



YOUNG ICCA MENTORING PROGRAMME

ROLE DESCRIPTION

TITLE: MENTOR

OUTLINE: The Mentor leads the Mentoring Group, ensuring that it carries out the mandate of the Programme. The Mentor works closely with the Buddy to achieve the primary purpose of the Programme, namely, to mentor the Mentees and foster their interest in international arbitration.

RESPONSIBILITIES OF THE MENTOR:

- Lead the Mentoring Group, deciding on which activities to undertake.
- Be a full and active participant in the Mentoring Group meetings and activities.
- Plan the overall agenda for the Mentoring Group for the calendar year.
- Collaborate with the Buddy to set up activities.
- Address and resolve conflicts or issues that may arise.
- Whenever possible, meet with Buddies or Mentees when they are in the same location.
- Answer reasonable queries from linked Members regarding career development, arbitration practice and arbitration know-how.

TITLE: BUDDY

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

RESPONSIBILITIES OF THE BUDDY:

- Be a full, active and available participant in the Mentoring Group meetings and activities.
- Have willingness and ability to organize events and activities determined by the Mentor and take initiative in doing so where appropriate.
- Contribute to the strategic aims of the Programme by assisting the Mentor in planning the overall agenda for the calendar year.

- Collaborate with the Mentor and Mentees to set up activities.
- Communicate with Mentees regularly to ensure they are engaged in the Programme, and answer reasonable queries from Mentees regarding career development, arbitration practice and arbitration know-how.

TITLE: MENTEE

OUTLINE: The Programme is geared towards serving the Mentees, as its aim is to bring young practitioners into regular contact with established arbitration practitioners. Mentees should have an open mind as well as a strong commitment and willingness to participating fully in the Programme.

RESPONSIBILITIES OF THE MENTEE:

- Have a strong commitment to participating in activities and events set up by the Mentor and Buddy.
- Communicate regularly with both the Mentor and Buddy.
- Be available to participate in conference calls, draft articles and/or organize/participate in conferences/workshops/other events as established by the Mentor and Buddy.
- Respect and learn from their other Co-Mentees and the process of the Programme.
- Have an open mind.

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
In-person meetings (Recommended once every 4 months)	The purpose of this type of meeting is to foster closer relations among the members. If practicable, the entire Mentoring Group (i.e., Mentor, Buddy 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	Mentor: To determine whether meeting in person is practical and, if so, in which venue or around which conference to arrange the meeting. Buddy: to liaise with the Mentor and Mentees to consider possible venues/conferences. To provide logistical support for such a meeting. Mentees: to make best efforts to attend the in-person meeting. Each Mentee is also encouraged to notify	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, Buddies meeting Mentees etc.). Every member of the

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	<p>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>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>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>
<p>Teleconference calls</p> <p>(Recommended at least once every 2-3 months)</p>	<p>The purpose of the teleconference calls is to create sustained dialogue amongst the members of the Mentoring Group. Topics should be decided by the Mentees, with the advice and guidance of the Mentor and Buddy. Each Mentee is expected to give a presentation on a chosen topic.</p>	<p>Mentor and Buddy: Confirm and provide guidance on the specific topics on which the Mentees will be giving presentations. Allocate sufficient time for the Mentees to prepare and present their presentations.</p> <p>Mentee: Present potential topics to the Mentor and Buddy and request advice and guidance on the scope of the topic to be discussed. 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. The Mentor and Buddy 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>SMS/Instant Messaging</p> <p>(Recommended once a week)</p>	<p>Fosters regular communication amongst the Mentoring Group. This will allow the members to get to know one another in an informal setting. The discussions are not limited to arbitration topics (e.g. can be sharing an interesting article on science or an appropriate joke).</p>	<p>All: 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>As most people carry around smartphones, this is a simple, yet effective way of building stronger relationships within the Mentoring Group.</p>
<p>Publishing Articles</p> <p>(Recommended once every cycle)</p>	<p>Under the guidance and leadership of the Mentor, Mentees should be encouraged to publish an article/research paper relevant to arbitration.</p>	<p>Mentor: Determine an article/research paper topic relevant to arbitration. Actively seek out publications to determine viability of publishing; assist Buddy and Mentees on the drafting and editing of the publication. Determine also if, once published, the relevant</p>	<p>Even if publishing of the article/research is unlikely, this is a worthwhile activity as it will foster the growth of interest of the Mentees in the field of arbitration as</p>

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		<p>paper may be presented at a conference by the Mentees.</p> <p>Buddy: Assist Mentor in choosing relevant topic for article/research. Assist Mentor in seeking out publishing opportunity and guide Mentees in the drafting and editing of the article/research paper.</p>	<p>well as allow the Mentees to develop their writing skills.</p> <p>If the Mentoring Group is successful in writing a joint article the Buddy should liaise with Young ICCA to have the article, or an excerpt of the article, published on the Young ICCA Blog.</p>
<p>Networking opportunities (Recommended monthly)</p>	<p>Provide Mentees with the opportunity to be introduced to other arbitration practitioners, arbitrators, or scholars. 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>Buddy: same as Mentor, with the added responsibility of setting up the logistical support to provide introductions.</p> <p>Mentee: notifying Mentor/Buddy of interest in being introduced to other known colleagues of Mentor/Buddy, as well as any interest in a specific aspect of arbitration.</p> <p>Mentees should also endeavour to notify Mentor/Buddy if they are in the Mentor's/Buddy'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/Buddy in advance of attending an event that the Mentor/Buddy will be attending. The Mentor/Buddy 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.</p>	
<p>Internship / Silent Observation (Recommended once every 12</p>	<p>To provide an opportunity to one or more Mentees to observe a hearing or internal meeting on an actual case.</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>These activities present singular opportunities for Mentees to get a front-row glimpse of the world of arbitration</p>

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months)	<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>Buddy: same as Mentor; ensure Mentees understand the importance of confidentiality and provide logistical support; attend as well if necessary and possible.</p> <p>Mentee: undertake to sign relevant non-disclosure agreements.</p>	<p>and would be invaluable experiences. However, these activities must be approached with caution.</p> <p>Accordingly, the Mentor and Buddy are expected to implement strict non-disclosure requirements, and to obtain approvals from all relevant parties.</p>