

Individual Case Procedure (ICP) Panel Member

Volunteer Role Descriptor

1. Reference

MQ/ICPP/1.0

2. Background

The Purpose of the Individual Case Procedure (ICP) Panel

The ICP Panel will oversee the Individual Case Procedure process and volunteer Reviewer pool: -

The ICP process is two stages

1. Review Technical Biographies to decide if anything further is required of candidate.
2. Review Technical Report Questionnaires (TRQs). Undertake TRQ Interview (TRQI).

Most of the work of the panel will be done offline and by correspondence; virtual meetings ad hoc or as frequently as necessary (membership of Panel and Reviewer pool to expand if business increases);

TRQ reviewer team (three) should be made up of at least one from university assessor/academic background. Two of the three TRQ Reviewers will undertake the TRQI

TRQ reviewers decide on TRQ reports/TRQI outcomes and summary reports on these go to ICP Panel.

ICP Chair reports to Education Subcommittee (EdSub) on numbers and issues, especially proposed changes to procedure, documentation, criteria etc. Quarterly written summary reports on numbers and any significant issues will be reported to Professional Development Subcommittee.

3. Main duties and responsibilities

The main function of the ICP Panel member is:

- to attend ICP Panel meetings and review unresolved cases
- contribute to the overall review of the ICP process
- ensure global consistency of approach for the ICP process
- discuss operational improvements and the implementation of EdSub /Qualifications Committee policy.

Members are expected to participate in a minimum 6 Panel meetings per annum, it is intended that all meetings will be virtual.

4. Appointment method

ICP Panel member will be appointed from the existing ICP Reviewer pool. Nominations will be approved by EdSub. To apply please contact volunteer@icheme.org

5. Period of appointment

The appointment of Panel member will be for no more than two, consecutive, 3-year terms. Reappointment may be possible after a one year break.

6. Commitment required

- The ICP Panel normally meets (virtually) 12 times a year (meetings normally last 1-1.5 hours) and the Panel member is expected to be available for the majority of these meetings.
- In addition to ICP Panel Meetings, other contact – usually electronic or by telephone – will occasionally be necessary.

7. Training

New Panel members will already be experienced ICP Reviewers. Further training will be provided as required.

8. Person specification

Current ICP Reviewer

9. Others

Expenses for the activities:

Unless agreed in advance, expenses are not covered by IChemE for this role.

10. Additional details

Area of interest that relates to the role:

- Education
- Professional Development
- Membership

Is the role location specific?

No

Number of roles available:

5

Closing date:

30 June 2024

Author Date: 15 April 2021