

# Case Management Procedure for Medical Practitioners Tribunal Hearings

## Guidance for Decision Makers, Parties and Representatives

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# Introduction

This guidance is for parties, representatives and decision makers, and explains the case management procedures we use to organise Medical Practitioners Tribunal (MPT) hearings. This guidance does not apply to Interim Orders Tribunal hearings.

References in this guidance to:

- ▶ **the Rules** are to the GMC Fitness to Practise Rules 2004 (as amended). A copy of the Rules can be found on our [website](#)\*
- ▶ **the parties** are to the GMC and the doctor whose case is under consideration.

## Role of the MPTS

The MPTS makes independent, evidence-based decisions about a doctor's fitness to practise. It is a statutory committee of the General Medical Council (GMC) but fully independent in its decision making and accountability to Parliament.

The Rules relating to our hearings include case management powers to allow the MPTS to facilitate the efficient and fair determination of cases.

## Additional guidance for doctors

We have created a series of [Resource for doctors](#) guides to support doctors who have been referred to a MPT hearing. The guides include an explanation of case management processes, which may be particularly helpful starting point for doctors without legal representation. Copies of [Resource for doctors](#) can be found on our website<sup>†</sup>.

## Contacting us

We have aimed to answer common queries regarding the listing and case management of MPT hearings in this guidance. However, if you have a query that is not answered here, please contact the MPTS Case Management team at [mptscasemanagementteam@mpts-uk.org](mailto:mptscasemanagementteam@mpts-uk.org) or on 0161 240 7240.

\* [www.mpts-uk.org/rules](http://www.mpts-uk.org/rules)

† <https://www.mpts-uk.org/hearing-resources>

# Overview of case management

This section provides a summary of how the MPTS case management procedure works, including when and how case management will apply to your hearing.

## Who manages the case management procedure?

Our listing and case management procedures are managed by the MPTS Case Management team. The MPTS Case Management team are responsible for the scheduling of hearings, setting the timetable for both parties to prepare for the hearing and ensuring that other MPTS teams have the information they need to provide all aspects of hearing administration and support.

## What is case management for?

Our case management procedure is intended to:

- ▶ Encourage both parties to prepare their case and co-operate with each other in order to keep delays to a minimum
- ▶ Facilitate the effective and efficient running of MPT hearings
- ▶ Minimise the stress on doctors and witnesses at a hearing, by setting up an effective channel of communication during the pre-hearing period and by seeking agreement on key issues.

The case management procedure is not an opportunity to challenge the GMC's decision to refer the case to the MPTS, or to test the evidence before a hearing. The MPTS Case Management team cannot provide legal advice, make decisions about the facts of a case or whether a referral to hearing should be cancelled.

## Is it compulsory to participate in the case management process?

Participation in case management procedures is voluntary, although we strongly encourage all parties to participate. A failure or delay in participation will not delay the listing of a hearing and may result in the hearing being listed without the absent party's availability being taken into account.

While we strongly encourage all parties to obtain legal representation promptly if they wish to do so, it is not necessary to have a legal representative in order to participate in the case management procedure. Self-represented doctors are

especially encouraged to participate as case management discussions can provide a helpful opportunity to ask questions about the hearing process.

## **When will the hearing take place?**

The case management procedure aims to ensure that all cases are heard within the MPTS service target of 9 months from the date of the GMC's referral decision. While all cases should be listed by the service target date, our aim is to list all hearings at the earliest fair opportunity.

Generally, this means that longer and more complex cases are likely to be listed close to the service target date to allow more preparation time for both parties. For shorter cases, less preparation time will be required and so the case will often be listed earlier, in the interests of all parties.

## How we use case management

Case management procedures apply to all types of MPT hearings. To ensure that cases are dealt with fairly and justly, we apply a proportionate approach to the case management of each case.

### When do case management procedures apply?

The table below sets out a summary of our typical approach for each type of hearing. However, the MPTS Case Management team may decide to apply a different approach depending on the needs of individual cases. For example, we will carefully consider the appropriate level of case management for all cases where a party does not have legal representation or where the matter is particularly complex, as well as reasonable requests from parties.

Case description	Typical case management
<b>Direct listings</b> , including: <ul style="list-style-type: none"><li>▶ MPT Review hearings</li><li>▶ Restoration hearings</li><li>▶ Non-Compliance hearings</li><li>▶ MPT New hearings based on conviction only</li></ul>	<ul style="list-style-type: none"><li>▶ Hearing dates allocated and listings instructions issued by the MPTS Case Management team in writing without telephone conference</li><li>▶ Parties may be invited to participate in, or may request, a Pre-Hearing Meeting</li></ul>
<b>New MPT cases</b> listed for 5 days or less where GMC disclosure is complete	<ul style="list-style-type: none"><li>▶ First Listing Telephone Conference</li><li>▶ Second Listing Telephone Conference</li></ul>
All other <b>New MPT cases</b>	<ul style="list-style-type: none"><li>▶ First Listing Telephone Conference</li><li>▶ Pre-Hearing Meeting</li></ul>

In addition to the guidelines above, the MPTS will carefully consider the appropriate level of case management for all cases where a party does not have legal representation. In such cases, the MPTS will consider whether it would be beneficial for additional listing telephone conferences and/or pre-hearing meetings to be held.

### What does the case management process involve?

The case management procedure will usually result in the parties being issued with:

- ▶ **Listings instructions**, which are instructions for hearing preparation issued by the MPTS Case Management Officers and are based on the Rules;
- ▶ Where a pre-hearing meeting is held, legally binding **case management directions** made by a legally qualified **MPTS Case Manager**.

The aim of listings instructions and directions is to provide a framework for the parties to prepare their cases and exchange information to ensure efficient use of hearing time. The MPT will be provided with a copy of any listings instructions and directions made in the case.

## **Complying with Rules and directions**

The MPT will expect parties to have complied with any listings instructions and directions made in the case, unless there has been a material change of circumstances.

If a party does not comply with listings instructions and/or directions, the MPT has the discretion to:

- ▶ Draw adverse inferences
- ▶ Refuse to admit the evidence
- ▶ Award costs.

Further information about the potential consequences of not complying with listings instructions and/or directions is available on our [website](#) \*.

\* [www.mpts-uk.org/guidance-on-case-management-and-Rule16A-powers](http://www.mpts-uk.org/guidance-on-case-management-and-Rule16A-powers)

## Direct listings

For direct listings\* the MPTS Case Management team typically allocates hearing dates and case management directions instructions in writing without telephone conferences.

### **Listing the hearing**

When the case has been referred to an MPT hearing, the GMC's representative will request a hearing date and provide the MPTS Case Management team with initial information regarding the hearing length.

The MPTS Case Management team will then set a hearing date and inform both parties in writing. The notification to parties will set a deadline to raise any objections to the hearing dates allocated.

### **Case management directions**

When notifying parties of the hearing date(s), the MPTS Case Management team will also issue case management directions to the parties. The directions will set out key dates each party must comply with to ensure that they are fully prepared for the hearing.

Depending on the circumstances of the case, parties may also be invited to participate in a pre-hearing meeting. In all other cases parties may request a pre-hearing meeting if they wish to do so.

A failure to comply with case management directions or the Rules may have serious consequences – for further information, please see the 'Complying with Rules and directions' section above.

\* Direct listings include: MPT Review hearings, Restoration hearings, Non-Compliance hearings and MPT New hearings based on conviction only

## First listing telephone conference

The majority of cases referred to the MPTS will have a first listing telephone conference to arrange hearing dates and set a preparation timetable.

### Timescales

Where possible, the MPTS works to the indicative timeline outlined below:

Action	Timescale
GMC to refer case to MPTS Case Management team to commence case management procedure.	7 days from GMC referral decision
MPTS Case Management team to contact parties to arrange first listing telephone conference.	14 days from GMC referral decision
First listing telephone conference between parties, chaired by MPTS Case Management team.	21 to 28 days from GMC referral decision
A record of the discussion to be prepared by the MPTS Case Management team and issued to parties.	Within 3 days of first listing telephone conference

### What will happen

The first listing telephone conference will be chaired by an MPTS Case Management Officer and will involve the GMC's representative, the doctor and/or their legal representative.

The parties will be offered a date and time for the telephone conference in line with the timescales set out above. The telephone conference will go ahead even if only one party agrees to participate. Where a doctor has legal representation, their solicitor will normally take part on the doctor's behalf.

A standard agenda of the matters which will usually be discussed at a first listing telephone conference is shown at **Annex A**. Guidance on how to join a case management discussion is provided at **Annex D**.

## Listings instructions

After the first listing telephone conference, the parties will be issued with listings instructions. The listings instructions will set a preparation timetable that each party must comply with to ensure that they are fully prepared for the hearing.

### Points to note

- ▶ At the first listing telephone conference, the MPTS Case Management Officer will confirm whether the case will next be considered at a second listing telephone conference or at a pre-hearing meeting. Either party may specifically request a pre-hearing meeting if they wish to do so.
- ▶ The MPTS Case Management Officer will prepare a record of the first listing telephone conference and issue it to all parties, whether or not they took part. This record will be limited to key aspects of the discussion only and is not intended to be a verbatim record. Participants may request amendments to the record if they do not think it reflects the discussion accurately.
- ▶ The listing date will be decided during the discussion, taking into account the criteria detailed in the MPTS listing criteria – see **Annex E**. If parties wish to list the matter outside of the service target, this cannot ordinarily be resolved during the first listing telephone conference and should be raised in advance. After the hearing is listed, parties may make written representations on the matter to an MPTS Case Manager as outlined at **Annex E**.
- ▶ When providing a time estimate for a hearing, parties should take account of all stages of the hearing, including:
  - ▶ any preliminary arguments;
  - ▶ presentation of the GMC's case and the doctor's case;
  - ▶ submissions on impairment and sanction;
  - ▶ the time the MPT will require for its in-camera deliberations and drafting of its decisions at the various stages (bearing in mind the complexity of the case and number of allegations the MPT will be asked to determine).
- ▶ In cases where the hearing length is estimated at 20 days or more, an additional allocation of approximately ten per cent may be added. This will be reviewed at a pre-hearing meeting.

## Second listing telephone conference

Cases listed for 5 days or less at a first listing telephone conference, and where GMC disclosure is complete at the point of listing, will be considered at a second listing telephone conference.

### Timescales

Where possible, the MPTS works to the indicative timeline outlined below:

Action	Timescale
Second listing telephone conference between parties, chaired by MPTS Case Management team.	Approximately mid-way through overall preparation period
A record of the discussion to be prepared by the MPTS Case Management team and issued to parties.	Within 3 days of second listing telephone conference

### What will happen

The second listing telephone conference will be chaired by an MPTS Case Management Officer and will involve the GMC's representative, the doctor and/or their legal representative.

The date and time for the telephone conference will be agreed at the first listing telephone conference. The telephone conference will go ahead even if only one party agrees to participate.

A standard agenda of the matters which will usually be discussed at a second listing telephone conference is shown at **Annex B**. Guidance on how to join a case management discussion is provided at **Annex D**.

### Listings instructions

After the second listing telephone conference, the parties may be issued with additional listings instructions. The listings instructions will set a preparation timetable that each party must comply with to ensure that they are fully prepared for the hearing.

## Points to note

Parties should also note:

- ▶ If any issues remain outstanding at this stage, the MPTS Case Management Officer may arrange an additional listing telephone conference or refer the matter for a pre-hearing meeting.
- ▶ The MPTS Case Management Officer will prepare a record of the second listing telephone conference and circulate it to all parties, whether or not they took part. This record will be limited to key aspects of the discussion only and is not intended to be a verbatim record. Participants may request amendments to the record if they do not think it reflects the discussion accurately.

## Pre-hearing meeting

The majority of cases referred to the MPTS will have a pre-hearing meeting (usually held by telephone conference) with a legally qualified MPTS Case Manager to discuss hearing preparation.

### Timescales

Where possible, the MPTS works to the indicative timeline outlined below:

Action	Timescale
Pre-hearing meeting chaired by an MPTS Case Manager to confirm hearing dates and to consider any legal and procedural issues within the Case Manager's remit.	Approximately mid-way through overall preparation period
A record of the discussion and directions made to be prepared by the MPTS Case Manager and issued to parties.	Within 7 days of pre-hearing meeting

### What will happen

The pre-hearing meeting will be chaired by a case manager and will involve the GMC's representative, the doctor and/or their legal representative.

The date and time for the pre-hearing meeting will usually be agreed at the first listing telephone conference, or at the time that the need for a pre-hearing meeting is identified. The pre-hearing meeting will go ahead even if only one party agrees to participate.

A standard agenda of the matters which will usually be discussed at a pre-hearing meeting is shown at **Annex C**. Guidance on how to join a case management discussion is provided at **Annex D**. If the pre-hearing meeting is for a review hearing, a remitted hearing or a restoration hearing, you will be supplied with the relevant agenda for that hearing type in advance.

## Directions

After the pre-hearing meeting, the parties will be issued with case management directions made by the case manager. These directions are legally binding, and a failure to comply with those directions may have serious consequences – for further information, please see the ‘Complying with Rules and directions’ section above.

Copies of all directions will be provided to the MPT. Where the MPTS Case Manager has issued a direction in relation to a particular issue, MPTs must proceed in accordance with that direction unless there is a material change in circumstances or it is otherwise in the interests of justice to proceed differently.

## Points to note

Parties should also note:

- ▶ Both parties are encouraged to provide relevant information in advance of the pre-hearing meeting to assist the MPTS Case Manager in preparing for the discussion. The GMC must, not less than 7 days prior to the pre-hearing meeting, provide any information requested by the MPTS Case Manager to allow them time to gain an understanding of the issues in the case.
- ▶ Both parties are expected to be open and transparent regarding their hearing preparation so that the MPTS Case Manager can properly evaluate whether the listing length is appropriate and can make directions to ensure that MPTS hearing resources are used effectively.
- ▶ The MPTS Case Manager will prepare a record of the pre-hearing meeting and will arrange for it to be issued to all parties, whether or not they took part. This record will be limited to key aspects of the discussion only and is not intended to be a verbatim record. Participants may request amendments to the record if they do not think it reflects the discussion accurately.

# Frequently asked questions

## Preparation timescales and deadlines

### How much preparation time will the GMC be allowed?

The amount of preparation time given to the GMC will depend on the type of case:

- ▶ For 6-month cases, the GMC's case preparation and disclosure are completed prior to the Case Examiner decision. It is therefore expected that the GMC will require little or no further time to prepare;
- ▶ For 9-month cases, the GMC's case preparation and disclosure are completed after the Case Examiner decision. It is therefore expected that the GMC will require preparation time which is in proportion to the amount of preparation to be undertaken.

There may also be occasions where information arising from, for example, the disclosure of a doctor's case or the receipt of fresh allegations, will require the GMC to carry out further investigations. In such circumstances the GMC will need to identify a proportionate amount of preparation time required to complete its investigations.

### How much preparation time will the doctor be allowed?

The amount of preparation time required by the doctor will be determined by the complexity of the case, usually estimated in terms of the number of GMC witnesses identified. It is expected that the doctor's preparation will commence as soon as practicable but no later than the full disclosure of the GMC case - in many cases some preparation should be possible before this time.

### I am unable to comply with a deadline on my case. Can I request an extension?

We expect all deadlines to be adhered to as far as reasonably possible, in order to ensure efficient hearing preparation and use of tribunal time. However, parties may request an extension to case management directions and listing instructions deadlines where necessary.

All applications for an extension must clearly explain why the extension is required and ensure that any additional time requested is reasonable and proportionate,

bearing in mind any potential impact on the other party and the viability of the listing. Applications for extensions will be determined by an MPTS Case Manager or other senior members of the MPTS Case Management team.

## **Amending or postponing hearing dates**

### **My case was listed at a First Listing Telephone Conference last week, but a key participant is no longer available. Can the hearing dates be changed?**

Once a hearing has been listed, a party can make written representations for a change of hearing date. All requests will be dealt with on their own merits. Written representations must be received by the MPTS Case Management team **within 14 days of the date upon which the case was listed**, or as soon as possible when there has been a change in circumstances. All applications should be supported by evidence wherever possible and will be decided by an MPTS Case Manager.

### **My case has been listed for hearing, but I would like to apply for a postponement. How do I make a postponement application?**

It is expected that parties will work towards the provisional listing date, however, it is accepted that there will be occasions when it is necessary to reschedule hearing dates. All applications for a postponement must be sent to the MPTS Case Management team and will be determined by an MPTS Case Manager.

Where the proposed length of postponement would take a hearing outside service target, the applying party should address this issue in their submissions, bearing in mind the guidance 'Criteria for deciding on the listing of MPTS hearings' at **Annex E**.

Further information can be found in our [postponement guidance](#) on our website.\*

### **My hearing has been postponed. What happens to the listings instructions and/or directions which were issued to parties in preparation for the postponed hearing?**

\* [www.mpts-uk.org/postponement-guidance](http://www.mpts-uk.org/postponement-guidance)

The listings instructions and/or directions (as applicable) continue to apply. Where appropriate, you may be invited to participate in further case management telephone conferences prior to the relisted hearing and updated listings instructions and/or directions may be issued to ensure the effective running of the relisted hearing.

### **My hearing has adjourned. What happens to the listings instructions and/or directions which were issued to parties in preparation for the adjourned hearing?**

The listings instructions and/or directions (as applicable) continue to apply. You may also have been issued with directions by the MPT when it decided to adjourn the hearing, which both parties are expected to comply with.

Where appropriate, you may also be invited to participate in further case management telephone conferences prior to the reconvened hearing and updated listings instructions and/or directions may be issued to ensure the effective running of the reconvened hearing.

## **Other issues**

### **Will records of listing telephone conferences and pre-hearing meetings be redacted before the MPT see them?**

Copies of all records of listings telephone conferences and pre-hearing meetings will be provided to the MPT. Redactions may be appropriate where a party believes that a record contains prejudicial information that needs to be redacted. For example, where a record refers to allegations that are no longer pursued or to a joinder application that was unsuccessful. Parties must advise the MPTS Case Management team as soon as possible if they believe redactions are required and not less than 21 days prior to the hearing. An MPTS Case Manager will make the final decision on what redactions, if any, are appropriate in the circumstances.

### **My case has been listed for a hearing, but I would like to apply for it to be held at a venue somewhere other than the MPTS hearing centre in Manchester. Can I make an application for this?**

MPT hearings are all listed to be held at the hearing centre in Manchester. On an exceptional basis, consideration can be given to holding fitness to practise hearings outside Manchester, taking into account the guidance [Holding hearings outside](#)

[Manchester on an exceptional basis](#). A copy of this guidance can be found on our website.\*

### **My case involves allegations against more than one practitioner. How will this be dealt with? Can the cases be heard together?**

A party may apply for the joining of the cases against two or more doctors, or the joining of two or more allegations against the same doctor, pursuant to Rule 32. An application for joinder can be considered by the case manager or by the MPT.

\* [www.mpts-uk.org/hearings-outside-manchester-doc](http://www.mpts-uk.org/hearings-outside-manchester-doc)

## Annex A – Agenda for first listing telephone conference

Parties must be prepared to discuss the matters, which may or may not be discussed in this order:

- 1 **Status of GMC investigation and disclosure**, including details of any further investigation to be undertaken (for example, obtaining witness statements, expert reports and/or other documents) and a timescale for completion.
- 2 **Timetable for preparation of the doctor's case**, including details of preparation to be undertaken (for example, obtaining witness statements, expert reports and/or other documents).
- 3 Whether any **preliminary legal arguments** will be raised at the hearing.
- 4 Whether the case involves any **vulnerable witnesses** or anyone attending who requires a **reasonable adjustment** to be made.
- 5 The **estimated hearing length** and to agree a **provisional hearing date**. Parties must ensure that they have all relevant availability information. Parties may also find it helpful to discuss potential listing dates ahead of the call.
- 6 Parties' comments on **hearing venue** i.e. whether the hearing is allocated to the MPTS hearing centre or held as a virtual hearing via MS Teams.
- 7 Whether any witnesses or the practitioner will give evidence by **video link or telephone** and, if so, whether they will be located outside the UK.

## Annex B – Agenda for second listing telephone conference

Parties must be prepared to discuss the following matters, which may or may not be discussed in this order:

- 1 Status of **GMC investigation and disclosure**, including details of any outstanding disclosure (for example, witness statements, expert reports and/or other documents) and, if not, a timescale for completion.
- 2 Update on **timetable for preparation of the doctor’s case**, including details of preparation to be undertaken (for example, obtaining witness statements, expert reports and/or other documents).
- 3 Whether any **preliminary legal arguments** will be raised at the hearing.
- 4 Whether the case involves any **vulnerable witnesses** or anyone attending who requires a **reasonable adjustment** to be made.
- 5 Confirmation of the **hearing dates and length**.
- 6 Whether any witnesses or the practitioners will give evidence by **video link or telephone** and, if so, whether they will be located outside the UK.
- 7 Whether any party requires **any other facilities required** at hearing (for example, video/tape/CD/DVD player).
- 8 Parties’ comments on **hearing venue** i.e. whether the hearing is allocated to the MPTS hearing centre or held as a virtual hearing via MS Teams.

## Annex C – Agenda for pre-hearing meeting

Parties must be prepared to discuss the following matters, which may or may not be discussed in this order:

- 1 **Status of GMC investigation and disclosure**, including details of any outstanding disclosure (for example, witness statements, expert reports and/or other documents) and a timescale for completion.
- 2 Update on **preparation of the doctor's case**, including details of preparation completed and yet to be undertaken (for example, obtaining witness statements, expert reports and/or other documents).
- 3 Whether any **admissions** will be made by the doctor, and a timescale for confirming any admissions in writing.
- 4 Whether any **preliminary legal arguments** will be raised at the hearing.
- 5 Whether the case involves any **vulnerable witnesses** or anyone attending who requires a **reasonable adjustment** to be made.
- 6 Review and confirmation or adjustment to the **hearing dates and length**.
- 7 Whether any witnesses or the practitioner will give evidence by **video link or telephone** and, if so, whether they will be located outside the UK.
- 8 Whether any party requires **any other facilities** required at hearing (for example, video/tape/CD/DVD player).
- 9 Parties' comments on **hearing venue** i.e. whether the hearing is allocated to the MPTS hearing centre or held as a virtual hearing via MS Teams.
- 10 **Any other matters regarding hearing preparation**, such as hearing bundle preparation and confirmation of witness attendance.

Pre-hearing applications (such as joinder or vulnerable witness applications) may also be considered where both parties are on reasonable notice of the application.

## **Annex D – How to join a case management discussion**

The MPTS mainly uses MS Teams to hold case management discussions. Where necessary (for example, as a reasonable adjustment or where a participant is located in a territory that does not permit MS Teams usage), a BT MeetMe telephone conferencing facility may be used.

In all calls it is important to call in at the agreed time to ensure efficient use of MPTS time and resources.

### **How to join an MS Teams call**

Parties will be notified in advance of the date and time of the telephone conference. Once the conference has been arranged, the MPTS will contact parties directly with a calendar appointment containing a unique link to join the case management discussion. Participants will not be required or permitted to use video during the call.

### **How to join a BT MeetMe call**

Parties will be notified in advance of the date and time of the telephone conference. Once the conference has been arranged, the MPTS will contact parties directly with the relevant telephone number, participant pass code and instructions on how to dial in.

For BT MeetMe calls, please note:

- ▶ Participants will hear hold music until a member of the MPTS Case Management team has joined the call.
- ▶ Participants will be charged for a local rate telephone call. The conference call costs will be borne by the MPTS.

## Annex E – Criteria for deciding on the listing of MPTS hearings

The MPTS aims to list hearings in a way that enables MPTs to deal with cases fairly and justly, in accordance with the overriding objective. This means listing hearings to take place as soon as reasonably practicable, and within agreed service targets, while allowing enough time for all parties to prepare.

### Listing criteria

The following guidance and criteria are applied when making listing decisions:

- ▶ The MPTS will always aim to list within service target. If a case is outside the service target, it should be listed in the earliest slot available.
- ▶ Where an interim order - particularly an interim suspension order - has been imposed on a doctor's registration, wherever possible these cases will be given priority and listed prior to the expiry date of the order.
- ▶ The availability of the doctor and witnesses will be taken into account. Where there are issues relating to the attendance of individual witnesses, arrangements can be considered to allow them to give evidence by video-link.

### Counsel availability

While parties may understandably prefer to appoint particular counsel, the MPTS cannot accept the additional constraints of acceding to such requests when managing the overall number of hearings. Counsel availability will only be taken into account in **exceptional circumstances**, bearing in mind the following factors:

- ▶ The complexity of the case;
- ▶ The period of delay if counsel availability were taken into account;
- ▶ The extent of relevant counsel's previous involvement in the case;
- ▶ The existence of other proceedings in which counsel has been instructed, and the degree of overlap between the issues in the various proceedings;
- ▶ The availability of junior and senior counsel, where instructed.

Where a party intends to raise the issue of counsel availability, the reasons for this request and the relevant availability must be notified to the other party and the MPTS Case Management team **in advance** of the listing telephone conference.