

Public hearings

38 Merrion Square
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Ireland

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Guidance notes for the public

1. The hearings are held at the Society of Chartered Surveyors Ireland (SCSI), 38 Merrion Square East, Dublin 2 and occasionally external venues if necessary.
2. Due to limitations on space and capacity, it is essential that members of the public wishing to attend a Panel hearing let us know by emailing regulation@scsi.ie at least ten working days before the date of the hearing you wish to attend
3. When you book we will ask you your name, employer and contact details. This information is for use in an emergency and will not be retained on our files.
4. Upon arrival you must report to reception where you will be asked to sign in and be given a badge that must be worn at all times. You will then be asked to wait in reception until you are shown to the hearing room by a member of the Regulation Team who will be happy to answer any questions you may have.
5. Please ask staff at the venue for directions to the toilets.
6. You are requested to conduct yourself as quietly as possible within the venue where the hearing is being held.
7. You are requested to remain silent at all times within the hearing room and are reminded that mobile telephones should be switched off.
8. It is requested that you enter or leave the hearing room only during an adjournment but if it is necessary to enter or leave during a session, please do so during a lull in proceedings (such as change of witness or following the close of an address to or by the panel) and as quietly as possible.
9. You must observe established etiquette of standing when the disciplinary/registration/appeal panel members enter or rise to leave the hearing room.
10. SCSI reserves the right to require any member of the public to leave the hearing room and/or the premises at any time.
11. A hearing is normally scheduled for a day but may take less or more time and we cannot give you precise indications of expected timing.
12. During the hearing at various points the panel must sit in private to discuss and make decisions. At these times the panel will leave the hearing room. Its decisions and where appropriate the reasons for its decisions will be announced in the presence of everyone in the hearing room. If publication of the decision is recommended by the panel, the Society at its discretion may arrange to have the decision published on SCSI website following the hearing.

13. It may be necessary for the panel to adjourn, the Chairman will announce that an adjournment is necessary and where appropriate the time at which the panel will reconvene. During adjournments other than for lunch you should remain in the hearing room unless advised otherwise by the Regulation Team Member present.
14. The panel will adjourn for lunch at a convenient point usually around 1pm (if necessary). If you leave the premises during this period please follow the security requirements at the premises. At most venues you will be required to sign out and hand in your badge and then you must repeat the procedure of signing in when you return from lunch. You are asked not to return late.
15. You must not approach a member of the panel at any time, the Regulation Team Member present will be pleased to assist you and answer any queries.
16. The use of recording or photographic equipment is strictly forbidden.
17. A feedback form will be provided for those who wish to comment on any aspect of the procedure or experience at the venue. SCSl takes all reasonable measures to ensure the comfort of visitors to its hearings and welcomes your feedback.

Gwen Wilson

Gwen Wilson,
Director of Regulation