



ALSA INTERNATIONAL MEDIATION COMPETITION SUBSIDIARY RULES 2020

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Organized by:

Asian Law Students' Association International

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SUBSIDIARY RULES OF ALSA INTERNATIONAL MEDIATION COMPETITION 2020

RULE 1.0 GENERAL INFORMATION

1.1.1 Due to the risks associated with the novel Coronavirus (COVID-19) outbreak, AIMC 2020 has decided to adopt the following subsidiary rules to enable the virtual running of the competition.

1.1.2 The Subsidiary Rules are to be read alongside the official Rules & Regulations of AIMC. Hence should certain rules not be found in the Subsidiary Rules, the official Rules & Regulations of AIMC 2020 will be applicable.

RULE 2.0 CLARIFICATION TO MEDIATION PLAN SPECIFICATIONS

2.1.1 The font for the Mediation Plan in Rule 9.1.3 and Annex 1 should be disregarded.

2.1.2 The font for the Mediation Plan should be in Calibri.

2.1.3 The page size for the Mediation Plan should be A4 (21cm x 29.7cm) and the margin should be 2.54cm from all sides.

2.1.4 The Mediation Plan may be presented in the form of infographics (i.e. flow charts, tables etc.) to best convey the team's plan while adhering to the formatting requirements.

RULE 3.0 ZOOM GUIDELINES

3.1.1 Zoom will be used as the video conferencing platform in this competition. Before the competition, the participants should ensure the compatibility of the Zoom software on their devices by downloading the software.

3.1.2 Participants should download the Zoom application and create an account before the competition and test the application. Any technical issues should be made known to the Organizing Committee during the dry-run session.

3.1.3 All participants should create their own Zoom account using the email address that was submitted during the registration. Should there be any email address changes, the participants should send the latest version to the Organizing Committee before the dry-run session. Failure

to do so may result in the participant not being able to participate in the competition or certain rounds of the competition.

3.1.4 Each party including the observers shall rename themselves once they have entered the breakout room. (For example: Mr Ali - Judge, Mr. Nicholas - Observer, or Ms. Anne - Party A counsel).

3.1.5 Each participant will have to join the session individually using their own devices using their laptop or tablet.

3.1.6 Participants should on their own initiative troubleshoot on Zoom Technical Support (<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>) to resolve their technical issues. Issues that are non-solvable should then be communicated to the Organizing Committee."

RULE 4.0 PRE-COMPETITION DRY RUN

4.1.1 There will be a dry-run session with the teams to make sure the connection is stable and to avoid foreseeable issues.

4.1.2 The dry-run session will be held 3 days before the competition and the link will be sent to the participants 3 days before the session.

4.1.3 All members of both local and international teams must be present at the dry-run session.

4.1.4 Participants should download the Zoom application and create an account before the dry-run session and test the application during the session with the Organizing Committee to avoid any technical glitch during the competition.

4.1.5 Once the participants have clicked into the link, they have to ensure their camera and microphone is switched on.

4.1.6 Any issue(s) with the application should be made known to the Organizing Committee during the session and the Organizing Committee will try its best to assist the participants. Assistance may be provided during or after the session.

RULE 5.0 FORMAT OF THE COMPETITION

5.1.1 The competition will take place in a fully virtual mode whereby all participants, judges and mediators will participate virtually.

RULE 6.0 GENERAL VIDEO CONFERENCING SET-UP

6.1.1 Links of the preliminary rounds will be emailed to all the participants on 5th October 2020. The participants should check the links and ensure that there are no problems in accessing the links. Should there be any problems, please contact the Organizing Committee at least 24 hours before the rounds commence.

6.1.2 For the advanced rounds, teams will be given the links to their respective video conference room after the announcement of the qualifying teams. The participants should check the links and ensure that there are no problems in accessing the links. Should there be any problems, please contact the Organizing Committee at least two hours before the advanced rounds commence.

6.1.3 Teams may request the Mediator's assistance to record, including but not limited to, their concerns, questions and potential solutions on the Zoom whiteboard. Said request must be indicated to the Mediator before the start of each round.

RULE 7.0 GUIDELINES FOR EACH AGENDA

Rule 7.1 Registration

7.1.1 All participants who participate virtually need to be online at least one hour before the competition starts to avoid any technical glitches. The Organizing Committee will monitor the attendance of the participants through roll call done via Telegram group.

Rule 7.2 Opening Ceremony

7.2.1 The link into each round will be sent to the participants at least three days before the competition. Participants are to click into the link sent to ensure there are no issues. Any arising issues should be communicated to the Organizing Committee as soon as possible.

7.2.2 All participants are to click into the link sent 15 minutes before the opening ceremony. The attendance of all participants are compulsory.

Rule 7.3 Preliminary Rounds

7.3.1 The link into each round will be sent to the participants at least three days before the competition. Participants are to click into the link sent to ensure there are no issues. Any arising issues should be communicated to the Organizing Committee as soon as possible.

7.3.2 Participants are to click into the link sent 15 minutes before each round begins.

7.3.3 Participants will be placed into a waiting room before being placed into the breakout rooms once the judges and mediators are ready. The Organizing Committee will inform the participants before moving them into the 'Main Room'.

7.3.4 In the breakout room, there will be a mediator, Party A, Party A's counsel, Party B, Party B's counsel, two judges, the time-keeper, observers (if any), the other members of both parties' teams and the coaches of both teams (if any).

7.3.5 Failure to enter the rounds 15 minutes after the rounds begin will result in an automatic forfeiture. The Judges and Mediators have the discretion to extend the waiting period by an additional 15 minutes. Should the participants fail to enter the rounds after the extended waiting period, they will be considered to have forfeited the round.

Rule 7.4 Advanced Rounds

7.4.1 The link into each round will be sent to the participants right after the announcement of the winners. Participants are to click into the link sent to ensure there are no issues. Any arising issues should be communicated to the Organizing Committee as soon as possible.

7.4.2 Participants are to click into the link sent 15 minutes before each round begins.

7.4.3 Participants will be placed into a waiting room before being placed into the breakout rooms once the judges and mediators are ready. The Organizing Committee will inform the participants before moving them into the 'Main Room'.

7.4.4 In the breakout room, there will be a mediator, Party A, Party A's counsel, Party B, Party B's counsel, three judges, the time-keeper, observers (if any), the other members of both parties' teams and the coaches of both teams (if any).

7.4.5 Failure to enter the rounds 15 minutes after the rounds begin will result in an automatic forfeiture. The Judges and Mediators have the discretion to extend the waiting period by an additional 15 minutes. Should the participants fail to enter the rounds after the extended waiting period, they will be considered to have forfeited the round.

Rule 7.5 Announcement of Winners for the Subsequent Round

7.5.1 The link for each announcement will be sent to the participants at least three days before the competition. Participants are to click into the link sent to ensure there are no issues. Any arising issues should be communicated to the Organizing Committee as soon as possible.

7.5.2 Participants are to click into the link sent 15 minutes before each announcement begins.

7.5.3 Participants will be placed into a waiting room before being placed into the ‘main room’ where the announcement will be made.

7.5.4 The Quarter-Final match-up will be determined using the following system:

- 1st placed team vs. 5th placed team
- 2nd placed team vs. 6th placed team
- 3rd placed team vs. 7th placed team
- 4th placed team vs. 8th placed team

7.5.5 The Semi-Final match-up will be determined using the following system:

- 1st placed team vs. 3rd placed team
- 2nd placed team vs. 4th placed team

7.5.6 The Final match-up will be determined using the following system:

- 1st placed team vs. 2nd placed team

Rule 7.6 Closing Ceremony

7.6.1 The link into each round will be sent to the participants at least three days before the competition. Participants are to click into the link sent to ensure there are no issues. Any arising issues should be communicated to the Organizing Committee as soon as possible.

7.6.2 All virtual participants are to click into the link sent 15 minutes before the opening ceremony. The attendance of all participants are compulsory.

RULE 8.0 CAUCUSES

8.1.1 For purposes of caucuses, upon request of the participants, the relevant parties will be moved into a separate break-out room.

8.1.2 Upon request for a Caucus, the relevant parties will be moved into separate break-out rooms. While in the break-out rooms, participants are not allowed to mute nor turn off their cameras.

8.1.3 Participants will be reminded through the chat section when there is 1 minute left and when time is up. Participants will then be moved back into the main meeting room.

8.1.4 The participants will be placed back into the competition once the time-limit is over.

RULE 9.0 BREAKS

9.1.1 Each team can also take a Break not exceeding 3 minutes upon request in the midst of the competition. A Break is not included in any time allocated for technical glitches.

9.1.2 Upon request for a Break, the Competing Teams will be moved into separate break-out rooms. While in the break-out rooms, participants are not allowed to mute nor turn off their cameras.

9.1.3 Participants will be reminded through the chat section when there is 1 minute left and when time is up. Participants will then be moved back into the main meeting room.

RULE 10.0 TECHNICAL ISSUES

10.1.1 Should there be any technical issues, please relay them to the Organizing Committee through any methods available (Zoom Chat Feature, Telegram group etc.)

10.1.2 Each team will be allocated 1 - 3 minutes upon request to deal with any technical glitch that has occurred. The allocation of time will be left to the discretion of the Organizing Committee and the Judges and will be decided based on the severity of the technical glitch.

10.1.3 During this time, the Overall Time will not continue to run. If the technical glitch is resolved within a short span of time, they shall notify the Organising Committee and shall resume the session.

10.1.4 Teams that require more time to deal with technical glitches shall request for extra time from the judges. The allocation of extra time is left to the discretion of the Judges dan Mediators but the overall time of the Mediation Session continues to run.

10.1.5 The allocation of extra time in Rule 10.1.4 shall not exceed 15 minutes. Failure to rectify the technical issues 15 minutes after the rounds begin will result in an automatic forfeiture. The Judges and Mediators have the discretion to extend the time to deal with technical issues by an additional 15 minutes. Should the participants fail to rectify the technical issues after the extended time limit, they will be considered to have forfeited the round.

10.1.6 The organisers will not be held responsible for any delays resulting from any other reasons besides technical glitch and marks shall be deducted according to the discretion of the Judges and Mediators.

RULE 11.0 TECHNICAL REQUIREMENTS

11.1.1 The Organiser of AIMC 2020 shall not be held liable or responsible for any delay and/or failure in the receipt of entry during the competition due to the inability of the respective Internet Service Provider [ISP] company and/or telecommunication network to provide timely and/or efficient internet and/or telecommunication services.

11.1.2 The participants must ensure the laptop used holds at least 4GB RAM and the internet speed shall be 50 Mb/s with Ethernet plugin or strong Wi-Fi to avoid interruptions during the session.

RULE 12.0 PARTICIPANTS

12.1.1 Participants should adorn themselves in court attire and ensure the lighting of the environment is less distractive.

12.1.2 In the virtual room, participants cannot engage with the other parties other than their own partner once the competition has started.

12.1.3 Each participant should have their own electronic device and the Party and the Party's counsel shall be in separate frames.

12.1.4 Participants must indicate their team number, name and role in their Zoom username e.g. "Team Number – Participant's Name (Role)".

12.1.5 All participants shall not leave the camera for any reason without telling the organiser throughout the competition session.

12.1.6 Participants are not allowed to mute their microphones throughout the session and are required to be quiet to avoid unnecessary interruptions that could affect the opposition's submissions.

12.1.7 Penalties will be imposed to participants who mute their microphone unnecessarily. Participants need a disclaimer that if the background noises are too severe, the Organizing Committee will reserve the right to mute the participant. The Organizing Committee will go through steps with the participant so that they will be aware of the background noise and try to remove it. Once it is settled the participant should unmute themselves.

12.1.8 The participants should not access any materials on the internet as well as communicate with each other or third parties. Penalties shall be imposed accordingly if the participants violate this rule.

RULE 13.0 OBSERVERS

13.1.1 Observers will attend the Mediation Session without having any active roles in it as they will not be part of the mediation session. Observers shall state their preference of joining the specific breakout room prior to the competition to the Organizing Committee.

13.1.2 The allocation of rooms for observers who join virtually will be determined by organisers, taking into account their preference and shall not be changed to avoid any technical problems.

13.1.3 Observers who join the session must indicate their status as an observer in their Zoom username e.g. "Observer – Observer's Name".

13.1.4 Observers must mute their microphones throughout the session and are required to be quiet to avoid unnecessary interruptions that could affect the ongoing submissions.

13.1.5 Observers will not be required to provide any remarks or reviews during the ongoing mediation session.

13.1.6 Observers are prohibited from using any gadgets to record which could disrupt the flow of the session throughout the competition.

13.1.7 Observers are not allowed to participate in the course of scoring the performance of each team.

13.1.8 Observers that joined the session virtually must stay in the session at all time without leaving and entering the session inappropriately.

RULE 14.0 COACHES

14.1.1 Coaches who joined the session virtually shall mute their microphones and must stay in the session at all time without leaving and entering the session as they please. Coaches may leave the conference room once they have dropped a message in the chat box stating their reason for leaving.

14.1.2 Coaches who join the session must indicate their position as a coach in their Zoom username e.g. “Coach – Coach’s Name”.

14.1.3 It is prohibited for coaches to use any types of electronic devices during the submissions.

RULE 15.0 TIMEKEEPER

15.1.1 The Organizing Committee will arrange for the timekeeper to keep track of the duration of each round by indicating the time at the chat section and in the camera to show the remaining time.

15.1.2 Unless otherwise arranged, the timekeeper will be responsible for moving participants between the waiting room, breakout rooms and ‘Main Room’.

RULE 16.0 JUDGES

16.1.1 All matters, the decision of the judge(s) shall be final, and no correspondence or discussion shall be entered into. The Mediation Plan will be judged anonymously and there will be no segregation by country, genre or style etc.

16.1.2 The poor internet connectivity and the lack of quality of the video conferencing should not be taken into account by the judges and will not affect the scoring of the team

RULE 17.0 COMPLAIN PROCEDURE

17.1.1 If any Team has any complaint concerning any matter related to the competition or believes that there has been an infraction of the Rules, the team must submit the Complaint Form of which its link will be sent to the teams on the 16th of October 2020 before the end of day of the competition itself, 9.30p.m., 18th October 2020. Any complaint made afterward will not be entertained.

17.1.2 Failure by any Team to follow the procedures prescribed above shall result in waiver of the Team's complaint.

RULE 18.0 PRIZES

18.1.1 Prizes are in trophies or/and monetary form. The Organising Committee of AIMC 2020 reserves the right to substitute prizes of equal or greater value at any time.

18.1.2 Prizes will be awarded according to the marks of the teams/participants.

18.1.3 Prizes will be shipped to winning teams that are located overseas after the competition. The Organizing Committee will not be responsible for any missing or damaged items that occur during or after the shipping process.

18.1.4 All taxes, insurances, transfers, spending money and other expenses (including meals or personal expenses upgrades, etc.) as the case may be unless specifically stated, are the sole responsibility of the prize winner.

ANNEX I. SCORE SHEET BREAKDOWN

ASPECTS	1	2	3	4	5
The Interests (30 points)					
<p>Opening Statement of Your Perspective and Interests <i>(Presentation of events giving rise to the dispute and relevant legal considerations. Conveying your interests. Showing willingness to collaborate.)</i></p>					
<p>Advancing Your Interests <i>(Ability to advance your business and interests throughout the Mediation consistent with your Confidential Information, while recognising the interests of the other Party and without sacrificing your interests. Flexibility in adapting to the unexpected, while still advancing your interests. Awareness and, where appropriate, assertion of your BATNA.)</i></p>					
<p>Teamwork: Counsel & Client <i>(Working together as a team, effectively communicating with each other, sharing responsibility appropriately and providing mutual backup.)</i></p>					
<p>Information Gathering and Ascertaining the Other Party's Interests <i>(Seeking relevant information and to understand the other Party's interests. Demonstration of active listening skills.)</i></p>					
<p>Seeking to Collaborate with the Other Party <i>(Taking initiatives to build a problem-solving relationship with the other Party. Making appropriate strategic decisions on what to disclose or not.)</i></p>					
<p>Working Together to Develop Options <i>(Generation of a range of options designed to meet your own and the other Party's interests, without premature evaluation.)</i></p>					
Total					
Qualities of A Good Negotiator (25 points)					
Evidence of effective preparation					
Creating an atmosphere of trust in joint and private sessions					
Demonstrating understanding of parties' interests					

Consistently using open and neutral body language and behaviour					
Appropriateness of having or not having a caucus					
Total					
Effective Communication Skills (25 points)					
Delivering appropriate and useful opening statement					
Identifying and acknowledging interests, views and feelings					
Using positive and neutral language consistently					
Summarizing where appropriate and reframing					
Defusing conflict at the table					
Total					
Effective Problem-solving Support (25 points)					
Asking timely and appropriate clarifying questions					
Assisting the parties to separate interests from positions					
Focusing on what is in dispute and linking it to the parties' interests					
Encouraging creative options without evaluation					
Reality-checking					
Total					
Mediation Session Process (25 points)					
Overall management of the mediation process in an effective and authentic manner					
Monitoring progress and demonstrating flexibility in adjusting process to the circumstances and needs					
Demonstrating effective use of procedural options and process (such as reality-testing) to help reach optimal outcomes					
Supporting mediation process by summarizing facts, identifying key information, interests, opportunities and impediments					

Taking active steps to prevent the mediation stalling and to encourage progress towards resolution					
Total					
Minus Time Penalty for Caucus (deduct up to 5 points)					
GRAND TOTAL					

Scoring Scale:

- 1 = Poor (below 50%)**
- 2 = Satisfactory (50 – 65%)**
- 3 = Good (65 – 75%)**
- 4 = Very good (75% – 90%)**
- 5 = Excellent, exceptional, outstanding (top 10%)**