



CAMPAIGN FOR

GREENER ARBITRATIONS

DRIVING SUSTAINABLE CHANGE

GREEN
PROTOCOLS
CONSULTATION
PAPER

The Campaign for Greener Arbitrations is an initiative to reduce the environmental impact of international arbitrations. The campaign was founded by International Arbitrator, Lucy Greenwood, in 2019, with the aim of significantly reducing the carbon footprint of the arbitration community.

In 2020 the Campaign for Greener Arbitrations established a Steering Committee comprised of members of the arbitration community, including practitioners, institutions, and legal service providers who each have a stake in the continued improvement of international arbitration.

A fundamental objective of the Steering Committee was the establishment of a Framework and set of Protocols to promote better environmental behaviour through a series of action items. Through the efforts of a dedicated Working Group the Campaign is pleased to launch for public consultation its suggested Framework and six associated Protocols.

The Working Group began work in mid-2020 and considered all aspects of international arbitration, including the roles played by arbitrators, counsel, institutions, and vendors. The Working Group examined behaviours throughout international arbitration cases. They also expanded their review to conferences (hosting and attendance), and practices at firms, chambers and institutions. In doing so they identified a number of areas where each of the stakeholders within these groups could significantly improve and adjust their behaviours to reduce their environmental footprint.

The **Framework** provides an overall introduction to the Protocols and is designed to assist readers with selecting and navigating the applicable Protocols. Each Protocol is targeted at specific stakeholders with guidance on how each user might adopt more sustainable environmental behaviours. The Working Group does not expect each Protocol to contain guidance that is applicable to every user and recognises that only certain elements might be adopted by that stakeholder.

Through this public consultation, comment is now sought on the Framework and Protocols. Having benefitted from Steering Committee's review, whose members comprise a number of experienced arbitration users, the Working Group is most interested in:

- Best environmental practices that might not have been considered within each Protocol
- Whether the language should be mandatory or opt-in. Specifically, on this point the Working Group hopes that when using language from the Protocols that they are adopted almost verbatim, however it recognises that in some instances stronger language might not be possible for certain users
- Whether users see a benefit to each of these Protocols, and can they see them being adopted either whole or in part.

The Working Group seeks to avoid a rewrite of each Protocol, and their provisions, and is instead focused on the above few points.

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The Working Group welcomes feedback in writing, but also plans to hold a series of Townhalls in early 2021 to discuss the feedback and ultimately make the Protocols available to the public through the Campaign's website.

1. **Late January - Mid-February 2021:** Series of Townhalls and Workshops for Public Comment (*details to follow*)
2. **Mid-March 2021:** Deadline for Comments

The Campaign recognises that many readers will not necessarily have a complete understanding of the environmental behavioural changes that might be available to them, and plans to address these through a series of "FAQs" on its website which will supplement the Framework and Protocols. It also recognises that these documents will from time-to-time need updating, in order for them to remain current.

Working Group



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Disclaimer

The Framework and the Green Protocols are not binding and are not intended to displace applicable rules or derogate from the arbitration agreement unless and to the extent the parties so agree (either in the arbitration agreement or subsequently) or the tribunal so orders. The Framework and the Green Protocols do not establish liability or a liability standard for legal or regulatory purposes.

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Framework for
the Adoption of the
Green Protocols

Introduction

The work of the international arbitration community has a significant environmental footprint. An initial study conducted by the Campaign for Greener Arbitrations of a large scale arbitration projected that just under **20,000 trees** could be required to offset the total carbon emissions resulting from just **one arbitration**.

The Campaign's work indicates that by focusing on **three areas**: (i) adopting clean forms of energy, (ii) reducing use of long-haul travel and (iii) reducing waste, for example by eliminating hard copy filings altogether practitioners could **substantially reduce** these carbon emissions.

All members of the arbitration community share the responsibility to reduce the carbon footprint of our industry.

The Campaign for Greener Arbitrations has developed a set of protocols (Green Protocols) to encourage fellow stakeholders to adopt more sustainable practices. This framework provides guidance on the adoption of the Green Protocols.

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FRAMEWORK FOR THE ADOPTION OF THE GREEN PROTOCOLS

The Green Protocols provide practical ways to implement the [Campaign for Greener Arbitrations' Guiding Principles](#), which asks the arbitration community to commit to:

1. Creating a workspace with a reduced environmental footprint by looking for opportunities to reduce energy consumption and waste;
2. Corresponding electronically, unless hard copy correspondence is expressly needed in the circumstances, while also being mindful that email has a carbon footprint;
3. Encouraging the use of videoconferencing facilities as an alternative to travel (including for the purposes of conducting fact finding or interviews with witnesses);
4. Avoiding printing, requesting the use of electronic rather than hard copies of documents and promoting the use of electronic bundles at hearings;
5. Using, where possible, suppliers and service providers who are committed to reducing their environmental footprint (including for the purposes of arranging an arbitration hearing);
6. Considering and/or suggesting, where appropriate, that witnesses or experts give evidence through videoconferencing facilities, rather than attend hearings in person;
7. Avoiding unnecessary travel and using videoconferencing facilities as an alternative;
8. Considering and questioning the need to fly at all times and offsetting carbon emissions for any arbitration-related travel.



SELECTING THE RELEVANT GREEN PROTOCOL(S)

The Green Protocols propose sustainable measures which can be adopted in arbitral proceedings and in the activities of the wider arbitration community by all relevant players in the field of arbitration. These measures can be integrated individually or in their entirety, as appropriate. They can be adopted by entire organisations, or by individuals within those organisations seeking to move towards greener practices.

Each Green Protocol is to be read together with this Framework and can be adopted individually or in combination as appropriate. There are six Green Protocols to choose from:

- The **Green Protocol for Arbitral Proceedings** provides Parties and arbitrators with tangible measures to implement in specific arbitral proceedings by party agreement or by Tribunal order. The **Model Green Procedural Order** provides draft language which can be easily adopted by Tribunals to implement sustainability measures in the conduct of an arbitration.
- The **Green Protocol for Law Firms, Chambers and Legal Service Providers Working in Arbitration** provides legal advisors and their employees with suggested sustainability measures for minimising their environmental impact which can be integrated into daily operations or adopted on a case by case basis.
- The **Green Protocol for Arbitrators** provides individual arbitrators with practical guidance to minimise their environmental impact during the course of arbitral proceedings.
- The **Green Protocol for Arbitral Institutions** provides arbitral institutions with practical guidance on minimising their environmental impact.

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FRAMEWORK FOR THE ADOPTION OF THE GREEN PROTOCOLS

In addition to arbitration proceedings, the Green Protocols also contribute measures which can be adopted by the wider arbitration community, including those who organise conferences and provide hearing venues.

- The **Green Protocol for Arbitration Conferences** suggests measures which can be adopted to reduce the environmental impact of arbitration conferences.
- The **Green Protocol for Arbitration Hearing Venues** provides arbitration facilities and hearing centres with measures to minimise their environmental impact as regards their daily operating procedures or as related to a particular arbitration.



SUSTAINABLE MEASURES

The sustainable measures in the Green Protocols focus on the use of clean energy, the avoidance or reduction of travel, and the avoidance or reduction of waste. These areas are specifically addressed under the following categories:

- Using clean energy
- Reducing energy consumption
- Minimising printing and use of paper
- Encouraging recycling
- Limiting use of single use items/eliminating plastic
- Partnering with "green" organisations
- Travelling responsibly
- Incentivising staff
- Engaging in social responsibility initiatives
- Offsetting carbon emissions



ADOPTING APPROPRIATE SUSTAINABLE MEASURES

In determining which sustainable measures are appropriate for a particular arbitration, the Parties or the Tribunal, as appropriate, should consider, amongst other matters:

1. the applicable law(s), including but not limited to: the law governing the dispute; requirements of the seat of arbitration; the requirements in jurisdictions where Parties may seek to enforce their award; and the institutional or ad hoc procedural rules adopted;
2. the size of the arbitration, including: the number of Parties; the location of the Parties and the arbitrators; the anticipated volume of witness and expert evidence; the range of issues in dispute; and the complexity of the issues;
3. the arbitrators' and Parties' ability to communicate and prepare documents electronically, including the availability and reliability of such electronic resources;
4. the burden and costs of implementing sustainable measures incurred by the Parties, arbitrators and/or the administering institutions;
5. the impact of any such measures on the efficiency of the arbitral process;

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6. the impact of any such measures on the diversity of appointments of counsel and arbitrators; and
7. the availability of cybersecurity measures to protect the integrity and confidentiality of arbitral proceedings.



APPLICATION OF THE FRAMEWORK AND GREEN PROTOCOLS

The Framework and the Green Protocols are not binding and are not intended to displace applicable rules or derogate from the arbitration agreement unless and to the extent the Parties so agree (either in the arbitration agreement or subsequently) or the Tribunal so orders. The Framework and the Green Protocols do not establish liability or a liability standard for legal or regulatory purposes.

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GREEN PROTOCOL
FOR ARBITRAL
PROCEEDINGS

This Green Protocol for Arbitral Proceedings contains suggested Sustainability Measures for minimising the environmental impact of arbitral proceedings. These Sustainability Measures can be integrated into arbitration matters individually or in their entirety, as appropriate.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Law Firms, Chambers and Legal Service Providers; Green Protocol for Arbitrators; Green Protocol for Arbitration Conferences; Green Protocol for Arbitral Hearing Venues, Green Protocol for Arbitral Institutions.**



I. INITIAL COMMITMENT

Tribunals may officially adopt this Green Protocol for Arbitral Proceedings or component parts thereof as guidance OR as part of a procedural order containing supplementary rules for the proceedings.

*For the purposes of the latter, Tribunals and Parties are referred to the **Model Procedural Order** components thereof, as indicated below for standardised language.*

OR

Parties may incorporate adherence to this Green Protocol for Arbitral Proceedings or component parts thereof into their arbitration agreements as guidance OR as mandatory provisions, to supplement the relevant arbitral rules.



II. CONDUCT OF PROCEEDINGS

- A. All communications and correspondence shall be made electronically, save where institutional rules or express contract provisions otherwise provide. Parties and Tribunals shall refrain from sending hard copy documents, including correspondence, pleadings, applications, witness and expert evidence and exhibits by courier, particularly via air freight, unless necessary.
- B. Parties shall confer and endeavour to agree to the use of shared technology platforms or case management systems, for receipt and organisation of correspondence, pleadings, applications, witness and expert evidence and exhibits.
- C. Throughout the proceedings, Parties and the Tribunal shall endeavour to use electronic platforms and tools to annotate documents.
- D. Throughout the proceedings, Parties and the Tribunal shall carefully consider the need to print documents and shall endeavour to only print what is deemed strictly necessary.
- E. Where printing is deemed necessary, Parties and the Tribunal shall endeavour to minimise the environmental footprint of the printing. Examples include:
 - E.1 Use of A5 paper, grayscale and double-sided format where appropriate;
 - E.2 Use environmentally friendly toner and ink; and
 - E.3 Use of recycled and recyclable paper where possible.
- F. Parties and the Tribunal shall carefully consider whether to request that they be provided with printed documents, taking into account the environmental footprint of printing and transportation
- G. Parties shall endeavour to use suppliers and service providers who are committed to reducing their environmental footprint.
- H. Following the conclusion of proceedings, Parties and the Tribunal shall endeavour to dispose of all printed documents in an environmentally friendly way. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and composting.

For draft language on the Conduct of Proceedings to be included in a Procedural Order, refer to Sections 2 and 3 of the Model Procedural Order (Conduct of Proceedings).



III. WRITTEN SUBMISSIONS AND DOCUMENTARY EVIDENCE

- A. Written submissions, including briefs or memorials, applications, witness statements, expert reports, exhibits and legal authorities shall be prepared and served electronically in an e-bundle or similar format, via email, secure link, or via any other electronic means, including on shared platforms, agreed between the Parties or ordered by the Tribunal. Parties shall avoid using and distributing USB keys, unless necessary.
- B. Parties shall endeavour to avoid any repetition of exhibits in the record between their separate pleadings, witness statements and expert reports, and to cross-refer to undisputed exhibits in the record.
- C. Where appropriate, Parties shall consider exhibiting extracts of lengthy documents (over 50 pages). Any such extracts must provide adequate context to the document and the relevant portion being relied on by the Party.
- D. Where the Tribunal has expressed a preference for hard copies of written submissions, the Tribunal shall endeavour to identify and request hard copies only of those specific documents it considers essential for printing.
- E. If unclear from the applicable rules, the Parties shall seek confirmation from institutions administering the arbitration that the institution will accept electronic filing, without the need for hard copy filings.

*For draft language on Written Submissions and Documentary Evidence to be included in a Procedural Order, refer to **Section 4** of the Model Procedural Order (Written Submissions and Documentary Evidence).*



IV. DOCUMENT PRODUCTION

Document production shall be conducted electronically, unless otherwise necessary.

*For draft language on Document Production to be included in a Procedural Order, refer to **Section 5** of the Model Procedural Order (Document Production).*



V. WITNESSES AND EXPERTS PREPARATION

- A. Whenever possible and appropriate, the consultation, meeting, conferring of witnesses and experts (by Parties) and expert joint meetings shall be performed using video conferencing rather than in-person meetings.
- B. Where in-person meetings are considered necessary, Parties shall endeavour to limit the number of in person participants to those strictly necessary.
- C. Whenever possible and appropriate, materials for witness and expert review shall be provided and reviewed electronically.

*For draft language on Witnesses and Experts to be included in a Procedural Order, refer to **Section 6** of the Model Procedural Order (Witnesses and Experts Preparation).*



VI. HEARINGS

- A. Where possible and appropriate, pre-hearing conferences, procedural or substantive hearings should be conducted remotely, in whole or in part, via telephone or video conferencing.
- B. Where Parties, the Tribunal and any other participants are located in different time zones, the Parties and Tribunal shall consider shorter hearing days over a longer period to avoid unnecessary travel.
- C. Where in-person hearings are expressly required, Parties shall endeavour to:
 - C.1 Select environmentally friendly travel options and avoid unnecessary travel;
 - C.2 Use technology to display documents, submissions, testimony and evidence ;
 - C.3 Where cross-examination of witnesses and experts is expected to take less than 1-2 hours, consider using cross-examination via video-conferencing rather than in-person to reduce unnecessary travel;
 - C.4 Limit the number of in person participants and, where agreed between the Parties or ordered by the Tribunal, make video-conferencing facilities available to enable additional participants (for example, client or counsel attendees) to participate; and
 - C.5 Engage service providers, including court reporters, interpreters, etc. who are located in the place of the hearing, or which can provide services remotely.
- D. Use of electronic documents:
 - D.1 Wherever possible, documents or presentations shall be projected onto a screen and electronic copies thereof shall be distributed reasonably in advance.
 - D.2 Where hearing bundles are used, they shall be provided in electronic format only, unless otherwise ordered or requested by the Tribunal, or agreed by the Parties.
- E. Where the use of hard copy documents is deemed necessary, the Parties and Tribunal shall endeavour to dispose of hard copies of any hearing bundle (including bundles for witnesses and/or experts) after the hearing in an environmentally-friendly manner, where appropriate.
- F. Parties shall endeavour to work with hearing centers that have adopted the Green Protocol for Arbitral Hearing Venues or parts thereof, or that have otherwise implemented the following examples of Sustainability Measures:
 - F.1 Use of renewable energy as primary facility energy source;
 - F.2 Use of LED lights;
 - F.3 Use of natural light sources wherever practical;
 - F.4 Use of plants to reduce humidity levels and increase oxygen;
 - F.5 Introduction of sensors and timed lighting systems in offices;
 - F.6 Encouragement of staff to power down rather than use of screen savers during extended breaks;
 - F.7 Installation of smart power strips to reduce phantom power consumption when electronic equipment is not in use;
 - F.8 Use of recycling facilities;
 - F.9 Use of eco-friendly air conditioning and heating systems;
 - F.10 Use of water-saving facilities in kitchens and restrooms;

- F.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms;
- F.12 Use of eco-friendly cleaning materials;
- F.13 Provision of catering from companies located in close proximity to the center, which source their products locally, and which do not use disposable packaging;
- F.14 Where deemed safe, refraining from using plastic water bottles or disposable and non-recyclable coffee cups; and/or
- F.15 Demonstration of an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.

*For draft language on Hearings to be included in a Procedural Order, refer to **Section 7 of the Model Procedural Order (Hearings)**.*



VII. SETTLEMENTS

- A. Where possible and appropriate, settlement discussions between Parties should be conducted, in whole or in part, via telephone or video conferencing.
- B. Where in-person settlement discussions are necessary, Parties shall endeavour to:
 - B.1 Select travel options that minimise carbon emissions and avoid unnecessary travel;
 - B.2 Wherever possible use technology to display documents or presentations by projecting them onto a screen and distributing electronic copies thereof in order to reduce or eliminate the use of paper;
 - B.3 Limit the number of in-person participants and, where agreed between the Parties, make video-conferencing facilities available to enable additional relevant participants to participate in the discussions;
- C. Parties shall endeavour to engage service providers, including interpreters, who are located in or close to the place of the hearing, or who can provide services remotely.
- D. Where the use of hard copy documents is deemed necessary, Parties shall endeavour to dispose of hard copies in an environmentally-friendly manner, where appropriate.
- E. Parties shall endeavour to hold settlement discussions at venues that have implemented the following examples of Sustainability Measures:
 - E.1 Use of renewable energy as the primary facility energy source;
 - E.2 Use of LED lights;
 - E.3 Use of natural light sources wherever practical;
 - E.4 Use of plants to reduce humidity levels and increase oxygen;
 - E.5 Introduction of sensors and timed lighting systems in offices;
 - E.6 Encouragement of staff to power down rather than use of screen savers during extended breaks;
 - E.7 Installation of smart power strips to reduce phantom power consumption when electronic equipment is not in use;
 - E.8 Use of recycling facilities;

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- E.9 Use of eco-friendly air conditioning and heating systems;
- E.10 Use of water-saving facilities in kitchens and restrooms;
- E.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms;
- E.12 Use of eco-friendly cleaning materials;
- E.13 Provision of catering from companies located in close proximity to the center, which source their products locally, and which do not use disposable packaging or utensils;
- E.14 Where deemed safe, refraining from using plastic water bottles or disposable and non-recyclable coffee cups; and/or
- E.15 Demonstration of an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.



VIII. TRAVEL RESPONSIBLY

- A. The Parties and Tribunal shall:
 - A.1 Endeavour to avoid unnecessary travel and, where travel is necessary, use travel options that minimise carbon emissions; and
 - A.2 Carefully consider the need to fly in order to attend arbitral proceedings and, where flying is deemed necessary, consider offsetting flights.
- B. Arbitrators may include the costs of offsetting their flights in their expenses.
- C. Parties agree that the costs of offsetting air travel may be allocated as part of a costs award at the end of proceedings, or as otherwise agreed between the Parties.

*For draft language on Travel to be included in a Procedural Order, refer to **Section 8** of the Model Procedural Order (Travel).*



IX. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation.

Parties will also, however, give due consideration to offsetting any residual emissions caused by their conduct, including through travel.

*For draft language on Offsetting to be included in a Procedural Order, refer to **Section 9** of the Model Procedural Order (Offsetting).*

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MODEL
PROCEDURAL
ORDER

NOTE This document proposes points or elements to include in a Procedural Order that will help to reduce the environmental footprint of a new or existing arbitration proceeding. It does not comprehensively or exhaustively address all matters relevant to a procedural order or an arbitration proceeding. Tribunals and Parties are invited to adopt the [Green Protocol on Arbitral Proceedings](#) as guidelines throughout the conduct of proceedings.

I. ENVIRONMENTAL PURPOSE

- A. The Parties and Tribunal recognise that international arbitration proceedings can have a significant environmental footprint.
- B. We are mindful of the need to reduce consumption, reuse and repurpose materials, recycle where possible, and to offset greenhouse gas emissions related to international arbitration when no reasonable alternative exists.
- C. The Parties and Tribunal welcome the creation of the [Greener Arbitrations Protocol for Arbitral Proceedings](#) and commit to adopting its proposals, including its Sustainability Measures, to minimise the environmental impact of this arbitration proceeding.
- D. The Tribunal welcomes the creation of the [Greener Arbitrations Protocol for Arbitrators](#) and commits to adopting its proposals.
- E. Unless otherwise defined, capitalised terms in this Procedural Order are as defined in the Greener Arbitrations Guidelines on Sustainable Arbitrations.

II. COMMUNICATIONS

All communications and correspondence among the Parties, Tribunal and administering institutions shall be made electronically, save where institutional rules or express contract provisions require otherwise. Parties and Tribunals shall refrain from sending hard copy documents, including correspondence, pleadings, applications, witness and expert evidence and exhibits by courier, particularly via air freight, unless necessary. Such exchanges shall be deemed official, obviating the need for sending hard copies.

III. CONDUCT OF PROCEEDINGS

- A. Throughout the proceedings, and unless otherwise agreed by the Parties or ordered by the Tribunal, the Parties and Tribunal shall:
 - A.1 Use shared electronic technology platforms or case management systems for all documentation and correspondence;
 - A.2 Use electronic platforms and tools to annotate documents;
 - A.3 Avoid printing any documents;

Where printing is deemed necessary, the Parties and the Tribunal shall endeavour to minimise the environmental footprint of the printing wherever possible, including by (but not limited to):

- (a) Using smaller paper (e.g., A5), grayscale and double-sided format;
 - (b) Using recycled and recyclable paper;
 - (c) Using environmentally friendly toner and ink; and
 - (d) Disposing of printed documents and associated materials (e.g., toner bottles) in an environmentally-friendly way (i.e., by recycling the shredded documents).
- A.4 Following the conclusion of proceedings, the Parties and Tribunal shall endeavour to dispose of all printed documents in an environmentally friendly way, whenever possible. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and composting.

IV. WRITTEN SUBMISSIONS AND DOCUMENTARY EVIDENCE

- A. All written submissions, including briefs or memorials, applications, witness statements, expert reports, exhibits and legal authorities, shall be prepared, served and provided to the other Party(ies) and the Tribunal electronically in an e-bundle or similar format, via email, secure link, or any shared technology platform or case management system (see clause III.A.1. above) agreed upon. The Parties shall avoid using and distributing USB keys, unless strictly necessary.
- B. The Parties shall endeavour to avoid any repetition of exhibits in the record between their separate pleadings, witness statements and expert reports, and to cross-refer to undisputed exhibits in the record.
- C. Where appropriate, the Parties shall consider exhibiting extracts of lengthy documents (over 50 pages). Any such extracts must provide adequate context to the document and the relevant portion being relied on by the Party.
- D. Where the Tribunal has a need for hard copies, the Tribunal shall identify and request hard copies only of those specific documents it considers essential.
- E. If unclear from the applicable rules, the Parties shall seek confirmation from institutions administering the arbitration that the institution will accept electronic filing, without the need for hard copy filings.
- F. The Parties welcome and endeavour to be guided by the *Green Protocol for Internal Operations of Arbitral Institutions*.
- G. The Parties and the Tribunal agree to accept copies of documents rather than original documents.

V. DOCUMENT PRODUCTION

All document production shall be conducted electronically unless otherwise necessary.

VI. WITNESSES AND EXPERTS PREPARATION

- A. The Parties' consultation, meeting, conferring of witnesses and experts and expert joint meetings shall be performed remotely rather than in-person, unless impractical or inappropriate. Where in-person meetings are considered necessary, Parties shall endeavour to limit the number of in person participants to those strictly necessary.
- B. Whenever possible and appropriate, materials for witness and expert review shall be provided, and reviewed, electronically.

VII. HEARINGS

- A. Pre-hearing conferences, procedural hearings and substantive hearings shall be conducted remotely, via telephone or video conference, unless impractical or inappropriate, and the Parties and Tribunal agree.
- B. Where in-person hearings are required, the Parties shall, to the extent possible:
 - B.1 Avoid unnecessary travel, and, if travel is required, select travel options that minimise carbon emissions, and consider offsetting the impacts of their travel;
 - B.2 Use technology to display documents, submissions, testimony and evidence;

- B.3 Undertake examination of witnesses and experts remotely, to the extent possible;
 - B.4 Limit the number of in person participants required for each Party to an agreed number, and make video-conferencing options available throughout the hearing to enable remote participation of additional participants;
 - B.5 Engage suppliers and service providers, including court reporters, interpreters, etc. that are located in the place of the hearing or which can provide services.
- C. Use of electronic documents:
- C.1 Wherever possible, shall be projected onto a screen and electronic copies thereof shall be distributed reasonably in advance.
 - C.2 Where hearing bundles are used, they should be provided in electronic format only, unless otherwise ordered or requested by the Tribunal, or agreed by the Parties.
- D. Where the use of hard copy documents is deemed necessary, the Parties and Tribunal shall dispose of hard copies of any hearing bundle (including bundles for witnesses and/or experts) after the hearing in an environmentally-friendly manner where appropriate
- E. The Parties shall endeavour to work with hearing centres that have adopted the [Green Protocol for Internal Operations of Arbitral Hearing Venues](#) or parts thereof, or that otherwise have implemented some or all of the following:
- E.1 Use of renewable energy as the primary energy source for their facilities;
 - E.2 Use of LED lights;
 - E.3 Use of natural light sources, wherever practical;
 - E.4 Use of plants to reduce humidity levels and increase oxygen;
 - E.5 Introduction of sensors and timed lighting systems in offices;
 - E.6 Encourage staff to power down their electronic equipment, rather than use screen savers, during extended breaks;
 - E.7 Installation of smart power strips to reduce phantom power consumption when electronic equipment is not in use;
 - E.8 Use of recycling facilities;
 - E.9 Use of eco-friendly air conditioning and heating systems;
 - E.10 Use of water-saving facilities in kitchens and restrooms;
 - E.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms;
 - E.12 Use of eco-friendly cleaning materials;
 - E.13 Provision of catering from companies located in close proximity to the centre, which source their products locally, and which do not use disposable packaging;
 - E.14 Where deemed safe, minimise or eliminate single-use plastics wherever safe and possible to do so (i.e., bottled water and disposable plastic cups or utensils) and to otherwise use recyclable materials; and
 - E.15 Demonstration of an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.

VIII. TRAVEL

- A. The Parties and Tribunal shall:
 - A.1 Avoid unnecessary travel, and, if travel is required, use travel options that minimise carbon emissions; and
 - A.2 Carefully consider the need to fly to attend arbitration proceedings, and, where flying is deemed necessary, consider offsetting those flights.
- B. The Parties agree that Arbitrators may include the costs of offsetting their travel in their expenses.
- C. The Parties agree that the costs of offsetting any travel may be allocated as part of a costs award in the proceedings, or as otherwise agreed between the Parties.

IX. OFFSETTING

In addition to the adoption of the Sustainability Measures contained in this Procedural Order, the Parties shall give due consideration to offsetting any residual emissions caused by their activities related to this arbitration.

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GREEN PROTOCOL
FOR LAW FIRMS,
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GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION

This Green Protocol for Law Firms, Chambers and Legal Service Providers working in arbitration ("**Legal Advisors**") contains suggested Sustainability Measures for minimising the environmental impact of Legal Advisors and their employees on the environment. These Sustainability Measures can be integrated into Legal Advisors' operations and/or adopted on a case by case basis by individuals at those Legal Advisors.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Arbitral Proceedings; Green Protocol for Arbitrators, Green Protocol for Arbitration Conferences; Green Protocol for Arbitral Hearing Venues; Green Protocol for Arbitral Institutions.**

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION



I. INITIAL COMMITMENT

- A. Legal Advisors commit to work with their leadership teams, with a view to reviewing existing environmental policies and practices and, where appropriate, considering and implementing recommendations from this Green Protocol.
- B. Alternatively, Legal Advisors may appoint “Green Ambassadors” whose role shall be to help develop policies and best practices within the firm, based on these recommendations. Green Ambassadors should periodically report to their senior management on the effect of these policies and best practices.



II. USE OF GREEN ENERGY

Legal Advisors shall consider using clean or renewable energy sources, wherever possible.



III. REDUCE ENERGY CONSUMPTION

- A. Legal Advisors shall endeavour to reduce the energy consumption and environmental footprint of facilities and equipment. Examples of energy-saving measures and environmentally friendly practices that might be pursued include:
 - A.1 Investigate options for clean or renewable energy as primary facility energy source;
 - A.2 Use LED lights;
 - A.3 Use natural light sources, wherever practical;
 - A.4 Use plants to reduce humidity levels and increase oxygen;
 - A.5 Introduction of sensors and timed lighting systems in offices;
 - A.6 Encourage staff to turn off appliances rather than use screen savers during extended breaks;
 - A.7 Install smart power strips to reduce power consumption when electronic equipment is not in use;
 - A.8 Use recycling facilities;
 - A.9 Use eco-friendly air conditioning and heating systems;
 - A.10 Use water-saving facilities in kitchens and restrooms;
 - A.11 Use eco-friendly cleaning materials;
 - A.12 Use energy-efficient hand-dryers or roller towels in kitchens and restrooms; and
 - A.13 Demonstrate an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.
- B. Legal Advisors shall aim to work with their IT teams and building management to ensure all computers, screens, lights and other electrical devices are set to turn off or enter a standby mode after a set period of time in the evenings or during the day and/or when otherwise not in use (as appropriate).
- C. Legal Advisors shall aim to work with their IT teams to reduce the carbon footprint of emailing by adopting pre-set parameters to reduce the length of email chains, limit unnecessary attachments, transmitting smaller sized PDFs, etc.

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION

- D. In the case where a Legal Advisor does not own its office, the Legal Advisor shall endeavour to work with building managers and building service providers, in order to facilitate the introduction of the above measures.



IV. ELECTRONIC OPERATIONS

- A. Legal Advisors shall encourage the use of technology and provide the required training, in order to reduce the use of paper, travel and short face-to-face meetings. These technology solutions might include the use of:
- B. Large or double-screen monitors;
 - C. Telephone or Video-conferencing;
 - D. iPad and tablets, or other similar equipment that facilitate a similar or improved experience of using paper materials;
 - E. Electronic document sharing or editing platforms; and/or
 - F. Smartphones, headsets and telephone or video-conferencing systems.



V. LEGAL ADVISOR STAFF

Legal Advisors shall aim to develop their staff's technological skills, to raise awareness of the importance of Sustainable Measures and to enable them to adapt to a digital environment, such as by providing training on digital communication and collaboration platforms, telephone and video-conferencing facilities, and cybersecurity best practices.



VI. MINIMISE PRINTING AND USE OF PAPER

- A. Legal Advisors shall consider the need to print documents and shall endeavour to only print what is strictly necessary. In doing so they shall encourage staff to reduce printing and shall assume a default position of not printing documents, unless requested.
- B. Where printing is deemed necessary, Legal Advisors shall endeavour to minimise the environmental footprint of the printing, for example, through:
- B.1 Use of A5 paper, grayscale and double-sided format where appropriate;
 - B.2 Use environmentally friendly toner and ink;
 - B.3 Use of recycled and recyclable paper where possible;
 - B.4 Disposing of printed documents and associated materials (e.g. toner bottles) in an environmentally friendly way, where appropriate. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and compositing;
 - B.5 Considering whether it is necessary to courier hard copies abroad or whether it is possible to use a local printing service.
- C. Legal Advisors shall consider whether to request that they be provided with printed documents, particularly when working remotely, but in any event taking into account the environmental footprint of printing.

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION

- D. Employees and, where possible, all attendees at meetings, should be encouraged to bring laptops or tablets to use for review and electronic note taking instead of printed materials, and to display information using screens/projectors rather than by printing documents. Stationery should be provided only upon request.
- E. Legal Advisors should encourage the use and preference of business development and marketing materials in digital form and reduce the volume of printed materials wherever possible.
- F. Legal Advisors, through their case teams, shall aim to maintain electronic case files instead of hard copy files.
- G. Individual printers within offices should be discouraged and the number of floor printers should be limited.
- H. Legal Advisors shall consider using multi-purpose machines for printing, copying, scanning and faxing.
- I. Legal Advisors shall aim to regularly update subscriber mailing lists, to reduce the volume of general communications, via both electronic and paper transmission, and shall endeavour to eliminate or reduce printed mailing, where practical.
- J. Where available for accounts payable and receivable, Legal Advisors shall endeavour to implement digital funding transfers, to reduce the need for printed checks and mailings.



VII. ENCOURAGE RECYCLING

- A. Legal Advisors shall endeavour to implement environmentally friendly disposal practices. Examples of such practices include:
 - A.1 Providing clearly marked recycling bins in offices and instructions on best practices for recycling;
 - A.2 Eliminating plastic bags in bins or for any other purposes, unless sourced from recycled products; and
 - A.3 Proper disposal or recycling of outdated or broken electronic equipment and furniture.
- B. Subject to local regulatory requirements and individual matter confidentiality obligations, Legal Advisors shall endeavour recycle all files that have not been used or are not being used after an established period of time.

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION



VIII. LIMIT USE OF SINGLE USE ITEMS/ELIMINATE PLASTIC

Legal Advisors should aim to eliminate or limit the use of single-use and/or plastic items, where possible and where deemed safe. In doing so, Legal Advisors may be guided by the non-exhaustive list of items below to be eliminated or limited, with alternatives suggested where appropriate. Legal Advisors shall share this list with canteens and in-house restaurants to diminish waste.

ITEM	Request	Alternative
1	No plastic water bottles	Non-plastic water jugs (e.g., glass or metal)
2	No plastic straws	Metal straws or no straws
3	No individually wrapped confectionery	No confectionery required
4	No canned drinks	Non-plastic jugs of fruit juice (or just water)
5	No plastic cutlery	Non-disposable cutlery (silver ware)
6	No paper plates or cups	Non-disposable plates and glasses/cups
7	No single portion items e.g. tomato sauce packets/single jams jars/sugar packets/butter packets	A single container/jar/dispenser
8	No styrofoam or plastic food containers	Serve food on non-disposable plates/bowls Alternatively, re-useable containers or cardboard boxes
9	No paper napkins	Cloth napkins
10	No plastic cocktail sticks in finger foods	
11	No unnecessary decorative mini cupcake/bakery liners	
12	No individually wrapped tea bags	Pot/dispenser of hot tea
13	No Nespresso (or equivalent) coffee capsules if no policy of recycling	Pot/dispenser of coffee
14	No plastic stirrers	Small metal teaspoons
15	No stationery/writing paper/note pads	Attendees to provide their own stationery/writing paper/note pads if needed
16	No promotional leaflets	

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION



IX. PARTNER WITH “GREEN” ORGANISATIONS

- A. Legal Advisors shall aim to adopt sustainable practices for catering, including the use of sustainable catering companies (e.g. those that adhere to environmentally friendly practices by use of alternatives to disposable packaging and locally sourced supplies) and sustainable marketing materials, considering also the objective of reducing single use items and the use of plastic.
 - A.1 To reduce potential food waste, Legal Advisors should confirm delegate attendance for an accurate head count for catering orders. Excess food shall be treated in a resourceful way, such as donation.
- B. Legal Advisors shall endeavour to use suppliers who adopt or are aspiring to implement similar Sustainability Measures, including use of environmentally friendly products. These suppliers might include catering companies, document production and printing suppliers, couriers, cleaning companies, marketing and advertising professionals, offsite event facilities, and utility suppliers.
- C. Encourage their IT teams to add use of Sustainability Measures to their criteria when selecting technology solutions (e.g. video-conferencing and electronic document sharing platforms) plus the data centre that hosts the Facilitators’ email and website.
- D. Legal Advisors shall aim, where possible, to engage service providers, including court reporters, interpreters, etc. who are located locally in the place of the hearing, to avoid unnecessary transportation and lodging, or to otherwise consider whether audio or video conferencing of service providers is possible.
- E. Legal Advisors should consider communicating this directive to all organisations, prior to service performance.



X. TRAVEL RESPONSIBLY

- A. Legal Advisors shall encourage their staff to consider the need for any travel where an alternative technology solution might be available, such as videoconference or the telephone;
- B. Legal Advisors shall encourage their staff to consider virtual conferencing opportunities as an alternative to in-person conferences where these would generate substantial travel; and
- C. Legal Advisors shall aim to put in place policies to enable their staff to work from home and, in particular, to avoid any unnecessary travel back from an office e.g. through taxis or by car, by encouraging shared transportation or walking whenever possible.

GREEN PROTOCOL FOR LAW FIRMS, CHAMBERS AND LEGAL SERVICE PROVIDERS WORKING IN ARBITRATION



XI. INCENTIVISATION

- A. Legal Advisors shall endeavour to incentivise their staff through schemes that encourage greener behaviours. These might include cycle schemes, reward schemes, or other green campaigns.
- B. Legal Advisors shall consider implementing schemes to support staff choosing to work from home to avoid carbon travel footprint. For example, Legal Advisors could consider subsidising part of broadband or phone bills or supplying or subsidising the purchase of equipment required to set up a suitable office environment.



XII. SOCIAL RESPONSIBILITY

- A. Legal Advisors shall consider allowing their staff a permitted amount of hours each year to volunteer with organisations involved in sustainability initiatives.
- B. Legal Advisors shall consider organising at least one event per year to educate and encourage green behaviors.



XIII. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation. Legal Advisors shall also, however, consider offsetting any residual emissions caused by their conduct, including through travel.

Disclaimer

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CAMPAIGN FOR

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DRIVING SUSTAINABLE CHANGE

GREEN PROTOCOL
FOR ARBITRATORS

GREEN PROTOCOL FOR ARBITRATORS

This Green Protocol for Arbitrators contains suggested Sustainability Measures for minimising the environmental impact of individual arbitrators during the course of arbitral proceedings. These Sustainability Measures can be adopted by Arbitrators separately or in their entirety, as appropriate.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Arbitral Proceedings; Green Protocol for Law Firms, Chambers and Legal Service Providers; Green Protocol for Arbitration Conferences; Green Protocol for Arbitral Hearing Venues, Green Protocol for Arbitral Institutions.**

GREEN PROTOCOL FOR ARBITRATORS



I. INITIAL COMMITMENT

Arbitrators will endeavor to take all practicable steps to ensure that they minimise the environmental impact of their practice.



II. MINIMISE PRINTING AND USE OF PAPER

- A. Arbitrators will favor electronic communications and correspondence with other Tribunal members, institutions, and Parties over paper form, save where deemed strictly necessary.
- B. Arbitrators will use electronic tools to annotate documents and to prepare and finalise orders or awards.
- C. Arbitrators will carefully consider the need to print documents and endeavor to only print what is deemed strictly necessary.
- D. Arbitrators will maintain electronic case files, instead of hard copy files.
- E. Where printing is deemed necessary, Arbitrators will endeavor to minimise the environmental footprint of the printing. Examples include:
 - E.1 Use of A5 paper, grayscale and double-sided format where appropriate;
 - E.2 Use environmentally friendly toner and ink; and
 - E.3 Use of recycled and recyclable paper where possible.
- F. Arbitrators will carefully consider whether to request that they be provided with printed documents, taking into account the environmental footprint of printing and transportation by international shipping companies.
- G. Where applicable, individual printers within offices will be discouraged and the number of floor printers will be limited.
- H. Following the conclusion of proceedings, arbitrators will endeavor to dispose of all printed documents in an environmentally friendly way. Examples of printing disposal, whilst adhering to confidentiality obligations might include recycling and compositing.
- I. Subject to local regulatory requirements and individual matter confidentiality obligations, and to applicable retention policies, arbitrators will endeavor to recycle all hard copy files.



III. CONDUCT OF PROCEEDINGS

- A. Where Arbitrators are sole arbitrators, they will adopt the Sustainability Measures listed below, where possible. Where Arbitrators form part of a panel, they will share this Protocol and the Green Protocol for Arbitral Proceedings with their co-arbitrators, encourage them to adopt similar Sustainability Measures and consider which Sustainability Measures can be included in the first Procedural Order.
- B. Arbitrators will encourage Parties at the outset of the case to adopt Sustainability Measures, to reduce the environmental footprint of the arbitration, in particular Sustainability Measures aimed at reducing travel and paper waste.
- C. Arbitrators will give due consideration to the adoption of the **Green Protocol for Arbitral Proceedings** or parts thereof as part of a procedural order addressing the conduct of proceedings.
- D. Where appropriate, Arbitrators will require written submissions, including briefs or memorials, applications, witness statements, expert reports, exhibits and legal authorities to be served electronically in an e-bundle or similar format, via email, secure link, or any other agreed upon electronic platform.
- E. Throughout proceedings, Arbitrators will encourage the use of technology platforms, and, where appropriate a shared platform, for receipt and organisation of materials.
- F. Arbitrators will encourage the use of video or telephone -conferencing for case management conferences or preliminary hearings, where appropriate and considered acceptable by parties.



IV. HEARINGS

- A. Arbitrators will prefer the use of e-bundles over paper bundles in hearings.
- B. Arbitrators will encourage the use of e-technology for evidence display to reduce or eliminate paper in hearing facilities.
- C. Arbitrators will encourage the use of remote submissions or cross-examination via video-conferencing, rather than in-person submissions or cross-examination to reduce unnecessary travel, where appropriate and considered acceptable by parties.
- D. Arbitrators will favor the use of telephone or video-conferencing for Tribunal deliberations over in-person deliberations, particularly where air travel would be required for the Tribunal to meet in person.

GREEN PROTOCOL FOR ARBITRATORS



V. WORKING ENVIRONMENT

- A. Arbitrators will endeavor to improve the energy efficiency of their home or outside offices to reduce their environmental footprint. Examples of energy-saving measures and environmentally friendly practices which can be implemented include:
- A.1 Investigating options for clean or renewable energy as primary energy source;
 - A.2 Use of LED lights;
 - A.3 Use of natural light sources wherever practical;
 - A.4 Use of plants to reduce humidity levels and increase oxygen;
 - A.5 Introduction of sensors and timed lighting systems;
 - A.6 Opting to turn off appliances rather than use screen savers during extended breaks;
 - A.7 Installing smart power strips to reduce power consumption when electronic equipment is not in use;
 - A.8 Use of recycling facilities;
 - A.9 Use of eco-friendly air conditioning and heating systems;
 - A.10 Use of water-saving facilities in kitchens and restrooms; and
 - A.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms.
- B. Arbitrators will ensure that their workspace is set up with the correct technological equipment to enable them to adopt the Sustainability Measures below, including video and telephone conferencing, the use of e-bundles and the requisite tools to annotate and comment on documents.



VI. ENCOURAGE RECYCLING

- A. Arbitrators will endeavor to implement environmentally friendly disposal practices. Examples of such practices include:
- A.1 Use of recycling bins;
 - A.2 Eliminating plastic bags in bins or for any other purposes, unless sourced from recycled products; and
 - A.3 Proper disposal or recycling of outdated or broken electronic equipment and furniture.



VII. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation. Arbitrators will also, however, give due consideration to offsetting any residual emissions caused by their conduct, including through travel.

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GREEN PROTOCOL
FOR ARBITRAL
INSTITUTIONS

This Green Protocol for Arbitral Institutions contains suggested Sustainability Measures for minimising the environmental impact of Arbitral Institutions on the environment. These Sustainability Measures can be integrated into the daily operations of the Arbitral Institution and/or adopted on a case by case basis by individuals at those Arbitral Institutions.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Arbitral Proceedings; Green Protocol for Law Firms, Chambers and Legal Service Providers Working in Arbitration; Green Protocol for Arbitrators; Green Protocol for Arbitration Conferences; Green Protocol for Arbitral Hearing Venues**



I. INITIAL COMMITMENT

Arbitral Institutions commit to working with their staff and leadership teams, with a view to reviewing existing environmental policies and practices and, where appropriate, considering and implementing recommendations from this Protocol.



II. USE OF GREEN ENERGY

Arbitral Institutions commit to use clean or renewable energy sources wherever possible.



III. REDUCE ENERGY CONSUMPTION

A. Arbitral Institutions shall endeavour to improve the energy efficiency of facilities and equipment to reduce their environmental footprint. Examples of energy-saving measures and environmentally friendly practices include:

- A.1 Investigating options for clean or renewable energy as primary facility energy source;
- A.2 Use of LED lights;
- A.3 Use of natural light sources wherever practical;
- A.4 Use of plants to reduce humidity levels and increase oxygen;
- A.5 Introduction of sensors and timed lighting systems in offices;
- A.6 Encouraging staff to power down rather than use screen savers during extended breaks;
- A.7 Install smart power strips to reduce phantom power consumption when electronic equipment is not in use;
- A.8 Use of eco-friendly air conditioning and heating systems;
- A.9 Use of eco-friendly cleaning materials;
- A.10 Use of water-saving facilities in kitchens and restrooms;
- A.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms; and
- A.12 Demonstrate an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.

B. In the case where an Arbitral Institution does not own its office, the Arbitral Institution commits to working with building managers, and building services providers in order to facilitate the introduction of the above measures.



IV. MINIMISE PRINTING AND USE OF PAPER

A. Arbitral Institutions shall carefully consider the need to print documents and shall endeavour to only print what is deemed to be strictly necessary.

B. Where printing is deemed necessary, Arbitral Institutions shall endeavour to minimise the environmental footprint of the printing. Examples include:

- B.1 Use of A5 paper, grayscale and double-sided format where appropriate;
- B.2 Use of recycled and recyclable paper where possible;
- B.3 Use environmentally friendly toner and ink; and
- B.4 Disposing of printed documents and associated materials (e.g., toner bottles) in an environmentally friendly way (where appropriate).

- C. Arbitral Institutions shall encourage attendees at all meetings to bring laptops or tablets for review and electronic note taking and to display information using screens/projectors rather than by printing documents. Stationary shall only be provided upon request.
- D. Arbitral Institutions shall encourage the use of business development and marketing materials in digital form.
- E. Arbitral Institutions shall maintain electronic case files instead of hard copy files.
- F. Individual printers within offices are to be discouraged or limited.
- G. Consider using multi-purpose machines for printing, copying, scanning and faxing.
- H. Regularly update subscriber mailing lists to reduce the volume of general communications, via both electronic and paper transmission, and endeavour to eliminate or reduce printed mailing wherever practical. This step shall also serve to confirm current contact information.
- I. Wherever available for accounts payable and receivable, implement digital funding transfers to reduce the need for printed checks and mailings.
- J. Arbitral Institutions shall endeavour to encourage the use of technology for the conduct of proceedings to minimise printing and the use of paper where appropriate. Examples include:
 - J.1 Expressly inviting Parties and Tribunals to communicate by electronic means only (e.g. email communication);
 - J.2 Expressly permitting in institutional arbitration rules the service of documents by electronic means (e.g. email and online repositories);
 - J.3 Not requiring hard copies of any documents and encouraging electronic filing;
 - J.4 Making draft text available for procedural orders; and
 - J.5 Transmitting case files to Tribunals by electronic means and to only provide hard copies where expressly requested.



V. ENCOURAGE RECYCLING

- A. Arbitral Institutions shall endeavour to implement environmentally friendly disposal practices. Examples of such practices include:
 - A.1 Providing clearly marked recycling bins in offices and instructions on best practices for recycling;
 - A.2 Eliminate plastic bags in bins and for any other purposes, unless sourced from recycled products; and
 - A.3 Proper disposal or recycling of outdated or broken electronic equipment and furniture.
- B. Subject to local regulatory requirements and individual matter confidentiality obligations, Arbitral Institutions shall recycle all files in accordance with its document retention policies.
- C. In the case where an Arbitral Institution does not own its office, the Arbitral Institution commits to working with building managers, and building services providers in order to facilitate the introduction of the above measures.



VI. LIMIT USE OF SINGLE USE ITEMS/ELIMINATE PLASTIC

Arbitral Institutions can be guided by the non-exhaustive list of items below to be eliminated or limited, where deemed safe to do so, with alternatives suggested where appropriate. Arbitral Institutions can share this list with canteens and in-house restaurants to diminish waste.

ITEM	Request	Alternative
1	No plastic water bottles	Non-plastic water jugs (e.g., glass or metal)
2	No plastic straws	Metal straws or no straws
3	No individually wrapped confectionery	No confectionery required
4	No canned drinks	Non-plastic jugs of fruit juice (or just water)
5	No plastic cutlery	Non-disposable cutlery (silver ware)
6	No paper plates or cups	Non-disposable plates and glasses/cups
7	No single portion items e.g. tomato sauce packets/single jams jars/sugar packets/butter packets	A single container/jar/dispenser
8	No styrofoam or plastic food containers	Serve food on non-disposable plates/bowls Alternatively, re-useable containers or cardboard boxes
9	No paper napkins	Cloth napkins
10	No plastic cocktail sticks in finger foods	Bamboo cocktail sticks (only where absolutely necessary)
11	No unnecessary decorative mini cupcake/bakery liners	
12	No individually wrapped tea bags	Pot/dispenser of hot tea
13	No Nespresso (or equivalent) coffee capsules if no policy of recycling	Pot/dispenser of coffee
14	No plastic stirrers	Small metal teaspoons
15	No stationery/writing paper/note pads	Attendees to provide their own stationery/writing paper/note pads if needed
16	No promotional leaflets	Adopt online promotion only
17	No single use marketing gimmicks	Real use and sustainably produced gimmicks



VII. PARTNER WITH “GREEN” ORGANISATIONS

- A. Arbitral Institutions commit to adopt sustainable practices for meals, including the use of sustainable catering companies (e.g. adhere to environmentally friendly practices by use of alternatives to disposable packaging and locally sourced supplies) and sustainable marketing materials, considering also the above list to limit single use items and to eliminate plastic.
 - A.1 To reduce potential food waste, Arbitral Institutions shall confirm delegate attendance for an accurate head count. Adjustments may then be made to catering orders to avoid waste, and attempts shall be made to dispose of excess food in a constructive manner, such as donation.
- B. Arbitral Institutions commit to using suppliers who adopt or are aspiring to implement similar sustainability measures including use of environmentally friendly products. These suppliers might include catering companies, document production and printing suppliers, couriers, cleaning companies, marketing and advertising professionals, offsite event facilities, and utility suppliers.
- C. Encourage their IT teams to add use of Sustainability Measures to their criteria when selecting technology solutions (e.g. video-conferencing and electronic document sharing platforms) plus the data centre that hosts the Facilitators’ email and website.
- D. Arbitral Institutions shall encourage Parties to engage service providers, including court reporters, interpreters, etc. who are located locally in the place of the hearing to avoid unnecessary transportation and lodging. To the extent this is not possible, Arbitral Institutions shall encourage Parties to consider whether audio or video conferencing of service providers is possible.
- E. Arbitral Institutions shall communicate this directive to all organisations prior to service performance.



VIII. TRAVEL RESPONSIBLY

- A. Arbitral Institutions shall endeavour to encourage the use of technology for the conduct of proceedings to minimise travel where appropriate. Examples include:
 - A.1 Expressly encouraging the use of technology in institutional arbitration rules, relevant correspondence, and draft procedural orders;
 - A.2 Use of broad definitions for references to hearings, which do not exclude virtual hearings, in institutional arbitration rules; and
 - A.3 Empowering Tribunals to determine how witnesses and experts are examined in institutional arbitration rules, which may include remote examination as appropriate.
- B. Where Arbitral Institutions provide hearing services, they shall endeavour to offer virtual hearing services, which can be used in combination or individually as appropriate. Examples include:
 - B.1 Video and audio conferencing;
 - B.2 Electronic bundles;
 - B.3 Electronic presentation of evidence;
 - B.4 Transcription; and
 - B.5 Interpretation.

- C. When organising or participating in events, Arbitral Institutions shall endeavour to use technology to minimise the need to travel. Examples include:
 - C.1 Enabling, or requesting, virtual attendance for delegates; and
 - C.2 Enabling, or requesting, virtual participation for speakers (e.g., e-diversity).
- D. Arbitral Institutions shall carefully consider the need to travel for events and/or other business development activities, and shall endeavour to minimise travel wherever possible.
- E. Where travel is deemed necessary, Arbitral Institutions shall consider the following:
 - E.1 Use of, or for delegates promoting the use of, travel options that minimise carbon emissions;
 - E.2 Where flights are necessary, offsetting flights or encouraging delegates to offset flights; and
 - E.3 Maximising trips to accomplish several objectives to reduce the number of trips overall.



IX. INCENTIVISE STAFF

- A. Arbitral Institutions shall incentivise their staff through schemes that encourage greener behaviors. These might include cycle schemes, reward schemes, or other green campaigns.
- B. Arbitral Institutions shall consider implementing schemes to support staff choosing to work from home to avoid carbon travel footprint. For example, Arbitral Institutions could consider subsidising part of broadband or phone bills, or supplying or subsidising the purchase of equipment required to set up a suitable office environment.



X. SOCIAL RESPONSIBILITY

- A. Arbitral Institutions commit to allowing their staff [X] hours each year, where business/operational needs allow, to volunteer with organisations involved in environmentally friendly initiatives.
- B. Arbitral Institutions commit to organise at least one event per year, which may be an online event, seeking to educate and encourage green behaviors.



XI. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation. Arbitral Institutions shall also, however, consider offsetting any residual emissions caused by their conduct, including through travel.

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FOR ARBITRATION
CONFERENCES

This Green Protocol for Arbitration Conferences contains suggested Sustainability Measures for minimising the environmental impact of arbitration conferences. These Sustainability Measures can be adopted by Conference Organisers (“**Organisers**”) individually or in their entirety, as appropriate.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Arbitral Proceedings; Green Protocol for Law Firms, Chambers and Legal Service Providers Working in Arbitration; Green Protocol for Arbitrators; Green Protocol for Arbitral Hearing Venues; Green Protocol for Arbitral Institutions**



I. INITIAL COMMITMENT

- A. Organisers of arbitration conferences shall adopt this Green Protocol for Arbitration Conferences in preparation of events.
- B. Those Organisers responsible for planning multiple conferences annually shall consider conducting some events via virtual platform rather than in-person to reduce the carbon footprint of the events.



II. VENUE SELECTION

- A. Organisers shall endeavor to select a venue with sustainability certifications or an environmental policy in place.
- B. Should an established policy not exist, Organisers shall work with venue facilitators to implement greener strategies described below.



III. EVENT PLANNING

Organisers shall endeavor to conduct all conference planning meetings remotely via virtual platform.



IV. CONFERENCE REGISTRATION AND MATERIALS

- A. Organisers commit to electronic registration and digital payment options for sponsors and delegates, to reduce or eliminate paper and mailings.
- B. Conference materials shall be sent electronically to delegates, to eliminate paper handouts and effort shall be made to limit other materials distributed.



V. CONFERENCE PROCEDURES

- A. Organisers shall endeavour to implement electronic platforms for daily check-in at conferences.
- B. Name badges and lanyards shall be composed of environmentally friendly or recycled materials for multi-use at conferences lasting several days.
- C. Introductory comments at the opening welcome session should discuss specific green efforts undertaken so attendees are aware of the sustainability efforts and encouraged to adhere to same.



VI. USE OF GREEN ENERGY

Organisers commit to use clean or renewable energy sources wherever possible.



VII. REDUCE ENERGY CONSUMPTION

- A. Organisers shall endeavor to select host venues which aim to reduce their energy consumption and environmental footprint. Examples of energy-saving measures and environmentally friendly practices implemented by preferred venues include:
- A.1 Investigate options for clean or renewable energy as primary facility energy source;
 - A.2 Use of LED lights;
 - A.3 Use of natural light sources wherever practical;
 - A.4 Use of plants to reduce humidity levels and increase oxygen;
 - A.5 Introduction of sensors and timed lighting systems in offices;
 - A.6 Encourage attendees to power down rather than use screen savers during extended breaks;
 - A.7 Install smart power strips to reduce phantom power consumption when electronic equipment is not in use;
 - A.8 Use of recycling facilities;
 - A.9 Use of eco-friendly air conditioning and heating systems;
 - A.10 Use of water-saving facilities in kitchens and restrooms;
 - A.11 Use of energy-efficient hand-dryers or roller towels in kitchens and restrooms;
 - A.12 Use of eco-friendly cleaning materials; and
 - A.13 Demonstrate an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.



VIII. MINIMISE PRINTING AND USE OF PAPER

- A. Organisers shall communicate the preference for conference sponsors to use digital marketing materials and reduce the volume of printed materials wherever possible
- B. Organisers shall encourage delegates to bring laptops or tablets to use for review and electronic note taking instead of printing materials, and to display information using screens/projectors rather than by printing documents. Stationery shall only be provided upon request.
- C. Where printing is deemed necessary, Organisers shall endeavor to minimise the environmental footprint of the printing, including by working with conference venue hosts. Examples include:
- C.1 Use of A5 paper, grayscale and double-sided format where appropriate;
 - C.2 Use environmentally friendly toner and ink; and
 - C.3 Use of recycled and recyclable paper where possible.
 - C.4 Disposing of printed documents and associated materials (e.g., toner bottles) in an environmentally friendly way. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and compositing.



IX. ENCOURAGE RECYCLING

- A. Organisers shall endeavour to select host venues that adhere to environmentally friendly disposal practices. Examples of such practices include:
- A.1 Provide clearly marked recycling bins in facilities and instructions on best practices for recycling; and
 - A.2 Eliminate plastic bags in bins or for any other purposes, unless sourced from recycled products.



X. LIMIT USE OF SINGLE USE ITEMS/ELIMINATE PLASTIC

Organisers shall be guided by the non-exhaustive list of items below to eliminate or limit the use of single-use and/or plastic items, wherever possible and where deemed safe, with alternatives suggested where appropriate. Organisers shall share this list with canteens and in-house restaurants to diminish waste.

ITEM	Item to be eliminated or limited	Alternative
1	No plastic water bottles	Non-plastic water jugs (e.g., glass or metal)
2	No plastic straws	Metal straws or no straws
3	No individually wrapped confectionery	No confectionery required
4	No canned drinks	Non-plastic jugs of fruit juice (or just water)
5	No plastic cutlery	Non-disposable cutlery (silver ware)
6	No paper plates or cups	Non-disposable plates and glasses/cups
7	No single portion items e.g. tomato sauce packets/single jams jars/sugar packets/butter packets	A single container/jar/dispenser
8	No styrofoam or plastic food containers	Serve food on non-disposable plates/bowls Alternatively, re-useable containers or cardboard boxes
9	No paper napkins	Cloth napkins
10	No plastic cocktail sticks in finger foods	
11	No unnecessary decorative mini cupcake/bakery liners	
12	No individually wrapped tea bags	Pot/dispenser of hot tea
13	No Nespresso (or equivalent) coffee capsules if no policy of recycling	Pot/dispenser of coffee
14	No plastic stirrers	Small metal teaspoons
15	No stationery/writing paper/note pads	Attendees to provide their own stationery/writing paper/note pads if needed
16	No paper programme, promotional leaflets	



XI. PARTNER WITH “GREEN” ORGANISATIONS

- A. Organisers commit to adopt sustainable practices for catering, including the use of sustainable catering companies (e.g. those that adhere to environmentally friendly practices by use of alternatives to disposable packaging and locally sourced supplies) and sustainable marketing materials, considering also the above list to limit single use items and to eliminate plastic.
 - A.1 To reduce potential food waste, Organisers shall confirm delegate attendance for an accurate head count for catering orders. Excess food shall be treated in a resourceful way, such as donation.
- B. Organisers commit to using suppliers who adopt or are aspiring to implement similar Sustainability Measures including use of environmentally friendly products. These suppliers might include catering companies, document production and printing suppliers, couriers, cleaning companies, marketing and advertising professionals, offsite event facilities, and utility suppliers.
- C. To the extent possible, Organisers commit to engage service providers, including court reporters, interpreters, etc. who are located locally in the place of the hearing to avoid unnecessary transportation and lodging.
- D. Organisers shall communicate this Protocol to all organisations prior to service performance.



XII. TRAVEL RESPONSIBLY

- A. Organisers shall:
 - A.1 Enable virtual conference attendance and participation by delegates;
 - A.2 Enable virtual participation by conference speakers, panelists and chairs; and
 - A.3 For those conference attendees and participants that travel to the conference, promote the use of transport options that minimise carbon emissions, including the use of offsetting by those that are flying to the conference.
 - A.4 For those delegates attending the conference in person, Organisers shall:
 - (a) Provide lists of local accommodation facilities that adopt or are aspiring to implement similar Sustainability Measures; and
 - (b) Encourage the use of environmentally friendly transport options, including walking or taking public transit to the venue.



XIII. POST-CONFERENCE

All surveys or feedback inquiries of attendees shall be conducted electronically.



XIV. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation. Organisers shall also, however, consider offsetting any residual emissions caused by their conduct, including through travel.

Disclaimer

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CAMPAIGN FOR

**GREENER
ARBITRATIONS**

DRIVING SUSTAINABLE CHANGE

GREEN PROTOCOL
FOR ARBITRAL
HEARING VENUES

This Green Protocol for Arbitration Hearing Venues contains suggested Sustainability Measures for minimising the environmental impact of arbitration facilities and hearing centers. These Sustainability Measures can be adopted by Hearing Center Facilitators (“**Facilitators**”) individually or in their entirety, as appropriate.

Additional guidance may be found in related Campaign for Greener Arbitration Protocols: **Green Protocol for Arbitral Proceedings; Green Protocol for Law Firms, Chambers and Legal Service Providers Working in Arbitration; Green Protocol for Arbitrators; Green Protocol for Arbitration Conferences; Green Protocol for Arbitral Institutions.**



I. INITIAL COMMITMENT

- A. Facilitators commit to adopt this Green Protocol for Arbitration Hearing Venues or component parts thereof as part of daily operating procedures.
- B. Alternatively, Parties may request venue adherence to this Green Protocol for Arbitration Hearing Venues or component parts thereof, in preparation of and for the duration of a particular matter.



II. USE OF GREEN ENERGY

Facilitators commit to use clean or renewable energy sources wherever possible.



III. REDUCE ENERGY CONSUMPTION

- A. Facilitators shall endeavour to reduce the energy consumption and environmental footprint of venue and equipment. Examples of energy-saving measures and environmentally friendly practices include:
 - A.1 Investigate options for clean or renewable energy as primary facility energy source;
 - A.2 Use LED lights;
 - A.3 Use natural light sources wherever practical;
 - A.4 Use plants to reduce humidity levels and increase oxygen;
 - A.5 Introduction of sensors and timed lighting systems in offices;
 - A.6 Encourage staff and visitors to power down rather than use screen savers during extended breaks;
 - A.7 Install smart power strips to reduce phantom power consumption when electronic equipment is not in use;
 - A.8 Use recycling facilities;
 - A.9 Use eco-friendly air conditioning and heating systems;
 - A.10 Use water-saving facilities in kitchens and restrooms;
 - A.11 Use energy-efficient hand-dryers or roller towels in kitchens and restrooms;
 - A.12 Use eco-friendly cleaning materials; and/or
 - A.13 Demonstrate an ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible, and to offsetting greenhouse gas emissions.



IV. CONDUCT OF PROCEEDINGS

- A. Communication and correspondence among Facilitators, Parties and Tribunal shall be made electronically wherever practical.
- B. Throughout proceedings, Facilitators shall implement technology platforms and devices for evidence display in the hearing venue.
- C. Limit the number of in person participants to what is strictly necessary and, where agreed between the Parties or ordered by the Tribunal, make video-conferencing facilities available to enable additional relevant participants (for example, supplemental client or counsel attendees) to participate in the hearing.



V. MINIMISE PRINTING AND USE OF PAPER

- A. Facilitators shall endeavour to:
- A.1 Use digital options for paper-free hearings and conferences.
 - A.2 Carefully consider whether hard copy documents are necessary, taking into account the environmental footprint of printing.
 - A.3 Encourage Parties, Tribunals, conference attendees and employees to bring laptops or tablets to use for review and electronic note taking in lieu of printing materials, and to display information using screens/projectors rather than by printing documents. Stationery shall only be provided upon request.
 - A.4 Individual printers within offices and breakout rooms are to be discouraged with limited floor printers being made available.
 - A.5 Produce business development and marketing materials in digital form.
 - A.6 Consider using multi-purpose machines for printing, copying, scanning and faxing.
 - A.7 Regularly update subscriber mailing lists to reduce the volume of general communications, via both electronic and paper transmission, and endeavour to eliminate or reduce printed mailing wherever practical. This step shall also serve to confirm current contact information.
 - A.8 Wherever available for accounts payable and receivable, implement digital funding transfers to reduce the need for printed checks and mailings.
 - A.9 Where printing is deemed necessary, Facilitators shall endeavour to minimise the environmental footprint of the printing. Examples include:
 - (a) Use of A5 paper, grayscale and double-sided format where appropriate;
 - (b) Use environmentally friendly toner and ink; and
 - (c) Use of recycled and recyclable paper where possible.
 - (d) Disposing of printed documents and associated materials (e.g., toner bottles) in an environmentally friendly way, where appropriate. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and compositing.



VI. ENCOURAGE RECYCLING

- A. Facilitators shall endeavour to implement environmentally friendly disposal practices. Examples of such practices include:
- A.1 Providing clearly marked recycling bins in facilities and instructions on best practices for recycling;
 - A.2 Eliminating plastic bags in bins or for any other purposes, unless sourced from recycled products; and
 - A.3 Proper disposal or recycling of outdated or broken electronic equipment and furniture.
 - A.4 Subject to local regulatory requirements and individual matter confidentiality obligations compliance, Facilitators shall recycle all files that have not been used or are not being used after an established period of time.



VII. LIMIT USE OF SINGLE USE ITEMS/ELIMINATE PLASTIC

Facilitators shall eliminate or limit the use of single-use and/or plastic items, where possible and where deemed safe. In doing so, Facilitators may be guided by the non-exhaustive list of items below to be eliminated or limited, with alternatives suggested where appropriate. Facilitators shall share this list with canteens and in-house restaurants to diminish waste.

ITEM	Request	Alternative
1	No plastic water bottles	Non-plastic water jugs (e.g., glass or metal)
2	No plastic straws	Metal straws or no straws
3	No individually wrapped confectionery	No confectionery required
4	No canned drinks	Non-plastic jugs of fruit juice (or just water)
5	No plastic cutlery	Non-disposable cutlery (silver ware)
6	No paper plates or cups	Non-disposable plates and glasses/cups
7	No single portion items e.g. tomato sauce packets/single jams jars/sugar packets/butter packets	A single container/jar/dispenser
8	No styrofoam or plastic food containers	Serve food on non-disposable plates/bowls Alternatively, re-useable containers or cardboard boxes
9	No paper napkins	Cloth napkins
10	No plastic cocktail sticks in finger foods	
11	No unnecessary decorative mini cupcake/bakery liners	
12	No individually wrapped tea bags	Pot/dispenser of hot tea
13	No Nespresso (or equivalent) coffee capsules if no policy of recycling	Pot/dispenser of coffee
14	No plastic stirrers	Small metal teaspoons
15	No stationery/writing paper/note pads	Attendees to provide their own stationery/writing paper/note pads if needed
16	No promotional leaflets	



VIII. PARTNER WITH “GREEN” ORGANISATIONS

- A. Facilitators commit to adopt sustainable practices for meals, including the use of sustainable catering companies (e.g. adhere to environmentally friendly practices by use of alternatives to disposable packaging and locally sourced supplies) and sustainable marketing materials, considering also the above list to limit single use items and to eliminate plastic.
 - A.1 To reduce potential food waste, Facilitators shall confirm delegate attendance for an accurate head count. Adjustments may then be made to catering orders to avoid waste, and attempts shall be made to resource excess food in a constructive manner, such as donation.
- B. Facilitators commit to using suppliers who adopt or are aspiring to implement similar sustainability measures including use of environmentally friendly products. These suppliers might include catering companies, document production and printing suppliers, couriers, cleaning companies, marketing and advertising professionals, offsite event facilities, and utility suppliers.
- C. Encourage their IT teams to add use of Sustainability Measures to their criteria when selecting technology solutions (e.g. video-conferencing and electronic document sharing platforms) plus the data centre that hosts the Facilitators’ email and website.
- D. Facilitators shall encourage Parties to engage service providers, including court reporters, interpreters, etc. who are located locally in the place of the hearing to avoid unnecessary transportation and lodging.
- E. Facilitators shall communicate this directive to all organisations prior to service performance. To the extent this is not possible, Facilitators shall encourage Parties to consider whether audio or video conferencing of service providers is possible.



IX. TRAVEL RESPONSIBLY

- A. Facilitators shall promote the use of environmentally friendly transport options that minimise carbon emissions, including the use of offsetting by those that are flying to the venue.
- B. For those attending the venue in person, Facilitators shall:
 - B.1 Provide lists of local accommodation facilities that adopt or are aspiring to implement similar Sustainability Measures; and
 - B.2 Encourage the use of environmentally friendly transport options.



X. OFFSETTING CARBON EMISSIONS

The Sustainability Measures contained in this Protocol encourage behavioural change aimed at reducing the environmental impact of arbitrations and priority should be given to their implementation. Parties shall also, however, consider offsetting any residual emissions caused by their conduct, including through travel.

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