

Helga Pedersen
Moot Court Competition



Annex 1.

Helga Pedersen Moot Court Competition
Regional Round Quality Standards

To improve the clarity and ease of understanding of the Hosting Agreement, tables such as the following have been added to the document.

Exemplary table:

<i>Obligation</i>	<i>Description of the obligation</i>	<i>Time frame</i>
Compliance with internal documents and Regulations of ELSA	Comply with the Code of Conduct, set out in Annex 2 of this Agreement;	During the term of this Hosting Agreement
Fundraising	Fundraise for the Regional Round to have a secure financial basis;	Before the Regional Round
Reception of the Teams	Provide reception upon arrival of the Teams every day during the Regional Round;	During the Regional Round
Reporting	If requested, submit a report to ELSA after the Regional Round.	After the Regional Round

1. General Quality Standards

General Quality Standards of the Helga Pedersen Moot Court Competition Regional Rounds shall be the following:

<i>Quality Standard</i>	<i>Description of the Quality Standard</i>	<i>Time frame</i>
1.1. Duration of the Regional Round	1.1.1 The Regional Round shall last for three days, including the day of arrival and excluding the day of departure. It shall be divided in the following way: <ol style="list-style-type: none"> 1. The first day shall feature the academic programme and the opening ceremony; 2. The second day shall feature pleadings and the social/cultural programme; 3. The third day shall feature pleadings and the closing ceremony. 	
	1.1.2. The Organising Group may deviate from the aforementioned schedule after approval from ELSA.	
1.2. Providing Participants with information	1.2.1. The Organising Group shall provide the Participants registered for the Regional Rounds with all the necessary information with regards to the whole programme of the Regional Round at least three weeks prior to the first day of the Regional Round, including a detailed agenda of the event, description of the city, where Regional Round is happening, description of the venues, where the Regional Round will be happening, transportation and other information about logistics;	
	1.2.2. The Organising Group shall provide the letters of invitation and other necessary documents for Participants within seven days after they have confirmed their attendance. The documents shall be signed by the Legal Representative of the Organising Group;	
1.3. Reception	1.3.1. The Organising Group shall provide reception upon arrival of the Team every day during the Regional Round;	
1.4. Participants' badges	1.4.1. The Organising Group shall provide the Participants of the Regional Round with a participants' badge including at least the name of the Participant, the address of the main venue where the Regional Round will be happening, the phone number of the	

	Head of the Organising Committee and the phone number of the emergency services in the country where the Regional Round takes place;
1.5. Judges' badges	1.5.1. The Organising Group shall provide the Judges of the Regional Round with a Judges badge including at least the name of the judge, the address of the main venue where the Regional Round will be happening, the phone number of the Head of the Organising Committee and the phone number of the emergency services in the country where the Regional Round takes place;
1.6. ELSA representatives' badges	1.6.1. The Organising Group shall provide the representatives of ELSA with a respective badge including at least the name of the representative, their relevant ELSA position, the address of the main venue where the Regional Round will be happening, the phone number of the Head of the Organising Committee and the phone number of the emergency services in the country where the Regional Round takes place;
1.7. Organising Committee members' badges	1.7.1. Members of the Organising Committee shall have a badge including at least their name, their position within the Organising Committee, the address of the main venue where the Regional Round will be happening, the phone number of the Head of the Organising Committee and the phone number of the emergency services in the country where the Regional Round takes place.
1.8. Presence of the member of the Organising Committee and emergencies	1.8.1. The Organising Group shall create an emergency channel of communication for members of the Organising Committee and representatives of ELSA to be available for the entire duration of the Regional Round. The channel should be used to communicate matters of emergencies regarding health of the Participants and other emergencies relating to the organisation of the Regional Round;
	1.8.2. The Organising Group shall take immediate action and provide the necessary assistance in issues involving medical attention for Participants.

2. Oral Pleadings

Quality Standards of the Helga Pedersen Moot Court Competition Regional Rounds relating to the oral pleadings shall be the following:

<i>Quality Standard</i>	<i>Description of the Quality Standard</i>	<i>Time frame</i>
Printing of the materials		
1.1. Printing materials	1.1.1. One set of the Rules of the Competition must be printed per Judge per oral pleading round;	
	1.1.2. Two scoring sheets must be printed per Judge per oral pleading round;	
	1.1.3. One set scoring guidelines must be printed per Judge per oral pleading round;	
	1.1.4. One bench memorandum must be printed per Judge per oral pleading round;	
	1.1.5. Once Case must be printed per per Judge per oral pleading round;	
	1.1.6. Two team appearance sheets must be printed per Team per oral pleading round;	
	1.1.7. Two timekeeper sheets must be printed per timekeeper per oral pleading round;	
	1.1.8. One name card including team number must be printed per Team;	
	1.1.9. At least one name card including the name of the Judge must be printed per judge;	
	1.1.10. Any other materials reasonably requested by ELSA must be printed.	
Rooms and Ceremony Venues		
1.2. Ceremony venues	1.2.1. The ceremony venue must seat all Participants, Coaches, members of the Organising Committee and the representatives of ELSA;	
	1.2.2. If sharing the venue with other people, the seating must be remote from other guests in the venue;	

	1.2.3. At least two members of the Organising Committee must be available at the ceremony venues.
1.3. Pleading rooms	1.3.1. The pleading room must seat three Judges;
	1.3.2. The pleading room must seat two Teams of four people;
	1.3.3. The pleading room must seat two timekeepers in a way that these are visible for Judges and Teams.
	1.3.4. The pleading room must be equipped with paper and pens for Judges and timekeepers;
	1.3.5. The pleading room must be equipped with cups or glasses for each day of the pleadings;
	1.3.6. The pleading room must be equipped with water for teams, Judges and timekeepers.
	1.3.7. The pleading room must be equipped with free wireless Internet access;
	1.3.8. At least five members of the Organising Committee must be available at the venue, where the oral pleadings take place.
1.4. Organising Committee room requirements	1.4.1 The OC room shall feature a printer;
	1.4.2. The OC room shall feature sufficient amount printing paper (for at least 500 prints);
	1.4.3. The OC room shall feature free wireless internet access;
	1.4.4. The OC room shall feature a conference table seating at least 10 people;
	1.4.5. The OC room should be accessible one day before the Regional Round for the representatives of ELSA to use during preparations.
1.5. Participants' room requirements	1.5.2. The Participants' room shall feature chairs and tables for at least 30 people;
	1.5.1. The Participants' room shall feature water.
1.6. Judges' room requirements	1.6.1. The Judges' room shall feature chairs and tables for at least 15 people;
	1.6.2. The Judges' room shall feature water.

Composition of the benches for the oral pleadings

1.7. Appointment of the Judges	1.7.1. The Organising Group shall appoint three Judges per bench per oral pleading in accordance with the Rules of the Competition;
	1.7.2. No Judge may be appointed without prior consultation with the International Board of ELSA.
Spectators	
1.8. Spectators	1.8.1. The Organising Group may not allow spectators to the pleadings without prior consultation with ELSA.

Oral Pleadings Quality Standards shall be ensured at the latest before the arrival of the representatives of ELSA.

3. Meals, Coffee Breaks

Quality Standards of the Helga Pedersen Moot Court Competition Regional Rounds relating to the meals and coffee breaks shall be the following:

<i>Quality Standard</i>	<i>Description of the Quality Standard</i>	<i>Time frame</i>
3.1. Providing meals and coffee breaks	3.1.1. The Organising Group shall provide the dinner on each day of the Regional Round;	
	3.1.2. The Organising Group shall provide the lunch on the second and third days of the Regional Round;	
	3.1.4. Each meal shall be accompanied by beverages including but not limited to water;	
	3.1.3. The Organising Group shall provide the coffee breaks on the second and third days of the Regional Round;	
	3.1.5. Alternative meals shall be provided with respect to dietary restrictions, allergies and preferences of the Participants;	
	3.1.6. The Organising Group shall provide the meals to the Participants, Judges, representatives of ELSA and members of the Organising Committee.	

4. Academic, Social Programme

Quality Standards of the Helga Pedersen Moot Court Competition Regional Rounds relating to the academic and social programmes shall be the following:

<i>Quality Standard</i>	<i>Description of the Quality Standard</i>	<i>Time frame</i>
Academic Programme		
4.1. Academic Programme	4.1.1. The Academic Programme shall be disclosed to the Participants at the latest three weeks before the start of the Regional Round;	
	4.1.2. The Academic Programme shall last a maximum of three hours;	
	4.1.3. The Academic Programme shall not be separated from the Regional Round and shall be delivered exclusively for its Participants;	
	4.1.4. Free wireless internet access shall be at the disposal of the Participants and speakers of the Regional Round in the venue of the academic programme;	
	4.1.5. At least one member of the Organising Committee shall be present during the Academic Programme in order to be at the disposal of the speakers and Participants of the Regional Round;	
	4.1.6. The Academic Programme shall take place on the first day of the Regional Round.	
Social Programme		
4.2. Social Programme	4.2.1. The social or cultural programme shall be diverse, be provided for at least one day of the Regional Round, and aim at giving the Participants the opportunity to get to know each other as well as the culture of the country;	
	4.2.2. At least one member of the Organising Committee per 15 Participants shall be present at the official social programmes of the Regional Round, providing all necessary assistance to the Participants.	