

MTVM MEDIATORS

APPLICATION FOR MEMBERSHIP (INCLUDING RENEWALS)

Complete in BLOCK CAPITALS or type and attach a copy of your full CV, other supporting documents required and a cheque for the appropriate sum.

Full name:

Address:

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Post Code:

E-mail:

Web site:

Tel: (B) (H) (M)

Date of Birth Occupation:

Current Job Title and areas of responsibility

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Professional and Academic Qualifications:

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Membership

I wish to apply for the following class of membership (tick box/es):-

Associate Member

Mediator Member with Panel Membership (Civil and Commercial)

Accreditation

I have been accredited by

I attach a copy of my Accreditation Certificate issued by

[Applicants also applying to become a Panel Member (Civil and Commercial) of the Association must have been accredited by an organisation recognised by the Civil Mediation Council.]

Dispute Resolution Experience

Summary of experience:

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Applicants applying to become a Panel Member shall complete the following section.

Have you completed post accreditation assessment with your training provider entitling you to hold yourself out as a Panel Mediator with the organisation or otherwise as a Lead Mediator trained by them?

Panel Member Lead Mediator (if no panel)

Attach a copy of any certificate issued or letter of confirmation

How many civil/commercial mediations have you completed as Lead Mediator?.....

How many civil/commercial mediations have you completed as Solicitor Advocate?.....

How were you appointed?

By an accredited Mediation Provider Direct Others

You can use the 'Others' section for appointments from private providers, trade panels or court schemes. Please give brief details:

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During these mediations have any complaints been made to the organisation that either appointed or trained you? Set out very briefly the nature of the complaint and the response. Continue on a separate piece of paper if there is insufficient room.

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Have you been involved in Community or Family Mediations as Lead Mediator?Yes/No

Briefly summarise your experience in Community or Family Mediations noting the training you have done and the panels you are currently on

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Have you also acted as Arbitrator? Adjudicator? Conciliator?

Briefly set out the details of arbitration, adjudication or conciliation panels you are listed on e.g. CI Arb etc

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Applicants who have completed their accreditation but have not yet completed pupillage or completed the required post accrediting requirements of the organisation that trained them, should answer the following questions.

Have you done pupillage trainingYes/No

Has your training included pupillage or co-mediating with another mediator?Yes/No

Would you like the Association to assist in securing you pupillage experience?Yes/No

Note: You must advise the Association when you have been registered as a Lead Mediator with the organisation that trained you. Once training is complete you must send the Association a copy of the certificate that confirms that your training is completed and you are registered with that body as a Lead Mediator.

CPD requirements and Log

MTVM requires Panel Members and Pending Panel Members to undertake a programme of Continuing Professional Development and to complete a Log, recording CPD undertaken each year. (July to June)

Activities are allocated points, as noted in the tables below.

Members are required to attain a minimum of 12 points each year, comprising at least six points gained from structured training and six points gained from other activities.

Points for Structured Training	
Attending a mediation training course run by an organisation approved by MTVM	1 point per hour of attendance

Points for other activities	
Acting as a Mediator	4 points
Acting as an Assistant or Co-Mediator	2 points
Attending relevant Workshops or Seminars	1 point per hour of attendance
Attending relevant Conferences	1 point per hour of attendance
Publishing mediation articles	1 point
Attending MTVM Quarterly Meetings	1 point

Would you like the Association to assist in securing you pupillage experience as part of your CPD? Yes/No

Would you like the Association to arrange training and networking opportunities with other mediators as part of your CPD? Yes/No

Professional Indemnity Insurance

It is a requirement of all mediators practising as Panel Members to comply with the minimum requirements for Professional Indemnity Insurance cover identified by the Civil Mediation Council. This is currently £1,000,000.

Please confirm that you hold PI insurance of at least the above to cover your acting as a Mediator in civil and commercial mediations, and that you undertake only to take on mediations that come within the scope of your cover Yes/No

The Association requires that you **produce evidence of that cover**. This can be a certificate of insurance or cover note or confirmation from your firm/employer that you are covered to the minimum level

Specialisms

Whilst specialisms are not a requirement for a good all round mediator, it is helpful for users of the Association to be able to access basic information over and above your profession. Insert here not more than 8 keywords words e.g. "employment, professional negligence, intellectual property, construction etc", you would wish to see against your entry.

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Adherence to EU Code of Conduct for Mediators

By applying to join the Association and, if accepted as a member, you agree to be bound both by the terms and conditions of its constitution and to the European Code of Conduct for Mediators 2004.

By signing this application you agree to accept such monitoring and evaluation of mediations carried out by you as the Association may from time to time require. You also agree to maintain a log book of mediations, provide the parties with feedback forms and include within your terms and conditions details of the Association's complaints procedure.

Mentoring Scheme

Applicants who become Panel Members will be expected to participate in and actively encourage use of the Mentoring Scheme run by the Association, details of which are included in the Practice Manual.

Data Protection

Applicants acknowledge and accept that the Association may process their personal data for the purposes and business of the Association as set out in the Memorandum, Articles of Association, and the Practice Manual of the Association. Any processing will comply with the requirements of the Data Protection Act 1998.

Administration Charge

Members agree that MTVM will deduct an administration charge equivalent to 15% of mediation fees received in respect of mediation appointments resulting from membership of the Association. .

I confirm my agreement to the terms evidenced above

Signed: Date:

Name (Block Capitals)

Please return to: MTVM, 7 Lambcroft Way, Chalfont St Peter, Buckinghamshire, SL9 9AY.

CHECK LIST

Certificate of Accreditation (Copy)

Certificate/letter lead mediator approval

CPD Log

CV (please also provide electronically)

Confirmation of Insurance

Cheque (payable to MTVM):

FEES

Members

**Joining Fee: £75
Subscription: £75**

Associates

**Joining Fee: £50
Subscription: £25**

NOTE

The Annual Subscription falls due on 1 July each year and joining members will be liable to pay a proportion of the Annual Subscription as set out below:-

Members joining between 1 October and 1 January shall pay an initial subscription of 75% of the Annual Subscription.

Members joining between 1 January and 1 April shall pay a subscription of 50% of the Annual Subscription.

Members joining between 1 April and 1 July shall pay a subscription of 25% of the Annual Subscription.