

GUIDELINES FOR AUSTRALIAN FIAP DISTINCTIONS APPLICANTS

The **Fédération Internationale de l'Art Photographique (FIAP)**, translated to English as the **International Federation of Photographic Art**, is an international federation, which affiliates as operational members, the national associations of photography. FIAP counts approximately 85 national associations in five continents and represents the benefits of nearly one million individual photographers. If you are a member of a FIAP Affiliated body such as APS then you are automatically an Individual Member of FIAP.

In order to honour eminent personalities known in the field of photography, the International Federation of Photographic Art (FIAP) have a number of distinctions they award:

- *For photographic artists known for their artistic work (Photographic or Audio Visual Artistry)*
- *For those who, by their work or their achievements, have contributed to the progress of FIAP or of photography in general (Services Rendered)*

The Australian Photographic Society (APS) is a member of FIAP. As Australia's FIAP operational member, the APS administer the processing of any submissions or recommendations to FIAP. **Australian candidates for all FIAP distinctions must apply through the Australian Photographic Society (APS)**. There is no requirement to be a member of APS to apply for FIAP Distinctions but it is strongly recommended.

APS is responsible for the verification of the applicants salon results and initial administration of these applications within Australia. They then send the applications to FIAP all together for appraisal. Applications can only be lodged with FIAP once per year. FIAP Distinctions are completely independent of the APS Honours, however the verification of salon results utilizes the same team of APS Verifying Officers. Applications are submitted to the FIAP Liaison Officer within APS (**not directly to FIAP**). The FIAP Liaison Officer conducts the final checking and processing of the applications within Australia before submitting them to FIAP for assessment. The decision whether or not a FIAP distinction is awarded rests with FIAP and is considered a privilege not a right.

NOTE: The FIAP Liaison Officer for the APS is abbreviated to FIAP LO throughout this document.

1. GENERAL

1.01 Closing Date for Applications for FIAP Distinctions

28th February - All AFIAP, EFIAP, EFIAP Levels and AV-AFIAP Distinctions Applications must be lodged with APS in full by this date each year.

15th December - All MFIAP and FIAP Service Distinctions must be lodged with APS in full by this date each year. MFIAP applications are assessed by FIAP only once a year on a set date. FIAP require APS to have these applications in Europe by late January

It is asked that ALL potential FIAP Distinctions applicants, register with the FIAP Liaison Officer at least a couple of months before they intend to apply. Earlier registration is welcome. See point 1.02 below.

1.02 Registering /Notification that you are a possible applicant, and application forms

- a. All applicants for FIAP Distinctions are asked to register their intent to apply for Distinctions with the FIAP LO within APS. This is done afresh for each upcoming round of applications for which you are considering applying.
- b. This mail list is only held for the relevant year so intending applicants will need to re register if they defer proceeding with their application to a later year. The new list opens in March each year for those expecting to apply the following Jan/Feb.
- c. Registration is not a rule, but is considered essential to ensure applicants are provided with the most up to date requirements and current application forms. From time to time, short notice updates may need to be sent to applicants. These can only be sent where the FIAP LO has received your registration as a potential applicant and thus provided with a means by which they can contact you.
- d. Registration is via the Registration form in the FIAP Distinctions area of the APS website. This will provide an automated email acknowledgement and the FIAP LO will also contact you in due course.
- e. Forms for each upcoming year will be loaded to the APS website by early December and may be downloaded in full. Access to the FIAP Distinctions downloads table is via a registration page to help ensure applicants remember to register. Registration can be bypassed if just seeking documents.

1.03 Basic Requirements

The basic Requirements for FIAP distinctions are set out in FIAP documents 011/2016E for prints, slides & digital and 016/2017E for audio-visuals.

Please note that clause 8.6 in 011/2016 and 6.4 in 016/2017, which allows each national federation (in our case APS) to establish its own national pre-conditions for FIAP Distinctions applications, can be ignored. APS do not impose any pre-conditions on FIAP skill distinction applications lodged by Australians.

The applicant's name must be kept the same on the FIAP application dossiers document, online fee form, files being lodged and on the FIAP Photographers Card application. It should match the name in salon catalogue results. This name will appear on the Distinctions Diploma & FIAP Photographers card.

1.04 FIAP Photographers Card and FP (FIAP Photographer) Number

From 1st January 2019, all FIAP Distinction applicants, with the exception of service distinction recipients, are required to have a myfiap login **prior** to applying for Distinctions. When setting up this login you will be allocated a FP number, which is your "FIAP Photographer" number. This number starting with FP is also your username for future login purposes.

FIAP Distinctions applicants are also required to hold a FIAP Photographers Card **prior** to applying for Distinctions. This ID styled card identifies the photographer and includes a photo of them.

Once a once an FP number and FIAP Photographers card are obtained, they are valid for life. Both the FP number and the card number are cited on applications for FIAP skill distinctions. Attendance at FIAP Congress or FIAP Photo Meetings also requires a FIAP card. It is essential to carefully store the FP number and FIAP card and record the number on the FIAP card as a back up in case the card is lost.

ESFIAP and HonEFIAP candidates (service distinctions) can order and receive a FIAP Photographer's Card at no cost.

For all Distinctions applicants, see details below.

a. AFIAP applicants

1. Some AFIAP applicants may already have a FIAP card having purchased one to attend a FIAP Congress or FIAP Photo Meeting. If you hold a FIAP Photographers card already, you do not need to purchase another one but you will need to set up a myfiap login. Simply cite the FP number and FIAP card number on your Distinctions application in the applicable spots.
2. Most AFIAP applicants won't have a myfiap login or a FIAP card and must apply seek these via the myfiap website **before** verifying and lodging their AFIAP application. See details re ordering registering with myfiap, and ordering a card, in points c and d. below.
3. A fee for of 50Euro plus postage from Europe is payable for a photographers **first FIAP card**. This fee is paid directly to FIAP, via the myfiap website, by way of the Paypal payment system, at the time of ordering the card. This is separate to the Distinctions application fee, which is paid via APS.

b. EFIAP and EFIAP Levels Distinctions

1. Applicants for these Distinctions will already hold a FIAP Card from their previous Distinctions application. They need to cite their FIAP card number on their application in the applicable spot. If they do not already have a myfiap login, they must set this up as per point c below and obtain their FP number.
2. There is no requirement to replace the FIAP card. If an applicant would like a new card, in order to have their new Distinctions on the card, a replacement card can be purchased via the myfiap website as per point d. below. This **MUST NOT** be done until **after** the applicant has received formal notification from the FIAP Liaison Officer that their Distinctions have been awarded by FIAP.
3. It is no longer free to replace a FIAP Card. A fee of 25Euro plus postage from Europe is payable for a **replacement FIAP card**. This fee is paid directly to FIAP, via the myfiap website, by way of the Paypal payment system, at the time of ordering the card. This is separate to the Distinctions application fee, which is paid via APS.

c. How to obtain your FIAP Photographers Number (FP Number)

To order set up your myfiap login and receive your FP Number, go to:

<https://www.myfiap.net/user/register/fp>

1. It is strongly recommended that applicants watch the short video provided there before proceeding with their order. This demonstrates how to set up your myfiap login in and how to order a FIAP Card either then or in the future.

2. When setting up your myfiap login, applicants will be required to upload a digital file of a passport style photo of themselves (you can smile in this photo). This photo must be provided as a jpg file 600x800px in size (vertical format), at 200dpi, quality setting 10. The file must not exceed 1MB. You will need to have this photo file ready to upload before you set up your myfiap login as the photo is used for your login profile. This same photo is used for your FIAP card, should you be ordering one. The photo can be updated as wished in the future by logging in.
3. The system will immediately allocate you a FIAP Photographers number (FP Number). This number is also your username whenever you log back in to myfiap. It is essential that you store your FP number and password carefully as you will need the FP number for any Distinctions application and any time you need to order a FIAP Photographers card!

d. How to order a FIAP Photographers Card

To order a FIAP Photographers Card, you must first register/setup a myfiap login as per point c. above. Having set up your login you can either proceed to order a FIAP Card straight away via the applicable menu tab or you can login in at anytime via:

<https://www.myfiap.net/>

1. When applicants order a FIAP Photographer Card the myfiap system will provide the FIAP Card number immediately. Record this number carefully. The FIAP Card number, must be placed on your Distinctions application form. As you are given this number immediately, you can place it on your Distinctions application immediately. You do not need to wait for the card itself to arrive in the post.
2. AFIAP applicants, and any applicant who has lost their old FIAP Card and Card number, need to order their FIAP card **after the 1st Jan**, and fill in the card number on their application, before sending their application to a Verifying Officer. The physical card will be posted direct to the applicant by FIAP.

e. Lost FIAP Cards

1. If a Distinctions applicant has lost their old FIAP card but has retained a record of their old card number, this number can be cited on their Distinctions application and a replacement card can be sought after their Distinctions is conferred. In this way the new Distinction will be shown on the card.
2. If a Distinctions applicant has lost their old FIAP card and has no record of the card number, the FIAP Liaison Officer or APS Office may have a record of the card number, if the card was received in recent years. Please contact them to check.
3. In the event no card or record of the card number can be found, the applicant will need to order a replacement card via myfiap as per point d above, ensuring they order a "replacement card" for 25 Euro, not a new card for 50Euro. This card will need to be ordered after 1st January and prior to having their application verified as the card number must be cited on the application. In such circumstances only the applicants Distinctions held at the time of order will be shown on the replacement card.

1.05 APS Website Resources

- a. All relevant information and application documents can be downloaded from the APS website. The most recent forms FIAP Documents will always be made available as they become available. The APS administrative document and FIAP applications dossiers however aren't finalised until the start of December.
- b. Whilst some information and forms may not change between years, it is essential that intending applicants check back after 1st December to ensure they are working with the current forms.
- c. Examples of filled in Distinctions applications are available for download on the APS website, FIAP Distinctions downloads page. These completed applications for a fictional applicant demonstrate what is required and have reduced the errors on applications. It is strongly recommended that applicants refer to these when completing their own application form.
- d. Registration as per 1.02, can be completed via the form on the FIAP Distinctions information area on the APS website. This registration page will come up every time you proceed to the FIAP Distinctions document downloads page but should only be filled out if you intend to apply in the upcoming round of applications, and should only be completed once per application round.
- e. Contact link for the FIAP LO.
- f. Link to the FIAP website page where past successful MFIAP application portfolios can be viewed.

1.06 Significant Dates and Time Requirements relating to Applications for FIAP Distinctions

a. Salon Date

Where a salon date is significant in determining either eligibility to claim acceptances for FIAP Distinctions, or eligibility to apply for Distinctions, the salon closing date is the date that applies, eg An AFIAP applicant must have gained their first FIAP recognised acceptance at least 1 year prior to the closing date for FIAP Honours Document FEA1/2019 – Updated 1 Jan 2019

Distinctions, so that acceptance must be from a salon with a closing date at least a year prior application.

b. Date of Your Distinctions

The date from which a FIAP Distinction is deemed to be held is the date shown on the FIAP Diploma Certificate received from FIAP. This can differ each year but for Australia is usually in April or May.

A Distinction is not deemed held based solely on checks within Australia. Once the application is assessed and approved by FIAP, the Distinction can be used, ie from the date on the FIAP certificate. The FIAP LO will notify recipients of their success when the APS office receives the badges and certificates.

c. Time Gaps Required Between Distinctions applications

FIAP has stipulated minimum time gaps between subsequent Distinctions applications. In consultation with FIAP, it has been arranged that all Australian Skill Distinctions applications will be forwarded by APS to FIAP in the early weeks of March each year. FIAP will check and process our applications with the aim of providing an April/May date on the Distinctions certificates. This consistent date between certificates is the relevant date when determining if an applicant has a full year between consecutive skill distinctions, not the date you send the application to be processed in Australia.

Eg If you lodged your AFIAP application in Feb 2017 you will have a 15th May 2017 date on your AFIAP certificate. You can apply for your EFIAP in Feb 2018 (if you have the required exhibition achievements). You will have an April/May 2018 on your EFIAP certificate. This fulfils the full year requirement.

It is anticipated that the option to lodge applications in consecutive years as above will be ongoing. However this relies on no major delays being experienced either within Australia or FIAP. It also assumes no changes are made by FIAP to the required waiting period between applications or the administrative arrangement re certificate dates. As a result **it should not be assumed that consecutive years will always be possible!**

EFIAP Bronze & AV-EFIAP Bronze applicants (first of the EFIAP Levels) are reminded that they can only count salon results with a salon closing date after the date on their EFIAP certificate. The same gap applies between EFIAP Platinum and the EFIAP Diamond 1 for Print and Projected Image workers. From 2017, the certificate date is expected to be in April/May. Eg If you lodged your EFIAP application in Feb 2017 you will have an 15th May 2017 date on your EFIAP certificate. You can apply for your EFIAP Bronze level in Feb 2018, if you have the required exhibition achievements, but all of exhibition achievements on your application must be from salons that had a closing date after 15th May 2017.

MFIAP & AV-MFIAP applications are processed by FIAP only once per year on a date set by FIAP. They currently require these applications in Europe by the 31st Jan. MFIAP/AV-MFIAP applicants must have held their EFIAP for 3 years before being eligible to apply for MFIAP, eg 2016-2019. Application for 2019 onwards will need to be lodged in Australia by 15th December in the previous year to meet the 31st Jan deadline.

d. Notification of Results and Presentations/ Acknowledgement Date

Notification of all but MFIAP results is received from FIAP by way of the arrival of the badges and certificates at the APS Office. The FIAP LO will then email applicants the outcome of their FIAP Distinctions application.

From 2019, there will not be a formal presentation of honours certificates at APSCON. The APS Office will post all badges and certificates to successful Distinctions applicants, when these items arrive in the mail from FIAP. An official acknowledgement session will be held for all honours at APSCON and group photos will also be done. Further information regarding this will be available as APSCON details are finalised. It is hoped as many FIAP Distinctions recipients as possible will be present for this session and that they will bring their Distinctions certificate with them to hold in the official group photo.

1.07 The FIAP Dossiers for Photographic Artistry and AV Distinction applications (AFIAP/EFIAP/EFIAP Levels) – General notes

FIAP use a computer program to cross check the result totals in your application dossiers spreadsheet against the requirements for that level, eg number of salons, number of different images etc. FIAP can also check results cited on applications against the FIAP Database. It is VERY important that you are accurate and consistent with all details, eg spelling, salon names. Please ensure you follow the advice below in Section 1.08 as you complete your form and check back against this section at completion to ensure all forms have been filled in as instructed. An extra space before a title or spelling error could be enough for a computer program to tally your form inaccurately.

A sample filled in dossier can be downloaded from the APS website in the FIAP Distinctions Document Downloads area (shown as an optional document). It is highly recommended that you refer to these

frequently when completing your own Dossiers. A huge range of salons and circuits feature on this example filled in form, which demonstrates how the details should be completed.

The specific FIAP supplied forms must be used, not a home produced alternative or replica.

You will need access to a computer with Microsoft Excel installed to be able to complete these forms. It is important not to use 3rd party software as some corrupt the formatting on these forms.

1.08 Completing the FIAP Dossiers for AFIAP- EFIAP Levels - Instructions re filling in these forms

a. General

1. **Results cannot be claimed on an application until FIAP have received the FIAP Salon File (FSF) from that salon. This is the file each salon must send to FIAP that lists the results of the salon. FIAP insert these results from the FSF into their database and use this to cross check Distinctions applications. Applicants must check FIAP have the FSF, before including a salon's results on their application!! This is done via <http://patronages.fiap.net/> where a "Yes" or "No" will be noted beside each salon re the "FIAP Salon File" or "FSF". This is only shown on one of the "By Month" list or "Chronological" list.**
2. FSF records were not collated prior to 2013 so this can only apply to results from 2013 onwards.
3. The FIAP Distinction application dossiers are a set of Excel spreadsheets (pages) in one file document. Click on tabs below the pages to show the different dossier pages A, B and C.
4. Name your file as follows: UN Code for APS + underscore + first name + underscore + surname + underscore + Distinction sought +.xls,
eg 036_Sherlock_Holmes_EFIAP Bronze.xls
5. Complete Dossier A page first. The other pages are coded to auto fill the same details on other pages. Do not attempt to alter these details on the other Dossier pages as it is the auto fill coding you will modify. Changes to personal details should always be made on Dossier A, which will then automatically make the same amendments on the other pages.
6. To amend your text you will need to double click in the same cell.
7. To clear data in cells, select the cells, click edit, clear, contents
8. DO NOT alter columns or rows or alter/add any formatting or headings!!
9. Each application stands alone. It must list the full results required to meet the criteria for the Distinction. In the case of cumulative Distinctions such as AFIAP and EFIAP, this means applicants may choose to re list some or all results on their EFIAP application that were used for their AFIAP application. They can then just add extra results required to meet the higher EFIAP requirements.
10. ALL results on an application must be verified, even if verified on a past application. See GGA1.
11. **Lists of all salons, back as far as 1979 can be viewed via the Recapitulation lists on <http://patronages.fiap.net/>. This makes it possible to check salon names, FIAP Patronage numbers and in which country a salon is deemed to have been held**
12. Images selected to represent APS in a FIAP Biennial may be counted as an acceptance provided the image achieves a score of at least 8 when the Biennial Competition itself is judged.
13. **It is essential that entrants report any errors in the catalogue to salons asap, even minor spelling errors. The salons are required to send corrections to FIAP and PSA for their databases. Without this, your record won't match that in the FIAP database! Check your report cards and catalogues in order to report errors quickly. Retain the correspondence.**

b. Dossier A

1. "Federation" for Australians is the Australian Photographic Society
2. The "UN Country Code". This is 036 (ie zero three six). The form will drop the zero.
3. The section for the "name and signature of the person responsible within the federation" is to be left blank. The FIAP LO will complete this section, after you lodge your application.
4. The applicants FIAP Photographers Card number is required. See section 1.04 above.
5. The applicants Number FP (FIAP Photographers numbers) is required. See section 1.04 above.
6. Ensure you list the correct number of images that you are submitting to FIAP with your application. The number of images required differs for different Distinctions.
7. Images submitted (the photos you are sending to FIAP) must have the required, minimum number of results and awards that applies to the Distinction sought. Where an award is required for a submitted image, only list one award for that image, and the country in which it was achieved on Dossier A. Choose an award that fulfils the requirements for the specific Distinction.
8. The required acceptances and awards for the images you submit must also be included on Dossier C, where these results are verified.

9. No image, or one similar, that was previously submitted to FIAP with a Distinctions application may be submitted with a subsequent application. This refers to the image files sent to FIAP.

c. Dossier B

1. Once you have completed and verified your application, Dossier B is the ONLY page to be print.
2. Two copies of this page, both signed by the applicant are the only things physically posted to the FIAP LO. Everything else is sent electronically. Signature must be hand written, not electronic.
3. Applicants who are under the age of 18 must have a parent or legal guardian complete "Dossier B for minors" instead.

d. Dossier C

1. For AFIAP applicants, please ensure your first acceptance in salons with FIAP patronage is included and placed at the top of the list on Dossier C
2. The required results for the images submitted MUST also be shown among your list on Dossier C and verified with other results. FIAP ask for all results for the submitted images to be provided.
3. When doing a "re sort" of this list, according to certain columns, to check the required number of images etc, copy the file and do this with the copy. Excel spreadsheets won't always allow you to back step your re sort action. Make sure ALL columns across the data are selected so data is not jumbled. To return to original order, sort by Column A, which is a sequential count.
4. To remove a whole row, select all cells across the row, except for the far left column A. Click "Edit", "Delete" and select "Shift cells up". This will move up all data below this line without interfering with number count in column A
5. Only results from salons with FIAP Patronage and FIAP Biennials can be counted towards the required criteria for FIAP Distinctions. No other competition results are to be listed
6. Each acceptance MUST be shown separately, in full, on a single line of its own, ie No ditto marks, no lists under salon headers.
7. Every acceptance in a circuit can be counted but must each be listed on their own line in full, NOT bunched as multiple results for the same image on one line.
8. It is not necessary to detail any more results, than required for the Distinction. It is recommended that some "spare" acceptances be included in case some are subsequently removed in the event of errors being detected during the Verification process or checks by the FIAP LO. Please limit extras to 20% or 20 extra results, beyond what is required, whichever is the lesser amount.
9. Do not leave any blank lines between results.
10. There is no limit on the number of acceptances that an applicant can count from one salon.
11. **The 7 digit FIAP Number including the forward slash, eg 2016/005, MUST be 100% accurate and shown as per example. This is used when FIAP use a computer program to check your results against their database.** Do not type "FIAP" in front of the FIAP number.
12. Official salon names and FIAP Patronage numbers can be sought/checked via the official FIAP Recapitulation lists. <http://patronages.fiap.net/>
13. If the salon name does not fit in column width, limited abbreviation can be done providing the salon identity is very clear and shown the same way throughout your list, ie do not reduce salon name to initials unless that is the way the salon is known. Do not overlap into neighbouring columns where other details are required. Do not alter column width. Don't type in all capital letters as they take more space.
14. Slide results may be counted. These should be indicated with an "X" in the "Digital" column as per all projected image acceptances.
15. The "Country" column is to show the country in which the salon is held, not the continent, subcontinent or city etc. Eg When a salon is in Great Britain, do not write Britain, Great Britain or UK. List the specific country in which it is held, ie England, Scotland, Wales. Do not abbreviate the country names. Country names must be in English.
16. A salon circuit must have both the circuit name plus the individual salon (salon name or number) written in the "Salon" column. Some abbreviation may be required to fit the cell but it must be clear and consistent. Eg Trierenberg Super Circuit – Salon 2
17. Every salon in a circuit has it's own FIAP Patronage number. The specific salon's Patronage number must be shown with each acceptance, ie not shown as the range of numbers that apply to the circuit. Applicants can check the FIAP number via the FIAP salon Recapitulation lists
18. For Distinctions, FIAP "consider a Circuit to be a single salon". This phrase relates to the "count" of how many salons and how many countries you have entered with success. You can list and count all your acceptances, including multiple for the same image across the circuit.
Example A) 4 acceptances for 1 image in a circuit that has 4 salons in 4 countries = 4 acceptances from 1 salon in 1 country
Example B) 3 awards for 3 different images each attained in the 3 different salons in a circuit

judged in 3 countries = can all be listed, but for awards requirement for EFIAP and EFIAP levels only one can be counted for the award criteria in that Distinctions application.

19. Where a circuit involves more than one country, FIAP only acknowledge the different countries if the judging and exhibition took place in each country. In such instance, the applicants list the countries for the relevant salons in the “country” column for each acceptance in the circuit. Only 1 country can be counted for the count of number of countries entered, but it can be any of those in the circuit.
20. If the circuit or single salon judging all took place in one country then FIAP deem that circuit or salon to only be held in that country regardless of where each salon is exhibited. Only that one country is shown in the country column and that is the only country you can count.
21. **For EFIAP & EFIAP Levels, the awards required must come from different salons and different countries. As a circuit may only be counted as 1 salon and 1 country, only one award from a circuit may be counted towards the required minimum achievements. Another award from the circuit might be able to be counted on a subsequent application pending meeting other criteria for that Distinction.**
22. **LASTLY BUT IMPORTANTLY**
FIAP require the list on Dossier C to be sorted into alphabetical order. **DO NOT do this.** The results for each exhibition should remain listed with each salon’s results shown consecutively when lodged with your Verifying Officer. This is important for verifying your results, which is slow if a salon’s results are scattered. The FIAP LO will re sort the acceptance list on Dossier C into alphabetical order, for lodgement with FIAP, once all checks have been completed.

1.09 Verification

As FIAP often make last minute changes to forms late in the year which apply 1st January, it is strongly recommended that applicants do not get their applications verified until after 1st January.

Exhibition acceptances and awards, listed on FIAP Distinctions applications, must be verified as correct. Please see Document GGA1 for details regarding verification and GGA2 for the list of Verifying Officers.

If the cited salon results are all from 2013 onwards, presentation of catalogues for verification purposes may not be required as the Verifying Officer can verify results using the FIAP database. Please note that acceptances previously verified on either an APS Honours application or previous FIAP Distinction, must be verified again for the purpose of a new FIAP distinction application, ie a Verifying Officer’s (VO) initials must appear beside each claimed acceptance on Dossier C.

1.10 Untitled Images and Images Known By Multiple Titles

As per 8.3 of the FIAP Distinctions rules Document 011/2016E, “works without title are not accepted by the FIAP Distinctions service”. Any acceptances gained with untitled images may not be counted for FIAP Distinctions. This includes images known by their camera file number.

As per 8.2 of the FIAP Distinctions rules Document 011/2016E, “The same work submitted to several salons under FIAP Patronage must always bear the **same title**”. Acceptances gained for the same image under a different title should not be included in your FIAP Distinctions application as they are clearly in breach of this rule and potentially could be incorrectly counted as a separate image.

Important Note: FIAP deem that an image converted between Colour and Monochrome is the same image and that it **MUST** be given the same title. Sanctions can be imposed on an entrant not complying with this when entering an exhibition that has FIAP Patronage.

1.11 Preparation of Images & AV file’s for Submission to FIAP

a. AFIAP, EFIAP, EFIAP Levels

Images and AV’s submitted to FIAP with Distinctions applications are sent as Digital files.

For images, please read FIAP’s specific requirements as detailed in FIAP Doc 011/2016E:

FIAP’s file size and format for images are shown in 8.11 of FIAP Doc 011/2016E

Files must be named as per FIAP’s directions in 8.12 of FIAP Doc 011/2016E as follows using the “UN Code of the Federation”. For the Australian Photographic Association, this UN Code is **036** (zero three six).

Eg. Australian applicant named Sherlock Holmes with an image or AV named “Ghost Gum” would name the file: 036_Sherlock_Holmes_Ghost Gum.jpg (or AV file type)

Images and AV’s are to be sent electronically to the FIAP LO using the free file transfer service:

<https://wettransfer.com/>

Once email address to which these should be directed is: flo@a-p-s.org.au

The FIAP LO checks and collates all applicants before sending as a group to FIAP.
Applicants DO NOT send images or AV's direct to FIAP.

b. MFIAP

A portfolio of 20 Prints is submitted for MFIAP Distinctions applications as per Section 5.2 of FIAP Doc 011/2016E. These must be provided as high quality prints at the size stipulated by FIAP, as they become part of the FIAP Permanent Photographic Art Collection if the applicant is successful. Digital files of these images must also be provided at the stipulated resolution.

Each print must have the following details on the rear at the top to indicate image orientation.

- images numbered sequentially from 1-20
- name, address and country of the applicant
- title of the work
- the signature of the author

All this data must be written very legibly.

Prints must be packed as a set of individual prints such that they can be readily laid out as individual images. They must not be presented in a slip in folio or held in any other form of book. They may be mounted on lightweight support if wished, providing the work including the support are exactly 30x40cm. In order to minimise their deterioration over the years, and to make sure that no damage may result to other prints stored, applicants are to avoid stickers and rubber stamp marks being on the prints. Writing on the prints in ink or with a ballpoint pen can also cause damage to your prints and other prints that may be stored with yours. Use of a 6B pencil is recommended but won't always write easily on certain photographic papers. Other archival type pens sourced from art suppliers may also be suitable but it is strongly advised that pencil or pens be tested on an unimportant sample of the specific photographic paper used before using the marker on the final prints. This ensures the marker does not smudge and does not damage the prints. By following these recommendations, and providing archival quality prints in the best possible condition, applicants will ensure their prints as long as possible.

Note the total weight of the package containing prints and other items must not exceed 2kg.

Ensure adequate packaging of images when posting to the FIAP LO. Some form of rigid reinforcement that exceeds the dimensions of the prints, such that corners and edges are protected, is recommended. Light paper wrapping is not adequate. Packaging must be such that it can be sent to the FIAP LO where it is opened, checked, paperwork signed and the parcel resealed for forwarding to FIAP.

1.12 Application Fees

Application fees are paid to APS. DO NOT pay these to FIAP directly! APS make a single payment to FIAP for all applicants. Fees comprise of a number of components.

- FIAP application fee— set by FIAP. Final cost varies according to exchange rate and exchange fee
- APS processing fee – APS members get a discount on this administration cost.
- MFIAP postage fee – MFIAP applicants only. Quote done based on weight of print submission to be posted to FIAP and separate international postage of signed documents.

The above fees are paid via the Applicant Payment Form in the FIAP Distinctions area of the APS website. This is the direct link: <https://a-p-s.org.au/index.php/fiap-dist-payment-form>

The fee to purchase or replace a FIAP Photographers Card is done on the web via the myfiap website. See 1.04 above for full details.

1.13 FIAP Distinctions – Practical Information document

This document is referred to at the end of FIAP documents 011/2016E and 016/2017E. The document is intended for the officials, who forward the applications to FIAP. Applicants do not need this document.

1.14 Care of Applications

All possible care will be observed in handling all prints and documents, but no responsibility for loss or damage will be assumed by the Australian Photographic Society Inc, or its representatives. It is the applicant's responsibility to ensure information in the application is honest and accurate.

2. AFIAP AND EFIAP - (PRINTS/SLIDES/ DIGITAL IMAGES)

2.1 Application Requirements

FIAP requirements for AFIAP and EFIAP applicants working in prints, slides and digital images are detailed in FIAP document 011/2016E. Applicants should read 011/2016E thoroughly as important information is located in sections beyond the section specific to AFIAP and EFIAP.

Please ensure that your application complies with the requirements of sections 2 and 8 for AFIAP or 3 and 8 for EFIAP of FIAP document 011/2016E.

AFIAP & EFIAP applicants must submit five (5) images in digital format as part of their application. See 1.11.a. above. The images you choose to submit to FIAP for AFIAP or EFIAP (you list these on Dossier A) should be your most successful. They must have each received at least 3 acceptances in salons with FIAP Patronage and there are award requirements for those provided for EFIAP. Those you submit for EFIAP **must** be distinctly different images to those you submitted for your AFIAP.

The qualifying requirements in terms of acceptances in salons with FIAP patronage can be met with either all prints or a combination of prints, slides, and electronic digital images as indicated in the FIAP document.

Important note: Applicants must have the required acceptances in print salons as stipulated

2.2 Application Procedure

Having established that you have fulfilled FIAP's criteria for distinctions, as per that set out in FIAP Information Document 011/2016E please proceed as follows:

	STEPS	CHECK LIST(√)
1.	Register yourself as a potential applicant with the FIAP LO.	
2.	Ensure you have obtained the following 5 documents from the FIAP Distinctions section of the APS website after 1 st Dec. These should be read carefully. <ol style="list-style-type: none"> FIAP Information Document 011/2016E DistAENiv-Form-en-2019.xls (FIAP Dossiers application form for completion) FEA1 – Guidelines for Australian FIAP Distinctions Applicants GGA1 - Verification Information GGA2 - APS Honours Verifying Officers list Plus Optional Extra – Sample filled in application form (Highly recommended)	
3.	Select the 5 images that you will submit to FIAP with your application. See Section 1.11 in this document plus details in FIAP Information Document 011/2016E. They should be images that have been your most successful in FIAP Approved Salons, must have the required acceptances and must not be images you have given to FIAP with a previous Distinction application. Rename these files as per section 1.11 eg 036_Sherlock_Holmes_Ghost Gum.jpg	
4.	Complete the FIAP dossiers (Application form) – DistAENiv-Form-en-2019.xls. Section 1.07 and 1.08 above is essential reading when filling in this form. Referring to the sample filled in form referred in 1.07 is recommend.	
5	Rename your final digital dossiers file with your name, surname and Distinction you seek. Eg 036_Sherlock_Holmes_ EFIAP.xls	
6	Anyone who does not already have a myfiap login must set one up to obtain a FIAP Photographer (FP) Number. See Section 1.04 above. Fill in your FP Number on Distinctions application form.	
7	For AFIAP applicants (and EFIAP applicants who have lost their FIAP Card), order a FIAP Card via myfiap, (See section 1.04 on Page 2 of this document). This needs to be done after 1 st Jan and should only be done once absolutely certain that the application meets the requirements for the Distinction. Fill in your FIAP Card Number on Distinctions application form.	

8.	If your application only contains salon results in salons after 2013, proceed to Step 9 below to arrange for your application to be verified. Your application can be fully verified using the FIAP database. Most of the 2013 results are also in the FIAP database but your salon catalogues may be required for some. If your application contains any results from salons before 2013 then prepare those salon catalogues for Verification as per details in Section 2 of Doc. GGA1.	
9.	Contact a Verifying Officer to arrange for verification of your exhibition results. See GGA2 for the list of APS Verifying Officers. They need the digital file of your application, not a print out. They make corrections and initial all acceptances digitally on the document file. The Verifying Officer, not the applicant, must email this verified file to the FIAP LO.	
10.	Either provide a USB for the Verifying Officer to give you the final corrected file, or request they email it to you when emailing it to the FIAP LO.	
11.	Print and sign 2 copies of Dossier B only.	
12.	Send the following to the FIAP LO: a. Post two (2) printed copies of Dossiers B only. Applicant must sign both copies b. Send the five (5) image files for your application via: https://wetransfer.com/ using flo@a-p-s.org.au as the "send email to" address. The postal address for the FIAP LO will be in the Dec-Feb APS E-News and in an email sent to each registered applicant by the FIAP LO. Image files may be sent via CD or USB if sending via WeTransfer is a problem. These will not be returned to the applicant unless stamped self addressed packaging is provided by the applicant.	
13.	Pay the Distinctions Application fees via the APS website: Go to FIAP Distinctions section of APS website to fill in the payment form and complete your payment: https://a-p-s.org.au/index.php/fiap-dist-payment-form	

NOTE: All items for the application and fees must be sent such that they are received by the closing date of 28th Feb. If the FIAP LO indicates an electronically supplied item needs to be replaced, and this notification is after the closing date, the replacement must be provided within 3 days.

3. AV-AFIAP AND AV-EFIAP APPLICANTS – AUDIO VISUALS

3.1 Application Requirements – AV-AFIAP and AV-EFIAP

FIAP requirements for AV-AFIAP and AV-EFIAP applicants working in audio-visuals are detailed in FIAP documents 016/2017E. Applicants should read this document thoroughly as important information is located in other sections beyond the section specific to AV-AFIAP & AV-EFIAP. **Please ensure that your application complies with sections 2 or 3 and also section 6 of FIAP document 016/2017E.**

Applicants for these Honours are required to submit two (2) audio-visuals, as per that detailed in 016/2017E, **both of which will be retained by FIAP** for its permanent collections, regardless of whether the application is granted. The AVs sent to FIAP with an AV-EFIAP application must be different to those submitted for that applicant's AV-AFIAP application.

3.2 Application Procedure – AV-AFIAP and AV-EFIAP

The application procedure/checklist is the same as for AFIAP/EFIAP (prints, slides and digital). Please follow the steps outlined in 2.2 above for lodging your application noting that the same documents are required except FIAP Document 016/2017E is used instead of Document 011/2016E. Point 2.2.3 and 2.2.11.b, in the application procedure above also differ for AV applicants who are to submit two Audio-visuals AV's with their application, not single images. Submit AV's to the FIAP LO via WeTransfer. Please use the same file naming convention as shown for image applicants in 2.2.3 & 2.2.6 above. The FIAP AV Identification sheet should be included for the submitted AV's.

4. EFIAP LEVELS (Images and AV's) APPLICANTS - Bronze, Silver, Gold, Platinum and Diamond 1-3

4.1 Application Requirements - EFIAP Levels & AV-EFIAP Levels

FIAP requirements for EFIAP Levels applicants working in prints, slides and electronic/digital images are detailed in FIAP document 011/2016E and for AV's in Doc 016/2017E. Applicants should read the relevant document thoroughly as important information is located in other sections beyond the section specific to EFIAP Levels.

For Applicants applying for EFIAP Levels, please ensure that your application complies with sections 4 and 8 of the FIAP document 011/2016E .

For Applicants applying for AV-EFIAP Levels, please ensure that your application complies with sections 4 and 6 of the FIAP document 016/2017E .

It is important to note that EFIAP levels are to honour those people who continue to participate in salons with FIAP Patronage, promoting photography with their new artistic production. The requirements for levels shown in FIAP Document 011/2016E (Prints/Projected images) and 016/2017E (AV's), all start afresh from the date of your EFIAP certificate, when applying for EFIAP Bronze – Platinum.

Diamond Levels are only available for applicants working in Prints and Projected Images. These Diamond Levels also start afresh again as of the date of your EFIAP/p certificate.

The date you start afresh is not the date you complete the EFIAP/AV-EFIAP or EFIAP/p criteria or the date you lodged the application for EFIAP/AV-EFIAP or EFIAP/p. It is the date on the Distinction Certificate. If the salon closing date is prior to the date on the EFIAP, AV-EFIAP or EFIAP/p certificate then the result cannot be counted for Bronze Levels upwards and again from EFIAP/d1 upwards after EFIAP/p. See section 1.06 above re dates significant to applications.

Note: This may mean that some salon results gained since achieving what was required for EFIAP/ AV-EFIAP, and again after gaining what you need for your EFIAP/p, may not count towards any Distinctions.

Applicants **CAN** count new acceptances with old photos or AV's however, given the awards requirements for images or AV's to be submitted at the higher levels, it is strongly recommended that images or AV's previously submitted to FIAP are retired. Entering new or alternate works is best as, if awarded, these works are eligible to be submitted with the application for the next level, ie spend your entry \$ on gaining awards for other images you can submit for your next application.

Where the FIAP documents refer to "submitted" images or AV's, it is specifically referring to the images or AVs that you have sent to FIAP with previous Distinctions applications, NOT all the other works you listed on your salon results. Images or AV's already "Submitted" for a previous Distinction, or similar images or AV's, cannot be submitted for future Distinctions.

Salon results Bronze-Platinum Levels **are cumulative**, eg the higher number of results required at each level between Bronze and Platinum can include results counted in the lower EFIAP Bronze - Platinum levels. Any surplus results are not wasted as they continue to accumulate towards the next EFIAP level up to Platinum. Choose carefully which awards you count each time so as to work out which to best save for the next Level's application. A cumulative result also applies separately to the Diamond levels but starts afresh as per above notes. Spare award results being "saved" to use in a future Levels application may be best left off your results list on your application form, to avoid risk of confusion, but this is not essential.

Section 4.3 of the FIAP document 011/2016E & FIAP Doc 016/2017 details the images/AV's to be submitted to FIAP with your application, that must have achieved awards each in different countries. Bronze to Platinum are cumulative so, for example, you can obtain your awards in the following way:

EFIAP/b: Australia, Italy, France, China

EFIAP/s: Australia, Hong Kong, Italy, China and Singapore

Etc...

As per 4.3.b of FIAP Doc 011/2016E & FIAP Doc 016/2017E, these awarded photos/AV's cannot be the same or similar to those submitted for other FIAP Distinctions.

Please note that the qualifying requirements, in terms of acceptances in salons with FIAP patronage, can be met with a combination of prints, slides, or electronic digital images or one only of these media. Unlike the AFIAP and EFIAP, there is no requirement for acceptances in print salons (clause not applicable to AV's).

4.2 Application Procedure – EFIAP Levels and AV-EFIAP Levels

The application procedure/checklist is the same as for AFIAP/EFIAP (prints, slides and digital). Please follow the steps outlined in 2.2 above for lodging your application noting that the same documents are required except for AV's where FIAP Document 016/2017E is used instead of Document 011/2016E.

Point 2.2.3 and 2.2.11.b, in the application procedure above also differ for AV applicants who are to submit the required Audio-visuals AV's with their application, not single images.

As per image submissions, please submit AV's to the FIAP LO via WeTransfer.

Please use the same file naming convention for AV's as shown for image applicants in 2.2.3 & 2.2.6 above. The FIAP AV Identification sheet should be included for the submitted AV's.

Please also carefully note the different requirements re the number of images/AV's to be submitted, and the awards criteria they must meet, which are detailed in section 4 of FIAP documents 011/2016E & 016/2017E.

5. MFIAP AND AV-MFIAP APPLICANTS

5.1 Application Requirements – MFIAP and AV-MFIAP

MFIAP and AV-MFIAP applicants must have held their EFIAP for a full 3 years. The dates associated with the Australian Distinctions processing and the MFIAP processing dates are close for purposes of counting the 3 years so can be counted as per this example. If you gained your EFIAP in 2016 then you can lodge your MFIAP application with APS in December 2018 for the 2019 MFIAP assessment, which takes place after January in the new year.

Applicants for these Distinctions are to submit an application as per the requirements detailed in either:

- section 5 and 8 of FIAP document 011/2016E if an MFIAP applicant or
- section 5 and 6 of FIAP document 016/2017E if an AV-MFIAP applicant.

For MFIAP, special attention should be paid to the following clause in 5.2 b. of the FIAP Doc 011/2016E "This collection must be coherent from its conception to its realisation and presentation."

Based on feedback received from FIAP on past unsuccessful applications this clause is very important. In addition to the obvious outstanding quality requirement for this level, and the consistency of subject and style, it is recommended that you present your images in a consistent manner, eg shape, size and orientation. It is also recommended that the technique used in the production of the images is consistent.

When preparing the introductory text applicants should be aware that at a 2011 meeting of the FIAP Directory Board the following statement appeared in relation to MFIAP applicants: "It has to be emphasized that the jury pays serious attention to the introductory text presented by the candidate".

The Curriculum Vitae and the Introductory Text should be written in one of the official FIAP languages, which are English and French. The summary of the text for AV's, if the sequence contains one, must be written in both these languages with consideration given to also providing it in German and Spanish, those being the other languages used by FIAP.

MFIAP parcels including prints, paperwork, CD and packaging MUST weigh less than 2kg. Express International Courier will be used for speed and security of parcel, which is tracked door to door. Postage will be quoted.

5.2 Application Procedure – MFIAP and AV-MFIAP

Having established that you have fulfilled FIAP's application requirements for this distinction, as per that set out in FIAP Information Document 011/2016E or 016/2017E (for AV's), please proceed as follows:

	STEPS	CHECK LIST(✓)
1.	Register yourself as a potential applicant with the FIAP LO.	

2.	Ensure you have obtained the following 3 documents (4 for AV applicants) from the FIAP Distinctions section of the APS website. These should be read carefully. <ul style="list-style-type: none"> a. FIAP Information Document 011/2016E (for MFIAP) or 016/2017E (for AV-MFIAP) b. DistM-Form-2016-en.xls (different dossiers to those used for lower Distinctions) c. FEA1– Guidelines for Australian FIAP Distinctions Applicants d. FIAP Identification Sheet (only AV applicants) 	
3	Prepare the portfolio style set of 20 prints (for MFIAP) or 2 AV's (for AV-MFIAP) that you are submitting to FIAP. Applicants should read Section 1.11 above re print and file preparation. MFIAP applicants must also read details in FIAP Document 011/2016E and AV-MFIAP applicants should read Document 016/2017E, and prepare works according to requirements.	
4	Complete the set of FIAP dossiers – DistM-Form-2016-en.xls. Dossier B is used for the Curriculum Vitae. Note that a list of salon acceptances is not required and will not be considered by FIAP. Read section 1.07 & 1.08, parts a&b, above re completing this form.	
5	Please rename the final digital file of your dossier application file with your name, "Dossiers A&B" and Distinction sought. Eg 036_Sherlock_Holmes_Dossiers-A&B_MFIAP.xls Eg 036_Sherlock_Holmes_Dossiers-A&B_AV-MFIAP.xls	
6	Prepare an introductory text re your submission. FIAP require this in one of the official FIAP languages, which are English and French.	
7	Please rename the final digital file of your Introductory Text with your name, surname, "Introductory Text" and "MFIAP". Eg 036_Sherlock_Holmes_Introductory-Text_MFIAP.doc Eg 036_Sherlock_Holmes_Introductory-Text_AV-MFIAP.doc	
8	AV-MFIAP applicants also need to prepare a summary of the text for the Audio-visuals (if applicable) in at least two of the official FIAP languages. See section 5.1 above	
9	Weigh your print portfolio and cd of images, or cd of AV's, together with one set of each document required, and very protective packaging. Advise the FIAP LO of this weight. They will quote posting this parcel to FIAP. The total weight must be under 2kg	
10.	Post the following to the FIAP LO: <ul style="list-style-type: none"> a. Two (2) printed copies of Dossiers B. Both must be signed b. One (1) printed copy of the introductory text for your submission. c. CD with digital files of MFIAP Prints or AV files as applicable d. Twenty (20) prints for MFIAP application or Two 2 AV's for AV-MFIAP application as applies to the honour sought. Fully prepare these as per requirements. e. FIAP Identification Sheet (only AV-MFIAP applicants) f. One (1) printed copy of the text summary in English and French (Only AV-MFIAP applicants and only if applicable to the specific AV's) 	
11.	Email the following to the FIAP LO: <ul style="list-style-type: none"> a. Complete Digital file of DistM-Form-2016-en.xls renamed as per step 5 above b. Introductory text. c. Text summary for AV's (if applicable) in English and French (AV applicants only) d. FIAP Identification Sheet for AV's (AV applicants only) 	
12.	Submit the following to the APS Office via APS website: <ul style="list-style-type: none"> a. Complete Applicant Payment form and pay fees in FIAP Distinctions section of APS website: https://a-p-s.org.au/index.php/fiap-dist-payment-form b. Add quoted postal fee to postage section on payment form 	

NOTE: All items for the application and fees must be sent such that they are received by the closing date of 15th Dec. Any item that the FIAP LO indicates must be replaced, must be sent by the applicable means such that it arrives by the closing date or within 7 days, whichever is the latter.

6. ESFIAP AND HonEFIAP APPLICANTS

6.1 Application Requirements – ESFIAP AND HonEFIAP

The FIAP requirements for nominating candidates for these Service Distinctions are set out in FIAP information document 011/2016E, sections 6 and 7 respectively.

In June 1992 FIAP passed a new ruling in regard to submissions for the Service Distinction ESFIAP: *“The members of the Directory Board, together with the Director of the FIAP Distinctions Service, have noted that the number of applications for the ESFIAP distinction is increasing. In order not to devalue the ESFIAP distinction, the Requirements of the Distinctions Regulations should be adhered to more stringently. To be eligible for the ESFIAP distinction it is not sufficient to have been active on the local club level only. Activities on the national and international levels are needed. Expressed in percentages: 80% of activities on the national level and 20% on the international level is considered acceptable for the ESFIAP distinction. It is clear that some of these activities must have benefited FIAP.”*

FIAP do not have stipulated minimum expectations for service honours. They also do not have minimum timeframes during which the candidate must have undertaken service. Service such as Presidency of ones country federation, eg APS, is counted, as are National activities for ones own country federation. Organisation of FIAP related events such as FIAP biennials and salons with FIAP Patronage would obviously be valid. Most important is what the applicant has done for FIAP to promote FIAP in their country. Being a salon entrant or holding FIAP Skill Distinctions is not relevant to eligibility for service Distinctions.

It is always the country’s federation that send the ESFIAP or HonEFIAP to FIAP, ie the candidate does not apply directly to FIAP. Candidates may nominate themselves for the Distinction or be nominated. Involvement of the candidate is recommended to ensure full details of service rendered are included on the relevant FIAP forms and that such details are accurate. The federation (APS) decides which applications they send to FIAP. The role of APS is to verify that the service claimed on the application is believed to be correct and that the application does contain service to FIAP, or the promotion of FIAP or FIAP related activities within our country, such that the applicant may be potentially considered by FIAP as worthy of the Distinction. As such it is the country’s federation (APS Management Committee in Australia’s instance) that decides to put the candidate forward. The decision as to whether the applicant is awarded the Distinction rests fully with FIAP.

6.2 Application Procedure – ESFIAP AND HonEFIAP

Having established that the candidate has fulfilled FIAP’s application requirements for this distinction, as per that set out in FIAP Information Document 011/2016E, please proceed as per the steps below.

A FIAP Photographers card is not required prior to application. Successful candidates of these service Distinctions will be eligible to seek a FIAP card at no cost. The card will need to be ordered as per 1.04 above after the Distinctions is confirmed

No fees apply to Service Distinctions.

	STEPS	CHECK LIST(√)
1.	Please register the candidate with the FIAP LO.	
2.	Ensure you have obtained the following 4 documents from the FIAP Distinctions section of the APS website. These should be read carefully. <ol style="list-style-type: none"> a. FIAP Information Document 011/2016E b. DistES-Form-en.xls (for ESFIAP) OR DistHon-Form-en.xls (for HonEFIAP) c. FEA1– Guidelines for Australian FIAP Distinctions Applicants 	
3	Complete the details in either DistES-Form-en.xls (for ESFIAP) OR DistHon-Form-en.xls (for HonEFIAP) as per the instructions, in Section 6 or 7 respectively, of FIAP Document 011/2016E. Read section 1.07 & 1.08, parts a&b, above re completing this form. Duplicate Dossier B within the document to add extra Dossier B pages, if required, to accommodate the service record.	

4	<p>Please rename the final digital file, to add the candidate's name, surname and Distinction sought, as per file name convention for other Distinctions</p> <p>Eg 036_Sherlock_Holmes_ESFIAP.doc</p> <p>Eg 036_Sherlock_Holmes_HonFIAP.doc</p>	
4.	<p>Email the following to the FIAP LO:</p> <p>a. For the distinction Excellence Services Rendered (ESFIAP) email completed and renamed digital file of DistES-Form-ESAPS-2016-en.xls.</p> <p>OR</p> <p>For the distinction Honorary Excellence FIAP (HonEFIAP) email completed and renamed digital file of DistHonE-Form-2016-en.xls.</p>	