Guidelines for Protest Hearing Setup with Remote Jury Member(s)

Introduction

This is a recommendation to organizing authorities (OA) and jury members regarding protest hearing with some of the jury members not hearing the case in the protest room. The aim is to introduce good practice so that the hearing may proceed smoothly with remote jury member(s).

Concerned parties (i.e. protestee, protestor and witness(es)) must be present in the protest room.

It is essential to have at least the protest chair attending the hearing in person so that it is under his/her control.

Procedures regarding hearings are not changed although it is more common nowadays to complete the hearing request form on line and this will allow remote jury member(s) to have easy and quick access to the details of the hearing.

Procedure of traditional protest hearing is expected to be well understood and will not be mentioned in this document.

Additional Equipment/Manpower Required

1. Protest Room with good Wifi connection
2. One laptop computer for each jury member in the room, one for the parties to communicate with remote Jury member(s), and one to view the whiteboard (latter may be combined with the one for the parties if the view is adequate)
3. White Board (magnetic)
4. White Board markers
5. Boat models (magnetic)
6. Video camera set at appropriate location to film the white board
7. Conference Microphone (for better voice reception)
8. Video conference software, e.g. Zoom, MS Teams, etc (In this guidance, all laptops are installed with Zoom and jury members do know basic functions of Zoom)
9. Remote jury member(s) shall have computer device with Zoom
10. IT technician (if jury member(s) in the protest room cannot take up this role)
11. All jury members shall have mobile phone communication apps or messaging platform, e.g. Whatsapp, for urgent communication. (The method of urgent communication to be agreed by Jury members in advance)
12. Power extension cords

Judge and Umpire Committee

Day(s) before the protest hearing

The OA shall do a trial run with remote judge(s) to ensure all set up is fine.

Protest room set up shall be same as usual with jury members facing the protestor, protestee and witness (if any).

Set up a laptop with the screen facing the parties. This is for communication between the parties and remote jury member(s).

Set up a whiteboard behind both parties and make sure remote judges can see it through a laptop viewcam. Otherwise, set up another video camera which is connected with the laptop to film the whiteboard. Manual viewcam switch over may be required.

Each jury member attending the protest hearing shall have a laptop computer with Zoom during the hearing.

OA shall arrange a trial time with remote jury member(s) and check the following:

1) Remote jury member(s) can see and hear clearly when someone speaking at protestor, protestee and witness' seats and can identify each one.
2) Remote jury member(s) can see and hear attending jury member(s) clearly.
3) Remote jury member(s) can see the whiteboard with boat models clearly.
4) Everyone in the protest room can see and hear remote jury member(s) clearly.

Just before the protest hearing

Jury/Protest Chair shall make sure all remote jury member(s) receive the hearing request form. If electronic protest system is not used, the jury secretary shall send the form to remote jury member(s) by agreed means.
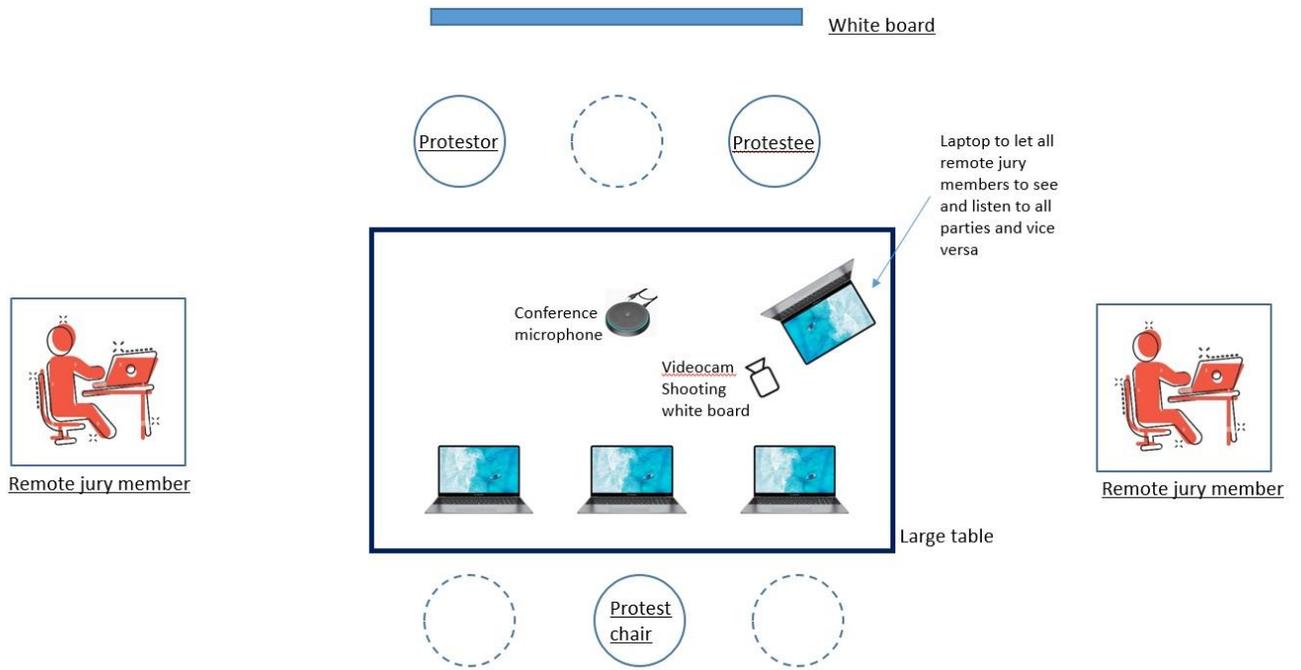
Jury/Protest Chair shall inform remote jury member(s) to join Zoom at a specific time. If possible, do a quick check if remote jury member(s) can hear, talk and see clearly before the hearing.

During the protest hearing

Protest Chair shall keep an eye on his/her laptop screen so he/she will aware if the remote jury member(s) can see and listen to the party who is presenting.

Remote jury member(s) or protest chair shall raise any issue immediately if any communication abnormality arises. In the extreme case, hearing may be halted before technical issue is resolved.

Protest Room Setup Sample

White board

Protestor

Protestee

Laptop to let all remote jury members to see and listen to all parties and vice versa

Conference microphone

Videocam Shooting white board

Remote jury member

Remote jury member

Large table

Protest chair

Protest Room Setting sample for hearing with remote jury members