1. **Case Management**

- Receiving the new applications request for arbitration

  - Yes
  
  - Examining if there is an application form prepared by the claimant
  
  - Examining the application to meet the conditions of the Rules and explaining the procedures to the parties.

  - Whether or not there is an arbitration agreement to arbitrate under the DIAC Rules

  - Yes
  
  - Write a letter to the other party(s) "the Respondent(s) to notify the application for arbitration and informing them to reply in accordance to the Rules within 30 days.

  - No

  - Providing the client with the DIAC Application Form

  - When a reply is received from the Respondent
Close the case if the Respondent refused the arbitration under DIAC Rules
(or) When no reply is made within the time limit

Receiving the reply within 30 days, or after the elapse of any extension of time limits.

The reply may include a Counterclaim

If the Respondent initiates a counterclaim → pay the Counterclaim fees → notify the other party(s)
“Claimant(s)” with the reply and/or counterclaim - ask the claimant to reply to counterclaim within 30
days

Dealing with all procedural objections that may arise at this stage and refer such pleas to the
Executive Committee “EC” for decisions

Request parties to pay the administration fees and the advance deposits for the
arbiter(s) fees and expenses. → Send several reminders to request the parties to complete
payments.

Fees may be paid by one of the parties if the other party fails to pay his share (one of the parties
must cover all the fees before starting the procedures).
Constituting the Arbitral Tribunal
Appointing arbitrator(s)
Several scenarios:

Arbitration agreement may include specification to the number of arbitrators, which must be applied and followed.

No

If parties have agreed to appoint a tribunal of three arbitrators.

Each party should select an arbitrator

Failing to nominate an arbitrator by either party, the Centre forwards this matter to the EC for a decision and appointment on behalf of the defaulting party.

The two appointed arbitrators then appoint the Chairman of the Tribunal, failing to agree this goes to the EC for decision and appointment.

Yes
When there is no determination on the number of arbitrators in the arbitration agreement: A sole arbitrator will be appointed by default unless the EC finds that a Tribunal of three should be appointed after considering the sophisticated issues of the dispute. The arbitrator could be agreed by the parties of failing that, he could be appointed by the EC.

The Centre transfers the case files to the Tribunal after checking that payment of fees has been fully made and all other preliminary procedures issues have been dealt with in accordance to the Rules.

Following up the procedures with the Tribunal and replying to the any request made by the parties and arbitrators with decisions from the EC whenever that is needed.

Receiving the final Arbitral Award from the arbitrator(s)

Notifying the parties with copies of the award

Either party may request for interpretation of the award

A request for interpretation is made

The Tribunal will have 30 days to give interpretation
Paying to the arbitrator(s) their fees and any other expenses

Filing the case and store it with the closed cases