

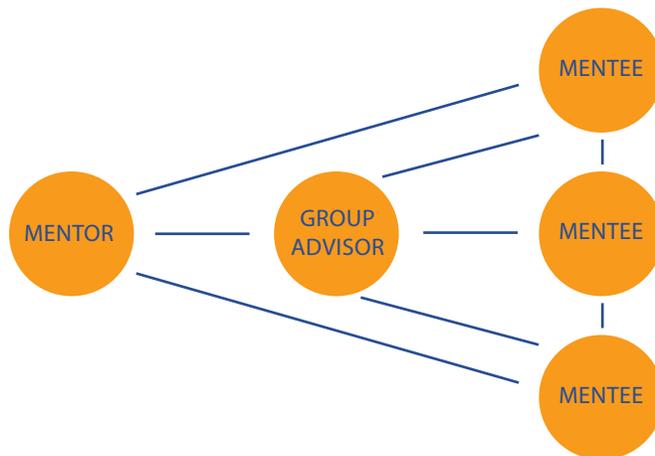
Young ICCA Mentoring Programme

Roles in the Mentoring Programme

The Mentor leads the Mentoring Group working closely with the Group Advisor to achieve the primary purpose of the Programme, namely, to mentor the Mentees and foster their interest in international arbitration.

The Group Advisor acts as a liaison between the Mentor and Mentees, encouraging all parties to play active roles in the Programme. The Group Advisor works closely with the Mentor and Mentees to ensure that the logistics of meetings and activities are executed smoothly.

The Mentees are responsible for making sure that they get the most out of the programme by suggesting projects and activities, actively engaging with their fellow Mentees, Group Advisor and Mentor and contributing to whatever group discussions and activities are organised.



Responsibilities of the Mentor:

- Lead the Group
- Be a full and active participant in all Mentoring Group meetings and activities
- Plan the overall agenda for the Mentoring Group for the calendar year
- Collaborate with the Group Advisor to set up activities
- Address and resolve conflicts or issues that may arise
- Where possible, meet with Group Advisors or Mentees in person
- Answer reasonable queries regarding career development and arbitration practice

Responsibilities of the Group Advisor:

- Assist the Mentor with organising calls, meetings and activities
- Act as a Liaison between the Mentor and Mentees when necessary
- Be a full and active participant in all Mentoring Group meetings and activities
- Where possible, meet with the other members in the group in person

Responsibilities of the Mentee:

- Actively participate in calls, meetings and activities
- Use the opportunity to gain insights, knowledge and guidance
- Communicate any issues within the Group to the Group Advisor
- Where possible, meet with the other members in the group in person

Potential Activities

The following activities are recommended but not required. Each Mentoring Group should coordinate among themselves to develop a plan for the activities that they will undertake in the course of the Mentoring Programme. The success of the Programme depends on the full participation of all members of the Mentoring Group and we encourage each member to provide input about the activities and events that they wish to participate in. No financial benefits or funding is available through the Mentoring Programme for any activities that may be undertaken by the Mentoring Groups.

Activity/Frequency	Purpose	Roles and responsibilities	Notes
<p>In-person meetings (where possible)</p> <p>(Recommended once every 4 months)</p>	<p>The purpose of this type of meeting is to foster closer relations among the members. If practicable, the entire Mentoring Group (i.e., Mentor, Group Advisor and Mentees) should endeavour to meet in person at least once per calendar year. Of course, this may be difficult when some members of the Mentoring Group are situated in different regions of the world.</p> <p>Setting up meetings either before, during or after conferences would be ideal. For example, if all Mentoring Group members are in Asia, the members could endeavour to meet during HKIAC Hong Kong Arbitration Week in October.</p>	<p>Mentor: To determine whether meeting in person is practical and, if so, in which venue or around which conference to arrange the meeting.</p> <p>Group Advisor: to liaise with the Mentor and Mentees to consider possible venues/ conferences. To provide logistical support for such a meeting.</p> <p>Mentees: to make best efforts to attend the in-person meeting. Each Mentee is also encouraged to notify other Mentoring Group members if there is a conference or arbitration event being held in the Mentee's region to which other members could be invited.</p>	<p>If it is unfeasible and/or impractical for the Mentoring Group to meet in person, each individual member should endeavour to meet one or more of the other members of the Mentoring group (e.g., Mentees meeting Mentees, Group Advisors meeting Mentees etc.).</p> <p>Every member of the Mentoring Group should endeavour to let other members of the group know if he/she is travelling to the location of another member in order to see if an in-person meeting is possible.</p>

Activity/Frequency	Purpose	Roles and responsibilities	Notes
<p>Conference/video calls (Recommended once a month)</p>	<p>The purpose of the calls is to create sustained dialogue amongst the members of the Mentoring Group.</p> <p>Topics should be decided by the Mentor initially, and then the Mentor should encourage the Mentees to suggest topics for discussion.</p> <p>Each Mentee is expected to give a presentation on a chosen topic.</p>	<p>Mentor and Group Advisor: Choose topics for initial calls.</p> <p>Confirm and provide guidance on the specific topics on which the Mentees will be giving presentations.</p> <p>Allocate sufficient time for the Mentees to prepare and present their presentations.</p> <p>Mentee: Present potential topics to the Mentor and Group Advisor and request advice and guidance on the scope of the topic to be discussed.</p> <p>Conduct relevant research and prepare materials as needed.</p>	<p>Mentees who are currently working in private practice may find it difficult to devote large amounts of time to non-billable work.</p> <p>The Mentor and Group Advisor are encouraged to speak to, or draft a letter to, the Mentee's employer, explaining the Mentee's involvement in the Programme, and to ask the employer to allow the Mentee sufficient time to prepare for his/her presentation.</p> <p>As this is voluntary, the scope of the presentation should not be too onerous.</p>
<p>Instant Messaging (Creating a group chat on platform like WhatsApp or WeChat is recommended)</p>	<p>Fosters regular communication amongst the Mentoring Group.</p> <p>This will allow the members to get to know one another in an informal setting.</p> <p>The discussions are not limited to arbitration topics (e.g. planning meet-ups if/when members are in the same place or sharing articles about current affairs).</p>	<p>All Mentoring Group members: Members are encouraged to exchange Whatsapp/KakaoTalk/Wechat ID information so as to create a chat group where the members can communicate with one another on an informal basis.</p>	<p>This is a simple, yet effective way of building stronger relationships within the Mentoring Group.</p>

Activity/Frequency	Purpose	Roles and responsibilities	Notes
<p>Networking opportunities (Recommended monthly)</p>	<p>Provide Mentees with the opportunity to be introduced to other arbitration practitioners, arbitrators, or scholars.</p> <p>This will facilitate the Mentees' integration into the arbitration world.</p>	<p>Mentor: Actively introduce Mentees to other colleagues or known associates who work in the same region or specific area of interest as Mentee; in-person introductions, telephone introductions, or email introductions are all recommended.</p> <p>Group Advisor: same as Mentor, with the added responsibility of setting up the logistical support to provide introductions.</p> <p>Mentee: notifying Mentor/ Group Advisor of interest in being introduced to other known colleagues of Mentor/Group Advisor, as well as any interest in a specific aspect of arbitration.</p> <p>Mentees should also endeavour to notify Mentor/Group Advisor if they are in the Mentor's/ Group Advisor's respective location to facilitate potential networking opportunities and introductions.</p>	<p>Most effective means of providing introductions may be where a Mentee notifies the Mentor/Group Advisor in advance of attending an event that the Mentor/ Group Advisor will be attending. The Mentor/ Group Advisor can prepare a list of names of people who they intend to introduce the Mentee to.</p>
<p>Information Sharing (Recommended monthly)</p>	<p>All Mentoring Group members are encouraged to circulate notices of any events/conferences being held in his/her region, as well as any arbitral institutions or groups that would be of interest to join (e.g., HK45, ICC YAF etc.)</p>	<p>All Mentoring Group members: Actively circulate and share information about upcoming conferences and events, as well as international arbitral institutions or groups that may be of interest via email/instant messaging.</p>	

Activity/Frequency	Purpose	Roles and responsibilities	Notes
<p>Internship / Silent Observation</p> <p>(Recommended once every 12 months)</p>	<p>To provide an opportunity to one or more Mentees to observe a hearing or internal meeting on an actual case.</p> <p>OR</p> <p>To provide an opportunity to spend a short period as an intern in the Mentor's firm/ chambers/ organization.</p>	<p>Mentor: if applicable, to obtain all necessary clearances from relevant parties to allow Mentees to attend a hearing or an internal meeting as a silent observer or to become an intern as previously described.</p> <p>Group Advisor: same as Mentor; ensure Mentees understand the importance of confidentiality and provide logistical support; attend as well if necessary and possible.</p> <p>Mentee: ensure signing of relevant non-disclosure agreements.</p>	<p>These activities present singular opportunities for Mentees to get a front-row glimpse of the world of arbitration and would be invaluable experiences. However, these activities must be approached with caution.</p> <p>Accordingly, the Mentor and Group Advisor are expected to implement strict non-disclosure requirements, and to obtain approvals from all relevant parties.</p>

Questions and Comments

Should you have any queries about the Mentoring Programme please consult the Mentoring Programme Co-Directors Krystle Baptista, Emily Hay and Peter Riznik directly at mentoring@youngicca.org.

