

ARBITRATION
(ADVOCATE SEAT) CHECKLIST

Introduction

An Arbitration Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of arbitration practice.

- 1) For PTs undertaking the Arbitration Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) All tasks set out in Section B;
 - c) **One task** set out under Section C; and
 - d) **Five tasks** set out in Section D.

- 2) For PTs undertaking the Arbitration Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A; and
 - b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client, including collating documents from client(s) and reviewing the documents	
A2	Conduct legal research or draft advice on a client’s query on an arbitration matter and communicate research results to the supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Review an arbitration clause	
A4	Prepare advice on the substantive merits of the claim / defence, or parts thereof to be submitted for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

A5	Discuss potential ethical issues that may arise in arbitration	
A6	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Draft a research memo on the grounds on which an award may be set aside under Singapore legislation	
B2	Be familiar with the timelines, pleading/memorial requirements, and arbitration processes of at least one of the following: SIAC Rules, UNCITRAL Rules, ICC Rules	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Prepare advice on the enforceability of a Singapore-seated or foreign award to be submitted for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
C2	Understand the relevance of the choice of arbitrator to the conduct of the arbitration and/or presentation of the case. This would include an understanding of why and if so when the nationality, seniority, legal background, and home-jurisdiction of the arbitrator might potentially be relevant	
C3	Understand the similarities and differences in the rules of evidence in arbitration and litigation: e.g. on discovery obligations, hearsay, scope to compel a witness to give evidence at the arbitration	

SECTION D

No.	Task	Done <i>(please tick accordingly)</i>
D1	Draft submissions for any set of interlocutory proceedings (including but not limited to joinder, production of documents, security for costs, etc)	
D2	Draft factual witness statements, expert witness statements, or the equivalent	
D3	Draft submissions for the substantive hearing (Opening Statement / Closing Submissions)	
D4	Draft any pleadings in the arbitration, including the Notice of Arbitration / the Response – or the equivalent	
D5	Assist with the getting up / preparation of the main arbitration hearing (including but not limited to preparation for cross-examination, preparation of witnesses, organisation of bundles)	
D6	Assist with preparing / resisting proceedings for interim relief	
D7	Assist with preparing / resisting a challenge to jurisdiction of the tribunal	
D8	Assist with preparing post-hearing applications (including but not limited to an application for clarification, further arguments, setting aside of the Award)	
D9	Attend and assist on a hearing for interim relief / on challenge to jurisdiction	
D10	Attend and assist on a contested interlocutory hearing	
D11	Attend and assist with the main arbitration hearing	

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period¹.

Full Name of Practice Trainee as per NRIC / FIN:	
Full Name of Singapore Law Practice:	
Full Name of Supervising Solicitor as per Practising Certificate:	
Signature of Supervising Solicitor:²	
Date signed:	

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

¹ Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

² Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.