**TIMEKEEPERS INSTRUCTIONS**

**(Competition administration)**

**VERSION I.**

The following instructions are basic information that needs to be provided towards timekeepers and can be adjusted and used for every MCC.

**Introduction**

**1. Venue:**

* Where possible, the competition Hearing Rooms will be set up to represent the Court Hearing Rooms;
* Competitors face each other and present arguments from their Parties’ table only;
* Oral submissions shall be presented whilst standing/seated (this may depend on the process of the hearings at an international organisation/dispute settlement or a formal legal court).

**2. Timekeeper(s):**

* It is recommended to have two (2) OC Members/Helpers per pleading, who will be present there to keep track of all the formalities;
* These individuals will not only act as the official Timekeepers, but they will also be responsible for the overall administration of the individual hearing in conjunction with the Panel Chairperson.

**Responsibilities**

**Pre-Oral Submission Duties – Hearing Room:**

* Timekeeper(s) to set up the Hearing Room as per the Venue Plan;
* Ensure that name cards (if used by the Oral Round Organiser), water and writing materials are placed on the Panel and team’s tables.

**Pre-Oral Submission Duties towards Teams:**

* Each Registered Team Captain is responsible for completing the Team Appearance Sheet which shall be used in the judging process, where teams indicate their speaking time and their speaker’s names;
* Timekeeper(s) should distribute and collect the “*Team Appearance Sheets*” from each Team Captain (see Timekeeper Sheets);
* Upon receipt of the “Team Appearance Sheets”, the Timekeeper(s) will prepare the “*Oral Score Sheets*” for the Judges providing the basic information:
  + Team Number,
  + Session Time,
  + Team Role (i.e. or Respondent)
  + Names of Speakers in order of nominated presentation,
  + Predicted speaking time of every speaker.
* Timekeepers shall also be provided with a Team Members list for each Oral Round;
* Timekeepers may place one (1) completed and one (1) completed Respondent’s Oral Score Sheets on the Judges table for each individual Judge.

**Pre-Oral Submission Duties towards Panels:**

* One Timekeeper shall meet their Judges in the so-called “Judges Briefing Room” and ascertain details of Judges Members:
  + The Panel Chairperson
  + The other Judges' names.

**The pleading session starts**

**(Procedure)**

* Timekeepers shall lead the Judges into the Hearing Room and make a formal announcement that the Jury session is now open, for example:

*“Please stand. The Case of [name of the Case] is now in session. The Jury members are …. Please be seated.”*

(PRESENTED BY THE TIMEKEEPERS)

* The Chairman of the Jury will welcome the teams and introduce the case shortly;
* The Chairman will ask each team (first complainant, then respondent) to introduce the teams (especially who is going to plead and on what and who will just assist). This does not form part of the time allocated to present main arguments;
* After the introduction, the Chair of the Jury will check with the Timekeepers if they are ready to start. Once confirmed the Chair of the Jury will request the complainant team to present legal arguments;
* Then the complainant will present its arguments – X minutes time;
* Then the respondent will present its arguments – X minutes time;
* The Jury may ask questions during these pleadings at any time and in any number (these questions are included in the teams’ pleading time, so do not stop the clock during questions!);
* It is up to the jury’s discretion whether a team shall be granted additional time when requested;
* After the respondent has finished, the complainant has X minutes to present the rebuttal (according to what the respondent presented);
* Then the respondent has X minutes to present the sur-rebuttal on the just stated arguments from the complainant;
* Afterwards, the Jury will ask the teams to leave the room and deliberate on the points (max. 15 minutes);
* Then Jury will give a general (not substantial) short feedback to the teams. The score sheets shall be given to ELSA representatives/timekeepers, and the scores shall not be revealed to the teams at this stage;
* The pleading will be closed;
* One Timekeeper will escort the competitors and guests out of the Hearing Room, whilst the other will arrange with the Panel how to proceed;
* Feedback Round afterwards.

**Post-Oral Submission Duties:**

* It is the Timekeeper(s) responsibility to return the following items to the OC at the conclusion of their specific Oral Pleading Sessions:
  + Team Appearance Sheets;
  + Timekeepers Administration Sheets;
  + Oral Pleading Score Sheets;
  + Time Signs;
  + Time Clock.

**Timekeepers duties**

* Only team members identified in the team Appearances as “speakers” shall present in one oral round;
* The teams are at liberty to choose who will present specific issues and how long each of the presenters will speak;
* Furthermore, the Overall team presentation time for a team, including rebuttal or sur-rebuttal, should not exceed a total of X minutes (X min main oral pleading, X min rebuttal/sur-rebuttal);
* Therefore, Timekeeper(s) are required to keep a record of each speaker’s time, total team time and any such extension granted by the Panel Chairperson;
* At the appropriate time (as specified in the following pages of this document), the Timekeeper(s) shall inform the Panel Chairperson of each presenter’s actual time and the overall team time;
* Importantly, Timekeeper(s) must be aware that there are many presentation combinations that teams may choose, for example:
* The 1st presenter speaks for X minutes;
* The 2nd presenter speaks for X minutes;
* The 3rd presenter only speaks during rebuttal or sur-rebuttal for a total of 5 minutes (notwithstanding any additional time permitted by the Panel Chairperson);
* Furthermore, the Timekeepers shall ensure that only one team member presents the rebuttal/sur-rebuttal as prescribed as the nominated time stated on the team Appearance Sheet;
* The Timekeepers’ primary function is to assist the Panel by providing the remaining time only for the team presenting (with time signs, for example – 45/35/30/25/20/15/10/5/3/1 minute(s) and TIME (or 0 min);
* When a team is granted additional minutes, the timekeepers must recalculate the time left, in order to show the right time signs;
* The maximum extension for “main” oral arguments should not exceed X minutes. When X minutes (per team) has been reached, the Timekeepers will display the TIME sign and interrupt the Panel to advise that the time for the team to present has expired;
* Remember the extension time does not affect the maximum (X minutes) time allocated for rebuttal or sur-rebuttal;
* If a team does not utilise the time allocated for the main oral pleadings, it forfeits the remaining time.

**VERSION II.**

The following instructions are basic information that needs to be provided towards timekeepers and can be adjusted and used for every MCC.

**Introduction**

**1. Venue:**

* Where possible, the competition Hearing Rooms will be set up to reflect the Court Hearing Rooms;
* Competitors face each other and present arguments from their Parties’ table only;
* Oral submissions should be presented whilst standing/seated (this may depend on the process of the hearings at an international organisation/dispute settlement or a formal legal court).

**2. Timekeeper(s):**

* It is recommended to have two (2) OC Members/Helpers per pleading, who will be present there and keeping track of all the formalities;
* These individuals will not only act as the official Timekeepers but are also responsible for the overall administration of the individual Hearing in conjunction with the Panel Chairperson.

**Responsibilities**

**Pre-Oral Submission Duties – Hearing Room:**

* Timekeeper(s) to set up the Hearing Room as per the Venue Plan;
* Ensure that name cards (if used by the Oral Round Organiser), water and writing materials are placed on the Panel and team’s tables.

**Pre-Oral Submission Duties towards Teams:**

* Each Registered Team Captain is responsible for completing the Team Appearance Sheet which shall be used in the judging process, where teams indicate their speaker’s names;
* Upon receipt of the “Team Appearance Sheets”, the Timekeeper(s) will prepare the “*Oral Score Sheets*” for the Judges providing the basic information:
  + Team Number,
  + Session Time,
  + Names of Speakers,
* Timekeepers shall also be provided with a Team Members list for each Oral Round.
* Timekeepers may place one (1) completed and one (1) completed Respondent’s Oral Score Sheets on the Judges table for each individual Judge.

**Pre-Oral Submission Duties towards Panels:**

* One Timekeeper shall meet their Judges in the so-called “Judges Briefing Room” and ascertain details of Judges Members:
  + The Panel Chairperson;
  + The other Judges' names.

**The pleading session starts**

**(Procedure)**

* Timekeepers shall lead the Judges into the Hearing Room and make a formal announcement that the Jury session is now open, for example:

*“Please stand. The Case of [name of the Case] is now in session. The Jury members are …. Please be seated.”*

(PRESENTED BY THE TIMEKEEPERS)

* The Chairman of the Jury will welcome the teams and introduce shortly the case;
* The Chairman will ask each team (first complainant, then respondent) to introduce the teams (especially who is going to plead and on what and who will just assist). This does not form part of the time allocated to present main arguments;
* After the introduction, the Chair of the Jury will check with the Timekeepers if they are ready to start. Once confirmed the Chair of the Jury will request the complainant team to present legal arguments;
* Then the complainant will present their arguments – X minutes time;
* Then the respondent will present their arguments – X minutes time;
* Then will take place discussion – X minutes time;
* The Jury may ask questions during discussion at any time;
* After the respondent has finished, the complainant has time to present the rebuttal (according to what the respondent presented) and the respondent has time to present the sur-rebuttal on the just stated arguments from the complainant;
* Then both parties will present their final speeches – X minutes time (each team);
* Then Jury will give a general (not substantial) short feedback to the teams. The score sheets shall be given to ELSA representatives/timekeepers, and the scores shall not be revealed to the teams at this stage;
* The pleading will be closed;
* One Timekeeper will escort the competitors and guests out of the Hearing Room, whilst the other will arrange with the Panel how to proceed.

**Post-Oral Submission Duties:**

* It is the Timekeeper(s) responsibility to return the following items to the OC at the conclusion of their specific Oral Pleading Sessions:
  + Team Appearance Sheets;
  + Oral Pleading Score Sheets;
  + Time Signs;
  + Time Clock.

**Timekeepers duties**

* The teams are at liberty to choose who will present specific issues and how long each of the presenters will speak;
* Furthermore, the Overall team presentation time for a team, including rebuttal or sur-rebuttal, should not exceed a total of X minutes (X min main oral pleading, X min rebuttal/sur-rebuttal);
* Therefore, Timekeeper(s) are required to keep a record of each speaker’s time, total team time and any such extension granted by the Panel Chairperson;
* At the appropriate time (as specified in the following pages of this document), the Timekeeper(s) shall inform the Panel Chairperson of each presenter’s actual time and the overall team time;
* The Timekeepers’ primary function is to assist the Panel by providing the remaining time only for the team presenting (with time signs, for example – 45/35/30/25/20/15/10/5/3/1 minute(s) and TIME (or 0 min);
* When a team is granted additional minutes, the timekeepers must recalculate the time left, in order to show the right time signs;
* The maximum extension for “main” oral arguments should not exceed X minutes. When X minutes (per team) has been reached, the Timekeepers will display the TIME sign and interrupt the Panel to advise that the time for the team to present has expired;
* If a team does not utilise the time allocated for the main oral pleadings, it forfeits the remaining time. It could be used during discussion.