



27 May 2010

Dear Members

**Joint Mediation Helpline Office
Request for Applications for Entry on to the East Asia Branch Panel of Mediators**

I am delighted to inform you that the Chartered Institute of Arbitrators - East Asia Branch is one of the participating professional organisations in the establishment of the Joint Mediation Helpline Office ("*JMHO*"). The other professional associations are:

1. the Hong Kong Institute of Arbitrators;
2. the Hong Kong Mediation Council;
3. the Hong Kong Mediation Centre;
4. the Hong Kong Bar Association;
5. the Hong Kong Law Society;
6. the Hong Kong Institute of Architects; and
7. the Hong Kong Institute of Surveyors.

The JMHO will be established early in June 2010.

The purpose of the JMHO is to assist the public by both:

1. providing information on mediation services; and
2. directing enquiries to one of the participating professional associations, for that professional association to appoint a mediator for disputes.

As a result of this initiative, the Chartered Institute of Arbitrators - East Asia Branch will establish a panel of mediators.

You are invited to write to apply to join that panel. In order to be eligible for inclusion on the panel, you must:

1. be a current member of the Chartered Institute of Arbitrators;

c/o Hong Kong International Arbitration Centre
38/F Two Exchange Square, Central, Hong Kong
Telephone:(+852) 2525 2381 Fax:(+852) 2524 2171 Website:www.ciarbasia.org
REGISTERED U.K. CHARITY No.803725

2. either:

- (a) have obtained membership or fellowship grade by the CIArb mediation pathway; or
- (b) be included on the Hong Kong International Arbitration Centre General Panel of Mediators.

You must also be resident in Hong Kong.

Any mediators appointed from the CIArb East Asia Branch panel of mediators will be required to:

- 1. use the CIArb East Asia Branch modal form of Agreement to Mediate;
- 2. comply with the CIArb Code of Professional and Ethical Conduct (October 2009);
- 3. maintain their CVs and provide an updated CV when appropriate; and
- 4. comply with any additional requirements imposed by the JMHO, particularly with regards monitoring the outcome of any mediation;

Members are also reminded of their personal obligations to comply with the Chartered Institute of Arbitrators CPD requirements and any CPD requirement necessary to remain on the Hong Kong International Arbitration Centre General Panel of Mediators.

If you would like to apply to join the Chartered Institute of Arbitrators - East Asia Branch panel of mediators, please send copies of:

- 1. your CV;
- 2. copies of relevant qualifications in mediation; and
- 3. your proposed terms and conditions of appointment;

to the following address:

Chartered Institute of Arbitrators - East Asia Branch
Mediation Panel - Assessment Board
c/o Hong Kong International Arbitration Centre
38/F Two Exchange Square
Central
Hong Kong

Please mark your letter for the attention of the Mediation Sub-Committee.

Yours faithfully



Timothy Hill
Branch Chairman