

Guidelines for in-house counsel in arbitration proceedings

**ICC Workshop for In-House Counsel in Arbitration Proceedings
ICC Mexico – International Chamber of Commerce**

The International Chamber of Commerce is aware of the importance that in-house counsel be involved and participate with external lawyers in the development of arbitration proceedings, and it underwent the task of preparing guidelines for in-house counsel participating in arbitrations. As such ICC Mexico will organize the launching of the guide, in order to promote its use among all professionals specialized in the field.

The purpose of this document is to provide in-house counsel and external lawyers representing the parties, with a practical guide or “toolkit” for decision-making during the arbitration proceeding, taking into account the complexity of the case as well as the reduction of time and costs.

As a reflection of the ongoing efforts of the International Chamber of Commerce to ensure the users of arbitration that the proceedings are conducted in an effective and efficient way, this guide focuses on matters regarding the reduction of time and costs in the administration of the process.

The guide was created for in-house counsel that participate in any arbitration proceeding, whether these involve small or large amounts of damages, multi-party and multi-contract arbitrations.

With the goal of introducing this guide among Latin American lawyers, the International Chamber of Commerce Mexico (ICC Mexico) and our Arbitration Commission have prepared the launching of these guidelines, which will take place on **Tuesday November 25th, 2014** in Mexico City, where **Peter Wolrich**, ex World President of the Arbitration Commission of the ICC, as well as experts in the field, will be present and will present the content of this “toolkit” in tables of analysis and discussion regarding:

“In-house counsel on the eve of arbitration: Preliminary considerations”: where the panel will analyze the questions that arise with regards to the drafting and negotiation of arbitration clauses, the use of dispute resolution methods other than arbitration (negotiation, mediation, dispute boards, etc.), the selection of external lawyers and the selection of arbitrators.

“An arbitration made to fit: Creativity and Efficiency by all means”: which will study the Request for Arbitration, Answer, Preliminary Hearing, Terms of Reference and Procedural Timetable.

“The Course of Arbitration and In-house Counsel”: which will analyze the topics of Evidence, Hearing, Settlement and Final Stage: Conclusions and Costs.