



## **ASIAN DOMAIN NAME DISPUTE RESOLUTION CENTRE (“ADNDRC”)**

### **TERMS OF EMPANELMENT**

Persons empanelled on the ADNDRC Administrative Panel agree to adhere to the following Terms of Empanelment. Any identified failure of adherence of the Term of Empanelment may result in the removal of a panellist from the ADNDRC Administrative Panel.

#### **General Terms**

1. The Commencement Date of a new or renewed empanelment shall be the date of approval by the Panel Selection Committee.
2. Panellists shall be empanelled with the ADNDRC for a period of three (3) years, ending on 31 December of the third year.
3. During the three (3) year duration of empanelment, each panellist must engage with the ADNDRC by attending at least one (1) ADNDRC Annual Conference and at least one (1) domain name dispute resolution seminar (either virtual or in-person) hosted by one of the ADNDRC offices.
4. E-Certificates of Empanelment will only be provided upon a request in writing for the same addressed to the Secretary-General of the ADNDRC.
5. Any applications for empanelment renewal must be submitted for consideration prior to the final published sitting date of the Panel Selection Committee in the year of the expiry of the empanelment. Failure to submit a renewal application in accordance with this timeframe will result in a lapse of empanelment and the removal of the relevant panellist from the ADNDRC Administrative Panel.
6. Where a panellist’s renewal application has been approved, the panellist is required to attend at least one (1) ADNDRC Refresher Workshop within two (2) years from the Commencement Date of the renewed empanelment.
7. The photo, contact details and resumé provided by panellists as part of the new or renewed empanelment application will be published on the ADNDRC website after approval of the empanelment. Panellists shall ensure that the information published on the ADNDRC website is accurate. Panellists shall notify the Secretary-General of the ADNDRC of any changes or discrepancies to the published information as soon as practicable.

#### **Ethical Principles for the Conduct of Administrative Proceedings**

All ADNDRC panellists shall conduct administrative proceedings in accordance with the ethical principles prescribed in these Terms of Empanelment. These ethical principles are a reflection of internationally acceptable norms. Panellists acknowledge that adherence to these ethical principles is imperative to instilling public confidence in administrative proceedings as a suitable forum for domain name disputes.

1. A panellist has an overriding obligation to act fairly and impartially as between the parties, at all stages of the proceedings.
2. A panellist shall be free from bias and shall disclose any interest or relationship likely to affect his/her impartiality or which might reasonably create an appearance of partiality or bias. This is an ongoing duty and does not cease until the administrative proceedings have been concluded. Failure to make such disclosure itself may create an appearance of bias, and may be a ground for disqualification.
3. A panellist shall not permit outside pressure, fear of criticism or any form of self-interest to affect his/her decisions. A panellist shall decide all the issues submitted for determination after careful deliberation and the exercise of his own impartial judgment.
4. A panellist in communicating with the parties shall avoid impropriety or the appearance of impropriety. There shall be no private communications between a panellist and any party, regarding substantive issues in the case. All communications, other than proceedings at a hearing, should be in writing. Any correspondence shall remain private and confidential and shall not be copied to anyone other than the parties to the dispute and the Administrative Body, without the agreement of the parties.
5. A panellist shall not accept any gift or substantial hospitality, directly or indirectly, from any party to the administrative proceedings, except in the presence of the other parties and/or with their consent.
6. A panellist shall only accept an appointment if he/she has suitable experience and ability for the case and available time to proceed with the administrative proceedings.
7. A panellist shall be faithful to the relationship of trust and confidentiality inherent in that office.
8. Panellists may publicise their expertise and experience but shall not actively solicit appointment as panellists.