

APPENDIX 2: ORDER OF PROCEEDINGS - APPEAL HEARING

- i. Introduction/background by **the Chair**.
- ii. **Respondent** (and/or representative if applicable) submissions.
- iii. The **Appeals Board** may at any time ask questions of the Respondent (or representative if applicable).
- iv. Chair invites the **Complainant** to question, through the Chair, the Respondent.
Note: the Respondent's representative may not answer questions on their behalf.
- v. [**Complainant** (and/or representative if applicable) submissions].
- vi. [The **Appeals Board** may at any time ask questions of the **Complainant** (or representative if applicable)].
- vii. [Chair invites the **Respondent** to question, through the Chair, the Complainant].
Note: the Complainant's representative may not answer questions on their behalf.
- viii. [**Complainant** (and/or representative if applicable) concluding statement].
- ix. **Respondent** (and/or representative if applicable) concluding statement.
- x. Summing up by the **Chair**.
- xi. The Respondent and, where relevant, the Complainant shall then withdraw while the Appeals Board considers the evidence *in camera*. If necessary, the Respondent/parties may be invited to clear points of uncertainty on evidence already given to the Appeals Board. The Appeals Board may reconvene to notify its decision to the Respondent/parties, on the same day, or else defer any decision in writing.
- xii. Close.

Additional notes

- i. Either party may request an adjournment at any stage of the proceedings.
- i. The Appeal hearing will be minuted; the Respondent/parties will be sent a copy of the minutes of the hearing.