



APPLICATION FOR APPOINTMENT TO ACICA TRIBUNAL SECRETARY PANEL

Effective 1 January 2017

ACICA accepts applications for appointment to its Panel of Tribunal Secretaries on a rolling basis. The term of appointment is three **(3)** years, after which time panel members must re-apply.

Selection criteria

Applicants seeking inclusion on the ACICA Panel of Tribunal Secretaries should be able to meet the following criteria:

- a) Completion of the CI Arb Tribunal Secretaries' Course or recognised equivalent, including successful completion of any course assessments or examinations; or
- b) Demonstrated experience as a Tribunal Secretary either by:
 - a. Proven involvement in at least one (1) arbitration; or
 - b. Minimum 6 months' experience working as a tribunal secretary with an arbitrator.

Professional reference(s) from relevant arbitrator(s) attesting to the applicant's experience as a tribunal secretary must be provided.

Application process

Applicants wishing to be considered for appointment should send their completed application form and the following documents to secretariat@acica.org.au:

1. current CV (applicants should note, this will be the CV publicly used on ACICA's website in its tribunal secretary panel listing), and either:
 - a) an accreditation certificate and assessment/examination results from a recognised tribunal secretary training course **or**,
 - b) evidence demonstrating involvement **either** in **1** arbitration or **6** months' experience with an arbitrator (including provision of a brief description of duties) **and**
 - c) an accompanying written reference from an arbitrator.

ACICA will approve applications in its sole discretion and is not in a position to provide feedback to applicants. Appointments will be made quarterly and applicants will be informed of the outcome of their application.

Applicant details

Name:					
Mailing address:					
Telephone:					
Email:					
Date of birth:					
Gender:					
Nationality:					
Practice Location:					
Jurisdiction of Admission:					
Language Skills					
Language:	Able to read and write legal documents?		Speaking ability		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic

Checklist of documents (please tick relevant boxes)

- CV
- tribunal secretary course accreditation certificate
- tribunal secretary course exam results
- evidence of involvement in 1 arbitration
- evidence of 6 months' experience with an arbitrator
- written reference of arbitrator

Signed: _____ date: _____