

### EXAMPLE OF AN OUTLINE FOR THE ADMINISTRATIVE MEETING

The purpose of an administrative conference call is to help parties understand the administrative process of the appeal and to agree on administrative questions.

If they have not been addressed or agreed upon already, topics that could be addressed include (but are not restricted to):

- √ Communication protocol with the panel or the case manager;
- √ Language of proceedings;
- √ Selection of the appeal panel members (if applicable)
- √ Confirmation of documents received to date and documents still to be filed;
- √ Participation of potentially affected parties;
- √ Urgency of the matter or deadline for a resolution;
- √ Format of hearing;
- √ Availability of parties and scheduling of the next steps.

Depending on the urgency of the case, the following topics may also be addressed:

- √ Submission schedule;
- √ Scheduling of appeal hearing.

### EXAMPLE OF AN OUTLINE FOR THE PRELIMINARY MEETING

The preliminary meeting is generally led by the designated panel members. If no administrative meeting was held before the preliminary meeting, items contained in the *Example of an Outline of Administrative Meeting* can be reviewed to verify that nothing of relevance is left out of the pre-hearing discussions.

The purpose of this meeting is to help parties understand the way in which the proceedings will be conducted and to discuss any other matter requiring attention in advance of the appeal hearing.

If they have not been addressed or agreed upon already, topics to be addressed may include (but are not restricted to):

- √ Clarification of the issues and questions to be resolved by the panel;
- √ Preliminary matters relating to:
  - Jurisdictional challenge or questions;
  - Potentially affected parties;
  - Provisional or conservatory measures.
- √ Possible additional submissions and submission schedule;
- √ Format and scheduling of appeal hearing;
- √ Witnesses and format of testimonies / cross-examinations;
- √ Order of proceedings for the appeal hearing.