

## **DISPUTE RESOLUTION SYSTEMS**

**26 TO 30 OCTOBER 2015**

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD /  
SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION  
PROGRAMME**

to be conducted by the

**SINGAPORE MEDIATION CENTRE (SMC)**

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### **Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries. To date, Singapore has sponsored training courses and study visits for over 100,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### **Singapore Mediation Centre (SMC)**

Established in 1997, the Singapore Mediation Centre (SMC) pioneered the use of mediation as the mainstream mechanism for dispute resolution, as well as training in negotiation and conflict management. Today, SMC offers a suite of alternative dispute resolution services which brings clarity and objectivity to complex situations. These services include mediation, neutral evaluation and domain name dispute resolution. Through our panel of professional mediators with legal and industry expertise, SMC is well-placed to manage difficult negotiations and unlock standstills for organisations by providing cost-effective and timely solutions.

With the support of the Singapore Judiciary, the SAL, the Ministry of Law (MinLaw) and various professional and trade associations, SMC has successfully spearheaded the mediation movement in Singapore and continues to promote the use of mediation and other non-confrontational dispute resolution methods.

## Course Objectives

The course aims to provide participants with an overview of dispute resolution mechanisms and institutions in Singapore (focusing on mediation). The workshop will also provide participants with the chance to acquire mediation skills. Participants will also gain a better understanding of the set-up of government and private service providers of mediation and other Alternative Dispute Resolution (ADR) services. By the end of the course, participants should be better equipped to assist in designing dispute resolution systems which their countries may require.

## Synopsis and Methodology

Topics to be covered include:

- ◆ Different mechanisms in the dispute resolution spectrum
- ◆ Fundamentals of interest-based dispute resolution
- ◆ Concepts, strategies and skills for effective management of disputes through mediation
- ◆ Suitability checklist for dispute resolution processes
- ◆ Designing a dispute resolution system.

This 5-day interactive programme will comprise skills training to enable participants to appreciate the fundamentals of mediation, discussions on customisation and implementation of mediation and other ADR programmes. Site visits will be organised for briefings and discussions with representatives from the government and private sector on policy implementation of mediation and ADR services.

## Duration

The course will be held from **26 to 30 October 2015**.

## Application Information

Applicants should be:

- Senior government officials (Directors and above) from relevant agencies (For example, court officials) involved in strategic planning, policy-making and/or dispute management.

- Nominated by their respective Governments.
- Proficient in spoken and written English.
- In good health.

The programme will be conducted in English without any translation / interpretation.

## Terms of Award

This programme is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under the Terms of Award for this programme, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits.
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company.
- Accommodation for the entire duration of the course.

### Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

## Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

### Application Procedure

(Closing date for nomination: **14 September 2015**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Selection of applicants will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 14 September 2015**.

Please address the forms to:

Director-General  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163

Attn: Ms Khui Joo Ying  
Tel: (65) 6379 8452  
Fax: (65) 6479 3357  
E-mail: [Khui\\_Joo\\_Ying@mfa.gov.sg](mailto:Khui_Joo_Ying@mfa.gov.sg)

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

### Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at [www.yoursingapore.com](http://www.yoursingapore.com)



