

Appendix C2:
**A summary of the criteria and procedures for becoming an ICA
arbitrator**

The criteria and procedures for becoming an ICA arbitrator

This information applies to anyone wishing to become an ICA arbitrator.

NB: Existing ICA arbitrators can only accept new appointments if they have passed (or been exempted from taking) the ICA Advanced Arbitrator Examination.

1. BASIC CRITERIA AND APPLICATION PROCESS

All applicants to become an ICA arbitrator must fulfil the following basic criteria:

- You must be an ICA Individual Member.
- You must have successfully completed the ICA Basic Level Arbitrator Examination and the first two modules of the ICA Advanced Arbitrator Examination.
- You must have five years' international experience in the cotton industry (e.g. buying, selling, controlling, farming, ginning, merchandising, spinning etc. of raw cotton) with both trade and commercial knowledge;
- You must be proficient in the English language (written and spoken), without the need of a translator.
- Your application must be proposed by an ICA Director and seconded by an ICA member.
- You must submit your CV (career résumé) with your application form.

2. PROBATIONARY ARBITRATORS

Once an application is approved by the Directors, the applicant will become a 'Probationary Arbitrator', where they will:

- be required to sign a service agreement;
- be assigned to a mentor (from the Pool of Chairmen);
- observe arbitrations subject to the approval of both parties (as a guide, at least three arbitrations of varying difficulty should be observed); and
- be required to pass the third (final) module of the ICA Advanced Arbitrator Examination, noting that:
 - a candidate can only attempt the module three examination three times, with six months between each attempt (with their mentor's discretion); and
 - if this final module is failed three times, the candidate cannot take the examination again for another three years.

3. MENTORING

- Mentoring time is not billable to the parties but is reflected in the service agreement with the arbitrator.
- The Probationary Arbitrator will be required to produce a summary of the substantive issues of the case for the Chairman. The Chairman will debrief the Probationary Arbitrator after the final hearing.
- The mentor will decide when the Probationary Arbitrator is ready to become a fully qualified arbitrator.