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Swiss Commission of Arbitration and ADR - Commission suisse d'arbitrage et ADR

Organizational Regulations

ICC Switzerland adopts the following Organizational Regulations to implement and promote arbitration, mediation and other dispute resolution mechanisms of the International Chamber of Commerce (the “ICC”) in Switzerland:

Art. 1 Bodies

¹The Swiss Commission of Arbitration and ADR (the “**Swiss ICC Arbitration Commission**”) is the main body of ICC Switzerland responsible for the promotion of ICC Dispute Resolution Services in Switzerland and the coordination of Swiss contributions to the ICC Dispute Resolution activities, mainly in the ICC Commission on Arbitration and ADR (the “**ICC Arbitration Commission**”) and its Task Forces (Art. 2 and 3).

²The Swiss ICC Arbitration Commission is directed by a President and one to four Vice-Presidents (the “**Chairmanship**”).

³The Chairmanship acts at the same time as Swiss Arbitration Nomination Committee (the “**SNC**”), a sub-body of the Swiss ICC Arbitration Commission entrusted with the tasks pursuant to Art. 13(3) of the ICC Rules 2017 (or as amended after the entry into force of these Organizational Regulations)(Art. 4).

⁴The **Secretary General** and the **Deputy Secretary General** of ICC Switzerland support the Chairmanship in the organization of the activities of the Swiss ICC Arbitration Commission and the SNC, as well as in the execution of their tasks.

Art. 2: Composition and Organisation of the Swiss ICC Arbitration Commission

¹The Swiss ICC Arbitration Commission consists of

- the Swiss Delegates to the ICC Arbitration Commission and its Task Forces;
- the members of the Chairmanship;
- the Swiss Members of the International Court of Arbitration (the “Court”) of the International Chamber of Commerce (including the Swiss Vice-President of the Court, if any), who are ex officio members of the ICC Arbitration Commission;
- other Members proposed by the Chairmanship, notably potential candidates for Delegates to the ICC Arbitration Commission and its Task Forces.

²The members of the SNC are elected by the Board of ICC Switzerland.

³The members of the Swiss ICC Arbitration Commission are selected and approved by the Chairmanship for a term of three years and may be re-elected twice. Upon request by the Chairmanship, the 3-years term is not applied in a specific situation, in particular, in case of a continued involvement in the work of a Task Force of the ICC Arbitration Commission. In this case, the term ends with the termination of the work in the Task Force of the ICC Arbitration Commission.

⁴The President of the Swiss ICC Arbitration Commission is elected for a term of three years and may be re-elected once. The Vice-Presidents are elected for one term of three years.

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⁴The total number of the members of the Swiss ICC Arbitration Commission shall in general not exceed 35.

⁵The Secretary General of ICC Switzerland and the Deputy Secretary General support the Chairmanship, in particular the President, and participate in the work of the Swiss ICC Arbitration Commission ex officio.

Art. 3: Tasks of the Swiss ICC Arbitration Commission

¹The Swiss ICC Arbitration Commission is entrusted with the following tasks:

- it is at the disposal of the users of the ICC Rules to facilitate the choice of arbitrators;
- it informs the members of ICC Switzerland, the parties involved in arbitration proceedings, their counsel and any other interested person about dispute resolution under the auspices of the ICC;
- it coordinates the activities of the Swiss Delegates to the ICC Arbitration Commission and its Task Forces;
- it comments in the name of ICC Switzerland on proposed modifications to the ICC Arbitration Rules, on the activities of the ICC Arbitration Commission and its Task Forces and on any other questions related to arbitration or mediation;
- [it assures the necessary coordination with the Swiss authorities (in particular the Federal Office of Justice) and relevant educational institutions (such as Universities offering arbitration courses and the Swiss Arbitration Academy);
- it organises on a regular basis events on actual topics in the fields of arbitration, mediation and other dispute resolution mechanisms related to new developments in the ICC and the ICC Arbitration Commission and its Task Forces; and
- it organizes annually a study tour to the ICC Court in Paris in order to facilitate contact between the Swiss arbitration practitioners, the Court and its Secretariat.

²The members of the Swiss ICC Arbitration Commission commit themselves to promote arbitration, mediation and other dispute resolution mechanisms.

³The Chairmanship may delegate tasks to permanent or ad hoc task forces.

Art. 4 Tasks of the Chairmanship

¹The President:

- prepares the meetings of the Swiss ICC Arbitration Commission in consultation with the Vice-Presidents;
- leads the meetings of the Swiss ICC Arbitration Commission;
- reports annually to the Board of ICC Switzerland on the activities of the Swiss ICC Arbitration Commission, the SNC and ICC dispute resolution activities in general.

²The President and the Vice-Presidents:

- elect new members of the Swiss ICC Arbitration Commission and propose, in co-ordination with the Secretary General, the renewal of the Chairmanship/SNC to the Board of ICC Switzerland;

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- assume other activities related to the work of the ICC in the field of arbitration, mediation and other dispute resolution mechanisms on behalf of ICC Switzerland as far as no other body of ICC Switzerland is more suited for such purposes.

³The Secretary General and/or the Deputy Secretary General support the Chairmanship, in particular, the President, in the execution of its tasks and participate in the meetings.

Art. 5 Tasks of the SNC

¹The SNC:

- prepares proposals for nominations of arbitrators pursuant to Art. 13(3) of the ICC Rules 2017 (or as amended after the entry into force of these Organizational Regulations);
- performs any other activity related to the work of the ICC and to the ICC Rules that may be assigned to the SNC by amended ICC Arbitration Rules.

²The organization of the workflow of the SNC for the proposals for nominations of arbitrators is regulated in a workflow manual established and approved by the Swiss ICC Arbitration Commission (the "**SNC Workflow Manual**").

Art. 6 Approval and entry into force

¹These Organizational Regulations were discussed and adopted at the meeting of the Swiss Commission of Arbitration and ADR on 1 November 2018 and were approved by the Board of ICC Switzerland on 16 February 2019. They enter into force on 1 March 2019.

²These Organizational Regulations replace the Rules of the Swiss Commission of Arbitration and ADR dated 25 September 2013.

Zurich, 18 February 2019