



RIGA INTERNATIONAL COMMERCIAL ARBITRATION COURT  
Terbatas Str. 14-3, Riga, LV-1011, Latvia  
phone: +371 67439525, [info@ricac.org](mailto:info@ricac.org)

APPROVED  
by the decision of the meeting of the members  
of the association „European Lawyers' Chamber”  
minutes No. 01/01/22 from January 4, 2022

## **REGULATIONS ON THE ORGANIZATION OF THE WORK OF ARBITRATION**

### **I. ORGANIZATION OF WORK**

1. The activity of the Riga International Commercial Arbitration Court (hereinafter referred to as the RICAC) is managed by the Presidium, the Chairman and the Head of the Chancellery.
2. The Presidium consists of nine members who are appointed by the decision of the general meeting of the members of the European Lawyers' Chamber (hereinafter referred to as the ELC).
3. Members of the Presidium are appointed from among the ELC members and RICAC arbitrators.
4. Members of the Presidium are appointed for four years and may be reappointed. In case of early termination of the powers of a member of the Presidium, a new member is appointed for the remaining term of office.
5. The Presidium appoints the RICAC Chairman from among its members, as well as performs other functions that are established by these Regulations and the RICAC Arbitration Rules.
6. The Presidium performs its functions at meetings, which can also be held remotely using electronic means of communication. Decisions are taken by a simple majority of votes of the members of the Presidium who take part in the meeting. If the votes are equally divided, the Chairman's vote is decisive.
7. The Presidium has the right to make decisions without holding a meeting if a draft decision and documents related to its adoption are sent to members of the Presidium by e-mail, and a deadline for voting is set. The decision is considered adopted by a simple majority of votes of the members of the Presidium, who cast their votes within the prescribed period. If the votes are equally divided, the Chairman's vote is decisive.
8. The Chairman organizes and directs the work of the Presidium, represents the interests of the RICAC in relations with third parties, and also performs other functions established by the RICAC Arbitration Rules and these Regulations. In the absence of the Chairman, his functions are performed by one of the members of the Presidium, who is appointed by the Head of the Chancellery.
9. The ELC appoints the Head of the Chancellery, who must have a higher professional or academic education and qualification of a lawyer, as well as an untarnished reputation. The Head of the Chancellery shall perform the functions established by the RICAC Arbitration Rules and these Regulations.

### **II. IMPERMISSIBILITY OF CONFLICT OF INTERESTS**

10. In exercising their functions, the members of the Presidium, the Chairman and the Head of the Chancellery are obliged to avoid situations of conflict of interests.
11. Considering the issue of the presence of a conflict of interests, it is necessary to be guided by the provision "On the Independence and Impartiality of Arbitrators", to the extent that this does not contradict the implementation of the relevant function.
12. If a member of the Presidium, the Chairman or the Head of the Chancellery has a conflict of interests or such may arise in connection with a dispute administered by the RICAC, the Chairman and the Head of the Chancellery must be immediately notified.

13. If a member of the Presidium, the Chairman or the Head of the Chancellery becomes aware that he or she is in a state of conflict of interests, then he or she is obliged to refuse to exercise his or her functions of administering the relevant dispute within 7 (seven) calendar days. If the person has not refused to exercise his or her functions, then the Presidium shall decide on the existence of a conflict of interest.
14. If there is a conflict of interests:
  - 14.1. the functions of the Chairman are carried out by one of the members of the Presidium, who is appointed by the Head of the Chancellery;
  - 14.2. a member of the Presidium does not have the right to vote in resolving any issue related to the administration of the relevant dispute;
  - 14.3. the functions of the Head of the Chancellery are carried out by one of the members of the Presidium, who is appointed by the Chairman.
15. A member of the Presidium does not have the right to vote in resolving the following issues:
  - 15.1. if he or she has a conflict of interests;
  - 15.2. appointing him/her as a candidate for arbitration to resolve the RICAC-administered dispute.
16. If a member of the Presidium is appointed to arbitrate the RICAC-administered dispute, he or she shall not have the right to vote in any decision by the Presidium related to the relevant dispute.

### **III. LIST OF ARBITRATORS**

17. The arbitration structure in a dispute administered by the RICAC shall be appointed from the list of the RICAC arbitrators.
18. The list of arbitrators is formed by the ELC.
19. The list of arbitrators may include a person who has:
  - 19.1. an untarnished reputation;
  - 19.2. higher professional or academic education and the qualification of a lawyer;
  - 19.3. at least five years of practical work experience in the legal profession or as an academic staff of a higher educational institution with a degree in law.

### **IV. TERRITORIAL AND SPECIALIZED OFFICES**

20. The ELC may establish territorial offices of RICAC in other jurisdictions, as well as specialized offices for the resolution of disputes of a special category of disputes. The organization of work and the procedure for resolving disputes in such offices are established by special provisions of the RICAC and regulations corresponding to territorial jurisdiction.