



# Guideline on pronunciation of names and forms of address

## 1. Purpose

- 1.1 The Tribunal recognises that a person's name is integral to their sense of identity, and can reflect a person's national, linguistic, religious and family roots. The Tribunal considers that the correct pronunciation of names and the use of correct forms of address are signs of respect and helps promote public trust and confidence in the Tribunal.
- 1.2 The Tribunal will facilitate a simple process, by which it can seek, and be given, guidance and clarification on a person's correct name pronunciation and form of address.

## 2. Application

- 2.1 This Guideline applies to all divisions of the Tribunal.

## 3. What the Tribunal will do

- 3.1 The Tribunal will provide the opportunity for parties or representatives to provide guidance and clarification of names and preferred forms of address for persons that appear before it for a hearing, ADR process, or directions or case management hearing (a 'case event'). This may be done prior to, or at the commencement of the case event.

Note: This will differ across Divisions. For instance, parties may be invited to include this information in the response to hearing form in the Migration and Refugee Division or through an appearance slip in General Division matters.

- 3.2 Should a Tribunal member or registrar wish to obtain this information before a case event, a Tribunal officer will contact the party or representative.

## 4. What can representatives do to help us?

- 4.1 Representatives are expected to know the correct pronunciation of all names and forms of address associated with their party's matter and be able to assist the Tribunal in meeting the objective set out in this Guideline.

- 4.2 Where a representative considers any names associated with the matter may require guidance or clarification on pronunciation, the Tribunal invites representatives to provide such guidance in response to an invitation to appear before it or in advance of, or at the commencement of, the case event. This guidance may include the phonetic spelling of the name, information to clarify a person's family name, and their appropriate form of address or preferred title.

For example:

The applicant intends to call Mr Peter Soutphommasane [Soot-pom-ma-sarn] as an expert witness.

Wu Yan QIN (QIN is the family name and Wu Yan is the first name).

The applicant prefers to be referred to as Mrs Yan Qin or Mrs Qin.

- 4.3 Representatives may also wish to provide the Tribunal with information as to the appropriate gender pronoun and title of any party, witness or other participant in the case event who has a preferred usage.

## **5. What can self-represented parties do to help us?**

- 5.1 A Tribunal member, registrar or officer may invite a self-represented party to provide the Tribunal with guidance or clarification on pronunciation for any party or witness. This guidance may include the phonetic spelling of the name, information to clarify a person's family name, and appropriate form of address or preferred title.
- 5.2 This will generally be before or at the commencement of the case event. Self-represented parties may also wish to provide the Tribunal with information on their appropriate gender pronoun at this time.

**Justice S Kenny  
Acting President**

28 April 2023