

Application for CI Arb Fellowship via the Experienced Practitioner Route (Arbitration, Adjudication and Mediation)



Thank you for applying to join the Chartered Institute of Arbitrators (CI Arb). Please complete all sections in **BLOCK CAPITALS** and return your completed form to: CI Arb Member Services Team, CI Arb, 12 Bloomsbury Square, London, WC1A 2LP, UK.

If you have any questions on how to complete this form, or any aspect of becoming a member please contact our membership team E: memberservices@ciarb.org or T: +44 (0)20 7421 7447.

Experienced Practitioner Route (EPR)

This scheme provides experienced arbitrators construction adjudicators and Mediators direct entry into CI Arb membership at Fellow level.

Eligibility criteria for Experienced Practitioner Route

Applicants must demonstrate the following:

A knowledge of law of obligations and evidence at first degree level or recognised equivalent or an understanding of law relevant to your mediation practice or recognised equivalent.

A minimum of 10 years' experience in arbitration or construction adjudication, or mediation (in a lead/sole mediator capacity) including settlement agreements, the management of proceedings and attending hearings which have resulted in the publication of a reasoned award or decision.

Experience of writing directions and final, reasoned awards or decisions/experience of writing Mediation Agreements/Heads of Agreements/Memoranda of Understanding.

To apply

Please submit this application form along with:

A schedule of appointments undertaken in the last 10 years, indicating in which capacity i.e. sole arbitrator, tribunal member, counsel, sole mediator or where you have co-mediated as the lead mediator.

Copies of at least two pieces of work (see list opposite) which demonstrates your ability to write the equivalent of a final, reasoned or decision or the equivalent mediation agreements.

Your CV/resumé.

Applicants must also provide the names of two CI Arb Fellows or Fellows (or equivalent grade) (i.e. Mediation - Supervisor or Professional Practice Consultant) from other accrediting or appointing bodies from whom references will be sought.

Please note:

These should be individuals who have first hand experience of you in the role of dispute resolver, party representative or Mediator in an Arbitration, Mediation or Adjudication. These may be individuals who have appeared before you whilst acting as a dispute resolver party representative or Mediator. Referees should not come from the same organisation.

List of work recognised for arbitrators and adjudicators

- Judgment
- Published award
- Published decision
- Contribution to published award
- Contribution to published decision

List of work recognised (civil and commercial mediation)

- Agreements
- Heads of agreements
- Memorandum of understanding
- Open statement of financial information
- Publication in relevant journals of 7000 words or more
- Conference papers
- Evidence of training delivered

Knowledge:

- (a) Knowledge of the law of obligations (contract and tort) and evidence relevant law for mediation.
 - (b) Knowledge of the law of arbitration/adjudication.
 - (c) Knowledge of the process and practice of arbitration, adjudication and mediation.
 - (d) Knowledge of the writing of an enforceable, reasoned award or mediation agreement.
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Experience:

- (a) Describe your ADR experience.
If you do not have experience, please contact us for advice on the appropriate pathway to Fellowship for you. **E: memberservices@ciarb.org**
 - (b) Please give details of all cases in which you have been involved as an arbitrator, adjudicator or mediator in the past 10 years, giving dates of each award or agreement you have written.
 - (c) Please attach a copy of at least 4 agreements (Mediation) 2 directions or 2 final reasoned awards you have written as an arbitrator/adjudicator in the past 5 years. These must be redacted.
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Other experience:

- (a) Details of experience as a court judge handling and hearing substantial commercial or civil disputes involving arbitration, adjudication or mediation.
- (b) Details of authorship of authoritative texts on the subject of arbitration, adjudication or mediation.

Part C: Prior conduct

This information is held in confidence. Applications will be judged on an individual basis. Answering **YES** to any of these questions will not automatically exclude you from membership.

Have you ever been expelled from or disciplined/reprimanded by a regulatory or professional body?

Yes (If yes, please specify details below)

No

Has an application for a bankruptcy order ever been made against you or has a company of which you were a director, ever gone into compulsory or voluntary liquidation on grounds of insolvency?

Yes (If yes, please specify details below)

No

Are there any outstanding judgements against you?

Yes (If yes, please specify details below)

No

Have you ever been convicted of any offence in any court (other than a motoring offence not resulting in disqualification)? Convictions are not spent under the Rehabilitation of Offenders Act 1974 in respect of membership of the Institute and need to be disclosed.

Yes (If yes, please specify details below)

No

If the answer is yes to any question in Part D, please give details here.

Part D: Declarations

I hereby apply for membership of the Chartered Institute of Arbitrators. If admitted, I agree to comply with the Code of Professional and Ethical Conduct, the Royal Charter and Bye-Laws (including Schedules and by any subsequent amendments and/or alterations that may be made) and by regulations made or to be made for carrying them into effect.

I declare that to the best of my knowledge, the information given on this form is correct. I understand and agree that if I make any false statements, submit false information or fail to disclose information requested in this application, I will be subject to disciplinary action to the constitutional documents and code of ethics, as amended from time to time.

On admittance, I request that you issue me a Membership Certificate. I agree that the certificate will remain the property of the Institute and will undertake to return it if I cease to be a member. I understand that I will be required to return my Certificate of membership on cessation of membership (Bye-Law 11.4) and may no longer use the post nominal designatory letters, as only members who have paid their annual subscription are entitled to the Ordinary privileges of members (Bye-Law 9.11 and Regulation 19).

Upon becoming a member of CI Arb I will be allocated to your nearest Branch office which may mean that my data will be transferred outside of the EEA, if my Branch falls outside that area. In accordance with the Data Protection Act 1998, I give consent to CI Arb to process my personal data and where applicable I consent to my data being transferred outside of the EEA in order that my membership records may be properly administered.

Signature

Date

Part E: Data protection

Data entered into the Institute's database is held subject to the provisions of the UK Data Protection Act 1998 and to the data protection principles set out in the Data Registrar's Guidelines. By filling in and submitting this application form you agree to CI Arb processing your sensitive personal data for the purposes as set out in the CI Arb Data Privacy Notice.

CI Arb publishes an online public directory of members. Do you consent to your name, country of residence and grade being included?

Yes (If yes, please specify details below)

No

Part E: Administration

Please send this application, together with supporting documentation (copies only please, they will not be returned) to:

Member Services, CI Arb, 12 Bloomsbury Square, London WC1A 2LP

T: +44 (0)20 7421 7447 E: memberservices@ciarb.org

To process your application we must receive payment of the £90 non-refundable Admission Fee plus the Fellow grade subscription. Please calculate the cost of joining today as follows:

EPR Application: £240

CI Arb members: You will be charged the additional subscription fee* (ie the difference between your current subscription rate and that for a Fellow) on successful completion of the EPR.

Non-CI Arb members: You will be charged the admission fee (£90) plus the subscription fee* for a Fellow after successful completion of the EPR.

*Please see current subscription rates on our website at www.ciarb.org. Please note that all subscription payments should be made in Pounds Sterling. For payments in currencies other than Sterling the equivalent of £15.00 must be added to your subscription rate to cover bank charges.

Methods of payment

Please note: If you have a UK-based bank account, the simplest and most convenient way to pay is by Direct Debit. If you would like to set up a direct debit, please complete and return the direct debit mandate enclosed. Please tick your preferred payment option:

Debit/Credit Card

Please debit my: Visa/Visa Debit MasterCard American Express

Amount:

Issue number:

Valid from (mm/yy):

Expiry date (mm/yy):

Name on card:

Card number:

Security number (last three or four digits of number in signature strip on back of card)

Signature:

Date:

If paying by credit card, you will be charged in your card billing currency at the Reuters exchange rate of the day plus 3% margin. This competitive exchange rate is supported by a Best Rate Guarantee through our merchant service provider and can be advised on the day. If you wish to pay in GBP please tick here as these transactions cannot be reversed. Please place a tick box next to this sentence.

Cheque/Bank Draft

Please find a cheque/bank draft made payable to 'The Chartered Institute of Arbitrators' for the amount of: £

Bank Transfer

I completed a bank transfer on (dd/mm/yy) for £ (Please attach a copy)

Please make payable to CI Arb, HSBC Bank, 31 Holborn, London, EC1N 2HR, United Kingdom. Sort Code: 40 05 03, Account Number: 31288784, International Bank Account Number (IBAN): GB38MIDL40050331288784, Branch Identifier Code (BIC): HBUKGB4B.

For payments in currencies other than Sterling, the equivalent of £15.00 must be added to your payment to cover bank charges.

Signature:

Date:

Checklist

Please check to ensure the following have been carried out before the form is sent to CI Arb:

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| All sections of the form have been completed | You have completed the Data Protection Act questions |
| You have enclosed all copies of relevant certificates and documents | A schedule of appointments undertaken in the last 10 years |
| The correct fee is enclosed | Copies of at least two pieces of work |
| You have signed and dated the form | Your CV/resumé |