



2023

“雙城兩院雙認證”

仲裁庭秘書資格培訓計劃

SCIA&SCIAHK Dual Qualification Tribunal Secretary Training Program

香港+深圳

兩地現場培訓

Training Sessions at

HK&SZ

NOV 09-12

主辦單位 / Co-organizers

SCIA | 深圳国际仲裁院
Shenzhen Court of International Arbitration

SCIAHK | 華南(香港)國際仲裁院
SOUTH CHINA INTERNATIONAL ARBITRATION CENTER (HONG KONG)

特別支持機構 / Supporting Organizations



主講嘉賓 / Speakers



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Chairman of the Board of the SCIAHK
Vice Chairman of the Council of the SCIA



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大律師
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SCIA 國際合作與發展處
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Deputy Secretary General & Secretary of
the Board of the SCIAHK
International Cooperation and Development
Department (FTZ Arbitration Department)
of the SCIA

培訓課程表 / Program

HONGKONG

香港

現場培訓

日期時間

Training sessions in

Hong Kong

Nov

09-10

培訓機構: 華南(香港)國際仲裁院

培訓地點: 香港中環國際金融中心二期57樓

Institution: South China International Arbitration Center (Hong Kong)

Location: SCIAHK at 57/F, Two IFC, Central, Hong Kong

主講題目:

Topics:

《國際仲裁中仲裁庭秘書的角色》

The Role of Tribunal Secretary in International Arbitration

《香港與內地仲裁的異同》

Arbitral Proceedings in Hong Kong and Mainland:
Compare and Contrast

《國際仲裁中仲裁庭秘書的主要職責》

Tribunal Secretary in Arbitral Proceedings of
International Arbitration

《SCIAHK仲裁規則概述》

Overview of SCIAHK Arbitration Rules

註: 課程題目可能根據實際需要調整

*Tentative topics are subject to further changes.

主講嘉賓 / Speakers



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培訓課程表 / Program

SHENZHEN

深圳

現場培訓
日期時間

Training sessions in
Shenzhen

Nov

11-12

培訓機構：深圳國際仲裁院

培訓地點：深圳前海國際仲裁大廈

Institution: Shenzhen Court of International Arbitration (SCIA)

Location: SCIA Tower, Qianhai, Shenzhen

主講題目：

Topics:

《SCIA 仲裁規則概述》

Overview of SCIA Arbitration Rules

《仲裁庭秘書職責概述》

Duties of SCIA Tribunal Secretary

《送達程序概述及需注意的事項》

Service under Article 6 of SCIA Arbitration Rules and
the Practice Notes

《組庭程序概述及需注意的事項》

Formation of Arbitral Tribunal and the Practice Notes

《仲裁庭秘書與當事人及仲裁員溝通協作》

Collaboration and Communication between
Tribunal Secretary, Parties and Arbitrators

《仲裁裁決書的校核》

Scrutiny of an SCIA Draft Award

課程總結

Closing Remarks

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