

# The Academy of Experts

THE  
ACADEMY  
OF  
EXPERTS

# EXPERT WITNESS TRAINING PROGRAMME

[www.academyofexperts.org](http://www.academyofexperts.org)

Autumn 2015



# Course Programme

To book on any of the courses shown here please use the registration form attached or send an email to - [reservations@aracs.co.uk](mailto:reservations@aracs.co.uk). All dates shown are subject to final confirmation.

Details of these and other courses are available from [www.academy-experts.org](http://www.academy-experts.org) - please note that these courses are also available as in-house or bespoke courses.

## ROLE & RESPONSIBILITIES OF THE EXPERT

**23rd November 2015**

The role of the Expert is becoming more sharply defined with the development of the new rules. This course satisfies the increasing need to know and keep 'up to date'.

- Who and what is an Expert
- The role and duties of the Expert
- Instructions and their implications
- Terms of Engagement
- Fact Finding, early evaluation and pre-trial advice
- Code of Practice for Experts
- The Expert Report and Model Form
- The Meeting of Experts - procedures and problems
- The Expert Witness tomorrow
- First Steps into Court

This course has been designed for those wishing to become Experts and is also a valuable 'refresher' for the experienced Expert.



# THE EXPERT'S REPORT

**24th November 2015**

The Expert's Report is your most important piece of evidence -it may be your only evidence.

Your report needs to reflect your independence and impartiality.

- What the Expert needs to know and do prior to writing the Report
- Errors and traps in the use of plain English
- What Counsel expects from the Expert's Report
- Evaluating Experts' Reports
- What your instructing solicitor fears about Expert's Reports
- Introduction to The Judicial Committee's Model Form of Expert Report

This course covers the theory and practice of the art and science of Report Writing.

The course is designed to help the Experienced Expert evaluate and upgrade his reports and for the less experienced to establish the 'right standard'.



# GOING INTO COURT

**26th November 2015**

As an Expert you will be judged on the quality of your evidence - not just the quality of your opinion.

The courtroom can be a challenging and confrontational environment. If you are called to give evidence in the Witness Box you need to be confident of your courtroom skills.

As well as technical accuracy you must take into account:

- How and when to prepare for court
- Giving evidence
- Roles, duties and conflicts
- How to make the best of any situation
- Lawyers' techniques and how to handle them
- How to introduce yourself and your expertise
- How to survive cross-examination
- Practical sessions and feedback

This course is designed to give you the knowledge and experience of being in court.

You will have the opportunity to be cross-examined by a practising Barrister in a relaxed environment with a chance to learn from and to correct your mistakes, as well as to improve your technique before you go into the box.

The courses is suitable as both an introduction to the art of success and survival in court and as a refresher for the experienced.



# The Academy of Experts

## The Academy

Now located in Gray's Inn, London, TAE was founded in 1987 with the objective of providing, for the first time, a professional body for experts to establish and promote high objective standards.

Although there is representation on the Academy's Council from the legal profession the majority of the officers, including the Chairman, are practising Experts - The Academy of Experts is run by Experts for Experts and those using them.

## Training and development

The Academy offers a comprehensive range of training programmes to enable members to develop their expert skills, and undertake Continuous Professional Development activity. Courses range from basic Role and Responsibilities through to the requirements of Procedure Rules and the practice of Giving Evidence.

The Academy is also a training and accreditation body for ADR Neutrals, including Mediators, Conciliators and Expert Determiners. It publishes and maintains The Register of Qualified Dispute Resolvers and awards the designatory letters QDR to those achieving the approved standard. Standards are enforced in exactly the same way as for experts.

## The Judicial Committee

The Academy's Judicial Committee is chaired by a Supreme Court Judge, and consists of Lords Justice of Appeal and other Senior Judges from the United Kingdom and a Permanent Judge of the Hong Kong Court of Final Appeal.



The Judicial Committee has been responsible for a number of important documents and guidance notes for experts.

The Judicial Committee's publications have included:

- The Model Form of Expert's Report
- Guidance Notes on The Meetings of Experts
- Guidance Notes on Contingency Fees for Experts.

## Accreditation of experts

All applicants to The Academy who wish to become Accredited Practising Expert Witnesses undergo a rigorous vetting procedure to ensure standards of excellence are maintained. This is the process which gives the officially recognised full accreditation as a Practising Expert. Those achieving it are awarded the designatory letters MAE. Ethical and professional standards are underlined by Codes of Practice and enforced by a disciplinary committee.

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## ADR

The promotion of Cost Efficient Dispute Resolution became increasingly important to The Academy. It is now a major force in the introduction and development of Alternative Dispute Resolution (ADR) and has led to the development of the Faculty of Mediation and ADR.

### Range of services

The Academy provides a full range of services to its members including:

- ❑ Technical Helpline
- ❑ Bespoke Training
- ❑ Technical Meetings
- ❑ Magazine and regular newsletters
- ❑ A detailed Expert's Handbook for Practical Guidance

- ❑ A regular survey of expert's fees
- ❑ Regular meetings on matters of expert interest
- ❑ Social functions

The Academy provides a number of services which assist both Academy members and the legal profession including:

- ❑ ExpertSearch Finding and matching the right accredited expert to the case.
- ❑ Full training & accreditation of Commercial Mediators. The Academy awards the qualification QDR (Qualified Dispute Resolver) to members on its register.
- ❑ Mediator Appointment Service - Finding the right accredited mediator.
- ❑ Membership also open to the legal profession.

## Why Train?

Expert Witnesses in the public and private sector are coming under increasing pressure: clients expect more, the media's watchful eye finds more to reveal. Newspapers, professional journals and news programmes appear to find the exploits of Experts to be irresistible. Increasingly judicial comment and individual criticism by judges is drawing an unwelcome spotlight onto the Expert.

New constraints and standards with which Experts have to comply are appearing in many jurisdictions and more are promised. Being an Expert Witness requires more than just being an Expert. Expertise is essential but learning how to use it in the legal arena is extremely important.

Academy Training strikes the right balance and helps both the experienced expert and the newcomer to learn how to 'do it right' in private **before** going into the public glare of the courtroom.

### General comments on the course.

EXCELLENT INTRODUCTION TO WHAT IS INVOLVED IN BECOMING AN EXPERT WITNESS. GOOD COMBINATION OF THEORY AND PRACTICAL ASPECTS.

Academy Training Course

EXCELLENT INSIGHT INTO JUSTIFYING OPINIONS, CONCLUSIONS, ETC IN A COURTROOM ATMOSPHERE. COUNSEL CROSS-EXAMINATION TECHNIQUES WERE A REAL "EYE OPENER".

Academy Training Course



# Tutors

All of the Academy's courses are conducted under the supervision of a team of experienced Academy tutors. Their disciplines are very different and this is one of the strengths of this successful team. Included in the Academy's team are:

## **Michael Cohen** Course Director

LL.B, FCI Arb, FIBA, QDR, FAE, Barrister  
Chairman Emeritus of The Academy of Experts



Michael Cohen is deeply involved in the world of Dispute Resolution. He is Director of The ADR Centre London, a Qualified Mediator, Chartered Arbitrator as well as an Insurance Expert.

As Chairman of The Academy of Experts he was responsible for the professional standards and training of Experts and Dispute Resolvers around the world. He is very much involved in the various reforms effecting Experts in different jurisdictions.

He is a course director and a regular tutor as well as being an established contributor to professional journals and a frequent conference speaker. Like most of the tutors he has in excess of ten years experience working in Hong Kong.

## **Duncan Barnes** MA FCA QDR MAE



Duncan Barnes is a Chartered Accountant of many years standing. As an accountant in public practice he deals mainly with the affairs of family companies, owner managed enterprises and trusts.

He began providing expert evidence in 1990 and is most often instructed in commercial, personal injury and divorce cases. He is also a mediator in business disputes and regularly provides independent advice in collaborative law processes.

In recent years he has begun his own business providing training services to the legal profession and in the public sector.

## Stephen Magnus-Hannaford

MIFireE, MIFPO, QDR, FAE  
Past Chairman of The Academy of Experts



Steve Magnus-Hannaford served in the London Fire Brigade for 15 years. He went into private practice in 1988, firstly setting up the European division of an American forensic investigation company. Since 1990 he has been an independent fire forensic consultant.

Mr Magnus-Hannaford is an experienced expert witness. He tutors loss adjusters and insurance companies on building/vehicle fire investigation techniques. He is also a registered mediator with The Academy of Experts and tutors Alternative Dispute Resolution, as well as Expert Witness topics.

## Phillippa Rowe

MA, FCII, Chartered Insurance Practitioner, FAE, QDR  
Immediate Past Chairman of The Academy of Experts



Phillippa Rowe has spent over thirty years working in international insurance and reinsurance, working primarily in the areas of claims and contract wordings negotiation. She has in-depth dispute resolution experience and in addition to acting as an Expert Witness she also acts as an arbitrator, mediator and expert adviser. She has given evidence in several jurisdictions.

Phillippa is the Immediate Past Chairman of The Academy of Experts [TAE] and was the first Dean of the Faculty of Mediation & ADR.

She is an experienced tutor and teaches several TAE courses as well as delivering in-house training and seminar lectures in the insurance market. She writes and speaks widely on insurance and reinsurance and dispute resolution subjects.

## Augustus Ullstein QC

Chairman of The Academy of Experts' Fellows Vetting Committee



Augustus Ullstein was called to the Bar in 1970 and became a Queen's Counsel in 1992. He is also a member of the Bar in Gibraltar.

He is Chairman of the Fellows Vetting Committee of The Academy of Experts and has a reputation for incisive cross-examination.

His principal area of practice is professional negligence for all professions, both for Plaintiffs and Defendants.



# Training Course Registration:



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3 Gray's Inn Square  
London WC1R 5AH

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fax: +852 3010 1269

admin@academy-experts.org

## Your Details

Mr  Dr   
Mrs  Professor   
Miss  Other:

Forename:

Surname:

Position:

Company/Dept:

Address:

Postcode:

Telephone:

Mobile:

e-mail:

## Your Courses

Date	Course	Rate
<input type="checkbox"/> 23rd November	Role & Responsibilities	A
<input type="checkbox"/> 24th November	The Expert's Report	A
<input type="checkbox"/> 26th November	Going Into Court	B

Please tick here if you would like to be cross-examined

PLEASE ENCLOSE A LIST OF ALL YOUR DELEGATES CLEARLY SHOWING WHICH COURSES THEY ARE ATTENDING

## Payment Details:

Please make your payment directly to our Bank Account

I confirm that funds totalling HK\$ \_\_\_\_\_ have been paid on \_\_\_/\_\_\_/\_\_\_ to:

ARA Conference Services

Hong Kong Shanghai Bank

1 Queens Road

Central

511393241-001

Signed:

Dated:

## The Cost

**Rate A**  
Member HK\$2,500/day  
Non Member HK\$2,995/day

**Rate B**  
Member HK\$3,175/day  
Non Member HK\$3,995/day

## Registration & Payment

- 1) **Fax the form to:**  
3010 1269
- 2) **E-mail your details to:**  
reservations@aracs.co.uk

**Notes:**  
Payment should be made directly to our bank account (see opposite)

## Venue

All courses (unless otherwise shown) are held at the Hong Kong Football Club, Happy Valley.

Courses run from 9.15am - 4.45pm.

Lunch, refreshments and full course documentation are provided on the day.

## Cancellations

If you are unable to attend on the day please do send someone in your place.

If you are unable to find a replacement and wish to cancel please let us know in writing not less than 5 working days before the event. In this event an administrative charge of 50% will apply.

Cancellations within 72 hours of an event will not be reimbursed.



ARA Conference Services

EXPERT TRAINING FOR THE ACADEMY OF EXPERTS