

**CENTRE FOR ALTERNATIVE DISPUTE
RESOLUTION & PROFESSIONAL
SKILLS**

PRESENTS

**SAMANVAY
INTERNATIONAL
MEDIATION
COMPETITION, 2023**

21st-22nd October 2023 | 4th-5th November 2023

RULEBOOK



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1. DEFINITIONS

For the purposes of the conduction of Samanvay International Mediation Competition, 2023:

- 1.1. **Assessment criteria** refer to the scoring and evaluating criteria for the Assessors.
- 1.2. **Assessor** refers to a person selected by the Organizing Committee who evaluates and scores participants' performance during a Mediation Session under the Assessment Criteria.
- 1.3. **Caucus** refers to a private discussion between the co-mediators and a negotiating pair.
- 1.4. **Clarification** refers to the official clarifications or corrections to the Mediation Problems.
- 1.5. **Competition** refers to the 1st Samanvay International Mediation Competition, 2023.
- 1.6. **Competition Session** refers to each round of the Competition, which involves three stages- the Confidential Information Session, the Main Round, and Scoring.
- 1.7. **Confidential Information** refers to the information regarding the Mediation Problem of either the Requesting or Responding Party for the exclusive use of the Negotiating pairs and the Assessors, but not the Mediators.
- 1.8. **Counsel** refers to the legal representative of the party subject to the dispute or an advisory representative of the party subjected to the Mediation.
- 1.9. **Mediator** refers to the neutral individual who will facilitate the negotiation.
- 1.10. **Feedback** refers to the critique provided by Assessors to the Competition Session Participants concerning their performances in the Round.
- 1.11. **General Information** means the background factual information of the Problem for each Negotiating pair, the Assessors, and the Mediators.
- 1.12. **Host Institution** means Himachal Pradesh National Law University, Shimla, India.
- 1.13. **INR means** Indian National Rupee.
- 1.14. **IST** means Indian Standard Time (UTC+05:30). All references to time throughout this document and any subsequent information released by the Organizing Committee shall be construed as a reference to Indian Standard Time.
- 1.15. **Margin Of Victory** refers to the positive difference between the scores of the winning mediator/ negotiating pair scores and the opposite mediator/negotiating pair.

1.16. Mediation Plan refers to the written submission made by the parties in compliance with the 'Mediation Plan Guidelines' in order to be assessed for the selection of participating teams.

1.17. Negotiating pair refers to the direct party to the dispute or a party's representative directly subjected to the Mediation.

1.18. Organising Committee refers to the Centre for ADR & PS of Himachal Pradesh National Law University, Shimla, India.

1.19. Participant refers to any person participating in this Competition as a negotiating pair or mediator.

1.20. Penalty refers to the points deducted for any violation of the rules and guidelines at the discretion of the Organizing Committee and Assessors.

1.21. Requesting Party refers to the Negotiating pair representing the party requesting the Mediation.

1.22. Responding Party refers to the Competing Negotiating pair representing the party responding to the request for Mediation.

1.23. Rooms refer to the rooms, either physical or virtual, where the Mediation session will be conducted.

1.24. Rules refer to all provisions in this document, read in conjunction with any other information designated by the Organizers as applicable Rules and guidelines governing the Competition.

1.25. OC Member refers to a person appointed by the Organizing Committee to keep time during a Mediation Session and fulfill any other duties as directed during the Session.

1.26. Team refers to group of individuals participating in the competition as a negotiating pair or mediator from the same institution registering through their university or, under specific circumstances, independently.

2. LANGUAGE

All formal communications during the competition, whether written or oral, shall strictly be in English.

3. REGISTRATION

The registration shall be a two-step process consisting of Provisional Registration and Final Registration.

3.1 Provisional Registration

3.1.1 The provisional registration shall be complete after filling the **google form** attached below and upon submission of two Mediation Plans for each of the Preliminary Rounds in addition to payment of **INR 2,000** (for national teams) or **USD 30** (for international teams). The link for the google form is as follows:

<https://forms.gle/uvUPvsypD4KDYjD17>

3.1.2. The link for the Payment of provisional registration fee is attached below:

https://erphpnlu.in/anon_evForm.htm?ev=22

3.1.3 The Mediation Plans submitted by the teams shall be assessed, through which the top 32 teams will be selected to proceed to the Oral Rounds.

3.2 Final Registration

3.2.1. The final registration shall be complete upon payment of **INR 8000** (for national teams) or **USD 130** (for international teams).

3.2.2. Any amount paid for the purpose of provisional or final registration is **non-refundable**.

4. TEAM COMPOSITION AND CONDUCT

4.1. The competition is open to all full-time and part-time undergraduate students pursuing any law degree.

4.2. Each participating team shall consist of three members, namely a Mediator, a Client, and a Counsel. Switching of roles after completion of the registration process by the team shall *not* be allowed, unless under exceptional circumstances.

4.3. Teams may be permitted to register independently only upon obtaining formal permission from their respective university.

4.4. The Organizing Committee shall assign all participants a unique Team Code and the same shall be utilised for all official communication during the Rounds.

4.5. The participating teams shall employ the names provided in the General Information for communication during the course of the Mediation Rounds.

4.6. All participants shall strictly adhere to the want of anonymity and any disclosure of the identity of the institution or the personal information of the team members is prohibited.

5. ROUNDS & MODE OF CONDUCTION

5.1. The Competition shall consist of **six (6) rounds**;

5.1.1. two (2) Preliminary rounds,

5.1.2. one (1) Octa Final round,

5.1.3. one (1) Quarter Final round,

5.1.4. one (1) Semi-Final Round, and

5.1.5. one (1) Final Round.

5.2. Each team shall be mandatorily subjected to both the Preliminary rounds.

5.3. The Preliminary and Octa Final rounds shall be conducted **online** via the Google Meet (GMeet) platform.

5.4. The Quarter-Final, Semi-Final, and Final Rounds shall be conducted **offline** at the Himachal Pradesh National Law University campus in Shimla.

6. MEDIATION PLAN

6.1. Each team (comprising Client, Counsel, and a Mediator) has to submit **two** “Mediation Plans” (one for each of the Preliminary Rounds) before 11:59 PM (IST), **8th October 2023**, the detailed guidelines and scoring criteria for which have been attached below. Annexure 2.

6.2. A total of **32 teams** based on the scores of their written submissions shall advance to the preliminary rounds.

7. COMPETITION FORMAT

7.1. Each Mediation session shall consist of two Negotiating Pairs representing the Requesting Party or Responding Party respectively and two Mediators engaging in the Mediation process.

7.2. Each round shall have a unique set of General Information and Confidential Information.

7.3. The General Information for Preliminary Rounds has been released on the university website. <https://hpnlu.ac.in/research.aspx?ref-id=8>. Propositions for the advanced rounds shall be released in due course of time.

7.4. The Confidential Information for each side shall be emailed to the point of contact provided for online rounds and distributed to the parties for offline rounds **60 minutes prior** to the commencement of each round.

7.5. The Negotiating pairs are expected to advance their interests as provided in the General Information and counsels are expected to advise their clients in a Mediation round.

7.6. The mediators, from two different teams, shall endeavor to act in coordination and distribute roles equally, including their positions during a Caucus, if any. The Mediators shall be in the room without interruption and work together as a team to facilitate the Mediation process.

7.7. The Mediation round shall be followed by a Scoring session.

7.8. Following the Scoring session, the Feedback session shall commence. The participants may clarify the assessors on any questions by the assessors pertaining to their mediation strategy or other issues (if any).

7.9. The Assessors shall not reveal the session results to either team during or after the Feedback round.

8. **DRAW OF LOTS**

8.1. The match-ups for all Rounds up to the Final Round shall be decided by the Organizing Committee by way of a Draw of Lots for both the Mediators and the Negotiating pairs.

8.2. No two teams from the same institution (if any) shall compete with one another in the same Mediation room. The same shall not be applicable to the advanced rounds in the offline mode.

9. **INTERPRETATION OF PROBLEMS**

9.1. The participants shall not invent any new material facts. However, the facts of the problems are subject to *reasonable* inference and interpretation. The discretion to adjudge the reasonability of the same shall rest solely upon the assessors for that round.

9.2. The Mediation Problems may refer to natural or fictional places. The teams will neither be penalized nor advantaged for any knowledge of Indian law or lack thereof. The international laws will be used only to set the context for the Mediation Session and should not be used to determine or answer any issue in any Round in favor of any party.

10. **CLARIFICATIONS**

10.1. Participants can seek clarifications regarding the General Information provided for the Preliminary rounds through <https://forms.gle/94rg99aEqyXhNDm16>. The dates for closing the form for clarifications and releasing clarifications are notified in the revised brochure.

10.2. The link to submit clarifications for General Information of advanced rounds shall be provided with the GI itself.

11. **DISCLOSURE OF CONFIDENTIAL INFORMATION**

11.1. The Confidential Information shall be released to the Negotiating pairs **60 mins prior** to the commencement of the specific round. The Confidential Information is specific to the Representing or Requesting Party and shall be released *only* from the side allotted to the Party.

11.2. The Negotiating pairs are not permitted to communicate with any person other than their negotiating partner and the OC after disclosure of the Confidential Information, except their coach.

11.3. Disclosure of Confidential Information to the Mediator or the other participating team from the same institution by the negotiating pair before the commencement of rounds shall make the entire team liable for immediate disqualification from the Competition. The final discretion rests with the Organising Committee in that regard.

11.4. Members of the Organizing Committee will strictly monitor the designated rooms for the mediators and the negotiating pairs at the time of release of Confidential Information to prevent any possible violation of the rules.

11.5. At any point during the mediation session, the negotiating pairs may disclose their confidential information to the mediator and/or the opposite party, provided that the aforesaid is done in line with their negotiation strategy.

12. ASSESSORS

12.1. In each session, experts in the field of Mediation who have been briefed about the General and Confidential Information of the round shall be the Assessors.

12.2. Preliminary, Octa final, and Quarter-Final Rounds shall be assessed by two expert assessors, Semi-Finals shall be assessed by three expert assessors while Final Round shall be assessed by five expert assessors.

12.3. The Organizing Committee shall endeavor to ensure that the Assessors involved in the Competition maintain impartiality towards all the participants. In case of any conflict of interest, it is to be brought to the notice of the OC immediately.

13. COMMUNICATION DURING THE SESSION

13.1. *Only* the Negotiating pairs and the Mediators shall speak during the course of the Mediation Session, followed by the assessors in the Feedback session.

13.2. In case an Organising Committee member is required to speak during the session in an official capacity for the performance of their duty, they shall be allowed to do so.

13.3. In all circumstances, electronic gadgets inside the mediation room shall remain silent and not violate the sanctity of the competition.

13.3. Teams are strictly prohibited from revealing their personal or institutional identity to the assessors to maintain neutrality and impartiality.

14. REFERENCE MATERIAL AND PERMITTED DEVICES

14.1. Use of electronic devices (laptop, mobile phone, tablet, digital watch, etc.) is permitted within reasonable limits.

14.2. The Negotiating pairs are permitted to share their screen at any point during the online rounds in coordination with the OC member in the digital room. The Participants should strictly refrain from exhibiting objects that may visually stimulate or instigate or affect a viewer.

14.3. The Organizing Committee reserves the right to pause the session and take immediate action extending to immediate disqualification from the present competition and further blacklisting from all future events organized by the CADR & PS, HPNLU, Shimla.

15. TIME LIMITS

15.1. Preliminary Rounds

15.1.1. The preliminary rounds shall last for a total of **60 minutes**, including 45 mins for mediation between parties, and a total of 15 minutes for the Scoring and Feedback session.

15.1.2. Calling a caucus session is at the discretion of the parties or the mediator. The teams shall be marked upon the appropriateness of calling a caucus during the mediation round.

15.1.3. In case a Caucus is called for, it shall not exceed a total time duration of 10 mins. Any Caucus session should last a maximum of 5 minutes for each party.

15.2. Octa Final and Quarter Final Rounds

15.2.1. The Octa Final and the Quarter Final Round shall last for a total of **75 minutes** each, including 60 mins for mediation between parties, and a total of 15 minutes for the Scoring and Feedback session.

15.2.2. Calling a caucus session is at the discretion of the parties or the mediator. The teams shall be marked upon the appropriateness of calling a caucus during the mediation round.

15.1.3. If a Caucus is called for, it shall not exceed a total duration of 14 mins. Any Caucus session should last a maximum of 7 minutes for each party.

15.3. Semifinal and Final Rounds

15.3.1. The Semifinal and the Final Round shall last for a total of **1 hour 45 minutes** each, including 90 mins for mediation between parties, and a total of 15 minutes for the Scoring and Feedback session.

15.3.2. Calling a caucus session is at the discretion of the parties or the mediator. The teams shall be marked upon the appropriateness of calling a caucus during the mediation round.

15.3.3. In case a Caucus is called for, it shall not exceed a total time duration of 20 mins. Any Caucus session should last a maximum of 10 minutes for each party.

15.4. Extension of time limit

15.4.1. The parties shall adhere to the time limits provided for each session. In case a party exceeds the prescribed time limit, they shall be subject to requisite penalties.

15.4.2. The assessors may at their discretion allow an extension of time beyond the permissible time limit to the parties.

Explanation 1 - If the extended time allows the mediators to advance the progress of the mediation or allows a team to advance its position within the negotiation, such circumstances should be considered by the assessors in making their final decision.

16. ASSESSMENT

16.1. Once the parties conclude the mediation session, the OC member shall direct the parties to exit the mediation room.

16.2. The assessors shall mark the participants, following which the participants shall re-enter the room, and the Feedback session shall commence.

16.3. The Teams shall be apprised of their ranking after every Mediation Round.

16.4. After the conclusion of the Competition, the participants shall be intimated of their scores and rankings in due course of time.

17. PROGRESSION TO THE NEXT ROUND

17.1. Preliminary Round

17.1.1. Each mediator and negotiating pair shall compete in two preliminary rounds. The progression of Mediators and Negotiating pairs to the next round is independent of their team affiliation.

17.1.2. The **top 16 Negotiating pairs** from Preliminary Rounds (Prelims 1 + Prelims 2) shall break to the Octa-finals.

17.1.3. The **highest scoring 16 Mediators** from Preliminary Round (Prelims 1 + Prelims 2) shall break to the Octa-finals.

17.2. Octa Final Rounds

17.2.1. The top 16 teams from the Preliminary rounds shall compete in the octa final rounds. The progression of Mediators and Negotiating pairs to the next round is independent of their team affiliation.

17.2.2. The **top 8 Negotiating pairs** from Octa finals shall break to the Quarter-finals.

17.2.3. The **highest scoring 8 Mediators**, from Octa finals shall break- into the Quarter-finals.

17.3. Advanced Rounds - Quarterfinals, Semi Finals and Finals

17.3.1. Progression to the next round from Quarter-finals and Semi-Final Rounds shall be on a **knockout basis**. The winning team from each room shall progress to the next round.

17.3.2. The Final round shall have two negotiating pairs and two mediators.

17.3.3. The teams shall advance based on the number of Assessors adjudicating a participant as a winning team in each room, notwithstanding the scores, for both Negotiating Pair and Mediators.

Explanation 1 - For instance, if there are 3 Assessors in a Quarter Final, and 2 out of 3 Assessors adjudicate a mediator and a negotiating pair as the winning participant in that room, then the respective mediator and negotiating pair progress to the semi-finals, irrespective of their scores.

18. TIE-BREAKER

18.1. Mediators

18.1.1. In case of a tie between Mediators in the Preliminary Rounds, their respective scores in the “Mediation Plan” submitted shall be used to determine the Mediator rankings.

18.1.2. If a tie persists between the Mediators, the tiebreaker would be the score in the “Advancing Interests” criteria in the Overall Scoresheet.

18.2. Negotiating pairs

18.2.1. In case of a tie between Negotiating Pairs in the Preliminary Rounds, their score of the “Mediation Plan” submitted shall be used to determine the Negotiating Pair rankings.

18.2.3. If a tie persists between the Negotiating Pairs, the tiebreaker would be the score in the “Overall Enactment” criteria in the Overall Scoresheet.

19. ANONYMITY

19.1. The participants shall not disclose the name of their institution or their personal identity to the assessors at any stage of the Competition, whether during a session or otherwise, only use their assigned Team Codes.

19.2. Non-compliance with this Rule shall make the entire Team liable for immediate disqualification from the Competition.

20. CONFLICTS OF INTEREST

20.1. Any conflict of interest with any Assessor or Participant must be brought to the notice of the Organizing Committee at the earliest possible instance and before the commencement of the Round.

20.2. Conflicts of interest informed **less than 15 minutes** before the commencement of the round shall not be entertained for that particular Round.

20.3. The discretion of the Organizing Committee to consider the conflict of interest shall be final and binding on all parties involved.

21. SCOUTING

21.1. Any Mediation Room shall *only* comprise of the two Negotiating pairs, two Mediators, one OC member and the Assessors. This is without prejudice to the right of members of the Organizing Committee to enter or leave the room to facilitate technical or other arrangements.

21.2. No participant is allowed to observe sessions other than their own, provided that participants may attend the Mediation Sessions of the Advanced Rounds when they are on campus.

21.3. In any circumstance, scouting shall not be permitted by the OC. Violation of these rules shall call for immediate action against the participants.

22. TECHNICAL GUIDELINES

The following clauses shall only apply to the rounds happening in a virtual or hybrid set-up.

22.1. Every participant shall be required to **switch on** their video cameras. They may mute or unmute their microphones as per necessary requirements. Assessors are advised to keep their microphones muted during the session preceding the feedback round.

22.2. No recording or taking screenshots is allowed during the Mediation session by the parties involved other than the members of the Organising Committee.

22.3. In case of a team advancing to advanced rounds is unable, **in exceptional circumstances**, to report to the Himachal Pradesh National Law University Campus for offline conduction of the rounds, the Organizing Committee at their discretion reserves the right to conduct such rounds virtually, through hybrid means, or as otherwise deemed fit.

22.4. It is mandatory for the Teams to join **at least 15 minutes prior** to the commencement of the Mediation Session to cater to any technicalities that may arise.

22.7. The decision of the Organizing Committee regarding the method of conducting such an Advanced Round shall be final, absolute, and not subject to challenge.

23. TECHNICAL ISSUES

The following clauses shall only apply to virtual or hybrid setup rounds.

23.1. If a technical issue encountered by a Competing Team disrupts a Mediation Session, the Mediation session shall be paused to resolve the technical problem.

23.2. In case of a failure to resume due to any major technical difficulty, the session may be deemed to be complete at the discretion of the assessors and the organizing committee. Further, the scoring in such a situation shall be based on the parties' performance up to the point of disruption.

23.3. Competing Teams should continue the round without interruption if the Assessors cannot connect or drop from a round. A video recording of the round will be provided to the Assessors to review the segments they missed before their scoring is completed.

24. CONSENT TO PHOTOGRAPHY AND FILMING

24.1. By participating in the Competition, Participants and Assessors are deemed to have consented to the use of photography and videotaping by the Organizing Committee during the entire duration of the Competition.

24.2. Participants and Assessors are deemed to have agreed without any reservations to use their photographed images/videos by the Organizing Committee, the Host Institution, the Sponsors, and the Collaborators of the Competition. The pictures and videos may be used for promotional or other purposes, on social media or otherwise.

24.3. The Final Rounds shall be live-streamed by the Organizing Committee's social media handle/s on social media platforms such as YouTube, and the Participants and Assessors are deemed to have consented to this public broadcast.

24.4. Any special requests seeking exclusion/s to the above may be conveyed to the Host Institution by emailing cadr@hpnlu.ac.in with the subject “Request for Exclusion from Photography/Filming”.

25. PENALTIES AND ADDITIONAL MEASURES

25.1. Subject to anything provided in these Rules, any violation of any of these Rules may lead to immediate disqualification of the participant or the Team from the Competition.

25.2. The decision of the Organizing Committee shall be final and binding in this regard.

25.3. The Organizing Committee is empowered to take every reasonable measure necessary for the smooth functioning of the competition.

25.4. The power to institute disciplinary action against any participating team or OC members rests solely with the organizing institution.

26. RULE-MAKING POWER

The Organizing Committee is entitled to draft the Competition Rules and change them, including the Competition format, with prior intimation to cater to any and every contingency that may arise before or during the progression of the Competition.

27. RIGHTS OVER INTELLECTUAL PROPERTY

The Centre for ADR & Professional Skills, HPNLU Shimla, or the Organising Committee, holds all copyright and other intellectual property rights in all the works created for the purposes of this competition. No part of this work may be reproduced, distributed, transmitted, translated or adapted in any form or by any means, except permitted by law, without the written permission of the Organising Committee.

28. ETHICS CODE

Attached as *Annexure 1*.

29. MEDIATION PLAN GUIDELINES

Attached as *Annexure 2*.

30. MEDIATION PLAN FORMAT

Attached as *Annexure 3*.

ANNEXURE – 1

ETHICS CODE

The Centre for Alternative Dispute Resolution & Professional Skills, HPNLU Shimla, is committed to fostering a competitive environment that upholds the values of integrity, respect, and fair play and is free from discrimination, harassment, bullying and vilification, promoting equity, inclusion, and respect for social and cultural diversity. This ethics code outlines the behaviour expected of all participants throughout the online and offline competition. By participating, all individuals are expected to adhere to these principles.

Definitions of PROHIBITED BEHAVIOUR

For this Code, the term *Prohibited behaviour* shall include, but not be limited to, the following:

Bullying

Bullying includes any unreasonable behaviour by an individual or group either physical or psychological, that intimidates, offends, degrades, humiliates, undermines or threatens another individual or group. This includes pressuring other individuals or groups to engage in actions or activities in violation of their personal boundaries.

Harassment

Harassment includes any unwelcome, offensive, abusive, derogatory or threatening behaviour that humiliates, offends or intimidates an individual or group based on a protected attribute.

Sexual Harassment

Any unwelcome sexual advance, request for sexual favours or any other unwelcome conduct of a sexual nature that humiliates, offends or intimidates a person and which a reasonable person, having regard to all the circumstances, would anticipate making the person humiliated, offended or intimidated. This includes unwelcome advances, comments, inappropriate or hostile behaviour, sexually coloured remarks, innuendo, or offensive comments.

Victimisation

Victimisation is to cause detriment to a person because that person has made a complaint or taken part in complaints proceedings.

Vilification

Vilification is the public incitement of hatred, contempt or severe ridicule of another individual or group based on a protected attribute.

Violence

Violence shall mean to include behaviour involving physical force intended to hurt or damage physically.

Discrimination

Directly or indirectly discriminating, harassing or vilifying another participant or group of participants based on the following protected attributes:

1. Age or age group;
2. Body type or any other bodily attributes;
3. Caste;
4. Disability (including but not limited to past, present and future disabilities, genetic predispositions to a disability and behaviour that is a manifestation of a disability);
5. Gender Identity (the gender-related identity, appearance, mannerisms or other gender-related characteristics of a person, including but not limited to the way people express or present their gender);
6. Infectious disease (for example, HIV status);
7. Intersex Status;
8. Marital or relationship status;
9. Sexual practices or experiences (for example, previous partner(s) or lack thereof, experiences of sexual assault or harassment);
10. Religious or Political affiliations, faiths beliefs, or ideologies;
11. Pregnancy or personal experiences of abortion;
12. Race, colour, descent, national or ethnic origin, or ethno-religious background;
13. Sexual orientation; or
14. Socio-economic status and background.

EXPECTED BEHAVIOUR

Respect and Sportsmanship

Treat all participants, organisers, and judges respectfully, regardless of differences. Embrace the spirit of healthy competition by congratulating and supporting fellow participants.

Fair Play

Compete fairly, following the rules and guidelines set by the organisers. Refrain from seeking unfair advantages, such as cheating, hacking, or exploiting loopholes.

Honesty and Transparency

Provide accurate information to the organisers. Refrain from misrepresentation or exaggeration that could influence the outcome of the competition.

Constructive Feedback

Offer and accept feedback constructively and respectfully aimed at growth and improvement. Refrain from making derogatory or hurtful comments about others' work or performance.

Responsible Communication

Engage in discussions and interactions that are respectful, positive, and free from offensive language. Refrain from spreading false information and rumours or engaging in online harassment. Every participant should be sensitive and considerate in interacting with others, including using appropriate language while discussing sensitive topics. Speakers should strive to use non-derogatory and gender-inclusive language.

Environmental Consideration

Contribute to sustainable practices by minimising waste and adhering to any environmental guidelines provided by the organisers.

COMPLAINT PROCEDURE & MANAGEMENT

If a participant feels that there has been a breach of this Code, they may raise the matter with any member of the Organising Committee.

All complaints raised are **confidential**, and the complainant will determine whether or not they wish for a complaint to be investigated further.

Where a complaint is made by a person not being the recipient of behaviour violating this policy, the Organising Committee shall take necessary steps to address the issue while maintaining the anonymity of the informant.

Complaints may be made informally or formally. An informal complaint raises concerns and shall be looked into, not necessarily resulting in a disciplinary action. These may be made in person or writing. A formal complaint, however, is where the complainant would like a standard reaction, such as mediation or corrective action. Formal complaints must be made in writing, including the respondent's name, details of the incident(s), that is, the date, time, mode, and particulars in general.

In a case where the participants wish to file an immediate complaint to the Organising Committee in person, the writing and formal submission of the complaint may be delayed due to time constraints between rounds and the issues faced by the individual. The Organising Committee shall begin investigations during this process; however, mediation or disciplinary action shall only occur after a written complaint has been formally submitted for accountability reasons.

The Organising Committee may entertain anonymous complaints through online media and other messaging services. Anonymous complainants who request a formal response shall be allowed to nominate a trusted representative from the Committee, who shall be privy to the events under investigation and be in touch with other members of the Organising Committee. Anonymous complainants shall also be entitled to contact a member (s) of the Organising Committee at their preferred time and location.

If a complaint is found to be frivolous or vexatious, it shall be dismissed, and the complainant shall be liable to face penalties. A frivolous complaint, for the purposes of this event, would mean a complaint intended to harass, delay or embarrass the opposition.

In case an allegation is levelled or complaint is filed against any member of the Organising Committee, and/ or where a conflict of interest arises between the participating team and any OC member, in so much as that they have a relationship with one of the parties, such member shall mandatorily recuse themselves from investigating and handling such complaint or allegation.

Lastly, the participants shall demonstrate their commitment to a positive and respectful competition environment by embracing these ethics. Their behaviour contributes to the collective experience of all the participants.

Let's unite to celebrate skills, learning, and growth while embodying the principles of equity in this competition.



ANNEXURE – 2

MEDIATION PLAN GUIDELINES

1. Definition

- 1.1 “**Mediation Plan**” shall refer to the written submission on the propositions of the preliminary rounds made by each team for the purpose of their participation in Samanvyay International Mediation Competition, 2023 (hereinafter referred to as ‘the Competition’).

2. Introduction to the Mediation Plan

- 2.1 The Mediation plan is a written document to be submitted by each *team* who is provisionally registering for the Competition. The plan is supposed to reflect the understanding of the participants with regard to the dispute between the parties, the creative ability to reach amicable solutions, and the overall strategy adopted by the parties through the Mediation Session.
- 2.2 The Mediation plan is to be formulated from the General Information provided for the preliminary rounds *only*.
- 2.3 The mediation plan is to be submitted from the perspective of *both parties* to the negotiation in a particular round.
- 2.4 The submissions made by the teams **shall act as a qualifying criterion for their selection in the preliminary rounds of the competition.**
- 2.5 Any deviations in the Mediation Plan Format and Formatting shall invite penalties as per **Schedule 1**.

3. Format of the Mediation Plan

- 3.1 The first page of the Mediation Plan shall consist of the following:
- 3.1.1. Name of the competition
- 3.1.2. “Mediation Plan for Preliminary Round 1” or “Mediation Plan for Preliminary Round 2” accordingly.
- 3.2 The Plan should consist of the following heads:

3.2.1. **Core Issues:** The issues pertaining to the mediation that bring the parties to this mediation table. This should cover the problem that needs to be solved through this session.

3.2.2. **Goals of the parties:** This must include the maximum and minimum expectation of the parties, their flexibility and limitation on authority to settle, etc.

3.2.3. **List of Options:** If you don't find a settlement at this mediation session, what would be the possible courses of action in the best and worst case?

3.2.4. **Party Relationships:** Past Relationship between parties and expectation of a successful future relationship. Any history of past offers or negotiations etc.

3.2.5. **Possible Proposals:** What offers can you make the other side that cost you little and they might value highly and vice versa? Are there any issues outside the current dispute that might be helpfully brought in?

3.2.6. **Strategy:** Mediation Strategy to be adopted by the mediator and negotiation strategy to be adopted by the teams to reach an amicable solution to the current dispute.

3.3 Participating teams are expected to *strictly adhere to the format* provided in Mediation Guidelines Rules 3.1 and 3.2. A failure of adhering to this rule shall invite penalties.

4. Formatting of the Mediation Plan

4.1 The Mediation Plan should not exceed a total of 3 (A4) pages (excluding the cover page).

4.2 All the text in the Mediation Plan should be in 'Times New Roman';

4.3 The document shall be in consonance with the following: font size 12, 1.5 line spacing, and margins of 1-inch width;

4.4 The document shall have no text in the margins;

4.5 The document shall be justified, including the page numbers (if any);

4.6 The Mediation Plan shall not contain any text in the header or footer other than page numbers in the footer (if any);

4.7 The document shall not contain any footnotes or borders.

4.8 The submitted document shall *strictly* adhere to the want of anonymity, and any disclosures pertaining to the personal information of the students or the university shall attract penalties in accordance with **Schedule 1**.

5. Submissions

- 5.1 All participating teams are required to submit a total of two mediation plans (one on each of the General Information provided for Preliminary Rounds).
- 5.2 Last date to make the submissions is **October 08, 2023**.
- 5.3 Any request for an extension in the deadline mentioned in Mediation Guidelines Rule 5.2 shall *only* be entertained in exceptional circumstances at the discretion of the Organising Committee.
- 5.4 The submissions shall be made by one of the team members on the link provided along with the provisional registration in the **Word (.docx) format** only:-
<https://forms.gle/CGH4qka4P2drdFqW7>
- 5.5 Late submissions shall be penalized in accordance with **Schedule 1**.
- 5.6 In case an extension has been granted to the participating team under Mediation Guidelines Rule 5.3, the penalty for late submission shall be imposed after the lapse of such extended period of time.

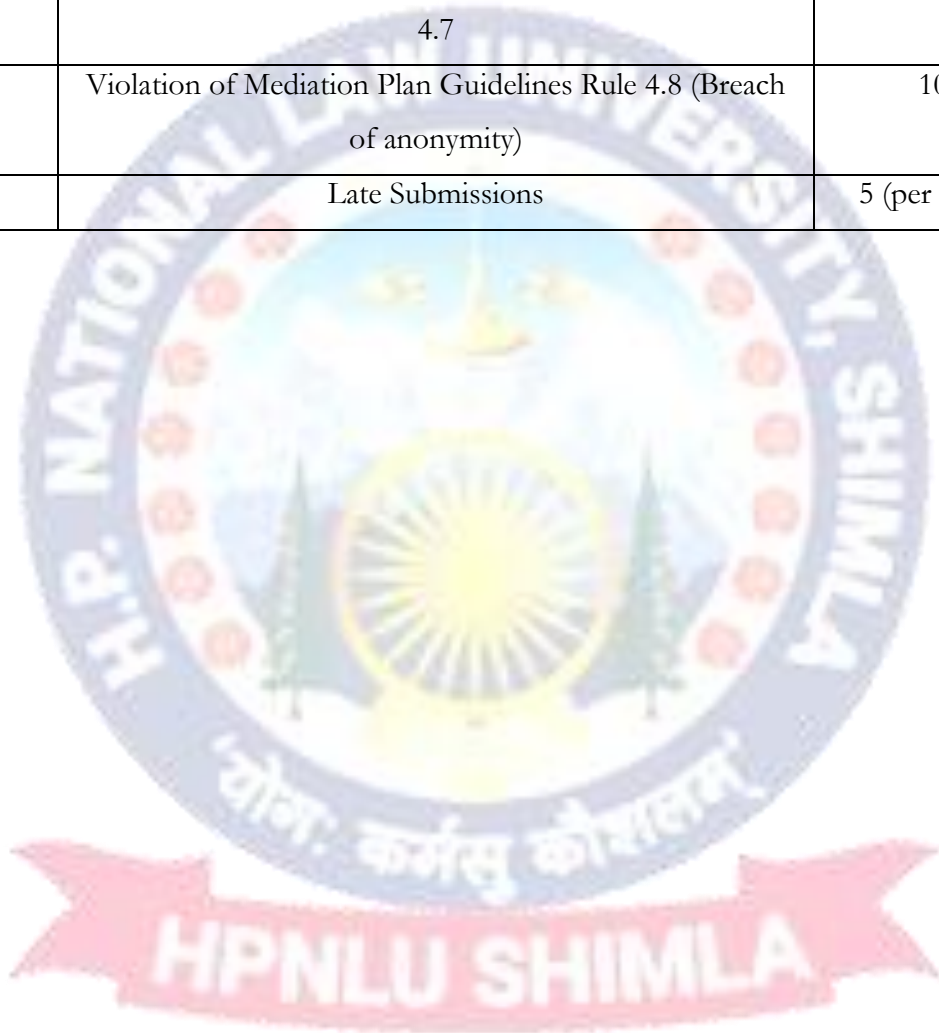
6. Evaluation

- 6.1 The Mediation Plans submitted by the parties shall act as **qualifying criteria** for their subsequent participation in Preliminary Rounds for the competition.
- 6.2 The Mediation Plans shall be marked out of a total of 100 marks for each plan.
- 6.3 The teams shall be marked based on their understanding of the dispute, clarity of expression, and strategy intended to be adopted by them during the Mediation sessions.
- 6.4 In case of a tie between two participating teams, weightage shall be given to the 'Strategy' adopted by them to clarify the ranking.
- 6.5 Participants will not be judged on the basis of their Mediation Plan submissions for qualification to advanced rounds, unless in case of a tie.
- 6.6 Consideration of marks of written submission in case of a tiebreaker: Refer to Rulebook.

SCHEDULE 1

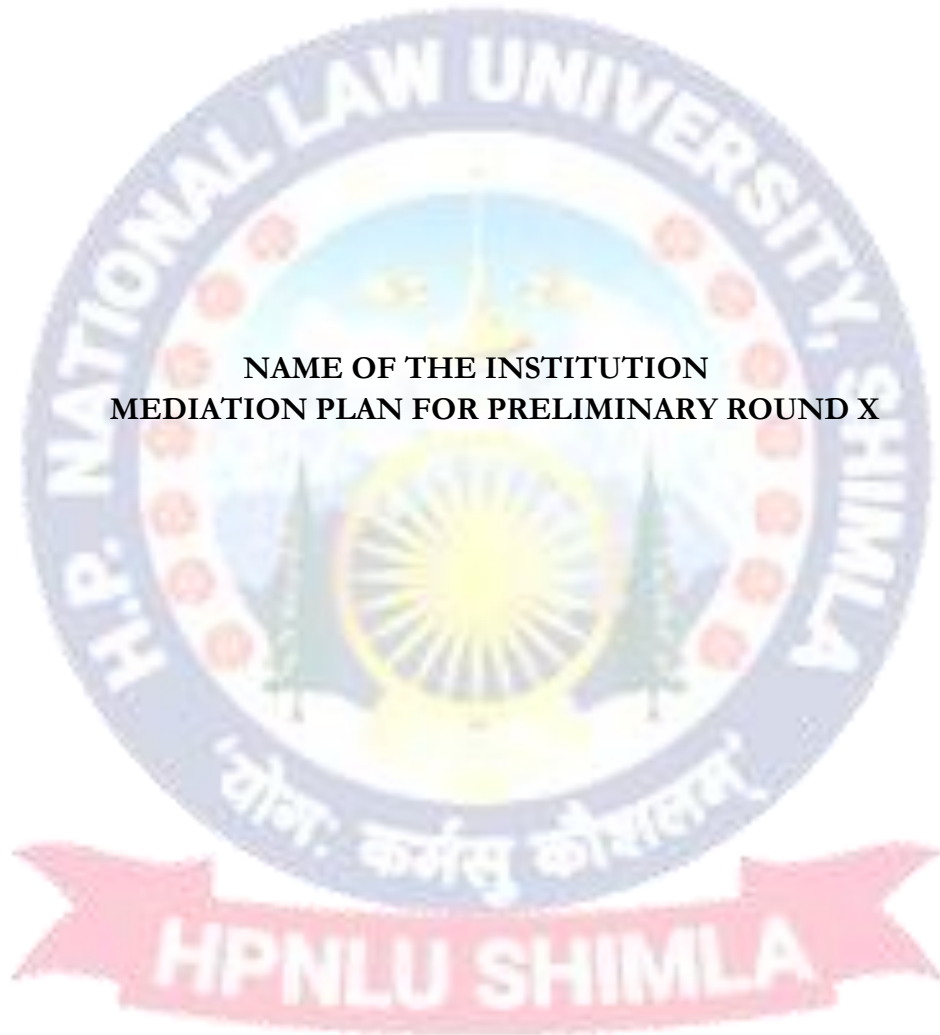
PENALTIES FOR MEDIATION PLAN

S.NO.	CAUSE OF ACTION	PENALTY (PER INSTANCE)
1.	Violation of Mediation Plan Guidelines Rule 3.1	3
2.	Violation of Mediation Plan Guidelines Rule 3.2	5
3.	Violation of Mediation Plan Guidelines Rule 4.1 to Rule 4.7	3
4.	Violation of Mediation Plan Guidelines Rule 4.8 (Breach of anonymity)	10
5.	Late Submissions	5 (per hour)



ANNEXURE – 3

MEDIATION PLAN FORMAT



CORE ISSUES

Name of Requesting Party

•

Name of Responding Party

•

GOALS OF THE PARTIES

Name of Requesting Party

•

Name of Responding Party

•

LIST OF OPTIONS

Name of Requesting Party

•

Name of Responding Party

•

PARTY RELATIONSHIPS

Name of Requesting Party

•

Name of Responding Party

•

STRATEGY

Name of Requesting Party

•

Name of Responding Party

•

NOTE: The teams may use this format for their reference purposes but under no circumstances shall they edit the format herein and use the same for their final submissions, i.e., the use of a new document is mandatory.