

# ASSOCIATION OF NORTHERN MEDIATORS ('ANM')

## APPLICATION FOR MEMBERSHIP

Please complete in **BLOCK CAPITALS** or by **TYPING** and please also attach/email a copy of your **full CV** in addition to providing us with one by email.

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ DX No: (if appropriate) \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

Tel: (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation: \_\_\_\_\_

Current Job Title and areas of responsibility \_\_\_\_\_

Professional and Academic Qualifications: \_\_\_\_\_

### Section 1 : Accreditation

Only the following training courses are recognised as meeting the current standards for civil mediators identified by the Civil Mediation Council (known as the 'CMC'). At present there were 7 recognised providers. Indicate who trained you, and **attach to this application form a copy of your accreditation certificate**

ADR Training (tick)                      ADRG                       AE                       CEDR                       CIArb

ADR Chambers                       LSM                       RCP                       MATA                       OTHER

It is a prerequisite that all those organisations recognised as training mediators provide courses of at least 4 days or 24 CPD hours. All the above provide courses of at least this. If you were trained by another organisation you must give us details of the course which must be CMC compliant.

### Section 2 Dispute Resolution Experience

Part A contains questions for all mediators and additional ones for those applying to practice on the ANM panel only. Inclusion on the panel entitles applicants to apply to mediate on schemes run by ANM members. Information about the ANM panel members is publicly available.

#### Part A – panel section to be completed by all applicants

Have you completed post accreditation assessment with your training provider (if any) 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)

**Note for new members - Attach a copy of any certificate of accreditation issued or letter of confirmation. If you have been accredited but have had no live experience of mediation go to Part B.**

How many civil/commercial mediations have you completed as lead mediator in  
The previous **12 months**

It is ANM policy that mediators on panel do a minimum of 2 mediations within  
the 12 month cycle to include demonstration mediations and ADR experience  
set out below. We would ask that you simply tick this box if you have complied.

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:

Details if any:

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**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, comply with the CPD requirements, provide the parties with feedback  
forms and include within your terms and conditions details of the Association's or equivalent  
complaints procedure.**

The following section of Part A assists us in ascertaining the breadth of your experience in other areas  
of ADR. These count for the purposes of complying with the minimum 2 mediations referred to above.

Have you been involved in community or family mediations as lead mediator

Use this space to 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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.....  
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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 eg CI Arb etc

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.....  
.....

**Part B - Non Panel and recently accredited applicants only**

For those who have completed their accreditation but have not yet completed pupillage or completed the  
required post accrediting requirements of the organisation that you trained with, please can you answer  
the questions listed below.

Please tick if you have done pupillage training

Has your training included pupillage or co-mediating with another mediator?

Would you like us to assist in securing you pupillage experience?

Note : it is incumbent on you to advise us once you have been registered as a lead mediator with the organisation that trained you. Once training is complete you must send us a copy of the certificate that confirms that your training is completed and you are registered with that body as a lead mediator.

### Section 3 Annual Training Requirement – this is a mandatory requirement for all applicants

The Association has an annual requirement that all members carry out at least **8 hours CPD training** in any one calendar year. Newly qualified members can use their initial training to fulfil this commitment providing this was done within the previous 18 months or such further period as we determine if circumstances justify a longer period. This should be made up so far as possible with structured training run by approved mediation providers or through the Association. You will find fuller details in the Members Handbook. To make it easier to complete the details we would ask you to complete the attached brief confirmation. If you have not done the 8 hour minimum then please set out the extenuating circumstances in the following space to include other mediation endeavours eg working with local ADR Steering Committees or personal circumstances justifying our carrying over the requirement into the next year. Time can only be carried forward once.

How many hours of structured training have you done in the last 12 months.  
Newly accredited members simply put '40' being the standard for training.

Briefly set out who you did the training with and the dates attended:

- 1.
- 2
- 3
- 4

If you have not done the required training commitment set out below the time spent doing mediation activities. These include assisting in demo mediations and mediation awareness workshops

- 1
- 2
- 3
- 4

or otherwise set out below the circumstances justifying waiving or carrying forward the commitment. Note that ANM will only exercise discretion in very deserving circumstances such as absences due to illness or maternity. They will not do so for instance for absences due to pressure of work

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### Section 4 Professional Indemnity Insurance

It is a requirement of all mediators practicing as panel members to comply with the minimum requirements for insurance cover identified by the CMC. 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

ANM require 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. Solicitors or barristers can record the insurer and insurance policy number here:

Insurer:

Policy number:

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### Section 5 Adherence to EU Code of Conduct for Mediators

By applying to join ANM 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.

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## Section 6 Specialisms

Whilst specialisms are not a requirement for a good all round mediator, it is helpful for users of ANM information to be able to access basic information over and above your profession. These are used to identify mediators on the website. Insert here some keywords you would wish to see against your entry (not more than 8 words e.g. "employment, intellectual property, construction etc"). Electronic CVs should provide full details and will be made available on the ANM website to users unless advised.

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## Section 7 Signature and confirmation of agreement of the terms referred to above

..... Date .....

Please return to: Anthony Glaister Association of Northern Mediators Pure Offices, 4100 Park Approach, Thorpe park, Leeds, LS15 8GB

- Check list
- Certificate of Accreditation – newly qualified only**
  - Certificate/letter lead mediator approval – registration or alternative confirmation**
  - CV (emailed version essential as well)**
  - Confirmation of Insurance**
  - Cheque for £60 or BACS payment (ref 'name') to sort 40-27-15 a/c 44831489 at HSBC Park Row Leeds, LS1 1LD**

Note

The annual subscription is currently £60 and is payable on or before the 1<sup>st</sup> March in each year or on receipt of the subs request. This might vary from time to time. As there is no initial subscription those joining up to 2 months before the commencement of the subscription year will be asked to renew their membership at the full fee.

If you have any problems/questions please ring us on **0113 3970826** or on **07711 423649**

Membership Application Form (Edition 11 Aug 2013)