

ALTERNATE DISPUTE RESOLUTION BOARD, HILSR

MINUTES OF THE MEETING

DATE: 24.09.2026

TIME: 3:00 – 4:00

VENUE: Nazish Ma'am's Chamber

ATTENDEES: Convenors, Co-Convenor, Secretary and All Directorate Heads

AGENDA OF THE MEETING: Discussion on finalising the allocation of duties and formulating the score sheet for the Arbitral Award Competition.

PROCEEDINGS:

A meeting of the ADR Committee was convened on 24 September 2026 to primarily discuss and finalise the functioning and arrangements for the upcoming Arbitral Award Presentation and Valedictory Ceremony, scheduled to be held on Monday. The discussion focused on ensuring that all academic, technical, logistical, hospitality, and ceremonial requirements were completed well in advance of the event.

The members discussed the preparation of the score sheet for the Arbitral Award Presentation. It was decided that the score sheet would be properly created and printed prior to the event. The credentials and particulars to be incorporated into the score sheet were also discussed to ensure that the judging process remains structured, clear, and uniform. The members further decided that two TADA forms would be attached to the respective files for the event. The necessary files for the judges, along with the required name plates, are to be prepared and kept ready before the commencement of the competition.

The Committee also discussed the Reel Making activity and its concluding arrangements. It was noted that the winners of the Reel Making competition would be decided in the upcoming days after the necessary evaluation. The finalisation of the winners would subsequently be incorporated into the Valedictory Ceremony and award proceedings.

A detailed allocation of duties was undertaken to ensure smooth coordination during the event. The Technical Team was assigned to Asjad, Suraj, and Suhail, who would be responsible for handling the technical requirements and ensuring the uninterrupted functioning of the programme. The responsibility of acting as the POC for the judges and awards was assigned to Ayesha, Fayza, Sahiba, and Raila, who would coordinate with the judges and oversee the requirements related to the awards.

The responsibility for food and refreshments was assigned to Shayan, Arshil, Amal, Kabeer, Saniya Malik, and Aaminah, who would coordinate the hospitality arrangements and ensure that refreshments are properly managed during the programme. The anchoring responsibilities were assigned to Ramsha and

Shreen, who would coordinate and conduct the proceedings of the ceremony as per the finalised programme schedule.

The infrastructure and venue arrangements were assigned to Zahid, Umair, Shahan, and Arman, who would oversee the necessary physical and infrastructural requirements for the event. It was further decided that a dedicated time-monitoring team would remain seated inside the room during the Arbitral Award Presentation to ensure adherence to the prescribed time limits. Zeenat and Zohran, along with Sara and Muzaiyyan, were assigned this responsibility.

The meeting concluded with the members emphasising the need for timely completion of all assigned responsibilities and proper coordination between the respective teams. All concerned members were directed to ensure that the required documents, score sheets, judge files, name plates, technical arrangements, refreshments, infrastructure, and ceremonial requirements were kept ready before the commencement of the programme on Monday.

