

GENERAL EDITOR ICCA PUBLICATIONS and GENERAL EDITOR ICCA YEARBOOK DESCRIPTION OF ROLE

The Publications

- ICCA's publications are produced by the PCA-ICCA Publications staff in cooperation with the Permanent Court of Arbitration in The Hague. They are among the leading publications in the field of international commercial arbitration, providing cutting-edge analysis by experts in the field from around the world.
- ICCA's principal publications as published by Wolters Kluwer are:
 - o The Yearbook Commercial Arbitration (the "ICCA Yearbook"): a compendium of court decisions on the application of the main arbitration conventions, published annually in hard copy and five times per year via electronic upload to www.KluwerArbitration.com. ICCA seeks a new General Editor for the Yearbook to replace Albert Jan van den Berg;
 - o The ICCA International Handbook on Commercial Arbitration: a 6-volume loose-leaf collection of arbitral practice and legislation for over 75 jurisdictions (General Editor: Lise Bosman);
 - o The ICCA Congress Series: a collection of papers produced for ICCA's biennial Congresses (General Editor: the head(s) of the Programme Committee for each Congress).
- ICCA's self-published works include:
 - o ICCA's Guide to the Interpretation of the New York Convention (available for free download on the ICCA website in 20 languages);
 - o ICCA's Reports Series: reports by ICCA's project groups (available for free download on the ICCA website).

The Role:

- The new General Editor ICCA Publications will take on the challenge of developing a longer-term strategy for the ICCA publications, in consultation with the ICCA Governing Board, the General Editors of the Handbook and Congress Series, the ICCA Executive Director, the Managing Editor ICCA Publications, the PCA-ICCA editorial staff and Kluwer.
- This role thus offers the opportunity to shape the long-term development of established and leading publications in the arbitration field, through scholarly and practical input.
- The General Editor of the ICCA Publications:
 - o Considers overall cohesion among ICCA's publications, liaising with the ICCA Executive Director, Managing Editor Publications and the PCA-ICCA editorial staff at the ICCA Bureau in The Hague;
 - o Ensures that ICCA's contractual obligations under the ICCA-Kluwer contract are met and that the ICCA publications continue to generate appropriate income;
 - o Supports the work of the General Editor of the ICCA Handbook and General Editor of the ICCA Congress Series;
 - o Together with the ICCA Executive Director, acts as the ICCA Governing Board's liaison with Kluwer;

- Reports annually to the ICCA Governing Board on the performance, development and finances of the ICCA publications;
 - Acts as General Editor of the ICCA Publications and as General Editor of the ICCA Yearbook.
- The General Editor of the ICCA Yearbook:
- Supports the work of the ICCA editorial staff when necessary in the collection of materials for publication in the Yearbook (including arbitral awards), the identification and engagement of contributors, and liaison with arbitral institutes;
 - Reviews Yearbook manuscripts to maintain the editorial quality of content.

The candidate:

ICCA seeks to engage:

- A prominent arbitration expert with an excellent reputation in the international arbitration community;
- A creative thinker and innovator (able to contribute to the development and diversification of ICCA products);
- With the ability and drive to ensure the continued importance and relevance of the ICCA publications;
- And a strong network among arbitration practitioners, the academic arbitration community and the main arbitral institutes;
- Who is a published author in the field of international arbitration; and
- Has an interest in, or specialist knowledge of, the 1958 New York Convention.

Valuable skills in this role include:

- The ability to coordinate among multiple stake-holders;
- The ability to work collegially with arbitration experts from every region;
- The drive to innovate, and to expand use of new forms of technology;
- Excellent and analytical writing skills;
- An eye for detail, with an interest in the academic content of the publications;
- A commitment to quick turnaround of materials and meeting delivery targets, and willingness to devote timely attention to review and advice functions; and
- The ability to work at an academic standard in English.

Time allocation and term:

- Time will be allocated to: hours spent directly in monitoring progress of publications, reviewing annual proofs of the Yearbook, contact with Kluwer and chairing of ICCA's Publications Committee; plus additional hours in availability for queries, brainstorm and product development sessions, consultation with PCA-ICCA editorial staff and contributors, and annual reporting to the ICCA Governing Board.
- This position is not remunerated.
- Term: an initial term of three years commencing on a date to be agreed in 2018, with the possibility of renewal for a second term.
