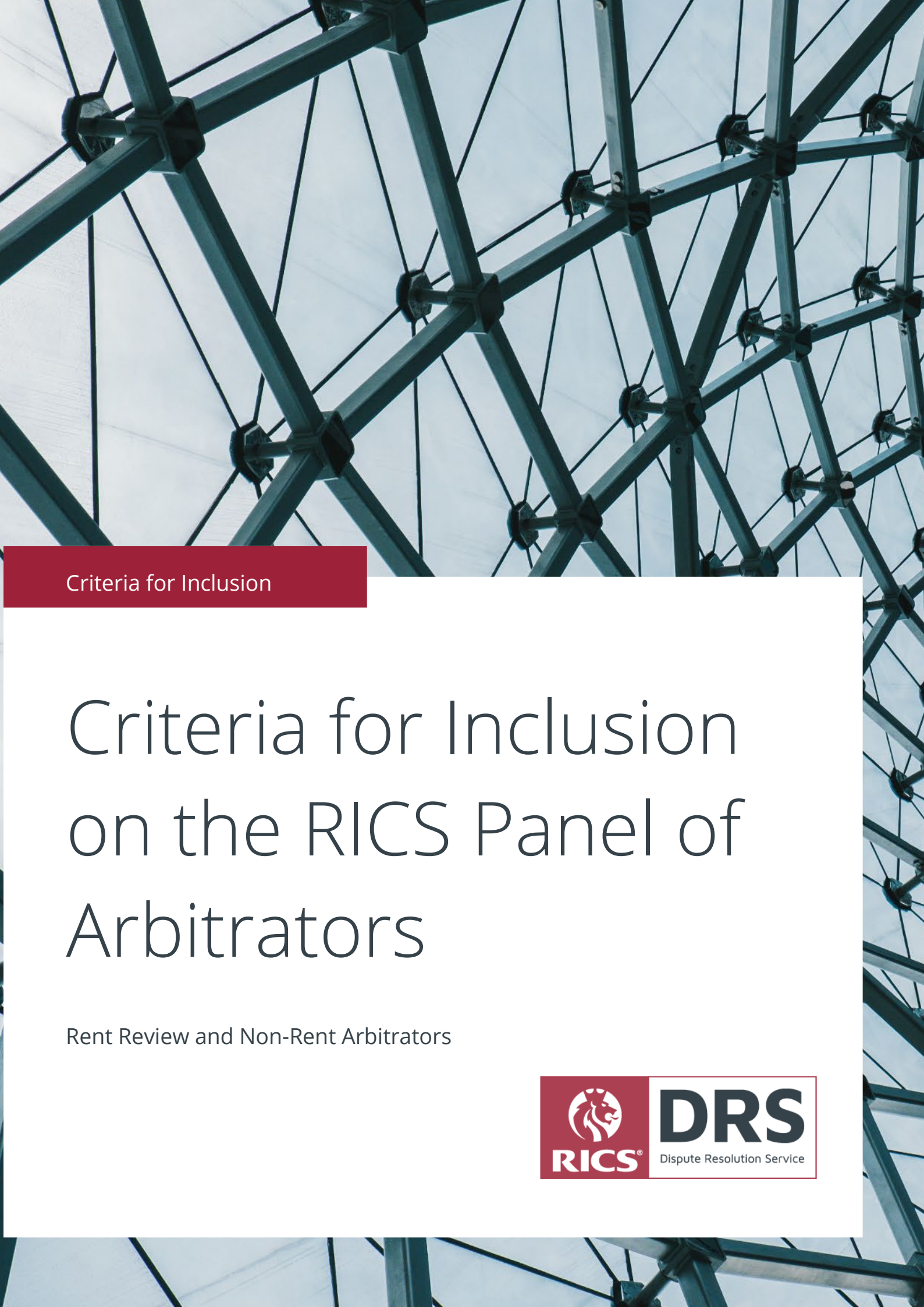




Criteria for Inclusion

Criteria for Inclusion on the RICS Panel of Arbitrators

Rent Review and Non-Rent Arbitrators



This document sets out the criteria and application process for candidates seeking inclusion on the RICS President's Panel of Arbitrators in the commercial rent review, rural rent review and non-rent sector.

These criteria do not apply to construction arbitrators.

To be considered for inclusion on the Panel, candidates must satisfy the following entry requirements:

- Minimum **10 years post-qualification experience** in your primary profession or demonstrable equivalent seniority and professional standing
- A **professional qualification** relating to your primary profession (minimum MRICS or equivalent)
- **Recognition in your market** of your involvement and expertise in that sector
- Demonstrate **active involvement** in arbitrations as either advocate or arbitrator
- Successful completion of the **RICS Diploma in Arbitration** (or received a full exemption as per the RICS Diploma in Arbitration exemption policy)
- Compliance with **CPD** requirements of your principal professional body/bodies in the last three calendar years
- Successful completion of the panel assessment **interview** and **post-interview onboarding**
- Payment of the appropriate **administration fee**

Required documents

You will be required to send to the RICS:

- A completed application form
- Details of two referees who can support your application
- A summary of recent relevant experience
- CPD records for the last three full calendar years and the current year
- Template of your Directions that you intend to use when acting as arbitrator
- Recent Award prepared by you (if not available, mock examination Award)
- Recent Costs Award prepared by you (if not available, mock examination Costs Award)

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. Submission of the required documents
2. Panel assessment interview
3. Post interview onboarding

RICS maintains panel numbers in line with projected market demand for arbitrator appointments. When recruiting new arbitrators, 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. Submission of the required documents

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

At this stage, applications will be reviewed solely to verify compliance with the mandatory eligibility criteria that can be evidenced from the documentation provided, including minimum experience and requisite professional qualifications (e.g. MRICS).

No assessment will be made at this stage as to the quality or merits of the application. Detailed evaluation of competence and suitability will be undertaken at the panel assessment interview.

2. Panel assessment interview

The interviews will be in person in our offices in London and Birmingham. The cost of the interview is £550 + VAT.

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

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 relevant law, practice and procedure of arbitration.

For more details about the panel interview, please see the section below, *Guidance on panel interviews* and the [Interview-Guide-for-Candidates](#).

3. Post interview onboarding

RICS Arbitrator Induction Session

Successful candidates must attend an induction session before they become eligible for appointments by RICS. The purpose of the induction is to ensure that panellists are familiar with all the practical elements of the RICS appointment process.

RICS Professionalism Module and the Diversity and Inclusion e-learning

If you are successful, you will be enrolled in the e-learning modules and sent a link to access the modules free of charge. If you completed the courses in the last three years, you do not have to complete them again. We will accept certificates that are less than three years old.

Service Level Agreement

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

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 arbitrator 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 arbitrator.

It should be clear from the information provided that your professional knowledge and experience are recognised in the applicable market and/or industry sector and are 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 arbitrator competently.

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

Your application form will 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 the names and contact details of two referees who can support your application. Your referees should have significant standing in or advanced knowledge of arbitrations (such as solicitors, your clients or other arbitrators) but cannot be from your firm. DRS will obtain written references and will forward these to the interview board. The referees will be asked to comment on your standing in the profession, your knowledge, expertise and experience relevant to arbitration. 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.

You must ensure that your referees have been informed that you are submitting an application; have agreed to act as your referees; consent to RICS being given their details and RICS has permission to contact them.

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

Summary of relevant professional experience

You are required to submit a concise summary of your relevant professional experience (typically 500–750 words) to support your application for inclusion on the President's Panel of Arbitrators.

The purpose of this summary is to demonstrate that you are actively engaged in your market, possess current and relevant experience, and have the professional standing expected of a panel appointee. The emphasis should be on your recent, personal involvement in the marketplace rather than historic or purely corporate experience.

Your summary should be clear, factual and proportionate, providing sufficient detail to evidence your current competence and active market involvement without unnecessary narrative.

Your summary should include:

- **Current role and organisational context:** You should provide a clear description of your position, level of responsibility, and the nature and structure of the organisation in which you work.
- **Nature of recent professional work:** You should provide an overview of the type and extent of work you have undertaken over the previous two to three years, with particular emphasis on day-to-day activities that demonstrate active participation in the relevant market or sector.
- **Market involvement and recognition:** You should provide evidence of your ongoing engagement in your stated area(s) of expertise, reflecting your current knowledge of market conditions and practice.
- **Arbitration and dispute resolution experience:** You should detail your involvement in arbitration, whether acting as arbitrator or party representative, including examples that illustrate your recent and direct participation.
- **Illustrative examples of work:** You should include relevant case examples (e.g. rent reviews, lease renewals, acquisitions, lettings or similar matters), indicating the volume, scale, complexity and values involved, together with your personal role.
- **Additional professional activities:** You are encouraged to refer to related work (such as valuation, rating or investment activity) where this supports an understanding of your broader market awareness.
- **Contextual information (where relevant):** You may include a brief reference to the work of colleagues or the wider practice to provide context and indicate access to information; however, the focus must remain on your own experience, as appointments are personal.
- **Confidentiality:** You must preserve client confidentiality at all times. Where necessary, you should use generalised descriptions (e.g. property type, approximate rental values or scale of work).
- **Alignment with declared expertise:** You should ensure that your summary is consistent with your stated skills and any publicly available professional profile, including firm or personal marketing materials.

CPD

You will need to submit evidence that you have complied with the CPD requirements of your principal professional body/bodies in the last three full calendar years (2025, 2024, 2023). And provide details of any CPD undertaken this year.

During the panel assessment interview, 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, arbitration and the dispute resolution field. CPD records must reflect a commitment to ongoing development and staying up to date with issues related to arbitration. 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 compliance guide](#)

(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 appointed by RICS.

Award and Costs Award

You will need to submit one recent arbitration award and costs award. (Please note, we cannot accept a draft award from a live case).

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

If you have not prepared any real-life awards, you may submit a mock award that you completed as part of a formal training programme or structured workshop. Acceptable programmes include the final exam for the RICS Diploma in arbitration or the Chartered Institute of Arbitrators arbitration training. Awards prepared through self-study or informal in-house training will not be accepted. If you are submitting a mock award, you must clearly state that it is a mock award and specify the training programme for which it was prepared.

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

Before submitting your awards, 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 awards 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 arbitrators appointed 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 Arbitrators, 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 involvement;
- able to explain when an involvement becomes a conflict;
- aware of the risks of both real and apparent bias and the steps that could be taken to avoid reasonably foreseeable difficulties;
- able to understand the need to operate within the boundaries of natural justice, commensurate with the process of arbitration.
- 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 arbitration process in a transparent, efficient and expeditious manner;
- can control the process, apply judgment skills and produce appropriate documentation throughout the process;
- have sufficient standing, gravitas and flexibility of attitude to manage the process, including a hearing.

Knowledge, application and understanding of the law, including dealing with jurisdictional challenges

The candidate should;

- have the ability to deal effectively with jurisdictional problems and challenges. This requires a clear understanding of the criteria to be considered when determining whether and how to proceed, and the need to clearly communicate to the parties any jurisdiction determination;
- be aware of relevant statutes and caselaw, particularly in respect of contract, evidence and legislation sufficient to understand the context of legal arguments, so that a rational, reasoned decision can be made.

Award, including identifying the issues and analytical reasoning

You must be able to demonstrate the ability to:

- identify, express and analyse the issues and sub-issues that need to be considered in reaching a decision;
- apply judgment skills throughout the process;
- provide concise, clear and logical reasons for your decision;
- communicate in a structured, fluent and logical manner.

Knowledge and understanding of costs

Candidates should be familiar with the general principles of deciding costs.

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:

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

Membership of an RICS panel of dispute resolvers does **not guarantee** that you will receive appointments from RICS.

For further information, contact

RICS Dispute Resolution Service, 55 Colmore Row, Birmingham B3 2AA
t +44 (0)20 7334 3806 e presidentspanel@rics.org

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

Last reviewed June 2026