



CRITERIA FOR REASSESSMENT

Criteria for Inclusion of Construction Adjudicators on the RICS President's Panel in the UK



This document sets out the criteria and application process for candidates seeking inclusion on the RICS President's Panel of Adjudicators (Construction and Engineering). The Panel comprises experienced adjudicators available for appointment by RICS to resolve disputes primarily under the Housing Grants, Construction and Regeneration Act 1996 (as amended) and related schemes or rules.

These criteria also apply to those seeking nominations under the Low Value Disputes (LVD) MAP process. Candidates must demonstrate their ability to manage all construction adjudications, including those under the LVD MAP process.

To be considered for inclusion on the RICS President's Panel of Construction Adjudicators (the Panel), you must satisfy the following entry requirements:

- Based in the **UK**
- A **professional qualification** relating to your primary profession
- Minimum **10 years post-qualification experience** in your primary profession
- Successful completion of the **RICS Diploma in Construction Adjudication** (or received a full exemption as per the RICS Diploma in Adjudication exemption policy)
- Possess **knowledge, skills, and experience** required to act as an adjudicator
- **Understanding of the law** relating to construction contracts
- Demonstrate recent and ongoing **active involvement** in construction adjudication.
- Show **recognition in the market** as an adjudicator and expert in the field.
- Provide a full record of **CPD**, specifically related to professional practice and adjudication.
- Successful completion of the **panel interview**
- Attendance at the post-interview **Induction Session**, including completion of the online **RICS Professionalism Module** and **the Diversity and Inclusion e-learning**
- Payment of the appropriate administration **fees**

Required documents

- A completed application form
- Two referees supporting your application
- A summary of relevant experience
- CPD records for the last three calendar years and this year
- A template of your standard directions that you intend to use when acting as an adjudicator
- An adjudication decision that you completed in the last three years (If this is not available, a mock examination decision)

Please note: Candidates are responsible for ensuring that their submissions are complete and contain all required information. RICS is not obliged to follow up with candidates for missing details or provide an opportunity to amend or improve submissions after they have been received. Incomplete applications will not pass the initial screening and cannot be considered further.

Recruitment Process

The Panel recruitment is a three-stage process:

1. Desktop review
2. Panel interview
3. RICS Adjudicator Induction Session

RICS maintains panel numbers in line with projected market demand for adjudicator appointments. When recruiting new construction adjudicators, RICS considers not only anticipated demand but also any current or foreseeable shortages in specific skills, areas of experience, or geographical coverage. As a result, meeting the published criteria does not guarantee an invitation to interview.

1. Desktop review

During the first stage, you will be invited to complete and submit an application form along with the required supporting documents.

All applications will be reviewed by a Selection Committee consisting of external assessors. The Committee will assess applications against these criteria, ensuring that only those who best meet the Panel's needs are shortlisted for interview.

Submissions must clearly demonstrate that you are actively involved in adjudication and, following your formal training, you have been proactive in gaining practical experience.

The Selection Committee will be looking for evidence of:

- practical experience acting as a construction adjudicator
- practical experience acting as a party representative in construction adjudications
- a degree in a relevant subject
- listed on other adjudication registers
- can demonstrate significant standing in both your primary profession and in the field of adjudication
- CPD records that reflect a commitment to ongoing development and staying up to date with issues related to construction adjudication
- actively sought opportunities to gain practical adjudication experience, for example by undertaking pupillage or by joining the RICS Which? Trusted Trader ADR Scheme.

Only around 60 candidates whose submissions demonstrate that they meet the criteria, including recent and active involvement in adjudication as either adjudicators or party representatives, and who most closely align with the Panel's needs, will be shortlisted. All candidates will be notified of the outcome of their application.

To ensure impartiality and avoid potential bias, all applications will be anonymised. Your name should only appear on the application form. This document will be anonymised before being shared with the Selection Committee.

The administration fee for the desktop review is £120 (£ 100 + VAT), which is non-refundable.

2. Panel interview

If you are successful at the first stage, you will be invited to attend a panel interview. The interviews will be in person in our offices in London and Birmingham. The cost of the interview is £ 550 + VAT.

The interview board will refer to your application form and your other submissions and have an in-depth discussion with you to determine that you understand the law, practice and procedure of construction adjudication. For more details about the panel interview, please see the section Guidance on panel interviews.

3. RICS Adjudicator Induction Session

If you successfully complete the panel interview, you must attend an induction session before you become eligible for nominations by RICS. The purpose of the induction is to ensure that you are familiar with all the practical elements of the RICS nomination process.

Details of the date and venue will be shared at the appropriate time.

Guidance on the required documents

Application form

In the application form, you should provide information about your professional qualifications, your employment history and career progression, your professional experience, experience as an adjudicator and/or party representative as well as relevant skills, geographical coverage, the value, complexity and types of disputes in which you submit you are qualified to act as an adjudicator.

It should be clear from the information provided that your professional knowledge and experience is recognised in the applicable market and/or industry sector and is such as to allow RICS to hold you out as an expert in your field of primary professional practice as well as being able to discharge the role of an adjudicator competently.

As part of your application, you must also **sign a Fit and Proper Declaration**.

Information in your application form will be considered by the Selection Committee during the desktop review to decide whether you should be shortlisted and invited to attend the panel interview.

Your application form will also be provided to the interview board, and during the interview, it will help the board to ask questions and assess whether you have identified your skills and experience correctly and whether the skills you profess to have are commensurate with your experience in practice.

Professional references

Your application form must include names, contact details and signatures of two referees who can support your application. Your referees should have significant standing in or advanced

knowledge of adjudications (such as solicitors, your clients or other adjudicators) but cannot be from your firm. DRS will obtain written references and will forward these to the Selection Committee and the interview board. The referees will be asked to comment on your standing in the profession, your knowledge, expertise and experience as an adjudicator. A member of the interview panel may speak to one or both of the referees before your interview. RICS also reserves the right to make wider enquiries among your colleagues or clients, etc, where it regards this as appropriate.

All references provided and received will be treated in strict confidence.

Summary of relevant professional experience

You will need to attach to your application a summary of your working circumstances, professional experience, and experience as an adjudicator. The summary should include information about the type of work you have undertaken over the last three years. You must be able to demonstrate that you are actively involved in the adjudication process as either an adjudicator or party representative. The emphasis should be on the recent adjudications which you have dealt with, particularly those which demonstrate your active involvement in the adjudicating field and the market and/or industry sector. You should include references to the range of values in dispute, complexity and type of disputes, as well as work received from parties directly and third-party appointments received through membership of other panels. If you have dealt with adjudications outside of the Housing Grants, Construction and Regeneration Act 1996 (e.g. RICS Consumer Adjudication Service for Which? Trusted Traders), please include these as well, but state clearly that these were not construction adjudications.

The summary should be a maximum 750 words.

CPD

You will need to submit evidence that you have complied with CPD requirements of your Principal professional body/bodies in the last three calendar years (2024, 2023, 2022). In addition, you will need to submit records of any CPD that you have undertaken during this year.

During the desktop review and panel interview, the Selection Committee and the interviewers will consider the quantity, quality and relevance of your CPD. Your CPD records should include a breakdown of your CPD (i.e. number of hours and name of the activity). Your records should clearly show how your CPD is relevant to your field of professional expertise, adjudication and

the dispute resolution field. CPD records must reflect a commitment to ongoing development and staying up to date with issues related to construction adjudication. Your CPD should include targeted formal training.

Useful information about CPD qualifying activities, formal and informal CPD, can be found on the RICS website: [CPD requirements and obligations](#)

If you are not an RICS member and the CPD requirements of your professional body are less than 20 hours per calendar year, please supply details of the CPD requirements of your professional body together with your CPD records.

(RICS members can download their CPD records from their member portal [RICS Login](#))

Directions

You will need to submit a template of your standard directions that you intend to use when nominated by RICS.

Adjudication decision

You will need to submit one adjudication decision that you completed in the last three years. (Please note, we cannot accept a draft decision from a live case, or a decision where you were only a co-author).

The decision you select to discuss during your panel assessment should be a representative decision reflecting as wide a range of adjudication skills and competencies as possible. You should, ideally, select decisions that challenged you and that you believe reflect your knowledge and practical abilities as an adjudicator.

If you have not prepared a construction adjudication decision (including an LVD decision) in the last three years, but you have prepared a decision under the Which? Trusted Trader Service, please submit this decision.

If you have not prepared any real-life adjudication decision in more than five years, you may submit a mock decision that you completed as part of a formal training programme or structured workshop. Acceptable programmes include the final exam for the RICS Diploma in Adjudication or the Chartered Institute of Arbitrators adjudication training. Decisions prepared through self-study or informal in-house training will not be accepted. If you are submitting a

mock decision, you must clearly state that it is a mock decision and specify the training programme for which it was prepared.

Please note: A real-life decision is always preferable to a mock decision, even if it was made some time ago.

Before submitting your decision, you must make sure that you have your employer's and the parties' consent to disclose any sensitive details in your assessment submission. If you cannot get this consent, you must ensure that any reference to the parties, properties or other personal information is anonymised. For clarity and ease of reference, assessors prefer decisions that have been anonymised rather than redacted. This means personal information should be altered to prevent identification, rather than simply obscured by blacking it out.

Guidance on panel interviews

The professionalism of all adjudicators nominated by RICS DRS is of the utmost importance. As such, all candidates aspiring to join the RICS President's Panel undergo a thorough assessment to evaluate their relevant knowledge, skills, experience and approach before being invited to join the Panel.

During the panel interview, the interview board will ask probing questions and test your knowledge on inter alia:

RICS standards

You must be able to demonstrate that you are familiar with the applicable RICS professional standards, such as Conflicts of Interest for Members Acting as Dispute Resolvers, Surveyors Acting as Adjudicators in the Construction Industry, Surveyors Acting as Advocates, etc. (RICS professional standards are available on [Dispute Resolution Standards](#)).

Involvement, conflict, bias and perceived bias

You must:

- be able to demonstrate an understanding of involvements;
- be able to explain when an involvement becomes a conflict;
- be aware of the risks of both real and apparent bias and explain the steps that can be taken to avoid reasonably foreseeable difficulties;

- understand the rules of natural justice and the need to operate within the boundaries of natural justice when acting as an adjudicator;
- You must be able to demonstrate that you understand the overall importance of fairness in allowing the parties to present their case and deal with that of their opponents.
- You must be familiar with relevant case law

Managing the process, including standard documentation

You must demonstrate that you:

- can manage the adjudication timetable and procedure in a transparent, efficient and expeditious manner;
- can control the process, apply judging skills and produce appropriate documentation throughout the process;
- have sufficient standing, gravitas and flexibility of attitude to manage the process, including a hearing.

Relevant law, including dealing with jurisdictional challenges

The interview board will have a discussion with you to establish that you:

- are familiar with the Housing Grants, Construction and Regeneration Act 1996 (as amended), and the Scheme for Construction Contracts Regulations;
- are able to deal effectively with both threshold and substantive jurisdictional problems and challenges, that you have a clear understanding of the criteria to be considered when determining whether, and how, to proceed and that you can clearly communicate to the parties any jurisdictional determination;
- have an understanding of the law relating to construction contracts
- are aware of relevant case law, particularly in respect of contract, tort and negligence, evidence and legislation, sufficient to understand the context of legal arguments, so that a rational and well-reasoned decision will be made.

Decision, including identifying the issues and analytical reasoning

You must be able to demonstrate the ability to write a decision that:

- identifies, expresses and analyses the issues and sub-issues that need to be considered during decision making;
- shows that you can apply analytical skills throughout the process;

- is concise, clear and includes logical reasons for your decision;
- communicates your conclusions and reasoning in a structured, fluent and logical manner

You must be able to demonstrate that you can deal with post-decision issues such as slips and errors

Costs

You must be familiar with the general principles of allocating costs. You must be able to discuss the general principle that costs follow the event and when it is appropriate to depart from that rule.

General

The interview board will also consider your overall suitability to be an RICS President's Panellist. This will include assessment of:

- your overall ability and aptitude;
- the standard and professionalism of your documentation and communications;
- any upheld complaints that have been made against you to RICS;
- any judicial criticism or comment relating to your professional work;
- any disclosure(s) made in your application form;
- any disclosure or critique made by a referee.

Please be aware that RICS reserves the right to review and decline applications where a concerning disclosure has been made.

For the possible outcomes of the assessment and other information about the interview, please refer to the RICS Interview Guide for Candidates available from DRS or on rics.org/drs.

Please note:

All prospective panellists, before they are invited to join the Panel, must sign and comply with the Service Level Agreement between DRS and the panellist. A copy is available upon request.

Adjudicators on the Panel are subject to continuous training and regular reassessments. For further details, please refer to the Criteria for Reassessment of Adjudicators on the RICS President's Panel available on rics.org/drs

RICS does not guarantee a quota of appointments for panellists.

These criteria are monitored, and their effectiveness is reviewed on a regular basis. DRS reserves the right to update/modify the criteria at any time.

For further information contact

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