

# Registration Committee

## Aims

1. To provide a credentialling system (ie Registration) for the Society
2. To provide a mechanism for expert review of ANZSI indexers
3. To establish and maintain standards for the Society's Registration system.

## Duties

1. Establish criteria for admission to the Register of Indexers
2. Assess applications for Registration against established criteria
3. Prepare written comments and reports for applicants on their work
4. Recommend admission to the Register or otherwise for each application
5. Process applications in a timely manner and in accordance with the *Procedures for Registration* and with the *Procedures for Renewal of Registration*
6. Regularly review and if necessary update the criteria for assessment
7. Recommend renewal of registration for Registered Indexers, or otherwise, in successive five-year periods
8. Advise the ANZSI Council on matters pertaining to Registration.

## Composition of Committee

1. The Registration Committee will comprise:
  - a. a Chairperson, who is also a member of the Panel of Assessors
  - b. a Panel of Assessors
  - c. a Receiving Officer who is not a member of the Panel of Assessors
2. The Panel of Assessors must consist of at least three members including the Chairperson of the Committee. Panel members must be Registered Indexers or experienced database indexers. Ideally, the Panel should have an uneven number of members in order to facilitate majority decisions. In cases where the Panel has an even number of members, the Chairperson will have the deciding vote.
3. The Registration Committee may select any Registered Indexer to assist with assessment of submitted indexes, and such an assessor is regarded as a co-opted member of the Panel of Assessors for the period of the assessment. However, the final adjudication upon any application must include at least two permanent Panel members.

## Tenure of Office

Registration Committee members are appointed by the ANZSI Council. Appointments are renewed annually at the Annual General Meeting. There is no time limit on the tenure of any member of the Registration Committee.

## Frequency of Meetings

The Registration Committee will convene whenever an application for registration is received, or whenever an application for renewal of registration needs to be considered by the full Committee, or in exceptional circumstances at the discretion of the Chairperson.

## Committee Procedures

1. The assessment process is anonymous, in order to protect the applicant from favour or bias. The Receiving Officer, who is not involved with assessment, is the only member of the Registration Committee who has access to details of the applicant until the assessment process is finalised.
2. Initial assessments of an index are generally done by members of the Panel of Assessors in turn, on a rotational basis. This order may be overridden in cases where an index is submitted that falls within the special area of expertise of one of the Panel members.
3. The Committee will conduct its business primarily by post and email, although the Chairperson may opt to convene a face-to-face meeting if the need arises.
4. Evaluation reports will include the following:
  - a. bibliographic details of the index and/or the work in which it appears
  - b. comments against each of the registration criteria
  - c. if necessary, additional comments on any other aspect of the index, including where appropriate a summary of dissenting opinions by Panel members.
5. The granting or otherwise of Registration will be based on the evaluation report and will be a majority decision by the Panel of Assessors. In cases of tied opinions, the Chairperson of the Registration Committee has the deciding vote.
6. Results of an assessment will usually be communicated within three months of the application. In extraordinary circumstances the applicant will be informed of any delay.

7. All proceedings in assessing an application remain confidential within the Committee. The only permanent record kept will be the Panel of Assessors' final report, which will be sent to the applicant and a copy lodged in the Society's archives.
8. **Duties of the Chairperson** include:
  - a. convene meetings of the Committee as required
  - b. adjudicate in cases where the Panel of Assessors cannot reach a majority decision
  - c. in the cases of dissenting opinions, collect and collate the comments of all Panel members and write a final report summarising all views
  - d. with the President of ANZSI, sign Certificates of Registration for successful applicants and for renewal applicants
  - e. liaise with the ANZSI Council as required, on matters of Registration
  - f. provide reports to the ANZSI Council as required.
9. **Duties of the Receiving Officer** include:
  - a. receive applications for Registration and renewal of Registration
  - b. forward components of the applications to the necessary parties, as per the *Registration Procedures*
  - c. ensure anonymity of the applicant in dealings with the Panel of Assessors
  - d. circulate indexes, texts and documentation to the Panel of Assessors, and receive returned items from them, keeping track of the assessment process for each application
  - e. notify applicants and ANZSI officials of the results of the Panel's assessment, as per the *Registration Procedures*
  - f. arrange for the return of material to applicants, and the signing and sending of Certificates of Registration
  - g. initiate and follow through the renewal of Registration process, as per the *Renewal of Registration Procedures*
  - h. liaise with ANZSI officials in administrative matters regarding Registration, including providing statistics when required.
10. Details of the procedures to be followed for initial applications and for renewals of Registration are provided in the *Policy on Registration*.

### **Committee Powers**

1. The Registration Committee has the power to co-opt Registered Indexers or experienced database indexers to the Panel of Assessors for any assessment. Such an assessor is regarded as a co-opted member of the Panel of Assessors for the period of the assessment. However, the final adjudication upon any application must include at least two permanent Panel members
2. For renewals of Registration, and with the approval of the ANZSI Council, the Registration Committee may at its discretion:
  - a. request additional evidence in support of a request for renewal
  - b. waive the need for supporting evidence on a request for renewal
  - c. decline to approve a request for renewal
  - d. call for a re-assessment of work before granting a renewal. In such cases, the procedures used for assessing an initial application for Registration will be followed.
3. In exceptional circumstances (eg for unprofessional conduct or evidence of continued incompetence), the Registration Committee may recommend to the ANZSI Council that a member be removed from the Register of Indexers. Such recommendations must be unanimous from the Registration Committee and accepted unanimously by the ANZSI Council before they can be implemented.

Prior to the invoking of any of these discretionary powers, the Registration Committee shall seek approval from the ANZSI Council in writing, accompanied by detailed grounds for initiating such action.

### **Reporting Obligations**

1. Status reports to the ANZSI Council
2. Evaluation reports for each application, forwarded to the ANZSI Secretary through the Committee Receiving Officer, within three months of receipt of application
3. Notices of approval of Registration renewals, forwarded to the ANZSI Secretary within three months of receiving evidence of continued work in indexing
4. A yearly report prepared for inclusion in the President's report to the Annual General Meeting, summarising the activities of the Committee
5. Any special reports as required, eg to seek approval to use discretionary powers.