

**SINGAPORE MEDIATION CENTRE
ASSOCIATE MEDIATOR SCHEME**

RULES AND PROCEDURES

1 INTRODUCTION

(a) Principal Mediators

The Singapore Mediation Centre ("SMC") has a panel of Principal Mediators. When matters are mediated under the auspices of SMC, SMC will assign such cases to these Principal Mediators on an ad hoc basis.

(b) Associate Mediators

The Associate Mediator Scheme is designed for individuals who wish to receive recognition for their mediation skills. This scheme will facilitate the networking of those interested in conflict resolution and provide them the opportunity to keep abreast of developments in this field.

Generally, SMC will not assign cases mediated under the auspices of SMC to Associate Mediators. However, Associate Mediators will be notified of opportunities to volunteer as mediators under special schemes such as the Small Case Commercial Mediation Scheme (SCCMS), Medical Mediation Scheme (MMS) etc.

SMC will not endorse cases that Associate Mediators are involved in outside of SMC's knowledge.

The following criteria outline the rules and procedures for individuals to be accredited as Associate Mediators.

2 CRITERIA

(a) To qualify as an Associate Mediator, individuals need to:

- (i) be at least 21 years old;

- (ii) possess at least a diploma, or other academic or professional qualification recognised by SMC; and
 - (iii) be of good character, not been convicted of any offence and must not be an undischarged bankrupt.
- (b) All Associate Mediators must go through an assessment of their skills. They must:
 - (i) have successfully completed the SMC Basic Mediation Workshop, or a similar workshop that is recognised by SMC, within the last 2 years at the commencement of the Associate Mediator Accreditation Course; and
 - (ii) attend the Associate Mediator Accreditation Course. Only upon passing the assessment at the end of the Accreditation Course will the individual be accredited as an Associate Mediator.
- (c) Waiver

SMC reserves the right to waive requirements (i) and (ii). SMC may also reject applicants at its discretion.

3 MEMBERSHIP

Those who have successfully completed the Associate Mediator Accreditation Course will be appointed by way of a letter of appointment as Associate Mediators.

- (a) Membership Terms and Conditions
 - (i) The annual subscription fee is S\$100. The prevailing GST rate will apply.
 - (ii) The annual subscription fee billing commences in the year in which the individual is accredited as an Associate Mediator. Terms of appointment commence on 1 January and 1 June of each year.
 - (iii) Associate Mediators are appointed for a period of 1 year. Application for renewal has to be submitted to SMC one clear month before the expiry of the appointment.

- (iv) SMC reserves the right to review subscription fees.
 - (v) Associate Mediators are not representatives of SMC and may not make such representations to anyone.
 - (vi) Associate Mediators are entitled to use the title “Associate Mediator” in their name cards and CVs.
 - (vii) All mediators are encouraged to attend refresher courses so that they maintain their skills as mediators.
 - (viii) Membership is not transferable.
- (b) Exclusive SMC Associate Mediator Membership Benefits and Privileges
- (i) For the full list of Membership Benefits and Privileges, please see attached Annex 1.
- (c) Termination of Membership
- (i) Associate Mediators are free to cancel their membership at any time by writing to SMC. Fees that have already been paid will not be refunded.
 - (ii) Membership of an Associate Mediator will be terminated for any one or more of the following reasons:
 - (A) subscription fees are overdue for three months or more;
 - (B) death or bankruptcy; or
 - (C) misconduct.
 - (iii) Where an Associate Mediator’s membership has been terminated, he shall cease to be entitled to any rights and privileges with effect from the date of termination.