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COURSE BROCHURE

Arbitral Proceedings Management Training Course

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Registered in the United Kingdom and Saudi Arabia

Arbitral Proceedings Management Training Course

Arbitral Proceedings Management is a 1-week training course for lawyers, legal advisers and dispute managers who run cases from the notice of arbitration to the final award, and it builds a Procedural Timetable and Hearing Plan for a live or model dispute. Tribunals and parties now expect tighter case conduct, earlier procedural orders and evidence handled with discipline. Jupiter Prime Training delivers this course on arbitral proceedings management.

Why Arbitral Proceedings Management Matters Now

Three forces shape the conduct of arbitral proceedings today: clients pressing for speed and cost control, tribunals using early case management conferences to fix the shape of a dispute, and cross-border evidence arriving in volume. Strong procedure keeps a party's best points before the tribunal and avoids adverse cost orders. The course draws on the UNCITRAL Model Law on International Commercial Arbitration, the UNCITRAL Arbitration Rules, the IBA Rules on the Taking of Evidence in International Arbitration and the New York Convention on the Recognition and Enforcement of Foreign Arbitral Awards.

Who Gains Most from Arbitral Proceedings Management

- Counsel who prepare pleadings, procedural submissions and correspondence with the tribunal
- In-house legal advisers who instruct external counsel and approve case strategy and budgets
- Dispute and claims managers who assemble factual records and coordinate witnesses
- Contract managers who hold the project documents that later become exhibits
- Tribunal secretaries and case administrators who track deadlines and procedural orders

A disputes function that sends counsel, claims staff and contract holders together gains most.

Arbitral Proceedings Management Capabilities

Participants practise the procedural choices that decide how a claim or defence is heard.

- Design a procedural timetable with realistic submission and hearing dates — tribunal and opposing counsel
- Weigh the scope of document production requests using a Redfern schedule — disclosure strategy
- Specify the structure of witness statements and expert reports — evidential weight before the tribunal
- Build a hearing plan covering time allocation, cross-examination and bundles — hearing conduct
- Calculate and present a costs submission with supporting records — allocation of costs in the award
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Assess the award for enforceability risks under the New York Convention — client and enforcement counsel

Key Arbitral Proceedings Management Terms

- Notice of Arbitration — the document that starts proceedings, identifying the parties, the dispute, the arbitration agreement and the relief sought.
- Procedural Order — a direction issued by the tribunal fixing steps, deadlines and rules for conducting the case.
- Redfern Schedule — a table listing each document request, the reasons for it, the objection and the tribunal's ruling.
- Terms of Reference — a document some rules require, setting out the claims, issues and procedure agreed at the outset.
- Witness Conferencing — a hearing technique where experts or witnesses are questioned together on the same issue.
- Costs Submission — a party's statement of legal and other costs incurred, filed so the tribunal can allocate them.

Arbitral Proceedings Management Day by Day

Day 1: Commencing the Arbitration

- Notice of Arbitration and Response — Framing Claims and Defences Early
- Arbitration Agreement Review — Testing Scope, Seat and Applicable Rules
- Tribunal Constitution and Challenges — Selecting and Objecting to Arbitrators
- Interim Measures Applications — Preserving Assets and Evidence Pending the Award
- Case Theory Mapping — Linking Facts, Issues and Required Proof

Day 2: Shaping the Procedure

- Case Management Conference Agenda — Setting Priorities With the Tribunal
- Procedural Order No 1 Drafting — Fixing Language, Format and Deadlines
- Bifurcation Requests — Separating Jurisdiction, Liability and Quantum Phases
- Statement of Claim and Defence Structure — Ordering Pleadings for Persuasion
- Confidentiality and Data Protocols — Handling Sensitive Records Across Borders

Day 3: Building the Evidential Record

- IBA Rules on the Taking of Evidence — Calibrating Disclosure Expectations
- Redfern Schedule Requests and Objections — Narrow and Specific Production
- Electronic Document Review Methods — Managing Volume and Privilege Claims
- Witness Statement Preparation — Capturing First-Hand Factual Accounts
- Expert Instruction Letters — Defining Questions for Technical and Quantum Experts

Day 4: Conducting the Hearing

- Hearing Bundle and Chronology — Giving the Tribunal a Usable Record
- Chess Clock Time Allocation — Balancing Opening, Examination and Closing
- Cross-Examination Planning — Testing Credibility on Decisive Issues
- Expert Witness Conferencing — Resolving Technical Disagreement Efficiently
- Post-Hearing Briefs and Costs Submissions — Shaping the Final Deliberation

Day 5: Practising the Procedural Timetable and Hearing Plan

- Award Structure and Reasoning Checks — Anticipating Annulment and Correction Requests
- New York Convention Enforcement Review — Avoiding Refusal Grounds Early
- Model Case Timetable Exercise — Applying Procedural Order and Bifurcation Choices
- Mock Document Production Ruling — Applying Redfern Schedule and IBA Rules
- Procedural Timetable and Hearing Plan — Completing the Case Conduct Blueprint

Applying Arbitral Proceedings Management After the Course

- Lead a review of an active or recent case against a model procedural timetable.
- Prepare a template Redfern schedule and witness statement checklist for the disputes team for construction and energy claims.

Arbitral Proceedings Management Questions FAQ

What is arbitral proceedings management and why does it matter now?

Arbitral proceedings management is the planning and conduct of each procedural step from notice to award. It matters now because tribunals expect early structure, clients want cost control and evidence volumes keep growing, so procedural choices often decide how persuasive a case becomes.

Which roles gain most from arbitral proceedings management skills?

Counsel, in-house legal advisers and dispute managers gain most. Contract holders and case administrators also benefit, seeing how records and deadlines shape the outcome.

How does arbitral proceedings management differ from a course on arbitration institutions or arbitration law?

Arbitral proceedings management focuses on running the case rather than choosing an institution or studying substantive law. You work on procedural orders, evidence, hearings and costs, while neighbouring courses cover seat selection or legal frameworks.

What do you bring back from arbitral proceedings management training?

You bring back a procedural timetable and hearing plan built on a model dispute. It sets out submissions, document production, evidence, hearing time and costs.

Arbitral Proceedings Management: The Way Forward

The Procedural Timetable and Hearing Plan first informs the position a party takes at the case management conference. Counsel use it to negotiate deadlines, claims managers to schedule document collection and in-house advisers to forecast budget. After its first use, revisit the balance between written and oral evidence, since that choice shapes hearing length, cost exposure and the tribunal's view of credibility.