

Executive Summary and Recommendations

Introduction

This paper is for approval by the Committee and is required in order for the Executive to improve operational efficiency of the International Registration process.

Decisions

The Committee is asked to approve the following:

- 1. The updated acceptance to the Register Standard Letter, requiring applicants to pay the full Registration fee in 90 days or the application will be withdrawn on the Registration system and the status moved to “rejected insufficient funds”**
- 2. The updated Test of Competence Standard Letter. To explain that applicant’s do not have a right to appeal a Test of Competence decision. They can only appeal a rejection. If an applicant refuses to attend a Test of Competence and writes to confirm this, their application will be withdrawn and they will be offered a right to appeal the decision**
- 3. The updated Period of Adaptation Standard Letter. Requiring applicants to notify HPC within 6 months to check the original decision is still valid if not completed. If HPC hears nothing the applicant within 6 months of receipt of this letter, you may be required to reapply for registration submitting a new set of documentation and forms.**

Background Information

Applicants applying via the International Registration process

Resource Implications

Update of Standard Letters on LISA Registration system

Financial Implications

None

Background Papers

None

Appendices

Ref Appendix 1 – Acceptance for HPC Registration Letter

Ref Appendix 2 – Period of Adaptation Letter

Ref Appendix 3 – Test of Competence Letter