

Review Panel Member (IET Codes & Guidance)

Although each of the technical committees working on our codes and guidance 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 code/guide 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 code or guide 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 code/guide

Appointment method:

Recommended by other members of the committee/sponsors or initiators of the code/guide. 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 codes & guidance team.

Queries can be directed to: ietstandardsenquiries@theiet.org

Communications:

- [IET Codes & Guidance website](#)
- Wiring Matters newsletter
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- [IET Codes & Guidance website](#)
- [Volunteering Handbook](#)
- Online induction
- [Volunteer Hub](#) web area

Policies and procedures:

Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment.

[Online sign-up to Policies and Code of Conduct:](#)

- Anti-bribery and Corruption Policy
- Anti-facilitation of Tax Evasion Policy
- Anti-slavery Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Volunteer Code of Conduct

[Other policies and guidance](#) are also provided to enable you to undertake your volunteering role.

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: March 2022