

The Chartered Institute of Loss Adjusters

Specialist Interest Group Web Site Protocol

One of the functions of the SIGs is to produce internal and review external technical articles, notes and guidelines. It is important that correct procedures are followed in the publication of such articles and notes on the relevant section of the CILA website. This protocol sets out such procedures which all SIGs are required to adhere to. Matters that are controversial, or have differing views in the market, should be considered separately, and should be the subject of technical debate in the Forums. Where appropriate, input should be sought from relevant adjusting companies' technical committees and/or relevant external individuals and/or bodies such as ABI, AIRMIC, etc.

There is a Website Overview Committee comprising the President, Deputy President and Executive Director which will monitor all website content.

A. Guidance Notes

1. Issues

Following discussion by the SIG Committee the issues under review should be clearly identified.

2. Tentative Proposals

Any differing opinions which have been identified in relation to the matter under review should be outlined in a proposal document to provide a balanced view on the subject.

3. Invite Response

The SIG committee should then seek input from both their own SIG members plus those of other relevant SIGs together with those individuals and bodies outlined above.

4. Summary of Response

A summary document, which should include details of responses received, should be produced outlining the various views provided.

5. Guidance Notes

The SIG Committee should then produce an appropriate guidance note following consideration of the response summary document which should be put forward for posting onto the website.

B. Articles

A technical article should be reviewed by the appropriate SIG committee before it is posted onto the website. Again, as outlined above, if felt appropriate, the committee members should seek input and comment from others. If there is unanimous agreement the article should be put forward to be posted on the website. If there is a divergence of views it should be debated on the website Forum.

In relation to externally produced articles, terminology such as 'best practice' or similar, should be avoided as this suggests best practice endorsed by the CILA. Whilst the author of an external article may be credited and acknowledged there should not be any form of obvious advertising by an outside organisation, nor should the CILA be seen to be endorsing any article, product or similar.