**Review Panel Member (IET Standards)**

Although each of the technical committees working on our standards cover a wide range of stakeholder groups it is important that we engage with other industry experts and allow for those outside the committee to provide their input. A review panel member is therefore a key part of the consensus process and helps to ensure that the standard is of high quality and of genuine value to the industry.

**Primary focus:**

Each member will be expected to review draft documents at the industry consultation stage of the development of the standard and provide feedback to the working group and technical authors / committee.

**Main duties and responsibilities:**

- Read and comment on an advanced draft of the document;
- Represent the view of a particular institute and or group of stakeholders;
- Assist with the dissemination, promotion and acceptance of the standard.

**Appointment method:**

Recommended by other members of the committee / sponsors or initiators of the standard. If a volunteer’s experience is relevant to the specific work then it is unlikely that we would not want their input as a reviewer, if offered.

**Period of appointment:**

We do not define a period as we would want a member to be engaged in the process during the development of the work and if possible for future updates.

**Training:**

No formal training required. Previous standards review experience is valuable. Guidance on how to provide comments and other input is communicated at each stage by the committee secretary.

**Point of Contact:**

The regular contact for this role will be a Portfolio Development Manager within the IET standards team.

Queries can be directed to: ietstandardsenquiries@theiet.org

**Communications:**

- [IET Standards website](#)
- IET Sector newsletters
- Wiring Matters newsletters
- Volunteer Update e-newsletter
Resources:

The following resources are available to support this role:

- IET standards website
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- Online sign-up to Policies and Code of Conduct:
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

Other Policies and Guidance to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the Volunteer Hub for further guidance on policies and procedures.

Person specification:

- At least 5 years’ experience in the relevant area of the standard;
- Considerable knowledge of a relevant aspect expected to be covered by the work;
- Membership (or agreed representation of) a recognised organisation relevant to the work;
- Preferable:
  - IET member
  - Experience of drafting / reviewing standards

Date Updated: February 2020