



GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE
(Drafting Section)

NOTIFICATION

Islamabad, the 21st February, 2023

S.R.O. 210 (I)/2023.—In exercise of powers conferred by section 25(1) read with section 4(1) and other relevant provisions of the Alternate Dispute Resolution Act, 2017, the Federal Government is pleased to make the following rules, namely:

1. Title and commencement, etc. (1) These rules may be called the ADR Mediation Accreditation (Eligibility) Rules, 2023.

(2) These rules shall come into force at once.

(3) Words and expressions used but not defined in these rules shall bear the meanings given thereto in the Alternative Dispute Resolution Act, 2017, and in the rules made thereunder.

2. Eligibility (1) An ADR Centre providing mediation services or a mediator shall be eligible for accreditation where:

(a) the end-to-end mediation process framework by which it proclaims to be bound is:

- (i) the framework administered or recommended by an organization listed in the Annex to these rules, and is adopted by the ADR Centre or mediator, with the permission of such organization, if required, or
- (ii) developed by itself, and is found by the accreditation committee to be conforming in material aspects to the frameworks of the organizations referred to in the Annex to these rules.

In either of the cases mentioned in (i) and (ii), the applicant will sign a bond in favour of and in the form specified by the accreditation committee undertaking to remain faithfully bound to its mediation process framework;

(b) the mediators empaneled by an ADR Centre at the time of application and at all times thereafter are trained and certified by an organization listed in the Annex to these rules or by a trainer certified by such organization to impart training;

(c) an applicant ADR Centre shall have legal personality distinct from its members, and

(d) for mediations conducted in person, the mediations are undertaken to be carried out at owned, leased or usage-based-access premises with a minimum of two rooms for private sessions and one larger room for common sessions, in addition to its administrative and managerial rooms, with fit-for-purpose secretarial, communication, facilitation, case management, IT and record-keeping facilities.

(2) An ADR Centre seeking to become accredited as a mediation service provider will apply in form-A annexed to these rules.

(3) An individual seeking to become accredited as a mediator will apply in form-B annexed to these rules.

(4) An ADR Centre or a mediator seeking to empanel with the High Court for court-referred mediations will meet such additional requirements as may be specified by the High Court in a circular issued for the purpose.

Annex
(See Rule 2(1)(a) and (b))

1. International Mediation Institute
2. Centre for Effective Dispute Resolution
3. Civil Mediation Council of United Kingdom

Note: Further organisations may be added to this list by the Government in consultation with the High Court.



APPLICATION TO RECOGNIZE A MEDIATION CENTRE

[See Rule 2(2)]

Name of the Centre						
Type of Organization	Company <input type="checkbox"/>		Statutory Corporation <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Address of the Centre						
Focal Person						
NTN Certificate						
Office Phone			Fax			
Email			Website		www.	
<u>OFFICE AND ONLINE FACILITY DETAILS</u>						
(Please provide details of the facility where the face-to-face mediation will take place along with supporting photographs in color)						
No. of Rooms alongwith color photographs of each room			Purpose of each Room			
Head of the Centre			Qualification of the head			
Email			Mobile Phone Number			
Audio / Visual Equipment Available			Number of Computers and Printers available			
Internet / DSL Provider			Online ADR Software Platform			
List of empaneled mediators (Centre must have minimum five (5) accredited mediators)						
Sr. #	Mediator Name and Cell No.	Mediator Registration No.	Date of Registration and Re-	Name of Mediation Accreditation Authority of	Profession	Three Areas of Expertise

			registration of Mediator	Mediator		
1.						
2.						
3.						
4.						
5.						

1. Code of conduct
 Yes No If yes, please attach copy
2. Fee structure / schedule
 Yes No If yes, please attach copy
3. Complaints Handling and Feedback
 Yes No If yes, please attach copy of proof
4. Guidelines for allocation of mediators
 Yes No If yes, please attach copy of proof
5. Confidentiality Procedures
 Yes No If yes, please attach copy of proof
6. International affiliation
 Yes No If yes, please attach copy of proof
7. Facility Description i.e. Office, Reception/Common Area/Breakout Rooms etc. (Attach detail separately)
8. Support Staff Description such as case manager and other staff (Attach detail separately)
9. Centre's Registration Fee: __ (Attach evidence of payment Rs. 10,000/-)
10. Centre's Annual Re-registration Fee: _____ (Attach evidence of payment of Rs.2,000/-)
11. PLEASE NOTE: The Mediation Centre must demonstrate (in writing and by photographic evidence) that the physical layout of the designated mediation facility is capable of handling the mediation process and subject to a positive Site Inspection Report carried out by the concerned Officer(s) authorized by the accreditation committee.

Declaration by Authorized Representative of the Mediation Centre

We confirm that the information we have submitted on this form is correct and complete; and we understand that any false information could result in our application being rejected.

We further confirm that the Panel Mediators, Management and Staff at the Center have never been booked in any type of criminal case or faced contempt of court proceeding before any court of law during last five years.

Signature of duly Authorized Representative of Mediation Centre

Documents to be attached:

1. Copy of Charter Document (Memorandum and Articles of Association, certificate of incorporation etc.)
2. Copy of NTN Certificate of Mediation Center
3. Copy of declaration by Authorized Representative of Mediation Centre
4. Copy of international affiliation certificate, if any
5. Registration Fee payment evidence
6. Mediators' Fee schedule
7. Copy of code of conduct
8. Copy of Complaints Handling and Feedback
9. Guidelines for Allocation of Mediators
10. Copy of Confidentiality Procedures

For Office Use Only:

Application Received on: _____

Site Inspection of Mediation Facility carried out on: _____

Application status: Granted Declined Re-apply after Six (6) Months

Mediation Centre Registration No: _____

Approval Authority:

APPLICATION TO RECOGNIZE A MEDIATOR

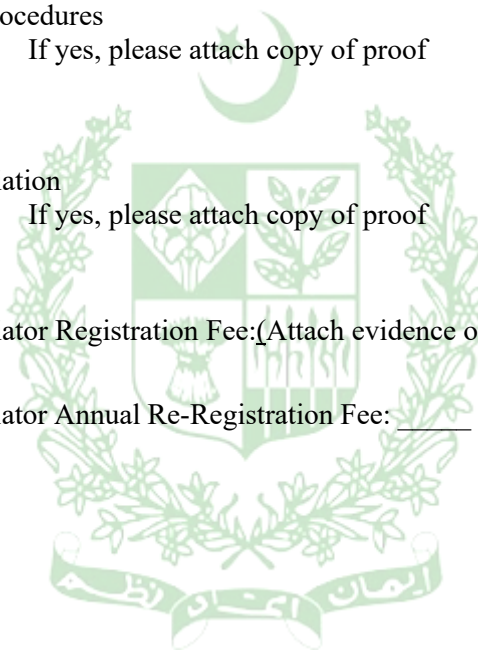
(See Rule 2(3))

Personal information			
Applicant's Name:			
Applicant's Office Address			
Landline			
Cellphone			
Email address			
Website			
Applicant's CNIC:			
Applicant's NTN:			
Qualification:			
Profession:			
Training attended (Minimum 40 hours):			
Area of expertise:			
Experience as mediator			
Affiliation:	Organization: <input type="checkbox"/>	Independent: <input type="checkbox"/>	
Name of Organizations affiliated			
<u>OFFICE AND ONLINE FACILITY DETAILS</u>			
(In case of an Independent Mediator if mediation will either not take place at the office of the Applicant or takes place at his/her Office, please provide details of the facility where the face-to-face mediation will take place along with supporting photographs)			
Address (location) of mediation facility		Contact Person Supervisor at (location of) the mediation facility	

Cellphone of Contact Person Supervisor of mediation facility:		Email of Contact Person Supervisor	
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General Information:

1. Code of conduct
 Yes No If yes, please attach copy of proof
2. Fee structure / schedule
 Yes No If yes, please attach copy
3. Confidentiality Procedures
 Yes No If yes, please attach copy of proof
4. International affiliation
 Yes No If yes, please attach copy of proof
5. Independent Mediator Registration Fee:(Attach evidence of payment Rs. 5,000/-)
6. Independent Mediator Annual Re-Registration Fee: (Attach evidence of payment of Rs.1,000/-)



Declaration by Applicant

I confirm that the information I have given on this form is correct and complete; and I understand that any false information could result in my application being rejected.

I further confirm that I have never been booked in any type of criminal case or faced contempt of court proceeding before any court of law during last five years.

Applicant

Documents to be attached:

1. Copy of CNIC
2. Copy of NTN
3. Copy of professional degree
4. Copy of mediation training certificate
5. Copy of declaration
6. Copy of international affiliation certificate, if any
7. Registration Fee payment evidence
8. Fee schedule
9. Copy of code of conduct

For Office Use Only:

Application Received on: _____

Site Inspection of Mediation Facility carried out on: _____

Application status: Granted Declined Re-apply after Six (6) Months

Independent Mediation Registration No: _____

Approval Authority:

[F. No. 5(9)/2023-Dtg.]

SAADAT IQTIDAR ALAM
Section Officer