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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

SF/T 0059-2019

**National Technical Specification for Arbitration Management
Information System
(English Translation)**

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Foreword

This standard was drafted in accordance with the rules given in GB/T 1.1-2009.

This standard was proposed by the Public Legal Services Administration of the Ministry of Justice.

This standard is under the jurisdiction of the Information Center of the Ministry of Justice.

Drafting organizations of this standard. Ministry of Justice Public Legal Service Administration, Ministry of Justice Information Center.

1 Scope

This standard specifies the basic requirements, business processes, data collection structure, code tables, and data exchange of the national arbitration management information system and system security requirements.

This standard applies to the construction and application of the national arbitration management information system.

2 Normative references

The following documents are indispensable for the application of this document. For dated reference documents, only the dated version applies to this document.

For undated references, the latest version (including all amendments) applies to this

document.

GB/T 2261.1 Classification and codes of basic personal information-Part 1: Gender codes of persons GB/T 4658 academic code GB/T 4762 Code of political outlook GB/T 7408 Data element and exchange format information exchange date and time representation GA/T 517 Common certificate codes

3 Terms and definitions

The following terms and definitions apply to this document.

Arbitration

Both parties to the civil and commercial legal relationship reach an arbitration agreement before or after the dispute occurs, and submit the dispute to the agreed arbitration A dispute resolution method in which the committee conducts a centralized trial and makes a ruling that is legally binding on both parties.

Arbitration institution Board of arbitration Registered and established in accordance with statutory conditions and procedures, in accordance with the arbitration agreement between the parties to accept and adjudicate contract disputes and other disputes within the legal scope Permanent institution for disputes over property rights.

Branch

The arbitration institution independently decides to be within the jurisdiction of the city according to the needs of the work, or according to the needs of the work and through the municipal level where the institution is located and established.

The government agrees to establish an organization form in other places, in accordance with the law in the provincial judicial administrative department for filing and registration.

Note: Branches do not have legal personality, and their civil liabilities are borne by the arbitration institution.

Arbitrators

Comply with the "Arbitration Law of the People's Republic of China" for the qualification requirements of arbitrators, selected by the arbitration institution in accordance with the law and included in the name Registered natural person.

Note: The arbitrator is the presiding officer and adjudicator of an arbitration case, and an essential element of an arbitration institution.

4.1 System construction requirements

The National Arbitration Management Information System is organized at the ministerial and provincial levels, with the following requirements.

- a) The ministerial-level information system manages national arbitration institution information, arbitration institution staff information, arbitration case information and arbitrator information, Form a national arbitration management information database, support the development of arbitration in my country, and give play to the guidance and supervision functions of the Ministry of Justice in arbitration work;
- b) The provincial information system is used to manage the information of the arbitration institutions, the staff of the arbitration institutions, the information of arbitration cases and the arbitration Member information to form an arbitration management information database.

4.2 Functions of Arbitration Management Information System

The functions of the arbitration management information system are as follows.

- a) Management of arbitration institutions. there should be procedures for registration and approval of the establishment, modification and cancellation of arbitration institutions, as well as registration and filing management, and the basic Information function;
- b) Information management of the arbitration institution committee. it should have functions such as committee member information and member information changes;
- c) Branch management. It should have the functions of record information management such as adding, changing and canceling branches;
- d) Information management of arbitration case statistical data. there should be information management functions such as case classification, case subject matter, case number and case fee;
- e) Arbitrator information management. there should be functions such as adding, changing and deleting arbitrator information;
- f) Announcement information management. it should have the functions of viewing history, publishing, modifying and deleting;
- g) Laws and regulations information management. It should have functions such as viewing history, publishing, modifying and deleting;
- h) Management of official correspondence. it should have the functions of viewing history, publishing, modifying, forwarding and deleting;
- i) Account management. It should have functions such as account real-name binding, review, password retrieval, password reset, password modification and personal information modification;
- j) Public opinion information management. it should have the functions of publishing, modifying, forwarding and deleting.

5.1 New arbitration institution approval process

The approval process of the newly added arbitration institution is shown in Figure 1. The requirements are as follows.

a) The arbitration commission should apply to the judicial administrative department of the province, autonomous region, or municipality directly under the Central Government (hereinafter referred to as the registration management agency) Submit relevant materials;

c) The registration management agency shall make an audit opinion within ten days from the date of receiving the relevant valid documents.

Issue registration certificate;

d) If the application materials do not meet the requirements and need to be supplemented and corrected, the applicant shall be notified in writing of all the supplemented and corrected contents within five days;

e) In the case of non-registration, the registration management agency shall not grant registration. If the registration is not granted, the registration management agency shall explain the reasons in writing.

Figure 1 New arbitration institution approval process

5.2 Branch reporting process

The requirements of the branch registration process are as follows.

a) The Arbitration Commission may independently decide to set up branches and dispatched offices in the municipality's jurisdiction based on work needs. Set up elsewhere If the institution is located, it shall be approved in writing by the municipal people's government where the institution is located and where it is established.

Record the record with the management agency;

b) The branches and dispatched offices of the Arbitration Commission shall not be registered as independent legal persons in any form. No more branches should be established and dispatch agencies;

c) The names of branches and dispatched organizations should consist of the name of the organization and the name of the region or professional name of the establishment.

6.1.1 Basic description attributes

The data collection structure of this standard uses internal identification, Chinese name, data type and format, constraints/conditions, and descriptions of 5 basic attributes.

Description, attributes and definitions and descriptions are shown in Table 1.