

THE ROYAL STATISTICAL SOCIETY

Procedure for handling appeals in respect of decisions on applications for Chartered Statistician or Graduate Statistician status

1. This document sets out the current procedures (as formally adopted by the Professional Affairs Committee on 30 January 2002 with minor amendments in January/February 2004) concerning appeals in respect of decisions on applications for Chartered Statistician or Graduate Statistician status.
2. After an unsuccessful application, it is open to an applicant to take the case further through one of the following routes.

(a) Provision of additional information

An applicant may provide additional information for the Professional Affairs Committee to consider. Such a resubmission with further information is *always* permitted and is not regarded as an appeal. The Committee will view the application as a fresh start. Full normal procedures will apply, except that it will often not be necessary to repeat all steps such as obtaining formal confirmation of degrees.

Applicants who wish to follow this route should contact the Director of Education and Professional Affairs at their convenience, but ideally as soon as possible. The Director of Education and Professional Affairs will advise as to how the additional information should be submitted.

(b) Appeal on procedural grounds

An applicant may appeal on grounds that proper procedures have not been followed. In such cases, a member of the Professional Affairs Committee will inspect the Office Log and report the result to the Professional Affairs Committee. If procedural errors are found, the Committee will apologise to the applicant and restart the application from the appropriate point. If no errors are found, the Professional Affairs Committee will report the facts to Council, after which the Director General will notify the applicant.

Notice of such an appeal must be received within three months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This notice must be sent in writing to the Director of Education and Professional Affairs, who will acknowledge receipt. The Office Log will be inspected within one month of receipt of the appeal. The result will be reported to the next available meeting of the Professional Affairs Committee and, depending on the outcome, to the next available meeting of Council, the appellant then being notified accordingly. If procedural errors have been found, the application will be restarted forthwith.

(c) Appeal on substantive grounds

An applicant may appeal on substantive grounds without submitting any further information. Such cases will be heard by an Appeals Committee. The Appeals

Committee, after hearing the case, will report its judgement and reasoning to the Professional Affairs Committee. The Professional Affairs Committee will consider the situation and make a recommendation to Council under the terms of the regulations for failing CStat applicants, stating clearly that this has been a case of appeal. If, exceptionally, the Professional Affairs Committee has not accepted the judgement of the Appeals Committee, a full statement of its reasons will be submitted to Council.

Substantive appeals

3. An Appeals Committee will be formed to hear each appeal in accordance with regulations approved by Council.
 - (i) Council will establish an Appeals Panel of persons from whom an Appeals Committee will be selected whenever a case of substantive appeal arises.
 - (ii) The Director General or an Honorary Officer having no involvement in the case has authority to select the Appeals Committee for any case without reference to Council.
 - (iii) Each Appeals Committee will consist of three persons, all of whom are professionally qualified Fellows of the Society (i.e. holders of CStat, MIS or FIS).
 - (iv) None of the members of an Appeals Committee will have had any previous involvement with the consideration of the case by the Professional Affairs Committee, nor any personal or professional links with the appellant.
 - (v) Each Appeals Committee will have a Chairman, normally a current member of the Council of the Society, who has never served on the Professional Affairs Committee.
 - (vi) Each Appeals Committee will have two other members, both of whom have previously served on the Professional Affairs Committee.
 - (vii) The Secretary for each Appeals Committee will be the Director General or a nominee.
4. All parties to a substantive appeal should appreciate that such an appeal is based *on the existing evidence*. If an appellant wishes to provide additional information for consideration, then 2(a) above applies.
5. The Appeals Committee will receive the full original application of an appellant together with the Office Log and a copy of the Office letter sent to the appellant to advise of the decision. Though the Office Log will include summary information as to why the application was declined, the Professional Affairs Committee will clarify this by providing a detailed statement in support of its decision.
6. The appellant will provide a statement of the grounds for appeal. This must be based on the existing evidence and must set out the basis on which the appellant believes that the application satisfies the criteria for award of Graduate Statistician or Chartered

Statistician status, whichever the case may be.

7. The appellant may not submit, nor may the Appeals Committee commission, any further documentary evidence other than for purposes of clarification.
8. All information in the documentation, including the reports of referees in cases of application for Chartered Statistician status, remains confidential to the Appeals Committee.
9. If an appellant considers that the case is of extreme confidentiality or that the need for security clearance arises, the appellant must discuss the situation in advance with the Director General.
10. The appellant has the right to appear before the Appeals Committee and may be accompanied by a "friend". The Appeals Committee has the right to require the current Chairman of the Professional Affairs Committee to attend. In the event of the chairmanship having changed, the Appeals Committee also has the right to require the attendance of any previous Chairmen involved with the Professional Affairs Committee consideration of the case.
11. Notice of appeal must be received within three months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This notice must be sent in writing to the Director of Education and Professional Affairs, who will acknowledge receipt. The full statement of the grounds for appeal (see item 6 above) must be received within six months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This statement must be sent in writing to the Director of Education and Professional Affairs, who will acknowledge receipt.
12. The Director General or a nominee will communicate with the appellant during the process of establishing the schedule under which the Appeals Committee will sit, so as to safeguard the appellant's right under item 10 above.
13. After an initial consideration of the case, the Appeals Committee might be of the opinion that the Professional Affairs Committee has not undertaken sufficient evaluation. In such circumstances, and before reaching its final judgement, the Appeals Committee may require the Professional Affairs Committee to evaluate the case further. Should this result in the original application being approved, the appellant will be notified as soon as possible. Otherwise, the Professional Affairs Committee will report in detail to the Appeals Committee on the outcome of its further evaluation.
14. The Appeals Committee will normally reach its judgement on the case within six months of receipt of the statement of the grounds for appeal. The Appeals Committee will report its judgement to the next available meeting of the Professional Affairs Committee, which will consider the case at that meeting and make a recommendation to the next available meeting of Council. The appellant will be informed of the outcome by the Director General.