**Application for ACICA Tribunal Secretary Panel**

*Effective February 2024*

ACICA accepts applications for appointment to its Panel of Tribunal Secretaries on a rolling basis. The term of appointment is three years, after which time panel members must reapply.

**Selection criteria**

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

1. Three years post-qualified experience\* including experience in at least one arbitration; **and**
2. Relevant qualifications to act as Tribunal Secretary either by:
   1. Completion of the ACICA Tribunal Secretaries’ Course or recognised equivalent, including successful completion of any course assessments or examinations, and support from a professional referee; **or**
   2. Demonstrated experience as a Tribunal Secretary with a minimum six 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; and
3. Be of good standing in the legal community\*\* and have the moral standing expected of a Tribunal Secretary.

*\*For non-legally qualified applicants, three years demonstrated experience in their relevant field, including experience in at least one arbitration.*

*\*\*For non-legally qualified applicants, be of good standing in their relevant professional community.*

**Application process**

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

1. Current CV including year of admission and details of arbitration experience (applicants should note, this will be the CV publicly used on ACICA’s website in its tribunal secretary panel listing), and
2. Proof of their Tribunal Secretary qualifications by either:
   1. an accreditation certificate or assessment/examination results from a recognised tribunal secretary training course and an accompanying [ACICA Tribunal Secretary Referee Form](https://acica.org.au/wp-content/uploads/2024/02/ACICA-TS-Referee-form-2024.docx) or,
   2. evidence demonstrating six months’ experience working as Tribunal Secretary with an arbitrator (including provision of a brief description of duties) and accompanying written reference(s) from relevant arbitrator(s).

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:** | |  | | | | |
| **Date and Jurisdiction of Admission:** | |  | | | | |
| **Language Skills:** | | | | | | |
| **Language:** | **Able to read and write legal documents?** | | | **Speaking ability** | | |
|  | Yes | | No | Native | Fluent | Basic |
|  | Yes | | No | Native | Fluent | Basic |
|  | Yes | | No | Native | Fluent | Basic |
|  | Yes | | No | Native | Fluent | Basic |

Checklist of documents (check relevant documents):

o CV

o Tribunal Secretary course accreditation certificate

o Tribunal Secretary course exam results

o ACICA Tribunal Secretary referee form

o evidence of six months’ experience with an arbitrator

o written reference of arbitrator

In submitting this application for appointment to the ACICA Tribunal Secretary Panel, I sincerely affirm and declare that I am of good standing in the legal community and have the moral standing expected of a Tribunal Secretary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_