

# Panel of Construction Adjudicators

## Information for Applicants

### What is a Construction Adjudicator?

A construction adjudicator must be a Fellow of the Chartered Institute of Arbitrators who has demonstrated to an interview panel advanced knowledge and understanding of construction adjudication 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 an applicant will be judged is competence to serve the public as a construction adjudicator 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 documents which an applicant must provide (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).

Pre-requisite for interview	Pre-requisite for interview	Evidence submitted	
1. Evidence of Fellowship	A copy of the Fellowship Certificate/ membership number.	Yes	No
2 Curriculum vitae			
3. Fulfilled CPD requirements in of compliance with the Institute's relevant Continuing past three years	Evidence of compliance with the Institute's relevant Continuing past three years Professional Development requirements in the three years preceding the application for interview.	Yes	No
4. If you have acted as an adjudicator, a schedule of appointments undertaken within the last three years.	If you have acted as an adjudicator, the schedule should give details of: ii. Nature of the parties. iii. The amount in dispute (if applicable). iv. Date of appointment. v. How appointed. vi. The date of the decision and an indication whether it was by consent, a settlement or the case is still in progress.	Yes	No
5. Copies of decision(s) and/or direction(s)	<b>Either:</b> - one (1) decision and/or one (1) direction as an adjudicator; <b>or</b> - one (1) draft direction and/or one (1) draft decision prepared and assessed as part of a recognised training course; <b>or</b> - two (2) pupillage decisions as part of a formal pupillage.	Yes	No

## **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.

### ***Attitude assessment criteria***

The applicant must be able to demonstrate:

- The capacity to inspire the parties to have confidence in the process and the tribunal.
- A capacity and willingness to respond decisively both in the context of adjudication proceedings and the interview.

- The capacity and willingness of the applicant to conduct themselves in a manner that would establish and maintain the independence and authority of the adjudicator.

### Interview fee (£500)

The fee for interview, which is non-refundable, must accompany the application.

The amount of the current fee can be obtained from the Chartered Institute of Arbitrators Membership Services on +44 (0)20 7421 7428, email [memberservices@ciarb.org](mailto:memberservices@ciarb.org) or on the web site [www.ciarb.org](http://www.ciarb.org).

### How to apply

To apply to the Panel of Construction Adjudicators an application form must be completed and returned by email to [memberservices@ciarb.org](mailto:memberservices@ciarb.org)