

## **Call for Expression of Interest The Sir Harry Gibbs Constitutional Law Moot 2019-2021**

The Sir Harry Gibbs Constitutional Law Moot is an eminent Australian moot for tertiary students established by the Australian Association of Constitutional Law ('AACL'). Each year, it attracts teams from approximately 15-20 universities to participate in a three-day competition in late September, culminating in a grand final moot before a panel of current and former High Court, Federal and State judges.

The AACL invites Australian law schools to express interest in hosting and organising the Moot for a three-year period beginning in 2019. Details of the expression of interest and subsequent application process are set out below.

### **Responsibilities of Host Institution**

The host law school will be required to appoint an Organising Committee, generally established under the auspices of the school's law students society, to perform the necessary tasks leading up to, and during, the Moot. The law school must also appoint a member of the law school's faculty willing to advise and assist the organising committee in its role.

The responsibilities of the Organising Committee are:

- host a publicly accessible website with all the information and documents pertaining to the Moot;
- prepare and manage the budget for the event to ensure that the Moot operates on a cost-neutral basis (more details on the budget are included below);
- ensure information about the Moot, including an invitation to register, is sent to all Australian law schools in a timely manner, and conduct other marketing of the Moot to encourage participation;
- manage the Moot registration process, including answering any questions that interested law schools may have;
- after consultation with the AACL, and with the assistance of the faculty advisor, arrange for a senior judge, practitioner or academic to draft the Moot problem;
- with the assistance of the faculty advisor, arrange for panels of judges for each round of the Moot—the host must be able to identify and recruit approximately 32 judges for the preliminary rounds, 4 judges for the quarter finals and 2 judges for the semi-finals (drawn from the legal profession and academy from the local area), and 3 judges for the grand final (drawn from current and former members of the High Court, Federal Court and Supreme Court);
- with the assistance of the faculty advisor, arrange for the preliminary rounds and semi-finals to be held at the host law school—depending on numbers of participating teams, this will require approximately 8 medium- to large-sized rooms to host the moots as well as 8 small- to medium-sized rooms to serve as preparation spaces for teams and judges;
- with the assistance of the faculty advisor, arrange for the grand final to be held at a court near to the host law school;

- with the assistance of the faculty advisor, organise a group of student research assistants to produce the 'bench brief', a document for the judges that outlines and analyses the relevant issues raised by the Moot problem;
- arrange for gifts to be given to all judges after the completion of their judging duties at the Moot;
- manage the written submissions process, including ensuring that written submissions from teams are received and distributed to judges in a timely manner and answering any questions that teams may have;
- distribute the necessary logistical information to teams and judges in a timely manner (eg moot times and locations, transport information);
- prepare hard copy binders with all the necessary judging materials (eg score sheet, written submissions of each party, bench brief) to be given to each judge on the day of judging;
- arrange for a group of law school students to act as time-keepers and stewards on the days of the Moot;
- arrange, with the assistance of the faculty advisor, a panel of judges to determine the awards for best written plaintiff and defendant submissions between the end of the preliminary rounds and the gala dinner;
- organise and host a gala dinner to be held for participants after the conclusion of the grand final where the awards for best speaker and best written submissions will be announced; and
- supervise the operation of the Moot over the three-day competition period.

### **Budget for the Moot**

The host law school is responsible for ensuring that the Moot operates on a cost-neutral basis and for meeting any budget shortfall if expenditure exceeds income. In past years, the host law school has organised the event in a manner that ensured expenditure did not exceed income. In the past, the principal sources of income have been:

- sponsorship;
- registration fees; and
- cash and in-kind contributions from the host institution.

The principal sources of expenditure have been:

- social events (a cocktail night, lunchboxes for judges and participants, and the gala dinner);
- administrative costs (gifts for judges, property services such as room hire, cleaning and security fees, and printing fees); and
- preparation of the bench brief.

## Application Process

The AACL will conduct a two-stage application process to determine the host law school for the Moot for 2019, 2020 and 2021.

### *Stage One: Expressions of Interest*

Australian law schools interested in hosting and organising the Moot should submit an expression of interest to the AACL by **1 May 2018**.

Expressions of interest should be no more than 1 page and set out:

- a short statement explaining why the law school is interested in hosting and organising the Moot;
- details of the proposed organising committee and faculty advisor;
- any costs that will be occurred in hosting the event at the law school (eg room hire, cleaning, security fees); and
- an explanation of how the law school will be able to meet the venue requirements for the Moot.

### *Stage Two: Applications*

On the basis of the expressions of interest and an assessment of the capacity of the applicant meet the requirements of hosting the Moot, the AACL will invite a set of short-listed applicants to submit a full application by **1 August 2018**.

Full applications should be no more than 5 pages and address the ability of the organising committee and law school to perform each requirement set out above. The full application must be accompanied by a full budget.

Expressions of interest should be addressed to the AACL and can be sent via email to the AACL Secretariat: [secretariat@acl.asn.au](mailto:secretariat@acl.asn.au).

Questions about the Moot and the application process can be sent to Scott Stephenson: [scott.stephenson@unimelb.edu.au](mailto:scott.stephenson@unimelb.edu.au).