

Swiss Nomination Committee Workflow Manual

ICC Switzerland submits proposals for nominations of arbitrators to the ICC Court pursuant to Art. 13(3) of the ICC Rules (2017 ed. and 2021 ed., or as further amended after the entry into force of this the Workflow Manual). In line with Art. 5(2) of the Organizational Regulations, the following workflow manual shall apply for submission the said arbitrator-proposals:

- The teams of the ICC Secretariat send requests for proposals by email to ICC Switzerland (the "**Request**"). A Request usually must be handled within 7 days or 4 days in case of expedited proceedings. This means that the proposals made by the Swiss Nomination Committee should latest be sent to the respective team in Paris within this time period and, if possible, within a shorter time period.
- The secretariat of ICC Switzerland promptly forwards the Request by email to a member of the Swiss Nomination Committee (with copy to the president of the Swiss Nomination Committee; the "**President**"). The concerned member of the Swiss Nomination Committee sends a proposal of three names to the secretariat of ICC Switzerland (with copy to the President) within 24 hours as from her/his receipt of the Request.
- When preparing the first proposal, the following criteria should be taken into consideration:
 - Chairperson or Sole Arbitrator; in case of Chairperson, who are the co-arbitrators
 - Arbitration experience as counsel and/or as arbitrator
 - Amount in dispute
 - Specific criteria listed by the responsible team of the ICC Secretariat in the letter to the SNC, such as language skills, specific expertise, industry, field of law etc.
 - Strive for gender diversity
 - Diversity in the sense that for smaller cases younger candidates should be included in the proposals, provided that they fulfil the experience criteria
 - Each candidate can only be proposed and confirmed by the ICC Court once per year; i.e. once a proposal is accepted by the Court, the respective candidate is barred for one year
 - Only Swiss nationals or arbitration practitioners located in Switzerland can be proposed
 - Candidates with a nationality (also double nationality) of one of the parties to the dispute are excluded
- Upon approval by the President, the secretariat of ICC Switzerland sends the proposal of three candidates by email to the responsible team of the ICC Secretariat, as soon as possible and follows up under the guidance of the President, if required. The follow-up with the chosen candidate for the filling-in of the forms and the forwarding of the forms to the team at the ICC Secretariat is handled by the secretariat of ICC Switzerland.
- In specific cases (e.g. with high probability of conflicts of interest of the candidates or difficult criteria stipulated by the ICC Secretariat), *ad hoc*-solutions must be found under the guidance of the President (or, in case of his absence or prevention, another member of the Nomination Committee or the Secretary General).

Zurich, 12 January 2024