an active member of your local Centre reaps its own rewards, and enables you to support your fellow members, too – in the next section of this handbook, you can find out all about [Volunteering](#), for instance.

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This community is a great additional benefit for all members. Having this private and exclusive space for members will give everyone the opportunity to share knowledge and ask for ideas among the CIWM membership.

Claire Nicoll, CIWM Chartered Member

”

Enjoy exclusive discounts on CIWM events

Our programme of national events includes major occasions like The Festival of Circular Economy, the CIWM Gala Dinner at RWM Exhibition, and the Resourcing the Future Conference.

As a CIWM member you are eligible for discounted prices. When you are booking tickets just sign in using your CIWM credentials and your discount will automatically be applied to the final price.

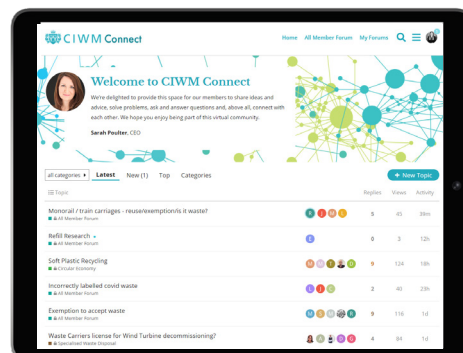
Chat with other members on CIWM Connect – our online community

CIWM Connect brings our members together in a vibrant and rapidly growing online community to discuss news and events, share ideas and advice, solve problems, ask and answer questions and start engaging conversations.

Have a question? Want to get some advice? Not sure where to start looking for information? The Connect community can help! With hundreds of people joining Connect from every level of our thousands-strong membership, there's a vast wealth of experience and know-how to tap into – simply start a post and look out for helpful responses. It's a great way to connect and network with fellow professionals in the sustainability, resources and waste management sector, too.

Getting started is easy. [Simply visit CIWM Connect](#) and sign in using your CIWM credentials.

Watch the [CIWM Connect video tour](#) and become part of the community.





Section 3

Getting involved

Volunteering with CIWM

CIWM has hundreds of volunteers across the UK and beyond who donate their time, skills and expertise to support the Institution and its members.

Volunteers are central to the life and culture of CIWM and play a vital role at every level within our organisation. Volunteering is about freely giving your time, knowledge and skills – three of the most valuable things you can offer – to help others.

Being part of something and giving back to your community brings its own rewards, and you can volunteer at any level of membership, on a regional or national basis. There are a whole host of ways you can help, from joining your local Centre Council or the Members' Council to supporting the next generation of resources and waste professionals as a Professional Interview Panellist or mentor.

To provide you with an idea of what volunteering with CIWM is all about, and how you can get involved, we have created a [Volunteer Handbook](#).

Sharing your knowledge by contributing content

The strength of our Institution lies in the knowledge, expertise and experience of our members, and in them – you – sharing it with others.

We are continually looking for content to support our many platforms. Articles for Circular, news and press releases to include in our member newsletter, speakers and panellists for webinars and podcasts – there are so many ways you can support our work and make a contribution.

Our digital editor is always happy to talk through any content proposals you might have – please feel free to contact him at darrel.moore@ciwm.co.uk with any suggestions you might have.

Another way you can get involved is through becoming an active contributor to the [CIWM Connect Community](#). Who knows, you might have exactly the service or solution someone is looking for – so make sure you log in regularly and engage with the online conversation.

Speaking at and taking part in CIWM events

CIWM is renowned for its high-quality and topical events which attract wide and diverse audiences. Throughout the year, and all around the UK and Ireland, we host a [comprehensive events programme](#) and facilitate a range of conferences and seminars.

To achieve this, we engage closely with sector professionals to cover the very latest developments and key topical issues. These professionals include many of our members, from Students and Affiliates through to those in our professional grades – Associate, Chartered and Fellow. Sharing your expertise is a great way to give something back to the CIWM community, and to advance your development.

If you would like to share your knowledge by speaking at, or contributing content to, one of our events, please contact events@ciwm.co.uk.

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There are so many ways that members can get involved. If you have an idea about what you think CIWM should be doing or would like to get involved in something that's already happening then, contact a Centre Councillor, Members' Council representative or someone at CIWM's HQ.

”

Brian Mayne FCIWM,
CIWM Cymru Wales Centre Chair

Section 4

Professional development

Where will your CIWM membership journey take you next?

Our members are at the heart of everything we do and we are committed to supporting you with the knowledge and tools you need for your professional development.

Our membership grade structure is designed to support you as you develop your career. Your membership grade reflects your level of expertise and the status you have achieved in the resources and waste sector.

CIWM grade titles – and the 'post-nominal' letters after your name – are recognised and respected universally: they are a sign of how far you have gone on your journey in the industry, and how much you are giving back to your fellow professionals.

Student Membership

Student membership is completely free and is a great way to support your studies and your wider career.

- Student membership is available to full-time students or apprentices who are interested in a career within the sustainability, resources and waste management sector.
- It provides a wealth of valuable resources and support – there's no better way to prepare for those first steps out into the world of work.

Affiliate Membership

Becoming an Affiliate member is the quickest and easiest way to access CIWM's range of benefits.

- Affiliate membership is available to anyone with an interest in resources and wastes management.
- Benefits include a host of invaluable knowledge and information, unrivalled networking opportunities and savings on CIWM events, conferences and training.
- From Affiliate membership, you can progress to one of our professional membership grades to help boost your career.



“

As we progress towards our purpose of moving to a world beyond waste, we encourage our members to advance their careers and develop the skills, knowledge and insights required to achieve that ambition. We are all fellow travellers, and along the way we show our support and commitment to our mission by sharing those qualities with other members. Whatever level you are at now, CIWM and our community are here to help you develop your career. Who knows, you may one day become CIWM president!

”

Claire Poole, Professional Development Manager, CIWM



➤ Associate Membership (AssocMCIWM)

Associate membership demonstrates your achievement and commitment to the resources and waste sector.

- It shows that you are committed to professional development and to building a successful career in the resources and waste sector.
- Associate members champion professional standards within the industry whilst continuing to develop their skills, expand their knowledge, and enhance their experience as a resources and waste professional.

Access to Associate membership requires appropriate qualifications or work experience as outlined in the entry criteria.

➤ Chartered Membership (MCIWM / CRWM)

Becoming a Chartered member of CIWM makes a powerful statement about your achievements in the resources and waste management sector and demonstrates your commitment to the profession.

- It shows that you have been peer-reviewed and possess the high levels of knowledge and experience required for Chartered status.
- While we encourage you to become an **Affiliate** or **Associate** member prior to applying for Chartered membership, it is not essential.

You can apply for Chartered membership if you meet the entry criteria.

➤ Fellow Membership (FCIWM)

Being awarded a CIWM Fellowship shows recognition of your ongoing contribution at the highest level within the resources and waste sector.

- It demonstrates that you are a leading professional in the sector and serves as a formal acknowledgement of your considerable achievements in the field of resources and waste management.
- Applicants must demonstrate their distinguished accomplishments in the sector and commit to upholding the highest levels of professionalism.

You can apply for Fellowship if you meet the entry criteria.

For more details of the benefits available to you at each level, and what experience and qualifications you need to take the next step, click on the links above.

CIWM Mentoring – a powerful tool to help you develop professionally

Our CIWM Mentoring platform will connect you with a supportive mentor and can be a powerful way of developing your knowledge, expanding your skillset, building your confidence, and boosting your career.

Whatever stage you're at, a mentor will be there to assist you with your professional development. Whether you're considering progressing to

Chartered membership and need a guiding hand as you draft your application, or are looking for advice as you work towards other professional goals, CIWM Mentoring can make a real difference.

To find out more, visit our [mentoring platform](#) and log in using your CIWM account details. We'll match you with an experienced member who has volunteered to provide advice, guidance and coaching.

Continuing Professional Development (CPD) & Structured Learning and Development (SLD) – vital to your professional and personal development

Whatever grade of membership you have joined, continuing to develop as a professional is important for you, for the sector and for CIWM as your representative body.

There's always more to learn and, with the environmental challenges facing us as we aim to move to a world beyond waste, we encourage all of our members to embrace CPD, or SLD, as appropriate. Here are a few of the criteria which apply at various grades of membership – you'll find full details in the [CPD](#) and [SLD](#) sections of the website.

- If you are a Fellow or Chartered member, part of the requirement for your professional commitment is to undertake 30 hours of continuing professional development (CPD) over a 12 month period which should include an element of Health & Safety. Ideally this should include an element of pre-planned CPD in order to ensure you complete what you need for your role and future aspirations.
- As a Student, Affiliate or Associate member, you will benefit from SLD. Our flexible programme of professional development activities and training is designed to complement your learning and will help you develop a depth and breadth of knowledge and understanding in preparation for Chartered status.

What qualifies as CPD?

CPD isn't simply about formal training courses – it's about all aspects of your personal professional development, and that can take a wide range of forms. For instance...

- Relevant parts of conferences, seminars or workshops, online or in person
- Actively reading technical journals and articles
- Practical learning, such as site visits
- CIWM Centre events – presentations and forum discussions, online or in person.
- Meetings with clients, contractors, regulators, politicians or community groups
- Developing and delivering presentations where you need to research or update your knowledge
- Report writing – maybe linked to research or developing your writing or critical assessment skills
- Mentoring or coaching others
- Secondments – including the skills and topics you are learning and practicing

There are a whole host of ways your membership can help you with CPD and SLD, so please spend some time looking through them on the [CPD](#) and [SLD](#) sections of the website. Please remember, too, that we're always here to help you – [CIWM Mentoring](#) is another great way to plan your development.

First class CIWM training programmes for all levels

- Introductory Courses
- Hazardous Waste
- Compliance
- Waste Legislation
- Landfill Management
- Special Waste Courses
- CIWM Accredited Courses

As the leading professional membership organisation for the resources and waste sector, we have over 30 years' experience in developing and delivering first-class training courses, both for individuals and for organisations across the UK and beyond.

Whatever your preferred learning style, our range of training solutions provide high-quality development opportunities for all experience levels. Our training portfolio spans all media, with a line-up of virtual training programmes, face-to-face courses, e-learning materials and in-company training. Check out what's available, and access advice on [training](#) here.

Exclusive discounts for CIWM members

As a CIWM member you are eligible for discounts of up to 25% on our training programmes and courses.

When booking yourself onto a course or event, just sign in using your CIWM credentials and your discount will automatically be applied to the final price.



Section 5

Policy and technical



Special Interest Groups... tackling key issues across the sector

- Biological Treatment
- Collection, Recycling & Env. Cleansing
- Hazardous Waste
- Health & Safety
- Healthcare Waste
- Sustainable Management of Resources & Strategy
- Thermal Treatment
- Waste Prevention
- Waste Regulation

CIWM's Special Interest Groups (SIGs) have been the driving force behind a growing body of knowledge and expertise which deals with a range of areas and activities within the sector. The work of the SIGs is invaluable, and we are currently working to enable them to have more impact and involve even more members. We will keep you informed of developments but, in the meantime, you can find out more about the work of these groups [here](#).



Add your voice to CIWM's Technical Communities

We have also set up [Technical Community](#) networking groups on [CIWM Connect](#) which reflect special areas of interest and topics that are current in the policy arena, where members can ask questions for which others might have a solution.

CIWM's Policy and Technical team use our Technical Communities to help with consultations, forming task and finish groups, answering technical queries, and letting communities know about meetings they can contribute to.

These groups are open to all members to allow for open discussion: you don't have to 'join', you can simply select a [Technical Community](#) that you want to engage with. You don't need to have any prior knowledge or expertise in the topic, either. You can simply follow the debate – but of course the more you put in, the more you get out. So why not take a look and see if you would like to get involved?

Responding to consultations and enquiries

CIWM aims to respond to all official consultations relating to the sector, whether they're issued by Government, sector regulators, local authorities or public and private organisations – and input from members is an essential element in these responses.

You'll find a list of current consultations on the website. If you would like to submit a response to any of them please follow the links and send your comments to the Technical Team at technical@ciwm.co.uk at least one week before the closing date of the consultation.

Notification of new consultations and closing date reminders are always provided in your Member Newsletter, and [responses to past consultations](#) can be viewed on the website.

Section 6

Get connected

Check out the CIWM websites for everything from news headlines to new jobs

The links in this handbook will take you to subject-specific areas of our websites, but there's a lot more for you to make the most of across those sites too – from the latest CIWM news and information to discovering new career opportunities.

CIWM Homepage

The gateway to our central website, with the latest CIWM news, direct links to key sections of the site and user-friendly search and navigation functions.

Circular Online

Our award-winning daily news and features destination, with the latest headlines and links to selected features, opinion, sponsored content and videos – along with the CIWM Knowledge Centre and our member-only Circular magazine.

Knowledge Centre

Whatever you want or need to know about sustainable waste and resource management, you'll find it here. Our Knowledge Centre is the industry-leading source of information for all aspects of the sector, and the 'go-to' resource for professionals, students and other interested parties.

CIWM Jobs

Looking for a new career opening – or for the ideal candidate to join your team? CIWM Jobs brings people and employment opportunities together at all levels across the environmental, resources and waste management sectors.

CIWM Connect

Our member-only online community – the place for waste and resource professionals to connect, discuss the issues of the day, ask questions and get helpful answers, tips, solutions and advice from other members.

CIWM Directory

An invaluable resource, where you can search for a wide range of products and services available from over 250 CIWM Affiliated Organisations – knowing that they are all committed to championing professionalism and upholding best practice.

Follow CIWM on social media

Connect with the latest updates and news links on our social media channels:

-  [CIWM LinkedIn](#)
-  [CIWM Twitter](#)

Contacting CIWM

We're always here to help! If you have any questions about your membership, please don't hesitate to contact us at membership@ciwm.co.uk or call **01604 620426** and a member of our team will be delighted to help. Alternatively, if you have a specific question or need advice, please visit the [contacts page](#) on our website and speak to a member of the team directly.



Section 7

About CIWM

All the background, all the people, all the facts

Visit [About Us](#) for comprehensive information about CIWM including...

- Our role in the sector
- The CIWM vision and mission
- Products and services
- Charter and Constitution
- Strategy
- Presidential Team and Trustees
- Members' Council
- CIWM committees
- Meet the team
- Annual financial reports, accounts, AGM minutes and EGM documents
- Policies
- CIWM history
- Partnerships
- Our circular office

The CIWM Media Centre

As the leading voice of the industry, CIWM works closely with the press, wider media and key stakeholders to highlight critical resource and waste management issues, provide comment and opinions and share leading knowledge.

You'll find all our latest news stories and press releases in the [CIWM Media Centre](#), along with a comprehensive archive and contact details for any stories you may have.

As well as keeping you informed, our Media Centre provides a valuable reference resource for discussion about key issues and policies.

Press enquiries: please contact gemma.smith@ciwm.co.uk for more information.