**Moot Court Competition**

**Organising Committee**

**Head of Organising Committee (HoOC)**

The Head of the Organising Committee (OC) is the person having the overall responsibility for the project in its entirety. Usually, the HoOC is the Vice President in charge of Moot Court Competitions: if such a position does not exist in the National or Local Board the Vice President in charge of Academic Activities usually is appointed as the HoOC. However, the National or Local Board can appoint any other individual as the HoOC who is considered to carry out the project. An important note is that this person is standing at the top of the organisation of the project, so even with or without further OC, this person will be the contact person and the person to take both: the decisions and the responsibility.

For several reasons, it should be just one person, with the most important being the need for someone who has a comprehensive overview of everything.

During the Planning stage, you may start planning your OC structure and decide whether to do the tasks of this phase by yourself or, if the OC is already created, you may delegate. In every single ELSA Member country, it is different, and it is influenced mainly by the size of the MCC. Both choices have their pros and cons.

**Before making a decision, answer the following questions:**

* Are you a person who tends to delegate the work and supervise the people or are you a person who is not willing to rely on others and prefers to work on his/her own?
* Are you creative in all of the spheres connected to the organisation of the MCC or are you a person who is ready to work but not that inventive?
* Are you a person who is easy to communicate with and talkative or are you a person who prefers to spend less time on the communication channels?
* Are you a person willing to take responsibility for someone else?

After answering the aforementioned questions, you should know what option suits you more in order to help you fulfil the tasks of Planning better.

**Tasks of the HoOC**

* Building up the OC (maybe in cooperation with the board);
* Dividing the tasks among the members;
* Creating a timetable with all the important deadlines;
* Teambuilding and motivation (regular team meetings: update; coordination; make sure every OC member is informed about the progress of the project organisation);
* Surveillance and control;
* Following up;
* Evaluating and transitioning.

#### OC Team

During preparation of MCC, you need support. Therefore, the first step is to set up an OC.

#### *Division of responsibilities*

Someone should be assigned to cover the following areas: (not necessarily each area = one person), for example:

* Support (case, fundraising);
* Judges (finding, coordination);
* Regulations (drafting, interpretation) and scoring (scoring guidelines, score sheets);
* Marketing (find participants, promote the event itself);
* Fundraising (other methods of fundraising);
* Participants (registration, updating);
* Logistics (venue, timekeeping, photocopying, water etc.);
* Timekeepers;
* Witnesses during oral pleadings;
* OC who will help you during oral pleadings.

Once the OC is set, the HoOC and all the OC members should sit down and the HoOC should introduce a picture of how the moot court should look like, then you could brainstorm, for example about:

* Structure of MCC;
* Team application / Single application;
* Topic of the case (Public interest, target group of participants, other moot courts taking/having taken place at the university, finding professional advice, etc.);
* Timetable;
* Fundraising, budget etc.

*OC for participants*

*The role of the person is to provide the following:*

* Preliminary meetings - offering the guidelines and information on how to incorporate the competition in general, providing the case, the acquaintance with the regulations etc;
* Registration - providing the necessary information regarding the registration, answering the raised questions, helping the teams to register etc;
* Communication - whatever tasks or misunderstandings arise, give them the solution
* Support - to be the support they need if some conflict arises;
* Provider of services - providing them the information regarding the accommodation etc.

The OC person responsible for the participants should take care of all the stated above. The most important thing is to highlight, that this OC member is always the first contact person for them. It is the person who is responsible for their registration and the following procedure, who supports them when problems may arise. Mainly it is the person who is responsible for taking care of the tasks connected to the participants e.g. accommodation, visas, special requirements etc. Never underestimate the value of this position.

*Timekeepers*

Some volunteers should act as timekeepers during the oral pleadings. The timekeeper should be able to introduce the case and the panel of judges and also oversee time.

*(Use Annex 6 – Timekeeping)*

**OC during oral pleadings**

The oral proceedings are accompanied by many different tasks that you cannot possibly handle on your own. In addition, problems can occur in different places at the same time, so you will need support. It is good to have a few people who will be available in case of a problem.

Start with listing the number of hands you will have available for help during the oral rounds and then list the tasks that will have to be carried out throughout the event. It does not matter whether you have a massive international, regional small national or local MCC going on: you need to have a clear idea of WHATs, WHOs and WHENs.

One way to do it would be to have a list of tasks, a list of people and a list of places (including how to get there) and put it all in one table/checklist for your reference as the project manager.

The following could be a good example of a timetable for half a day of the oral rounds of the MCC. Leave some space for unplanned tasks while drafting your timetable!

Do not be afraid to be spontaneous, and flexible and improvise if necessary. But always keep in mind how many hands you have available to do the work. Flexibility is really important in the decisions that you make and with the people you deal with. Hopefully, by this time in the development of the project, you will have trustworthy groups of people to rely on.

Make sure that each and every OC member carries a copy of such timetable/task allocation AT ALL TIMES. Each OC member has to be clear on his/her responsibilities throughout the MCC. However, there should be regular updates to the HOC as well as to the other members of the OC so that everyone can see how the various parts work together and picture the outcome. The importance of the updates also lies in the fact that several OC members will have to interact in order to fulfil a task.

Trick: Create your timetable in reverse order. Calculate starting from the actual event how much time the teams will need to prepare for the oral pleadings, the judges – to score the written submissions, the case author - to write a case, and then set up a registration date.

**Example:**

| WHEN | WHAT | WHO | WHERE |
| --- | --- | --- | --- |
| 8:00 | Daily OC briefing: remind them of the schedule and… | [name] | [location] |
| 8:30 | Breakfast |  | [location] |
|  | Call up the participants to remind them when we are leaving | [name] | [location] |
| 9:30 | The participants leave for the pleadings. | [name] | [location] |
| 10:00 | Arrange the rooms, check water and timekeeping, as well as score sheets.  Photos, case for the audience and marketing material. | [name] | [location] |
| 10:30 | Start of session I  Make sure the timekeepers are in their places.  Make sure the pleaders are in their assigned rooms. | [name] | [location] |
| 11:30 | Replan and check for afternoon plans | [name] | [location] |
| 12:00 | End of Session I – clean up the rooms and submit the scores, do the math (ranking). | [name] | [location] |
| 12:30 | The participants leave for lunch. | [name] | [location] |
| 13:00 | Lunch at the restaurant. |  |  |
| 13:30 |  |  |  |
|  | Etc. |  |  |