Standards Panel
Terms of Reference (ToR)

Delegated Authority

By-law 2	Membership Classes
By-law 18, 19, 20, 21 and 22	Qualifications for Membership
By-law 25	Transference
By-law 26	Assessment, Training and Experience Regulations governing requirements for courses of study, assessments, training and experience, preparation and submission of technical reports, examination, academic requirements and any additional requirements for membership
By-law 32, 33, 34, 35 and 36	Election and Transfer of Voting and Non-Voting members
By-law 37, 38, 39 and 40	Resignation and Removal of Voting and Non-Voting members

Purpose

The Standards Panel (SP) is a panel that reports to the Registration Subcommittee (RSub) with specific responsibility for overseeing the correct application of standards to the admission and re-admission to, and transfer of Members within, the Membership Roll; together with specific responsibility for overseeing the standards applied to all the professionally qualified grades of membership and their respective registrations.

Duties

▪ To ensure consistent vetting of applications in admitting applicants to, and transferring members within, the Membership Roll via the appropriate Election Panel. Standards Panel members are accountable for ensuring enough evidence is available for the Virtual Election Panel (VEP) to make a final decision.

To meet before each Virtual Election Panel (VEP) in order to:

o Review a statistically significant sample (initially 100%) of the reports prepared by the professional reviewers of their assessment of the applicant's C&C report and Professional Review Interview (PRI) to assess whether the evidence presented in the professional reviewers' reports was complete, fair, reasonable and without bias. In doing so, the SP will consider if the Professional Review is "safe" or "unsafe" and report accordingly to the VEP.

o Review the supporting information associated with the application (e.g., referee reports, verification of C&C report, incomplete or unclear assessments) to identify any concerns and if there are any, to request that these are resolved before the VEP.

o Review the reports prepared by the professional reviewers of their assessment of all applicants whose Professional Review was not successful, whether the applicant failed to

achieve a satisfactory C&C report (and therefore did not proceed to PRI) or for whom the professional reviewers did not recommend electing after the PRI.

- o Review IChemE documentation for all applicants that have formally declared a disability (Reasonable Adjustments made).
  Note: The applicant can raise this at the point of submitting an application. The membership team will discuss this with the applicant to determine what reasonable adjustments are required and to obtain evidence to support the diagnosis / request. Any agreed adjustments would be flagged to the SP.

- o Report on any deviation from standards evident in the admission and transfer of applicants to the VEP.

- Discuss all applications that were deemed 'unsafe', for the purpose of establishing feedback to the professional reviewers, and for the training programme.

- Provide feedback to professional reviewers on specific aspects of their assessment (e.g., to offer suggestions for improvement, to clarify a point of order, to provide a response to a particular query they raised) whether the assessment was deemed more than or less than satisfactory.

- To provide input to improve applicant and assessor / interviewer guidance and training materials.

- Report to the audit panel twice yearly once this is constituted (ISO 9001).

- Nominate at least one of its members to the Auditors (see above).

- Report any issues / retraining needs to the Registration Subcommittee and VEP.

Support is given by the IChemE Head of Membership or their delegate. The SP supports the VEP.

Membership

The SP membership should comprise of a minimum of **ten** members and should include:

- An SP Chair, selected by Chair, RSub. The SP Chair will be a member of the RSub.

- At least nine CEng-registered, experienced reviewers with prior experience of VEPs, of whom at least two should be Fellows and one each Chartered Environmentalist (CEnv) Chartered Scientist (CSci), and Professional Process Safety Engineer

The reviewers of applications prior to the SP will be selected by the membership administration team from this "pool".

It is the responsibility of the SP Chair to bring any policy issues relating to the SP and its work to the attention of the RSub. The SP Chair may seek additional advice and input from non-Panel members with expertise appropriate to the matters being discussed.

Period of Appointment
- The initial period of appointment shall normally be for three years, normally renewable for one further term of three years subject to SP Chair's and Panel Members' agreement.

SP Meetings

- Meetings are scheduled to align with the annual cycle of applications, but typically ~2 weeks before the VEP. Note that SP members will be assigned a batch of applications for review in advance of the SP meeting, typically up to 10 days prior to the SP meeting, and to record their findings on a designated form. Note that it is a requirement that the SP reviewer will be at the same membership grade or higher than the application being reviewed. Also, it is good practice for PPSE and CEnv applications to be reviewed by panel members who have such membership grades.

- Quorum: Attendance by a minimum of 7 members drawn from the total pool of SP members, including the SP Chair.

- Meeting secretariat will normally be an IChemE member of staff, usually the Membership Executive.

- If the SP Chair is unable at short notice to attend any meeting of the Panel, then the meeting is authorised to elect a Chair for that meeting.

- SP members are required to express any conflicts of interest they may have with any of the applications under review at the SP meeting and will be excused from taking an active part in the discussion of that application.

- The Registration Subcommittee and the Membership and Qualifications Committee (where relevant) will be informed of any issues arising.

Code of Conduct

All those who volunteer to lead, support or to take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies including the Volunteer Conduct Principles which can be found in the volunteer handbook and the IChemE Professional Code of Conduct