



The Royal College of Pathologists

Disciplinary Regulations

These Regulations and the Appendices to these Regulations have been made by the Board in exercise of its powers under Ordinance 76(b), by resolution passed on 12 December 2013 and 13 May 2021, to regulate the disciplinary process to be followed by the College in response to any allegations or reports of Misconduct by any Member pursuant to Ordinance 6(c). These Regulations are to be interpreted in compliance with the Royal Charter, Ordinances and By-laws of the College.

Definitions

In these Regulations the words set out below shall have the following meanings:

- i **Appeal Panel** shall mean the panel convened to hear an appeal challenging a decision of the Panel in accordance with Regulation 6;
- ii **Board** shall mean the Board of Trustees for the time being of the College;
- iii **bullying** means a sustained form of psychological abuse that aims to make the victim feel demeaned and inadequate. Examples of bullying are set out in the College's Anti Bullying and Harassment Policy, however this is not an exhaustive list;
- iv **Chief Executive** shall mean the person for the time being employed as the chief executive of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be re-named with the approval of the Board from time to time;
- v **College** shall mean The Royal College of Pathologists;
- vi **Council** shall mean the Council for the time being of the College;
- vii **Data Protection Law** means all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003 No. 2426) as amended; any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (as defined in Data Protection Law) (including, without limitation, the privacy of electronic communications); and the guidance and codes of practice issued by the Information Commissioner's Office.
- viii **days** means calendar days unless otherwise specified;

- ix **harassment** means unwanted conduct that intentionally or unintentionally violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating, or offensive working environment for them. Examples of harassment are set out in the College's Anti Bullying and Harassment Policy, however this is not an exhaustive list;
- x **Member(s)** shall mean any person(s) holding any category of membership within the College;
- xi **Misconduct** shall have the meaning set out in Regulation 2;
- xii **Panel** shall mean the Disciplinary Panel convened in accordance with Regulation 4;
- xiii **President** shall mean the person for the time being occupying the post of President of the College;
- xiv **Registrar** shall mean the person for the time being occupying the post of Registrar of the College;
- xv **Regulations** shall mean these regulations, known as the Disciplinary Regulations, as amended from time to time; and
- xvi **Treasurer** shall mean the person for the time being occupying the post of Treasurer of the College.

1. Purpose of these Regulations

- 1.1 The College is not a regulatory body and it exists to promote its charitable objects as set out in its Royal Charter. The purpose of these Regulations is to enable the College to protect its reputation by ensuring that high standards of professional and relevant personal conduct are maintained by its Members at all times.
- 1.2 The Board has ultimate responsibility for disciplinary matters and has delegated its powers under these Regulations to the Registrar, the Disciplinary Panel and the Appeal Panel. The Board has the duty to oversee all disciplinary actions to ensure that the principles of fairness and natural justice, which have always been fundamental to the College, are followed.
- 1.3 These Regulations do not seek to duplicate the disciplinary procedures of the General Medical Council or of any other body charged with the regulation of any medical or scientific profession. Action against any Member found guilty of professional misconduct by the General Medical Council (or by any other appropriate regulator) and removed or suspended from the General Medical Council's list of Registered Medical Practitioners (or any other similar list kept by any other appropriate regulators), falls outside the scope of these Regulations and is provided for in Ordinance 6(d) of the College's Ordinances.
- 1.4 The President may order any procedure under these Regulations to be suspended at any stage should the General Medical Council, or any other appropriate regulator, commence proceedings against a Member on the same or related grounds.

2. Misconduct

The following actions or behaviours by a Member shall be considered to be Misconduct for the purposes of these Regulations:

- 2.1 acting in breach of any College Ordinance, By-law or other regulation, including the Code of Conduct;
- 2.2 undertaking any clinical practice or scientific research in a manner that is deemed unacceptable, as determined by reference to:
 - 2.2.1 commonly accepted clinical or research standards (a) in the case of Members practising or researching in the UK, in the UK, or (b) in the case of Members practising or researching in a country or countries other than the UK, in that other country or those other countries; and
 - 2.2.2 College or other guidelines and those published by any relevant regulatory body;
- 2.3 breaching any rules in respect of any College examination, obtaining a College qualification by deception or obtaining FRCPATH or any College post-nominal or honour by deception, provided that no action shall be taken under these Regulations in respect of alleged examination misconduct:
 - 2.3.1 if such alleged examination misconduct falls within the College's Examinations Conduct Policy (if any); and
 - 2.3.2 if relevant, until the process to be carried out under such Examinations Conduct Policy has concluded and the panel appointed under such policy has found there to have been proven misconduct;
- 2.4 damaging or misusing any College property or resources;
- 2.5 abusing any privilege enjoyed by virtue of being a Member and / or of holding any College office, whether elected or unelected;
- 2.6 acting in a personal or professional capacity in such manner as is likely to bring the College or their profession into disrepute or to endanger their own professional standing or that of their colleagues, including acting in a way which is inconsistent with the College's Values and Behaviours Policy from time to time;
- 2.7 being charged with an indictable offence or convicted of a criminal offence for which a custodial sentence is given (including a suspended sentence);
- 2.8 behaving towards any employee of the College, another Member, professional collaborator or any visitor to the College, in a violent, indecent, threatening, disorderly or offensive manner, or subjecting them to racial, sexual or religious harassment or any other form of harassment, bullying or abuse (including but not limited to behaviour which, if the Member was an employee of the College, might be a breach of the College's Anti-Bullying and Harassment Policy from time to time);
- 2.9 use of any of the post-nominals of the College (or letters similar to any post-nominals of the College or which reasonably suggest an association or affiliation with the College) without either entitlement or permission to do so;

- 2.10 making allegations or complaints against an employee of the College, another Member, professional collaborator or any visitor to the College which are found after investigation to have been made in bad faith and to be unfounded (i.e. without any evidence in support), misleading, frivolous or vexatious;
- 2.11 making any form of statement in the public domain (whether through traditional or social media) which is purported to be or could reasonably be construed as having been made either on behalf of the College or endorsed by the College, without the College's prior written authorisation;
- 2.12 breaching the College's Code of Practice relating to elections from time to time; or
- 2.13 failing to comply with any previously imposed sanction under these Regulations.

3. Stage 1- Initial investigation

- 3.1 The Registrar shall consider all allegations of Misconduct made against its Members received by the College, whether from the general public, elected officers of the College, other Members or employees of the College. In addition, if the College becomes aware from publicly available information (for example a press report or a post on social media) that Misconduct may have occurred, the Registrar may also consider whether the matter requires investigation under these Regulations.
- 3.2 Where the allegation or report of Misconduct concerns the Registrar, or the Registrar considers that they have a conflict of interest or loyalty in connection with the allegation or report, the Registrar shall notify the President (or, if the President is similarly conflicted, a Vice President) of such conflict and the President or Vice President (as the case may be) shall appoint another member of the Board to deputise for the Registrar to investigate that allegation or report. In such situations, the deputy will assume all of the powers delegated to the Registrar in these Regulations. (In these Regulations reference to the Registrar includes reference to the deputy so appointed where appropriate.)
- 3.3 Subject to the agreement of the Chief Executive from time to time, the Registrar may request assistance from any employee of the College when investigating any allegation or report of Misconduct by a Member and establishing whether or not there are sufficient grounds to pursue disciplinary proceedings. In the course of the investigation, the Registrar may seek further information from the source of the allegation, the subject of the allegation or any other person with knowledge of the issue or incident giving rise to the allegation or report of Misconduct.
- 3.4 If the Registrar finds that on the face of the available evidence there is no case to answer, the Registrar shall take no further action beyond noting the allegation or report in the College's records and the fact that it was unfounded (and may, where appropriate, investigate the source of the allegation themselves pursuant to Regulation 2.10).
- 3.5 If the Registrar finds on the available evidence that no substantive act of Misconduct has taken place, the Registrar may choose one or more of the following options:
 - (a) offer written advice and/or an opportunity for further training to the Member who was the subject of the allegation or report;

- (b) order the payment of compensation in respect of College property that has been damaged, misused or lost or in respect of any privilege that has been abused;
 - (c) require the Member to make a written or oral apology to any other Member, person or employee of the College; and/or
 - (d) issue a formal written warning to the Member who was the subject of the allegation or report and place a copy of it in that Member's records.
- 3.6 Any formal written warning issued under Regulation 3.5(d) above must include the following information:
- (a) the nature of the allegation or report of Misconduct against a Member and the College's conclusion from its investigation, together with reasons;
 - (b) why the College has decided to issue a formal written warning;
 - (c) what conduct the Member needs to address for the future; and
 - (d) that the Member has 30 days to inform the College in writing that they wish to contest the formal warning and the matter will then be heard by the Panel in accordance with the procedures in Regulation 4.
- 3.7 If the Registrar finds that there is sufficient evidence to form the basis of a substantive charge of Misconduct, the Registrar shall refer the matter to the Panel. In making a decision whether or not to refer an allegation or report of Misconduct to the Panel, the Registrar may take into account any formal warnings previously given to the Member concerned by the College.
- 3.8 The Registrar may consult the Chief Executive and (if necessary) other relevant Members or employees of the College to assist the Registrar in reaching a decision whether any complaint of Misconduct is considered to be "substantive" and the decision of the Registrar shall be final.
- 3.9 The Registrar has unfettered discretion to inform the source of the allegation, in general terms, of the outcome of the initial investigation and whether the matter has been referred to the Panel.
- 3.10 The Member against whom the allegation of Misconduct was made may but need not be informed by the Registrar of the allegation if the initial investigation found that there was no prima facie case to answer and no action was taken by the College in accordance with Regulation 3.4. Where an allegation of Misconduct is made but there is no case to answer on the face of the available evidence, details of such allegation will not be retained on the Member's records.

4. Stage 2 – Hearing by the Disciplinary Panel

- 4.1 When an allegation or report of Misconduct is referred to the Panel pursuant to Regulation 3.7, the Registrar shall convene the Panel to conduct a hearing to establish whether or not the alleged Misconduct occurred and consider what sanctions, if any, are appropriate.

- 4.2 The Panel shall comprise of either 3 or 5 Trustees, depending on the seriousness of the alleged Misconduct and the potential impact on the College's reputation. The Panel shall include at least one Lay Trustee. Neither the Registrar nor the President shall be included on the Panel and no member of the Panel shall have had any involvement with the initial investigation into the allegation or report. If the allegation(s) of Misconduct involve(s) a current or former member of the Board or the Council the Registrar may determine that the Panel to be convened to hear such allegations should comprise suitably qualified and experienced individuals independent of the College, who shall normally be members of the governing bodies of professional societies similar to the College (an **External Panel**).
- 4.3 If any member of the Panel has any conflict of interest or loyalty (including any personal friendship, relationship or animosity) with either the source of the allegation or report or the Member who is being investigated for Misconduct, they shall declare their interest to the Registrar and shall not sit on the Panel unless authorised to do so in writing by the President.
- 4.4 The Panel shall decide amongst themselves which of them shall chair the Panel or, in the absence of such agreement, the chair shall be selected by the Chair of the Board. Where an External Panel has been convened pursuant to Clause 4.2, the members of the External Panel shall decide amongst themselves which of them shall chair the Panel or, in the absence of such agreement, the chair shall be selected by the drawing of lots.
- 4.5 The Chief Executive (or a designated deputy) shall attend all hearings of the Panel, arrange for minutes of the hearing to be taken and advise on procedural issues, but shall not be a member of the Panel or have a right to vote.
- 4.6 At least 35 days before the hearing, the Registrar shall serve on the respondent Member at their registered address:
- (a) the date, time and place of the hearing, which hearing may be held in person or by suitable electronic means notified to the respondent Member;
 - (b) a detailed summary of the allegation or report of Misconduct, including the details of the case against the respondent Member; and
 - (c) copies of evidence that will be presented and/or the names of any witnesses who will be called to give evidence at the hearing.
- This information shall be sent to the respondent Member (a) by email (in a secure manner), (b) (for respondent Members who are UK residents) using a form of delivery where a signature is required on delivery, or (c) (for respondent Members whose address is outside the UK) using a secure courier service.
- 4.7 The respondent Member may present documentary material and/or witnesses in his or her defence or mitigation. No evidence may be relied on or referred to at the hearing or witnesses called by the respondent Member if copies of that evidence and/or names of those witnesses have not been received by the Registrar at least 14 days before the hearing.
- 4.8 No evidence may be relied on or referred to at the hearing or witnesses called by the College, if copies of that evidence and/or names of those witnesses have not been received by the respondent Member at least 7 days before the hearing.

- 4.9 The chair of the Panel has the discretion to agree an adjournment of the hearing in accordance with the rules set out in Appendix I to these Regulations.
- 4.10 For the purposes of the hearing, a decision by the chair of the Panel on any point of procedure will be binding. Provided that the proceedings are fair to the respondent Member and the principles of natural justice have not been compromised, no objection relating to a technical defect in the procedure of the investigation of the allegation or report or of the convening and process of the hearing shall be upheld.
- 4.11 Subject to Regulation 4.12, the respondent Member has the right to be present during the hearing and may be accompanied by a friend, a legal adviser (at their own expense) or a representative of their trade union or a medical defence organisation. However, the hearing may be held in the absence of the respondent Member if they fail to attend having been given notice in accordance with Regulation 4.6.
- 4.12 The Registrar shall present the facts in the possession of the College at the hearing and the respondent Member (or their representative) will be invited to reply. Both the College and the respondent Member may call witnesses to give evidence before the Panel in accordance with the rules set out in Appendix II to these Regulations. The Panel may ask questions of all those called before it but the Registrar and the respondent Member (or their representative) may only raise questions through the chair of the Panel.
- 4.13 The Panel may retire for private discussions without the respondent Member (or their representative) being present, at any time during the hearing.
- 4.14 The respondent Member (or their representative) shall be given the opportunity to speak last, but otherwise the conduct of the hearing shall be as the Panel may reasonably determine.
- 4.15 At the conclusion of the hearing, the Panel shall withdraw to consider its decision and shall normally reach its findings without adjournment. A decision shall be reached by a majority vote of the Panel but the votes of and views expressed by the individual members of the Panel are confidential.
- 4.16 In order for a charge of Misconduct to be substantiated, the Panel must find that the evidence provided enables them to conclude that the respondent Member's behaviour amounted to Misconduct on the balance of probabilities.
- 4.17 The Panel may order one or more of the possible outcomes detailed in Regulation 5 and the chair of the Panel shall deliver the Panel's decision, together with the reasons for that decision, to the Chief Executive.
- 4.18 The Chief Executive shall send a copy of the decision and any order made by the Panel, together with the reasons why the decision has been reached and any sanction imposed, to the respondent Member within 7 days of the date of the hearing. The Chief Executive may also send a copy of the decision, any order made and the reasons for it to the respondent Member's employer and the source of the allegation, where appropriate.

5. Possible Outcomes for the Panel

- 5.1 The Chief Executive may, where appropriate, send written copies of any decision of the Panel (with or without the reasons given for that decision) to the respondent Member's employer and/or the source(s) of the allegation or report.
- 5.2 If the Panel decides that the charge of Misconduct has been substantiated on the balance of probabilities it may, having taken into account any relevant mitigating factors and the previous record of the Member concerned, order one or more of the following sanctions:
- (a) require the Member to make (and, where appropriate, publish) a formal written or oral apology to any other Member, an employee of the College or other source of the substantiated allegation;
 - (b) issue a formal written warning or reprimand to the Member;
 - (c) prescribe a course of action, which may include mentoring and/or attendance on specified courses, to help the Member address any weakness which the Panel identifies as being a cause of the Misconduct;
 - (d) order the payment of compensation in respect of College property that has been damaged, misused or lost;
 - (e) attach conditions on or impose limits for continuing membership of the College in for a specified period in accordance with Regulation 5.3;
 - (f) suspend membership of the College for a specified period in accordance with Regulations 5.4 and 5.5;
 - (g) refer the matter to an appropriate regulatory body;
 - (h) expel the Member from the College in accordance with Regulations 5.6 and 5.7;
 - (i) if the Member concerned is standing for an office of the College, require them to withdraw from the election process for that office.
- 5.3 Where the Panel imposes temporary limits on the rights of membership (e.g. temporarily debarring the Member from continuing as a College officer or examiner), there shall be no entitlement to a reduction of the membership fee payable. No Member shall be permanently deprived of any rights of membership under this sanction.
- 5.4 The Treasurer shall have discretion to reduce the College membership fee payable by a suspended Member during the period of their suspension. A suspended Member shall lose all rights of membership other than those specifically granted to them in Regulation 5.5. The rights forfeited by a suspended Member shall include (but not be limited to) the membership of any committees, the holding of any elected posts, acting as an examiner, or any form of College adviser or tutor and voting in any College elections.
- 5.5 A suspended Member shall continue to receive College publications, is eligible to have their continuing professional development administered by the College and is permitted to attend (at normal College rates) meetings, conferences and seminars organised by the College.
- 5.6 Any decision to expel a Member must be ratified by Board.

- 5.7 An expelled Member shall lose all rights of membership, including the right to use any post-nominals of the College, including the designation FRCPath. The membership fee of a Member who has been expelled from the College shall not be returned or refunded to the expelled Member.
- 5.8 If a Member is expelled for any of the types of Misconduct set out in Regulation 2.8, the Council shall have the discretion to refuse that person access to any College premises and / or to any College event which is open to non-Members.

6. Stage 3 – Appeals

- 6.1 A Member may appeal against any decision made by the Panel within 30 days of receiving written notification of the decision from the Chief Executive (or any longer period specified by the Panel). No sanction of the Panel may take effect until:
- (a) the deadline for an appeal has passed; or
 - (b) a letter signed by the Member confirms that no appeal will be made; or
 - (c) if an appeal is made, until the appeal has been determined.
- 6.2 A Member wishing to appeal against a decision by the Panel must submit a written appeal request to the President supported by a statement and any relevant supporting documentation or evidence setting out the reasons for the appeal.
- 6.3 Upon receipt of an appeal request the President (or, if the allegations involve the President, a Vice President) must decide either to dismiss the appeal or to allow the appeal to be heard. The President or a Vice President (as the case may be) may request further information from the Member or the Panel before making a decision.
- 6.4 The President (or, if the allegations involve the President, a Vice President) may allow an appeal to be brought if either:
- (a) the Member has fresh evidence that could not have been, or for good reason was not, made available at the time of the hearing; or
 - (b) the Member provides evidence of significant procedural error on the part of the College or Panel before or during the hearing;

PROVIDED that the President or Vice President (as the case may be) has the discretion to take into account any other relevant grounds when deciding whether or not to allow the appeal to be heard.

- 6.5 If the President or Vice President (as the case may be) decides to allow the appeal to be heard, they shall convene and chair an Appeal Panel of three members, with the other two members being members of the Board or of the Council, neither of whom shall have been involved in the original hearing and at least one of whom must be a Lay Trustee.
- 6.6 If the allegation(s) of Misconduct involve a member of the Board or the Council the President (or, if the allegations involve the President, the senior Vice President) may determine that the Appeal Panel to be convened to hear such allegations should comprise suitably qualified and experienced individuals independent of the College, who shall

normally be members of the governing bodies of professional societies similar to the College.

6.7 The provisions of Regulations 4.3 to 4.5 apply, so far as they are applicable and with such adjustments as may be required in the context to the conduct, of an appeal hearing as to a first instance hearing.

6.8 The Chief Executive shall write to the Member and inform them of the outcome of their appeal request and, if the appeal is to be heard, the date on which the hearing of the Appeal Panel will be held. The hearing date must be at least 28 days after the date on which the Chief Executive's letter is sent to the Member.

6.9 The College reserves the right to charge an administrative fee in respect of an appeal to cover the expenses of convening the Appeal Panel, which shall be paid in full by the appealing Member prior to the appeal being heard. The amount of the fee shall be determined from time to time by the Council and may be reduced in the case of financial hardship at the discretion of the Treasurer of the College. If the Member's appeal is successful, the administrative fee will be refunded in full.

6.10 No evidence may be relied on or referred to at the hearing of the Appeal Panel, or witnesses called by either the College or the appellant Member, if copies of that evidence and names of those witnesses have not been received by the other party at least 7 days before the hearing.

6.11 The procedures and process set out in Regulations 4.9 to 4.15 (inclusive) shall also apply to the hearing by the Appeal Panel.

6.12 The Appeal Panel shall have the delegated authority of the Board to:

- (a) dismiss the appeal; or
- (b) modify or reverse the findings of the Panel; and/or
- (c) modify or reverse the order made by the Panel or impose a different sanction from the list in Regulation 5.2.

6.13 The chair of the Appeal Panel shall deliver the decision of the Appeal Panel to the appellant Member. The Chief Executive shall send a copy of the Appeal Panel's decision, together with reasons, to the appellant Member within 7 days of the date of the hearing. The Chief Executive may, where appropriate, send a copy of the Appeal Panel's decision (with or without the reasons given for that decision) to the appellant Member's employer and/or the source(s) of the allegation or report.

6.14 The decision of the Appeal Panel shall be final and there shall be no further right of appeal under these Regulations or otherwise under the College's Ordinances and By-laws.

7. Re-instatement of Members suspended or expelled under these Regulations

7.1 An expelled Member, or one suspended for more than a year, may not apply for re-instatement until at least 12 months have elapsed from the date of the final determination of their expulsion or suspension. Members suspended for less than a year, having

exhausted the appeal procedure, shall have no right to apply for an earlier re-instatement than is specified in the decision of the Panel or the Appeal Panel.

- 7.2 Applications for re-instatement from expelled or suspended Members shall be considered from time to time by the Panel. The applicant shall submit a short statement explaining the changed circumstances that allow reconsideration of their case. The Panel may at its discretion interview the applicant or conduct further investigations and the applicant may be accompanied to such an interview, however, the applicant shall have no right to such an interview or to any form of hearing. The Panel may impose conditions on readmission or, if readmission is refused, notify the applicant that no further requests for reinstatement will be considered before a given date. Any recommendations for readmission (qualified or unqualified) will be subject to ratification by the Council.

8. Record keeping

- 8.1 Details of all allegations and reports of Misconduct shall remain confidential and shall be retained by the College in a secure file kept specifically for that purpose for as long as they may be relevant, and shall then be destroyed.
- 8.2 Members shall have the right to view all information held in respect to any allegation or report in which they are named in accordance with Data Protection law.

9. Amendment of these Regulations

These Regulations may be amended from time to time by resolution of the Board PROVIDED that any disciplinary matter arising under them shall be adjudicated by reference to the Regulations in force at the date of any alleged Misconduct.

10. Other matters

In line with the Equality Act 2010, reasonable adjustments to the above process can be made. Please contact the Registrar.

Appendix I

Rules relating to the adjournment of hearings

- (A) If a Member is unable to do justice to their case at a hearing on any particular date, it may be necessary for the hearing to be adjourned in the interests of natural justice.
- (B) The chair of the Panel or the Appeal Panel has sole discretion as to whether or not to adjourn a hearing and should take into account the following when making such a decision:
 - (i) the reasons for the application to adjourn;
 - (ii) the consequences to both the Member themselves and the College (including its membership) of both adjourning and not adjourning the hearing;
 - (iii) whether there have been earlier requests for adjournment and, if so, whether they were granted and why; and
 - (iv) ensuring that the Member is not able to frustrate the objective of a timely hearing without substantial grounds for doing so.
- (C) If a Member requests an adjournment, the chair may only reject the request if they consider that the rejection does not breach the rules of natural justice.
- (D) The following reasons shall not usually be accepted as sufficient grounds for granting an adjournment:
 - (i) the Member is unable to attend the hearing, unless the Member is attending court or receiving urgent medical treatment on that date, or has another engagement which the chair considers should properly take precedence over attendance at the hearing;
 - (ii) the Member's legal or other representative is unable to attend on that day; or
 - (iii) one of the Member's witnesses is unable to attend on that day.

Appendix II

Rules relating to witness evidence

- (A) Neither party may call a witness to give evidence, or to be cross-examined at the hearing, unless the appropriate minimum number of days' notice has been given to the other party in accordance with Regulations 4.7 and 4.8.
- (B) Each party shall bear its own costs of calling witnesses, preparing any written evidence and providing for the attendance of their witnesses to give evidence at the hearing itself.
- (C) Any witness may give evidence using video conferencing or such other electronic means as is agreed by both parties PROVIDED that:
 - (i) such methods enable the witness to communicate properly with the Panel (or Appeal Panel), Registrar and Member;
 - (ii) the Member informs the Registrar at least 7 days before the hearing date that the witness will give evidence in this way, to enable the College to facilitate this request;
 - (iii) the Member provides the Registrar at least 2 days before the hearing date with full contact details of any witness to give evidence using video conferencing or other electronic means, including any telephone numbers or other forms of address required to contact the witness during the hearing; and
 - (iv) the cost of providing any such video conferencing or other electronic means of communication is payable by the party calling the witness concerned.

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