



## COMPETENCY FRAMEWORK OF THE CENTER FOR INTERNATIONAL MEDIATORS AND ARBITRATORS



2025 - 2028

## Preface

The Center for International Mediators and Arbitrators (CIMA) is committed to advancing excellence in dispute resolution through comprehensive education, training, and ethical practice. This Competency-Based Training Framework provides a structured pathway for professional development in Alternative Dispute Resolution (ADR), equipping practitioners with critical legal knowledge, ethical grounding, and practical expertise necessary for effective mediation and arbitration in both domestic and international contexts.

### Vision and Approach

CIMA's primary objective is to advance arbitration and mediation education worldwide, ensuring that practitioners are well-versed in both foundational and advanced aspects of ADR. Our programs provide a holistic learning experience, integrating:

- Structured lectures on ADR theory and legal frameworks.
- Self-study materials and guided readings to reinforce learning.
- Practical case studies and tutorials for real-world application.
- Summative assessments to evaluate competencies effectively.

By leveraging a combination of in-person and virtual instruction, we ensure accessibility and flexibility for professionals across the globe. Ethical standards, diversity, and inclusion are embedded within our curriculum to foster fair and just dispute resolution practices. A strong emphasis is placed on equipping arbitrators and mediators with the legal and procedural expertise needed to manage evidence, hearings, and awards with precision. CIMA also fosters international collaboration by forming partnerships with legal institutions, ADR bodies, and academic entities, thereby building a globally recognized arbitration training ecosystem.

### Core Areas of Focus

CIMA's training programs cover three core competency areas essential for ADR professionals:

#### *1. Process and Procedural Expertise*

- Distinguishing between public and private dispute resolution systems.
- Understanding the contractual basis of arbitration and its fundamental principles.
- Implementing procedural rules and ensuring procedural fairness.
- Managing arbitration and mediation processes with a focus on binding awards and enforceability.

#### *2. People and Communication Skills*

- Identifying and mitigating conflicts of interest.
- Ensuring procedural fairness and inclusivity.
- Developing cultural competency and digital communication skills.

- Enhancing stakeholder engagement and effective dispute resolution techniques.

### *3. Legal and Evidence-Based Decision-Making*

- Understanding core legal principles, including contract law, the law of evidence, and negligence.
- Managing evidence, witness testimony, and expert reports effectively.
- Drafting well-structured, enforceable, and legally sound arbitration awards.
- Preparing professionals for international dispute resolution, ensuring familiarity with varied legal frameworks and procedural expectations.

### **Implementation Strategy**

CIMA employs a comprehensive, multi-faceted approach to training, combining academic excellence with practical insights. Our methodology includes:

- Expert-led lecture series featuring experienced arbitrators and mediators.
- Case-based learning to analyze and apply real-world arbitration scenarios.
- Certification programs that offer tiered recognition of proficiency, ensuring clear pathways for professional growth.
- Collaborative research initiatives to contribute to ongoing developments in ADR, focusing on emerging trends and challenges.
- Strategic partnerships with legal and academic institutions to facilitate knowledge exchange and innovation in dispute resolution.

### **Conclusion**

CIMA remains steadfast in its commitment to shaping a dynamic, ethical, and globally relevant arbitration and mediation landscape. By prioritizing structured training, reinforcing ethical standards, and fostering international collaboration, we aim to elevate alternative dispute resolution standards worldwide. Through this Competency-Based Training Framework, CIMA equips professionals with the tools necessary to navigate complex disputes effectively and uphold the integrity of the ADR profession on a global scale.

## Section 1: Introduction

This framework provide a structured pathway for professional development in Alternative Dispute Resolution (ADR). The framework addresses knowledge, skills, and ethical requirements for ADR practitioners at different membership levels.

## Section 2: Purpose and Scope

This framework serves as a guide for:

- Assisting practitioners in professional development.
- Defining levels of competence for ADR professionals globally.
- Setting standards for CIMA membership categories.
- Ensuring alignment with global ADR standards.

## Section 3: Membership Levels and Competencies

CIMA's competency framework comprises four membership levels:

- **Associate (ACIMArb)** – Demonstrates foundational knowledge of ADR.
- **Member (MCIMArb)** – Demonstrates the ability to support neutral ADR processes.
- **Fellow (FCIMArb)** – Demonstrates full competence to run ADR processes independently.

Each level is assessed based on core areas of competence, including Process & Procedure, People & Communication, and Outcome Delivery.



## Section 4: Competency Framework by Membership Level

### 1. Competency Framework for Associate Member (ACIMArb)

**Minimum Competence Statement:** An Associate Member has demonstrated basic knowledge of all areas of ADR (Knows).

**Competency Areas:**

- **Process & Procedure:** Understands ADR types and key principles.
- **People & Communication:** Recognizes ethical standards and professional conduct.
- **Outcome Delivery:** Understands core legal principles and their impact on ADR decisions.

**Assessment Criteria:**

- Completion of CIMA's Introduction to ADR Course.
- Online multiple-choice assessment.

### 2. Competency Framework for Member (MCIMArb)

**Minimum Competence Statement:** A Member has demonstrated the knowledge required in all areas of the ADR competence framework to support the neutral.

**Competency Areas:**

- **Process & Procedure:**
  - Understands the contractual basis for arbitration, mediation, and adjudication.
  - Can differentiate between ADR processes and their applicability.
- **People & Communication:**
  - Communicates effectively with parties and stakeholders.
  - Adheres to ethical and practice standards.
- **Outcome Delivery:**
  - Identifies legal principles affecting ADR outcomes.
  - Manages evidence and procedural fairness.

**Assessment Criteria:**

- Completion of CIMA's Intermediate ADR Course.
- Written examination and practical role-play exercise.



## Growth through Partnerships:



Center For International Mediators  
And Arbitrators  
England and Wales



Ghana Communication Technology  
University

## Center for International Mediators and Arbitrators (CIMA) signs MOU with Ghana Communication Technology University (GCTU)

January, 2025

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### 3. Competency Framework for Fellow (FCIMArb)

**Minimum Competence Statement:** A Fellow has demonstrated the knowledge, skills, and attributes required to run ADR processes independently (Shows how).

#### Competency Areas:

- **Process & Procedure:**
  - Manages ADR processes from initiation to conclusion.
  - Applies case management strategies effectively.
- **People & Communication:**
  - Creates a fair and inclusive environment for dispute resolution.
  - Uses digital tools appropriately for virtual ADR processes.
- **Outcome Delivery:**
  - Writes legally sound arbitration awards and mediation agreements.
  - Ensures decisions comply with relevant ADR laws and treaties.

#### Assessment Criteria:

- Completion of CIMA's Advanced ADR Course.
- Submission of a written arbitration award or mediation report.
- Oral assessment by a CIMA panel.



## Growth through Partnerships:



## Section 5: Application of the Competency Framework to CIMA's Courses

CIMA's courses are designed to progressively build competencies at each membership level:

1. **Introduction to ADR (Associate Level)**
  - Overview of ADR disciplines
  - Basic case management skills
  - Introduction to ethical practices
2. **Intermediate ADR Course (Member Level)**
  - Case handling strategies
  - Practical negotiation techniques
  - Understanding evidence and legal principles
3. **Advanced ADR Training (Fellow Level)**
  - Specialized arbitration and mediation training
  - Writing enforceable awards and agreements
  - International ADR standards and practices





## Section 6: Conclusion

This competency framework sets the foundation for professional growth within CIMA. By aligning ADR education with international standards, CIMA ensures that its members meet the highest levels of excellence in dispute resolution.