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# Chartered Arbitrator Status Information for Applicants

## What is a Chartered Arbitrator?

A Chartered Arbitrator is a Fellow of the Chartered Institute of Arbitrators who has demonstrated to an interview panel advanced knowledge and understanding of arbitration and its practical application, evidencing a professional approach to parties and the public interest.

## Against what standard will an applicant be judged?

The standard to which the candidate will be judged is competence to serve the public as an arbitrator in an ethical manner.

## Who may apply?

Applications will be accepted from Fellows of the Chartered Institute of Arbitrators. The following table sets out the evidence required which are pre-requisites for interview (unless otherwise agreed with the Chartered Institute of Arbitrators, an English translation should be included if the original document is in a language other than English).

No.	Pre-requisite for interview	Evidence required	Evidence submitted	
			Yes	No
1	Evidence of Fellowship.	A copy of the Fellowship certificate / membership number.		
2	Detailed understanding of the <b>Arbitration Act 1996</b> , or equivalent, and ability to research, understand and apply legal principles.	Award of Fellowship following success in the Institute's (or other approved body's) examinations; or		
3	Suitable experience or expertise in the candidate's chosen area or profession.	Published works on arbitration; or		
4	Ability to give directions.	A total of <b>20 points</b> accumulated from a combination of the following: <ul style="list-style-type: none"> <li>• Directions issued in arbitration proceedings by the candidate as sole arbitrator or tribunal chairman. Where the candidate was not sole arbitrator or chairman but actually drafted the directions then written confirmation from the chairman that the direction was primarily the candidate's own work. <b>5 points.</b></li> </ul>		
		<b>Note, not more than 10 points can be accumulated under the following categories:</b> <ul style="list-style-type: none"> <li>• Directions written by the candidate while acting as a construction adjudicator. <b>5 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• Directions written by the candidate while acting as a sole member or chairman of a recognised legal or quasi legal tribunal. <b>2 points.</b></li> </ul>		

No.	Pre-requisite for interview	Evidence required	Evidence submitted	
			Yes	No
5	Ability to write an award.	<p>A total of <b>20 points</b> accumulated from a combination of the following:</p> <ul style="list-style-type: none"> <li>• A reasoned award written by the candidate as sole arbitrator or tribunal chairman in respect of a jurisdictional challenge, preliminary issue or substantive issue. <b>10 points.</b></li> </ul>		
		<p><b>Note, not more than 10 points can be accumulated under the following categories:</b></p> <ul style="list-style-type: none"> <li>• A reasoned award written by the candidate together with feedback written following a mock hearing organised by the Institute. <b>5 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• A reasoned, 'shadow', award written by the candidate as a pupil together with feedback. <b>5 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• A reasoned decision written by the candidate in construction adjudication. <b>5 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• A reasoned decision, determinations or similar written by the candidate while acting as a sole member or chairman of a recognised legal or quasi legal tribunal, other forms of adjudication other than construction adjudication, acting as an independent expert in a contractual dispute (not a court expert) or similar. <b>2 points.</b></li> </ul>		
6	Actual conduct of an arbitration.	<p>A total of 20 points accumulated from a combination of the following:</p> <ul style="list-style-type: none"> <li>• Acted as sole arbitrator or chairman in an arbitration which has proceeded to a hearing and an award on the substantive dispute or a significant part thereof. <b>10 points.</b></li> </ul>		
		<p><b>Note, not more than 10 points can be accumulated under the following categories:</b></p> <ul style="list-style-type: none"> <li>• Acted as sole arbitrator or chairman in a arbitration which did not proceed to an award, but where directions were given. <b>4 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• Acted as sole arbitrator in a documents only arbitration which proceeded to an award on a substantive issue. <b>2 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• Acted as a party appointed arbitrator (i.e. not as chairman) in an arbitration which proceeded to a hearing and award on the substantive dispute or a significant part thereof. <b>5 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• Acted as a party appointed arbitrator (i.e. not a chairman) in an arbitration which did not proceed to an award, but where directions were given. <b>2 points.</b></li> </ul>		
		<ul style="list-style-type: none"> <li>• Acted as sole member or chairman of a recognised legal or quasi legal tribunal, such as construction adjudication, other forms of adjudication, acting as an independent expert in a contractual dispute (not a court expert) or similar. <b>2 points.</b></li> </ul>		

No.	Pre-requisite for interview	Evidence required	Evidence submitted	
			Yes	No
7	Understanding of ethical issues relating to arbitration and personal commitment to ethical action, fair dealing, and ability to respect people from all walks of life.	Fulfilled CPD requirements in past three years.		
8	Fulfilled CPD requirements in past three years.	Evidence of compliance with the Institute's relevant Continuing Professional Development requirements in the three years preceding the application for interview.		

### The interview

The purpose of the interview is to assess the relevant knowledge, skills and attitude of an applicant. Applicants presenting themselves for interview should be prepared to answer probing questions from the interview panel which will test the reality of their knowledge and experience including:

- The depth and breadth of core knowledge and relevant specialist knowledge in order to judge the ability of the applicant to reflect their knowledge by drawing on their practical experience.
- The reality of any experience claimed.
- Attitude towards ethical and practical conduct of adjudications.

### The criteria

An applicant must be able to satisfy an interview panel that the applicant has the required knowledge, skills, attitudes and experience as described in the following criteria and is, in all respects, a suitable person for inclusion on the Panel of Construction Industry Adjudicators.

#### Assessment criteria

An applicant must demonstrate advanced knowledge and understanding of adjudication and its practical application, evidencing a professional approach to parties and the public interest.

#### Knowledge assessment criteria

The applicant must be able to demonstrate:

- An understanding of the legal framework within which adjudication operates.
- A detailed understanding of the relevant law of adjudication and its practical application including the duties, powers and obligations of an adjudicator.
- A practical understanding of the practice and procedure of adjudication.
- Knowledge of the relevant law of contract, tort and evidence.
- Technical and legal knowledge in the applicant's specialist field of expertise (if applicable).
- Awareness of the practical application of the Chartered Institute of Arbitrators
- Code of Professional and Ethical Conduct for Members.

#### Skills assessment criteria.

The applicant must be able to demonstrate the ability to:

- Manage meetings and proceedings effectively.
- Act impartially and fairly.
- Accurately identify the issues and the interests of the parties in the dispute.
- Come to sensible, logical conclusions reached thorough analysis.
- To make reasoned decisions.
- Communicate effectively both in writing and orally.

### Interview fee

The fee for interview of £240.00, which is non-refundable, must accompany the application. See application form for payment options.

### How to apply

To apply for Chartered Arbitrator status, **ONE hard copy** of application form and supporting documents posted to the below address and a **scanned copy** emailed to [memberservices@ciarb.org](mailto:memberservices@ciarb.org).

**Attention:** Member Services, CIARB, 12 Bloomsbury Square, London, WC1A 2LP, UK