



Young ITA Mentorship Program Guidelines for Participants

2022-2023 Mentorship Program

At Young ITA, we believe that the greatest achievements are never accomplished alone. Further, we understand that mentorship is integral to career success. For this reason, we are thrilled to launch our 2022-2023 Mentorship Program. For early-career arbitration professionals, the Young ITA Mentorship Program offers a valuable opportunity to work closely with preeminent practitioners in the field and forge lasting relationships.

Key Deadlines

August 1, 2022	2022-2023 Mentorship Program Announced
September 12, 2022	Applications Deadline (Mentors, Mentees, Facilitators)
October 15, 2022	First mentorship group meetings (approx.)
May 30, 2023	Conclusion of the 2022-2023 Mentorship Program

I. Mentorship Program Objectives

The Young ITA Mentorship Program brings together young and aspiring arbitration practitioners with seasoned members of the arbitration community. Program Mentees, as they begin to develop their careers, are paired up with Mentors and Mentorship Facilitators, who provide advice and assistance. Mentees enter into lifelong professional and personal relationships in which they gain arbitration wisdom, practical guidance, and trusted advice. For their part, Mentors and Mentorship Facilitators enjoy a unique opportunity to help boost a young person's career by sharing hard-won knowledge gleaned over decades of professional practice.

II. Mentorship Program Description

The basic unit of the Program is the Mentorship Group. Each Group will have a Mentor, a Mentorship Facilitator, and three to five Mentees. All Mentees must be Young ITA members (membership is free). Mentors and Facilitators will be ITA Advisory Board members or other ITA community members.

Young ITA is working actively to recruit an exciting, diverse range of participants, hailing from a wide variety of countries, educational backgrounds, and career paths. When forming the Mentorship Groups, Young ITA will take into account the Group members' geographical locations and time zones to facilitate coordination of in-person meetings and other communications.



Alongside the English-speaking groups there will be Spanish-speaking groups. You will be invited to indicate your language preference on the application form – if you are comfortable speaking both languages, we encourage you to indicate that as it will assist us when forming the Groups.

A Mentorship Group works together for 8 months. During this time, each Group meets (in person or via web conference) every two months at minimum, and together develops activities based on the participants' unique mix of interests. A list of proposed activities is provided below.

Once chosen, each selected applicant is placed in contact with their fellow Mentorship Group members. Then, each group's Mentorship Facilitator will schedule an introductory "kick-off" call between the group members. The purpose of this call is to meet one another, to brainstorm and generally plan the group's activities, and to assign roles (for instance, one Mentee might take on coordination of meetings, while another may keep notes or coordinate the meetings).

A few basic ground rules: Mentees are strictly prohibited from seeking financial assistance from Mentors, Mentorship Facilitators, or fellow Mentees. Similarly, Mentees are prohibited from soliciting any advice whatsoever concerning client work. And all Program participants agree to respect confidentiality and legal privilege. Further, participants are expected to engage actively with their Group throughout the duration of the program – while it is understood that emergencies can arise, participants who persistently miss meetings without explanation will have to be removed from the Program.

A representative from Young ITA will check in periodically with Mentors, Mentorship Facilitators, and Mentees to ensure the Program is running smoothly and effectively. At any time, participants may contact the Program Chairs, Thomas Innes, at tinnnes@steptoe.com, and Sylvia Sámano, at sylvia.samano@hoganlovells.com, with any questions or concerns.

III. Roles

To reap full benefit from this Program, Mentors, Mentorship Facilitators, and Mentees alike are encouraged to actively take on their roles and responsibilities. In terms of commitment, it is expected that each Group will meet at least every two months, but more regular meetings are encouraged where possible.

***i.* The Mentor**

The Mentor is the Mentorship Group's leader, and as such is responsible for ensuring that the Program's objectives are fulfilled.

The Mentor's main responsibilities include: *(i)* lead the Group; *(ii)* coordinate with the Mentorship Facilitator to plan the Group's activities; *(iii)* meet with the Mentorship Facilitator and Mentees at least every two months; and *(iv)* answer reasonable questions from the Mentees about practicing arbitration, career development, networking, and general arbitration know-how.

ii. The Mentorship Facilitator

The Mentorship Facilitator acts as a liaison between Mentor and Mentees, and actively assists the Mentor in planning and executing the Program's activities. The Mentorship Facilitator must also ensure that each Group member is engaged and participating fully.

The Mentorship Facilitator's main responsibilities include: (i) act as a liaison between the Mentor and Mentees; (ii) assist the Mentor in planning and executing the Group's activities; (iii) maintain attendance records for meetings; (iv) periodically report to the Program Chairs on the Group's activities (in January and at the conclusion of the Program in May) and meeting attendance (every two months); and (v) be generally active and available to ensure that the Program runs smoothly and that all participants are equally active. It will often be both appropriate and desirable for Facilitators to share their own perspective on the issues under discussion as well.

iii. The Mentee

This Program is designed principally for the Mentees, who form part of the broader Young ITA community. Mentees are expected and encouraged to maintain a strong commitment to the Program and its activities, and to strive to reap maximum benefit from this valuable connection with seasoned arbitration practitioners.

The Mentee's main responsibilities include: (i) communicate regularly with the Mentor and other Mentees; (ii) participate actively in the Mentorship Group, and assist the Mentor and Mentorship Facilitator in planning and executing the Group's Program; (iii) contact and collaborate with fellow Mentees, both within the same Group and the broader Mentorship Program; and (iv) enjoy the opportunity!

IV. Examples of Mentorship Group Activities

- i.** Develop opportunities for collaboration, such as research and writing projects;
- ii.** Discuss career development;
- iii.** Discuss academic opportunities, and how to make the best out of an LL.M. or other post-graduate program;
- iv.** Discuss recent developments in international arbitration that are of interest to the Group;
- v.** Share information of any events or conferences being held in the Group's region; and
- vi.** Connect Mentees to individuals or institutions that might foster their careers and professional development.