

## **Directory of Statistical Consultants – Terms of Reference**

The RSS provides a Directory of Statistical Consultants listing our professionally qualified members who offer a statistical consultancy service. Professionally qualified members hold the status of [Chartered Statistician](#) (CStat).

The Directory contains profiles created by the consultants, including information on their specialisms and background as well as their contact details. It operates on an opt-in basis – each consultant has agreed to their profile being available on our public website.

We assume that users of the Directory have read and understood the [conditions of use](#) (PDF). We also provide [search guidance notes](#) (PDF) to help users find the right consultant for their organisation.

The following terms of reference are intended to ensure that the information displayed in the directory remains up to date and that only CStats who are professionally active and available to undertake consultancy work are included.

1. Only professionally active CStats may have a profile displayed in the directory.
2. Should a CStat resign their status or be defaulted due to non-payment of subscription, their directory profile will automatically be removed. Those who are temporarily not professionally active (due to a career break or extenuating circumstances) should set their directory profile so it is not displayed and can re-set it to be displayed once their status returns to professionally active. Those who are permanently not professionally active as statisticians (due to career change or retirement) should remove their directory profile altogether.
3. Consultants are responsible for keeping their own profile up to date via the RSS website members' enclosure.
4. The RSS office will contact all consultants listed in the directory every 6 months, prompting them to log in to their profile and ensure the content is accurate and up to date.
5. Should a profile be found to contain incorrect or out of date information (including contact details), the RSS office will contact the consultant and the profile will be removed from display if no response is received within 7 days. The profile will be set to be displayed again once the necessary updates have been made.
6. The directory is intended to only include details of CStats who are readily available to carry out consultancy work. Consultants opting to appear in the directory should ensure that they are not in breach of any rules by doing so (for example, some employers do not permit their staff to be engaged in additional work as an independent consultant). Should an individual's circumstances change and they are temporarily/permanently unable to carry out consultancy work, they should remove their profile from being displayed in the directory via the RSS website member's enclosure.

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