

# ISEP PANEL FOR FELLOW APPOINTMENTS (PFA) TERMS OF REFERENCE

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APPROVED BY ISEP BOARD OCTOBER 2024

## CONTEXT

The Professional Standards Committee (PSC) is a sub-committee of the ISEP Board, responsible for ensuring that ISEP's professional standards, assessments, and training are global, valid, and fair.

The PSC has established the Panel for Fellow Appointment (PFA) to ensure candidates assessed for ISEP Fellow and/or CEnv membership are evaluated against the ISEP Fellow member competencies appropriately.

The results of all ISEP Fellow and/or CEnv applications (successful and unsuccessful) are shared with 3 members of the Panel for Fellow Appointment, who individually vote to approve or reject the result chosen by the assessors who assessed the candidate. This process provides an additional layer of assurance and consistency of Fellow membership assessments.

<b>Purpose</b>	<p>The purpose of the PFA is to ensure the integrity, consistency, and fairness of all Fellow and/or CEnv assessments.</p> <p>It aims to uphold the high professional standards set within the ISEP Skills Map, by providing oversight of the outcomes of all Fellow and/or CEnv assessments.</p>
<b>Remit and Responsibilities</b>	<ul style="list-style-type: none"> <li>Review and analyse the Fellow and/or CEnv assessment results, ensuring alignment with the established Fellow member competencies.</li> <li>Ensure that Fellow and/or CEnv assessments are conducted fairly, consistently, and without bias.</li> <li>Provide recommendations or interventions as necessary to address any inconsistencies or irregularities identified during the assessment process.</li> <li>The Chair of the PFA will update the Professional Standards Committee (PSC) on matters related to the assessment process for ISEP Fellow and/or CEnv membership.</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>After a Fellow and/or CEnv assessment is completed via the ISEP peer interview process, ISEP will form a virtual panel of a minimum of 2 PFA members, plus the Chair, to independently review the assessment and vote to approve or reject the result. <ul style="list-style-type: none"> <li>The panel's decision requires a majority decision to approve or reject the assessment outcome.</li> <li>In the event of a split decision, the Chair has the final vote.</li> </ul> </li> <li>In cases where assessors are unable to reach a consensus following the peer interview process, ISEP will convene the PFA to review the application and the interview recording. PFA members will independently vote on the final assessment result, following the same voting rules.</li> </ul>

<b>Authorities</b>	Be the independent and final authority in confirming the assessment results for the ISEP Fellow and/or CEnv membership, ensuring that decisions are made in accordance with the ISEP Fellow member criteria and professional standards
<b>Status</b>	The PFA is accountable to PSC
<b>Membership</b>	<ul style="list-style-type: none"> <li>• The Board will recruit and appoint the Chair of the PFA</li> <li>• In the absence of the Chair, a designated deputy appointed by the Chair will preside over PFA decisions</li> <li>• The PFA will comprise up to 8 members (minimum 4)</li> <li>• The quorum comprises of 3 FPA panel members (including the Chair)</li> <li>• PFA members must be an ISEP Fellow for a minimum of 5 consecutive years</li> <li>• PFA members must hold CEnv to be involved in Fellow and/or CEnv decisions</li> <li>• Appointments onto the PFA are not time-bound</li> <li>• New members of the PFA will be invited by the Chair</li> <li>• The authority and Terms of Reference of the PFA will be regularly reviewed and determined by the PSC</li> </ul>
<b>Capabilities</b>	Membership of the PFA shall reflect the range of knowledge, skills and experience needed to conduct its duties
<b>Vested interest</b>	<ul style="list-style-type: none"> <li>• Members will be expected to work with the sole aim of contributing to ISEP's members interest</li> <li>• Any vested interest or conflict of interest must be declared by panel members</li> <li>• Members may be asked to abstain from decisions over which they have a vested or conflict of interest</li> <li>• If the PFA Chair has a vested or conflict of interest, ISEP will nominate another member of the panel to act as Chair for that decision</li> <li>• If a vested interest is deemed to impact the integrity or validity of the group in fulfilling its purpose, members may be asked to leave the group</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• PFA decisions will be conducted virtually, via email</li> <li>• Any ad-hoc meetings will be arranged as required, with timely notice and supporting papers provided</li> <li>• Virtual meetings will be the norm</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• ISEP will provide secretariat support to the PFA</li> <li>• The Chair of PFA will report to the PSC on all matters relating to the PFA</li> </ul>