

**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.