

Training on 'Introduction to International Arbitration'

Jointly organized by

Bangladesh International Arbitration Centre (BIAC) & Chartered Institute of Arbitrators (CI Arb), Singapore

Venue: OUE Bay front, Singapore, Date: 6-9 December 2017

BIAC's Profile

BIAC is Bangladesh's first and only alternative dispute resolution institution. It is registered as a not-for-profit organization and commenced operations in April 2011. Three prominent business Chambers of Bangladesh, namely, International Chamber of Commerce-Bangladesh (ICC-B), Dhaka Chamber of Commerce & Industry (DCCI) and Metropolitan Chamber of Commerce & Industry (MCCI), Dhaka are sponsors of BIAC. BIAC core activities include providing facilities for arbitration and mediation and organizing training and awareness programmes. It published its Arbitration and Mediation rules in 2012 and 2014 respectively. BIAC has a panel of Arbitrators and List of Mediators. Apart from facilitating arbitration and mediation, BIAC has got recognition by signing co-operation agreement with ADR centres for excellence in the region and number of corporate and financial institution of Bangladesh. The Chairman of the BIAC Board is Mr. Mahbubur Rahaman, while the chief Executive Officer is Mr. Muhammad A. (Rume) Ali.

CI Arb's Profile

The Chartered Institute of Arbitrators (CI Arb) is the world's leading professional body for promoting the settlement of disputes by arbitration, mediation and other alternative dispute resolution (ADR) methods. Founded in 1915, CI Arb was granted a Royal Charter in 1979. CI Arb promotes the use of ADR internationally through 12,500 professionally qualified members in over 120 countries.

Why train with CI Arb?

This Introduction to International Arbitration is an accredited course which certificate is acceptable worldwide. CI Arb courses offer a progressive educational 'ladder' for newcomers to ADR, right through to those with advanced levels of knowledge and skills. This course enables you to keep abreast of changes in the legal environment, develop your knowledge and skills, meet industry peers and exchange ideas. CI Arb arbitration training is internationally-renowned for its high quality teaching, relevant content and academic rigour, with courses led by experts in their field. In addition, after successfully completion of this course, you will qualify you for membership of CI Arb as Associate (ACI Arb), Member (MCI Arb) or Fellow.

What is the aim of the course?

To provide an understanding of the general principles of international (i.e. non-domestic) arbitration and its relationship to other dispute resolution processes. The course will provide candidates with an introduction to the legal frame work of, and good practice and procedure in, international arbitration in their jurisdiction.

What are the learning outcomes?

On successful completion of this course candidates will be able to:

- Understand the background to International Arbitration;
- Describe the process and procedure of International Arbitration;
- Understand international arbitration in the context of other forms of dispute resolution.

Entry requirements: There is no entry requirements. The course is intended for the candidates who

- Are new in the field of Arbitration
- Wish to learn about International Arbitration and its benefits
- Wish to become an associate member of CI Arb

Training Materials: Course folder with Materials will be provided to candidates in the first day of the training.

Trainers:

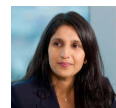
Chou Sean Yu,
FCI Arb and Chairman
CI Arb
Singapore Branch



Amanda Lees, FCI Arb,
FSI Arb



Sapna Jhangiani
FCI Arb



Timothy Cooke, FCI Arb



Andrew Yeo, FSI Arb,
FCI Arb



TENTATIVE PROGRAMME – 7th & 8th December 2017 (Singapore)

DAY ONE – 7th December (Thursday)

1200-1345	Lunch
1345 – 1400	Registration
1400 – 1410	Welcome Remarks
1410 – 1420	Session One: Introduction to the Course and Objectives
1420 – 1500	Session Two: Overview and Features of International Arbitration Session Three: Laws and Rules of Arbitration and the Arbitration Agreement
1500 – 1545	
1545 – 1600	Refreshment Break
1600 – 1645	Special Session
1645 – 1730	Special Session

DAY TWO – 8th December 2017 (Friday)

0900 – 1000	Special Session
1000 – 1030	Session Four: Commencement of the Arbitration, Establishment and Composition of the Arbitral Tribunal
1030 – 1100	Session Five: Jurisdiction, Powers and Duties of the Arbitral Tribunal
1100 – 1115	Refreshment Break
1115 – 1200	Tutorial
1200 – 1330	Lunch
1330 – 1415	Session Six: Conduct of the Proceedings; Organizing the Proceedings and the Preliminary Meeting
1415 – 1445	Session Seven: Written Statements, Statements of Claim and Defence
1445 – 1515	Session Eight: The Hearings
1515 – 1530	Refreshment Break
1530 – 1600	Session Nine: The Award, Costs and Interest
1600 – 1630	Session Ten: Challenges, Recognition and Enforcement of Awards
1630 – 1715	Tutorial
1715 – 1730	Closing Remarks and Briefing on Online Assessment

Registration Form

Training on ‘Introduction to International Arbitration’
Organised by
Chartered Institute of Arbitrators (CI Arb), Singapore & Bangladesh
International Arbitration Centre (BIAC)
Date: 06-09 December 2017, Venue: OUE Bay Front

Please return to:
BIAC
Suvastu Tower (6th Floor)
69/1 Pantha Path,
Dhaka-1205
Fax: 964 1074
mahbuba.runa@biac.org.bd,
info@biac.org.bd

Participant Information

Title: (Mr. / Dr. / Mrs. / Ms.)

*Full Name (Block letter as in Passport)

*Passport no. * DOB: * Date of issue: * Expiry date

Educational Status

Professional Qualification (if any)

Company Position

Address

Phone: Office..... Res..... Fax.....

* Mobile * E-mail

Registration Fee:

Tk. 165,000.00/- net (Taka One Lac Sixty Five Thousands) only (Excluding all VAT/Tax/AIT) to cover economy class return air-ticket, twin-share hotel accommodation, training materials, cost of resource person, visa fees and local transportation. Please provide a photocopy of the passport along with this registration form. Participants must fill in the Star (*) marked fields in this form

Single room and Business class air ticket can be provided on request at an additional cost for 3 nights.

Mode of Payment: Payment to be made on or before **Tuesday 31st October, 2017** by account Pay Order/Bank Draft in favour of **BANGLADESH INTERNATIONAL ARBITRATION CENTRE (TRAINING)**

Date

.....
Signature of the participant

.....
Signature of the nominating official

****Please return the completed Registration Form along with the Course Fee by Tuesday 31st October, 2017.***

****Photocopy / scanned copy will be accepted.***

For enquiries, please contact: Ms. Mahbuba Rahman, Senior Counsel, Cell: 01716413842
Ms. Rubaiya Ehsan, Assistant Counsel, Cell: 01716482615

TERMS & CONDITIONS

By submitting this form, the applicant has certified that the above information is accurate to the best of his/her knowledge and has agreed to the following terms & conditions.

Disclaimer: BIAC is only responsible for the training registration, air ticket, accommodation and VISA process of the trainee participants. BIAC's responsibility covers the duration of the training period 6 to 9 December 2017. BIAC will not be liable for any indiscretion of the participants.

Cancellation: No refund can be made for cancellation of nominations however, substitute candidate can be nominated at the latest by the first week of November 2017 with intimation to CEO of BIAC. Registration and VISA processing materials will be required for substitute candidates accordingly.

VISA process: It takes 15 working days to process Singapore VISA applications therefore deadlines for submission of VISA application documents must be followed strictly. BIAC will assist in the process however, the VISA approval remains at the discretion of the Embassy.

Air ticket (subject to availability): Date of departing from Bangladesh is 6 December, 2017 and Date of returning to Bangladesh is 9 December, 2017. For business class/ change in the flight dates please submit a written request. Those who already have a VISA may chose to fly early or extend stay and request BIAC accordingly to book tickets. No early tickets will be booked for those who will apply for VISA with BIAC however, return flight date can be extended/changed on request.

BIAC will not be responsible for hotel and transport beyond the scheduled training period.

Accommodation: Single rooms can be provided on request subject to availability and additional charges.

Training: Registration will be confirmed upon receipt of nomination letter from organisations and registration fee from individuals.

Guests: BIAC can assist in making travel arrangements for guests of trainees through travel agent but will not be liable in any manner during their stay. Additional charges will apply.

Refund policy (provided all the deadlines are strictly followed): No refund for cancellations/withdrawal of nomination before three working weeks of the training. In the event that a trainee does not receive a VISA, 70% of the registration fee will be returned. Emergency situations resulting in the trainee not attending the course (such as death, illness and accidents involving the trainee or his next of kin) will be decided by BIAC Management subjectively.

Documents required for VISA application:

1. Bank statement last 06 months & Bank solvency certificate per person balance 70,000/=
2. Valid Passport with at least six months validity from the date of arrival in Singapore. Ensure that your passport has at least one blank page for the visa to be pasted on.
3. A recent passport-sized photograph with the following specifications:
 - The photograph must be taken within the past 3 months
 - Photograph should be in colour, must be taken against a white background with a **Matt** finish
 - Image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)
 - The facial image must be between 25 mm and 35 mm from chin to crown.
4. For Bank/company's officials – NOC (sample available on request); For Government officials – GO
5. For Individual: Letter from the company/ chamber/organization (sample available on request)
6. Business card/ Office ID
7. Photocopy of NID
8. A set of VISA application form, duly completed (Form can be emailed)



Bangladesh International Arbitration Centre (BIAC)

The Institution for Alternative Dispute resolution

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