



# ALUMNI & FRIENDS OF THE SCHOOL OF INTERNATIONAL ARBITRATION (AFSIA)

## AFSIA GUIDELINES FOR NATIONAL COMMITTEES - VERSION AS AT 28 OCTOBER 2010

### Introduction

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These Guidelines concern the structure, organization and activities of the existing and forthcoming National Committees - formed under the umbrella of the Alumni & Friend of the School of International Arbitration ("AFSIA").

Although no binding character can be awarded to the principles set out hereinafter, it is paramount that each National Committee adheres to the guidelines and acts in accordance to the spirit and targets of the AFSIA. These guidelines may be updated from time to time and National Committees representatives will be informed of any changes.

Within the AFSIA Steering Committee ("**Steering Committee**"), a dedicated group has been delegated authority to liaising with the National Committees, i.e. Steering Committee's National Committees Group ("**NCG**"). At present, Paolo Esposito and Clare Connellan are members of this delegated group.

### AFSIA Objectives

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AFSIA was founded in June 2008 with the objective of bringing Alumni and Friends together, to allow them to keep in touch with each other and the School of International Arbitration ("SIA"), and thus to create an invaluable network of people involved in the field of international arbitration at every level and every part of the world. AFSIA aims to foster a worldwide arbitration community affiliated with the SIA.

### Guidelines

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1. A National Committee is a committee aimed at fostering in a designated geographical area the scope and activities of the AFSIA by establishing a close link with the local environment they operate within and take initiatives directed at generating knowledge and interest in International Arbitration and, specifically, the SIA, centre of excellence for the study of International Arbitration set up within the CCLS, Queen Mary University of London.

## Organization

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2. Each of the National Committees, whose establishment and termination shall be left to the initiative of its founders, shall nonetheless be formally approved and recognized for affiliation by the Steering Committee. The Steering Committee shall have the authority to declare termination of a National Committee's affiliation to the AFSIA in the event the activity of a National Committee will breach the aims and spirit of the AFSIA and/or the present guidelines.
3. Each National Committee shall be organized in a suitable way to pursue locally the scope of the AFSIA. The Steering Committee will not impose any formal requirement, which shall be left to the discretion to each National Committee and which shall also be pondered in relation to requirements of the national applicable laws to organizations of this kind. However, regardless of the legal form each National Committee will decide to opt for, they shall have a non-profit character.
4. National Committees shall remain independent at all time, and shall therefore not have any permanent attachment to any other institution or association. Cooperation and joint-nomination with other associations, institutions etc. for the purpose of organizing specific events, workshops or the like (so-called functional-attachment) may be permitted on consultation with the Steering Committee.

## Membership

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5. Membership to AFSIA and to any National Committee is primarily open to Alumni of the SIA. Membership is also open to Friends who recognize themselves in the activity and scope of the AFSIA.
6. Members' participation and adherence to a National Committee can be determined on the basis of the nationality or place of residence. However these criteria are not binding so that Alumni & Friends are free to join the National Committee(s) they want to belong to.
7. Each National Committee shall be financially independent and self-standing, benefiting from no financial support either from the SIA or the AFSIA. Each National Committee has discretion as to whether collect membership's fee from its members or to ask for a participation fee to events. Any such decision shall be taken by considering the non-profit nature of the National Committees.
8. The Steering Committee holds a central database of the worldwide members of the AFSIA. In order to ensure the accuracy and completeness of the information stored, the National Committees shall regularly update the NCG in relation to its members. In turn, the NCG will refer potential members to the relevant National Committees. Such double-exchange will ensure that new members will be referred to the geographically competent National Committee. The NCG and each National Committee shall aim at reviewing their list of members on a yearly basis.

## Communications

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9. Each National Committee shall appoint a representative among its members to be responsible for liaising with the NCG.
10. Each National Committee will be given a sub-page on the main AFSIA website (e.g. [www.afsia.org/national-committees/greece](http://www.afsia.org/national-committees/greece)) to post contact information and information about membership.  
Each National Committee will be also given an e-mail address (in the format e.g. [france@afsia.org](mailto:france@afsia.org), [austria@afsia.org](mailto:austria@afsia.org) etc.). Any e-mail received will be forwarded automatically. Each National Committee shall therefore appoint within its members one or two persons delegated to receive any email gathered through the said e-mail address.
11. Use of the AFSIA name and logo shall be authorized for the sole purpose of identification of each National Committee within the framework of the realisation of the objectives of AFSIA. Each National Committee shall be authorized to be identified by using the following name: "AFSIA - *[nation or region]* National Committee of the Alumni and Friends of the School of International Arbitration". Any different use shall not be permitted, unless previously authorized by the President of the Steering Committee and communicated to the NCG.

## Activities and reporting

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12. The relation between the Steering Committee and the National Committees shall be characterized at all times by mutual cooperation and open exchange of information.  
The Steering Committee shall delegate to the competent National Committee every action to be locally undertaken through the letter of appointment. Delegation of authority to act locally is aimed at improving efficiency. The Steering Committee will directly undertake actions in a country where no National Committee in place exist in the country concerned, or where so requested to do by the competent National Committee.
13. Activities of National Committees include, amongst others: (1) undertake activities aimed at expanding the national participation of alumni and friends to the AFSIA; (2) initiating forums, conferences and workshops; (3) support at a national level the activity of the AFSIA and locally implement the Steering Committee's initiatives; (4) liaise with the appropriate national bodies, arbitral institution, law firms, arbitral organisation etc. for the purpose of encouraging arbitration-related activities; (5) issuing press releases and reports, to be posted on the National Committee's webpage or where appropriate, on matters concerning the activity of the National Committee, legislative and jurisprudential developments, events of interest etc.; (6) contributing to the AFSIA newsletter; (7) periodically report to the NCG about present and prospected activities, programmed events, adjourn the list of the national members etc.; (8) submit to the Steering Committee proposals and

initiatives, whether self-standing or to the jointly realized with other National Committees, Bodies etc.

14. National Committees shall inform the NCG of any event, whether social or academic, they plan to organize. Such duty to inform is aimed at offering each National Committee with a better coordination with other National Committees that might be able to join the event *de quo* as well as the SIA. Information in relation to initiatives by National Committees can be posted in the main news-section of the AFSIA website and/or included in a Newsletter. For this purpose, National Committees should contact the Communication Group within the Steering Committee at [communication@afsia.org](mailto:communication@afsia.org).
15. By the end of each calendar year, each National Committee shall provide a written brief annual report to the Steering Committee on the work of the previous year covering, *inter alia*: (1) a business plan or plan of activities undertaken; (2) a list of meetings held and arguments discussed; (3) meetings with relevant outside bodies, with details of the Committee's member participating and contributing to any such meeting, and details of the outcome of the said meetings; (4) purported continuing activities and proposal for national and international actions; (5) details on the state of the arbitral discipline in their country, with recommendations for action where necessary (the report should include reference to trends in the level of activity in the sub-disciplines within the committee's area); (6) any matter the National Committee consider proper to be drawn to the attention of the Steering Committee.
16. Before presentation to Steering Committee, annual reports from National Committees shall be internally discussed and reviewed by the National Committee members for their input and comments, so that the document will endorse and reflect the broader participation of all members.

## Endnotes

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We did not consider it appropriate to restrict the National Committees by means of over-detailed rules, rather we believed it would be more suitable to set out a small list of guiding-principles and policies to be uniformly upheld by all the National Committees, leaving it up to them to further develop these guidelines in the light of their internal and specific peculiarities and necessities.

What should, however, always be kept clearly in mind is the necessity of constantly acting within the common vision and targets of the AFSIA, whether at a national or international level.

Should any question arise on to the application of those guidelines or, more generally, should any further clarification be needed as to the activities of a National Committee, relation with the AFSIA etc, please do not hesitate to be in touch with the NCG at [national\\_committees@afsia.org](mailto:national_committees@afsia.org).