



Criteria for Inclusion on the Rural Panel of Independent Experts

In order to be considered for inclusion on the Panel of Independent Experts, you must satisfy the following entry requirements:

- Minimum MRICS or comparable professional qualification
- Minimum 10 years' post qualification experience in your primary profession
- Wide experience in the professional sector where you want to be considered for appointments as independent expert, ideally with personal experience in the relevant market. As a minimum, you must have current awareness of, and exposure to, the market in your specialisation and geographical area
- Attendance at, and successful completion of, the RICS DRS Training Course for Independent Experts, including associated written assignments
- Attendance and success at an RICS assessment interview
- Compliance with RICS CPD requirements in the last two years.

If successful at interview, you will be required to comply with, and sign, a Service Level Agreement between the Panel Member and DRS (copy is available from DRS).

Standard

Your standard of performance will be assessed by reference to the abilities and qualities that would normally be expected of a member on the RICS panel. The test is the standard of the ordinary skilled man exercising and professing to have that special skill.

Prior to the interview you will need to send to DRS:

- A completed Skills Form
- A summary of recent relevant experience
- Evidence of your compliance with RICS CPD requirements in the last two calendar years
- The appropriate fee (unless the interview fee is already included in the training and assessment program).

Professional references

Your skills form must include contact details and signatures of two referees, who can support your application. Your referees must have significant standing in your field of expertise. DRS will contact your referees and obtain their written statements prior to your interview, 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. A member of the interview panel may speak directly with your referees prior to the interview. RICS reserves the right to make wider enquiries among your colleagues or clients etc. where it regards this as appropriate.

The interview board will refer to your skills form and your other submissions, and discuss the information you submitted and question your knowledge on *inter alia*:

Skills Form

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

- you have identified appropriate skills areas and expertise
- you are recognised in the market place as experienced in all areas set out in your skills form.

To gain entry to the panel, you must be able to demonstrate competency in the following areas:

Knowledge and understanding of involvements/conflicts/bias and perceived bias

You must be:

- able to demonstrate an understanding of involvements
- able to explain when an involvement becomes a conflict
- aware of the risks of both real and apparent bias, and the steps that should be taken to avoid reasonably foreseeable difficulties
- familiar with the current RICS Guidance Note on Conflicts of Interest for Members Acting as Dispute Resolvers.

Managing the process, including standard documentation

You must be able to demonstrate:

- the ability to manage the process in a transparent, efficient, cost effective and expedient manner
- sufficient standing, gravitas and flexibility of attitude to discharge the role of independent expert the ability to manage the parties and their representatives, apply sound judgment appropriately and manage documentation throughout the process.

Knowledge, application and understanding of valuation and the law

You must:

- be aware of the methodology, markets and valuation criteria
- be able to understand and interpret tenancy agreements and other related documents
- be aware of relevant law.

Determination, including identifying the issues and analytical reasoning

You must be able to demonstrate:

- an awareness of the structure and content of an independent expert determination
- the ability to identify and analyse the issues
- an awareness of when reasons should be given
- the ability to communicate with the parties in a structured, fluent and logical manner
- that you are familiar with the current RICS Guidance Note on Independent Expert Determination.

Knowledge and understanding of costs

You must be familiar with the general principles of determining costs (where relevant).

CPD

CPD is important for keeping up to date with practice and procedure. During your initial assessment to join the panel, you should be able to demonstrate **20 hours** of relevant CPD for the last two calendar years. The interview board will discuss your CPD records and their relevance with you. Your CPD should include, and be spread over, the following areas:

- acting as a party representative in third party proceedings
- acting as independent expert, arbitrator or other dispute resolver
- attending or presenting at relevant events
- attending workshop type events
- private study.

Once you join the President's Panel of Independent Experts, in addition to your 20 hours of CPD as a member of RICS, you will be required to demonstrate a minimum of additional **20 hours** of CPD per annum that is relevant to Dispute Resolution.

Please note:

DRS cannot access RICS members' CPD on-line records. CPD records must be provided to DRS with dispute resolution matters highlighted. You record all your CPD on the RICS Website, you can access and extract your RICS CPD from your on-line records via www.rics.org/cpd

Relevant Experience

The feedback received from customers of DRS has emphasised the importance of appointees, particularly independent experts, being actively involved in the market place. Customers expect appointees to, not only have the technical skills to carry out a third-party appointment but also, be recognised in the market place as being actively involved in their fields of expertise and geographical areas.

Your summary of your recent relevant experience should include a brief outline of your employment circumstances and type of work you have dealt with over the previous two years. While mention can be made of work received from the DRS or other RICS panels, the emphasis should be on the work which has been dealt with as part of your day-to-day professional activity; particularly that which demonstrates active involvement in the market. The summary, typically not more than around 500 words (although more information can be provided if you require) should cover the following topics:

- A comment on your role in the organisation you work for, i.e. sole practitioner, director, consultant or other (what is your title and job description?)
- A brief explanation of your role in the context of the organisation you work for e.g. perhaps you are the head of an office, which is part of a larger organisation with offices in different locations across the country dealing with a variety of matters ranging from residential to agricultural work; or a consultant working from the office for one day a week.
- As an independent expert you will be expected to demonstrate continuing (rather than historic) participation in your particular market place relevant to the skills indicated on the Skills Form.
- Reference to completed work over the previous 2 years. Ideally the work should include involvement with lettings and/or rental negotiations such as rent reviews and tenancy renewals. A rough indication of the number of such negotiations dealt with should be given with a few examples.
- Reference should also be made to other work undertaken such as purchases or sales and valuations. While the emphasis should be on transactional work, information on work done in these other sectors also gives a good indication of the surveyor's awareness of general rental values in his/her particular market place.
- It is quite possible that you may have an involvement in the market by virtue of management rather than transactional work. In this instance your background and involvement may still be of relevance.
- Whilst *personal* experience is paramount, it may also be relevant to provide information about the extent to which your personal experience is enhanced by support from professional colleagues working alongside you and/or within your firm. For example, it is possible you will be regularly dealing with rent reviews, purchases, arbitrations (e.g. through DRS appointments), but have less day-to-day involvement in lettings.
- Client confidentiality is obviously important, but indications about the size of rents you have dealt with should be given.

Submissions made by you in connection with the above may also be considered in conjunction with marketing material, including websites which advertise your or your firm's expertise. If your firm's website refers solely to expertise in one specific field, you will be expected to justify why you should still be viewed as having expertise in other areas included on your Skills Form. While this may be relevant background information, it must be stressed that the nomination of an independent expert is a personal appointment rather than a corporate one.

General

The interview board will consider your overall suitability, and this includes:

- Your ability and aptitude to discharge the role of independent expert
- Your level of active involvement, either previously or currently, in your market sector
- The standard and professionalism of your documentation and communications
- Any upheld complaints made against you
- Any judicial criticism or comment relating to you and/or your work.

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 www.rics.org/drscriteria

Please note:

Being on the President's Panel will make you eligible for appointments by the President, but is not a guarantee that you will receive any appointments from RICS.

For further information, contact

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