



Scottish
Branch

CI Arb

APPLICATION FORM FOR APPOINTMENT TO THE PANEL OF ARBITRATORS OR TO THE PANEL OF ADJUDICATORS OF THE CHARTERED INSTITUTE OF ARBITRATORS (SCOTTISH BRANCH)

1. REQUIREMENTS

1.1 Candidates who seek appointment to Panels of the Scottish Branch (“**SB**”) of the Chartered Institute of Arbitrators (“**CI Arb**”) are required to comply with the appropriate criteria for membership of the Scottish Branch Panels, as follows:

1.1.1 The criteria for selection to the SB’s Panel of Arbitrators are attached as a separate document.

1.1.2 The criteria for selection to the SB’s Panel of Adjudicators are attached as a separate document.

(in each case, “**the Criteria**”)

1.2 Candidates are also required to comply with the particular requirements laid out in this Application Form.

2. PROCEDURE

2.1 Having satisfied yourself that you are able to satisfy the Criteria set out in the appropriate Criteria document, please complete and sign this Application Form and send it, together with the supporting material required, to the Honorary Secretary, Richard Farndale, Burness Paull LLP, 50 Lothian Road, Edinburgh EH3 9WJ. You can also email the completed and signed application form to CIARBS@burnesspaull.com, together with pdfed copies of the supporting documentation.

2.2 If you satisfy the prior conditions which are set out in the appropriate Criteria document, an interview will be arranged before a panel of three members of the SB committee (“**the Interview Panel**”). The Interview Panel will consider your application in more detail and will make a final recommendation to the Chairman of the SB as to whether you be appointed to the relevant Panel. You will thereafter be informed as to whether or not the Chairman, having considered such recommendation by the Interview Panel, has confirmed your appointment to the relevant Panel.

2.3 You must provide with this completed Application Form the following:

2.3.1 Evidence of relevant experience to satisfy Paragraph 1.2 of the relevant Criteria document;

2.3.2 Evidence of Continuing Professional Development meeting the Institute’s relevant policy. The relevant policy can be found at <http://www.ciarb.org/education-and-training/hid-continuous-professional-development/> (“the CPD Policy”). It is not necessary to comply with the requirements for Presidential Panel Members, but candidates should provide evidence of compliance with the requirements for “All other CI Arb members”; and

2.3.3 A copy of your CV, showing your appropriate experience.

3. CANDIDATE INFORMATION AND UNDERTAKINGS, ETC.

Please note that you are also required, in signing this application form, to provide certain information, undertakings, confirmations and agreements, as set out below.

3.1 Personal Information

Name

Full address

.....

.....

Email address(es)

Work tel (direct and main reception):

Mobile tel:

3.2 Panel Information

3.2.1 To which Panel do you seek appointment? Arbitrator/Adjudicator (delete one)

3.2.2 List of all relevant qualifications:

.....

.....

3.2.3 Please identify which of the following bullets apply, and delete the remainder:

- This is my first application to the SB Panel to which I seek appointment.
- I have previously been appointed to the SB Panel to which I seek appointment, but my previous Panel membership had lapsed.
- This is my first application to the SB Panel to which I seek appointment, but I am a member of another SB Panel. State which other SB Panel:

.....

- This is my first application to the SB Panel to which I seek appointment, but I am a member of another CIArb Panel, which is not a SB Panel. State which other CIArb Panel:

.....

- I am already a member of the SB Panel for which I seek appointment, and I am seeking re-appointment to the same SB Panel under the Limit of Tenure provisions.
- I am already a member of the SB Panel for which I seek appointment, and I am seeking re-appointment to the same SB Panel under the Transitional Provisions.

3.3 Confirmations, Agreements and Undertakings

3.3.1 I confirm that I am a Fellow of CIArb.

3.3.2 I confirm that I comply with the Prior Conditions for the relevant Panel and provide evidence of such herewith. I will provide any further information reasonably required by the SB.

3.3.3 Delete one of the following as appropriate:

- I confirm that I have not been the subject of any successful professional disciplinary proceedings against me.
- I provide full disclosure of successful professional disciplinary proceedings against me in a paper apart submitted with this application form. I will provide any further information reasonably required by the SB in this regard

3.3.4 Depending on whether you seek appointment to the Panel of Arbitrators or the Panel or Adjudicators, delete one of the following as appropriate:

- I confirm that I have detailed familiarity with the terms of the Arbitration (Scotland) Act 2010, the Scottish Arbitration Rules, the law and practice of arbitration in Scotland, and the case law relevant thereto. I confirm that I have updated myself on knowledge of the relevant law up to the date of my application. [For those candidates seeking election to the Panel of Arbitrators].
- I confirm that I have detailed familiarity with the terms of the Part II of the Housing Grants etc Act 1996 as amended, the law and practice of adjudication in Scotland, and the case law relevant thereto. I confirm that I have updated myself on knowledge of the relevant law up to the date of my application. [For those candidates seeking election to the Panel of Adjudicators].

3.3.5 I undertake, in the event of my appointment to the appropriate SB Panel, as follows:

- I will continue to comply with the CPD Policy throughout the period of time during which I remain on one of the SB Panels. I will also attend at least one half day training course arranged by CI Arb, the Scottish Arbitration Centre, or RICS specifically provided for Arbitrators/Adjudicators (as appropriate) in each year during the period of time during which I remain on one of the SB Panels.¹ I will also continue to update myself on the relevant law to ensure that I continue to have a sound knowledge of the law and practice of arbitration/adjudication (as appropriate).
- I will immediately, and not later than 14 days following my awareness of a relevant circumstance, report to the Honorary Secretary of the SB any claim, or any event or circumstance which may give rise to a claim, against the Chartered Institute of Arbitrators, including its Scottish Branch.
- I will immediately inform the Honorary Secretary of the SB of any change in my contact details and of any period of absence greater than 14 days giving rise to my unavailability to accept appointment as arbitrator/adjudicator. I will respond promptly to any enquiries regarding my potential appointment as arbitrator/adjudicator and will provide full information regarding any conflict of interest, availability issues, or any other relevant information requested of me, which may impact on my appointment in any particular case.
- I will immediately inform the Honorary Secretary of the SB of any circumstance, which may impact on my experience and ability to continue

¹ You are to make enquiries to ascertain the availability of such courses, which are arranged from time to time by such organisations. Insofar as you are unable to attend such a course in any given year, you are required to write to the SB Honorary Secretary to seek the SB Chairman's permission not to attend such a course in a given year. Such a request should be accompanied by details of the steps you have taken to update yourself with developments in the law and procedural practice of arbitration/adjudication (as appropriate).

to take appointments as arbitrator/adjudicator (as appropriate), including my retirement from my professional practice.

- I will immediately, and not later than 14 days following any relevant finding, inform the Honorary Secretary of the SB of any successful professional disciplinary proceedings against me, and I will provide any relevant details of such proceedings and outcomes, as are requested on behalf of the SB.
- Subject to any objection by a party to an arbitration or adjudication (as the case may be), if requested by the Honorary Secretary of the SB, I will take a pupil from the SB's list of those seeking pupillage, to participate as fully as appropriate in the proceedings in which I am appointed by the SB, at no charge.

3.3.6 I understand and agree that any change in my circumstances (including any change in my compliance with any of the above confirmations and undertakings) may be considered by the SB, which may, in its absolute discretion, terminate my membership of any SB Panel of which I am a member. I will provide any relevant information requested by the SB in that regard.

Signature:

Date: