

International Professional Mediator Accreditation Assessment Notes to Applicants

1. Eligibility

Applicants must fulfil one of the following requirements:

- i. Completed the International Professional Mediator Training Certificate Course organized or co-organized by Academy of International Dispute Resolution & Professional Negotiation (AIDRN), obtained the relevant certificate within 2 years upon the completion of the Course; or
- ii. Completed the mediator training courses organized by other organizations and accredited by IDRRMI, obtained the relevant certificate within 2 years upon the completion of the Course; or
- iii. Completed the 40-hour General Mediator Training Course of Hong Kong Mediation Centre and the Conversion Course for International Accredited Professional Mediator organized by AIDRN and obtained the Certificate of Completion within the past 2 years

2. Date, Time and Venue

For the latest assessment dates, time and venue, please refer to website of IDRRMI

<https://idrrmi.org/accreditation/accreditation-assessment/international-professional-mediator-accreditation-assessment/>

3. Mode of Assessment

This assessment aims to evaluate whether candidate possesses the qualities and abilities to be a mediator. Candidates have to achieve satisfactory performance in two simulated mediation cases, including drafting the Mediated Settlement Agreement. Each simulated mediation case assessment lasts for 2 hours. The time allocation is as follows:

Simulated Mediation Case Assessment	Time allowed
Reading and Preparation	15 minutes
Simulated Mediation Session	1 hour 30 minutes
Drafting the Mediated Settlement Agreement	15 minutes

Upon completion of the simulated mediation session, candidate will be given 15 minutes to draft the Mediated Settlement Agreement, based on the terms agreed by both parties. If the disputes cannot be resolved, candidate can draft the Agreement by making reference to the discussion items. The template of Settlement Agreement will be provided during the Assessment.

Candidate can only take part in one simulated mediation case assessment each day and shall play the role of the party in the simulated mediation case in the other two assessment sessions.

The Assessment will be conducted in English. Candidates are required to draft the Mediated Settlement Agreement in English.

4. Result Announcement and Appeal

International Dispute Resolution & Risk Management Institute will announce the Assessment results to candidates through email within 20 days after the Assessment. Candidates may apply for appeal of Assessment results to IDRRMI. Valid appeal application, with the name and the reason(s) clearly indicated for appeal application, shall be submitted to IDRRMI in writing within 20 days after the official release of Assessment results. Applications submitted after the deadline will not be entertained.

Administration fee will be charged for the appeal application correspondingly.

If situation allows, IDRRMI will notify the applicants the results of appeal in writing. The Lead Assessor has the right to ask for other assessors' opinion, apart from the original assessor. Applicants should agree to the final decisions made by IDRRMI and abandon all rights to appeal.

5. Fee Schedule

		Graduates from International Professional Mediator Training Certificate Course co-organized / organized by AIDRN	Graduates from International Professional Mediator Training Course organized by other associations and approved by IDRRMI
		HKD	HKD
First attempter (for 2 simulated cases, including the Mediated Settlement Agreement)		\$10,500	\$12,800
Repeater (for each simulated case)		\$5,250	\$6,400
Repeater (for each Mediated Settlement Agreement)		\$1,000	\$1,000
Application for appeal	Each simulated case	\$4,660	\$5,250
	Written part (The Mediated Settlement Agreement)	\$900	\$900

6. Apply to become International Accredited Professional Mediator

After passing two simulated mediation cases, submitting International Accredited Professional Mediator Application form and corresponding fees (see table below) to IDRRMI, and being approved by the Board of Directors, candidates can become International Accredited Professional Mediator (IAPM) of IDRRMI and be included in the IDRRMI's Panel of IAPM.

Item	Fee (HKD)
Application fee	\$500
International Accredited Professional Mediator Annual Fee	\$1000

IDRRMI is devoted to providing IAPM with a variety of continuous professional development opportunities and platforms. After becoming IAPM of IDRRMI, he/ she is eligible to apply for handling commercial dispute cases referred by IDRRMI. IDRRMI has an independent referral mechanism, which may require IAPM to first take the role of "Observer" or "Assistant Mediator" to gain more hands-on experience before being officially act as a Mediator. The referral mechanism can be changed without prior notice, IAPM shall agree to the case referral mechanism of IDRRMI.

7. Application and Payment Methods

IDRRMI currently accepts the following payment methods:

● Online Payment Methods

Please visit this website (http://mhjmc.org/tc/Page_Format_6.php?fmd=82&con=112) for application and settle online payment according to the instruction. You can settle the payment via:

- 1) PayPal (VISA, MASTER, UNION PAY) 【Hong Kong dollars should act as the settlement currency of PayPal account and the actual exchange rate is based on the current rate of PayPal or your bank account. The difference in the exchange rate shall be borne by the applicant.】
- 2) Alipay (only applicable to the Mainland account holders)

● Other Payment Methods

Holder of Hong Kong bank account can settle the payment by:

- 1) Cheque
 - Cheque should be made payable to "International Dispute Resolution & Risk Management Institute Limited". Please write down your full name, contact number and indicate application for assessment at the back of your cheque.
- 2) Bank Transfer
 - Please transfer the fee to Bank of China (Hong Kong) HKD Account (Account Number: 012-704-2-005395-8; Account Name: International Dispute Resolution & Risk Management Institute Limited). Please write down your full name, contact number and indicate application for assessment on your bank slip.

If you are not a holder of any Hong Kong bank account, please settle the payment by:

3) Telegraphic Transfer

- Please convert the payment into Hong Kong Dollars and transfer the payment to Bank of China (Hong Kong) HKD Account. Please write down your full name, contact number and indicate application for assessment on your telegraphic transfer receipt. Administrative charge shall be borne by the applicant. Details are as follows.

Bank Name: Bank of China (Hong Kong) Limited

Bank Address: BANK OF CHINA TOWER, 1 GARDEN ROAD, CENTRAL, HONG KONG

Account Name: International Dispute Resolution & Risk Management Institute Limited

Account Number: 012-704-2-005395-8

Swift code: BKCHHKHHXXX

Address of IDRRMI: 12/F, 3 Lockhart Road, Wanchai, Hong Kong

A valid application shall be submitted to IDRRMI, meaning the completed application form, together with the cheque or bank slip or Telegraphic Transfer receipt and the soft copy of the certificate of relevant mediation courses, through emailing admin@idrrmi.org. Please specify in the email if online payment is adopted.

All applications will be processed on a first-come-first-served basis. IDRRMI will officially process the application upon receipt of valid applications from the applicants.

8. Other Notes

(i) Assessment Arrangements

- After the confirmation of assessment time schedule is made by IDRRMI through email, no change can be made on relevant assessment time. If the candidate is not available to attend the assessment at the specified time, he/she should notify IDRRMI in writing immediately. If rescheduling assessment time is needed, the candidate needs to reapply for assessment and pay the corresponding fees. If the candidate is not able to notify IDRRMI about the absence, his/her reapplication for assessment may be affected.
- Candidate can only take part in one simulated mediation case assessment each day and shall play the role of the party in the simulated mediation case in the other two assessment sessions.
- The assessment process will be video-recorded and may be used by the Assessment and Accreditation Committee of IDRRMI for reference or educational purpose. Candidates shall agree to abandon all the rights to use or examine the relevant video(s).
- Candidates shall abide by the assessment rules laid down by IDRRMI. If the candidate violates any assessment rules, IDRRMI has the right to disqualify him/her from taking the assessment.

- If the candidate is not able to attend the simulated mediation case assessment at the time specified, and is late for 10 minutes or more, he/she will be disqualified, and the paid assessment fee will not be refunded. If the candidate applies for retaking the assessment, he/she needs to pay the corresponding fees.
- If the candidate cannot pass the assessment in the simulated mediation case or the drafting Mediated Settlement Agreement part, he/she can apply for retaking the assessment by paying the corresponding fees.
- IDRRMI reserves the right to change or amend the assessment arrangements at any time, including but not limited to changes in Assessment rules, fee and venue.

(ii) Assessment Fee Refund Policy

- IDRRMI reserves the right to change the assessment date, or cancel the assessment without prior notice to candidates. If candidates are deprived of the assessment due to changes or cancellation by IDRRMI, the assessment fees will be fully refunded.
- If the assessment is cancelled due to adverse weather (Hong Kong Observatory issues Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal), candidates can apply for free make-up assessment within 6 months from the original day of assessment. If the candidate is absent from the assessment due to any reason (including personal reason, physically unwell or accidents), the paid assessment fee will not be refunded.
- In case of any dispute, IDRRMI reserves the rights to make final decision.

(iii) Qualification Accreditation

Candidates shall pass two simulated mediation cases, submit International Accredited Professional Mediator Application form and corresponding fees to IDRRMI, and be approved by the Board of Directors in order to become International Accredited Professional Mediator (IAPM) of IDRRMI. However, the Board of Directors reserves the rights to final decision of whether to issue accreditation qualification. Candidates shall agree to the final decisions of the Board of Directors and abandon all rights to appeal.

9. Enquiry

Should you have any enquiries, please contact IDRRMI at (852)3611 5088 or email to admin@idrrmi.org.