DECISION
OF THE SECRETARY GENERAL OF THE ARBITRATION AND MEDIATION CENTER OF ARMENIA FOUNDATION

Yerevan, Republic of Armenia 28 October 2026

ON THE CRITERIA AND PROCEDURE FOR ADMISSION TO THE AMCA'S LIST OF MEDIATORS, REMOVAL FROM THE LIST

Pursuant to the Law of the Republic of Armenia "On Mediation" and the Charter of the "Arbitration and Mediation Center of Armenia" Foundation,

With the aim of ensuring the establishment, expanding and maintenance of the Center's List of Mediators through uniform and transparent procedures, applying objective and consistent professional criteria for the selection and inclusion of mediators in the list, ensuring that the professional qualifications, competencies and skills of the mediators included in the list comply with the established criteria, promoting their continuous professional development, improving the quality and effectiveness of mediation services, and strengthening public confidence in the institution of mediation,

Taking into consideration the position of the AMCA's Mediation Advisory Council in connection with the foregoing,

DECIDED

1. To approve the criteria and procedure for admission to the AMCA's List of Mediators, Removal from the List of the "Arbitration and Mediation Center of Armenia" Foundation (hereinafter referred to as the "Procedure"), as set forth in the Annex to this Decision.
2. This Decision shall enter into force upon its signing.

SECRETARY GENERAL

LILIT PETROSYAN

ANNEX
to the Decision of the Secretary General of the
Arbitration and Mediation Centre of Armenia Foundation
dated 28 October 2026

PROCEDURE
FOR INCLUSION IN AND REMOVAL FROM THE LIST OF MEDIATORS OF THE ARBITRATION AND MEDIATION CENTER OF ARMENIA FOUNDATION

CHAPTER 1. GENERAL PROVISIONS

Article 1. Scope of Application

1. This Procedure establishes the criteria applicable to candidates seeking inclusion in the List of Mediators of the Arbitration and Mediation Centre of Armenia Foundation (hereinafter referred to as the "AMCA"), the additional professional criteria, the procedure for inclusion in and maintenance of the List, as well as the grounds and procedures for removing mediators from and reinstating them in the List.

Article 2. List of Mediators of the AMCA

1. The AMCA shall maintain a List of Mediators (hereinafter referred to as the "List"), consisting of two separate sub-lists designated for domestic mediators and international mediators, respectively.
2. The List is advisory in nature, and inclusion therein shall not constitute a mandatory prerequisite for the nomination, approval or appointment of a mediator in cases administered by the AMCA.
3. The List shall be established and supplemented based on decisions of the Secretary General of the AMCA.
4. The List shall be supplemented as necessary, considering the AMCA's ongoing activities, the number, nature and complexity of mediation cases, the need to include mediators specializing in various fields, as well as the institutional development priorities of the AMCA.

5. Inclusion in the List shall not guarantee the appointment or approval of a mediator in any particular case, nor shall it impose an obligation on the AMCA to engage such mediator in any minimum number of cases.

6. The List may be published on the AMCA's official website (www.amca.am), including information relating to the professional activities of the mediators.

CHAPTER 2. REQUIREMENTS FOR INCLUSION IN THE LIST

Article 3. Requirements for Candidates Seeking Inclusion in the List

1. To be included in the domestic sub-list of the AMCA's List of Mediators, a candidate must:

1) meet the requirements established by the legislation of the Republic of Armenia for carrying out the activities of a mediator,

2) hold a valid mediator qualification certificate issued in accordance with the procedure prescribed by the legislation of the Republic of Armenia,

3) meet at least one of the additional professional criteria set forth in Article 4 of this Procedure,

4) possess the knowledge, competencies and skills necessary for carrying out professional mediation activities,

5) have a good professional reputation and comply with the Code of Conduct for Mediators,

6) be willing to conduct mediation proceedings in accordance with the Mediation Rules of the AMCA and other applicable internal regulatory acts.

2. To be included in the international sub-list of the AMCA's List of Mediators, a candidate must meet the requirements set forth in points 3–6 of paragraph 1 of this Article, as well as have at least 10 years of experience as a mediator and experience in conducting mediation in at least 20 international cases.

3. When assessing a candidate's compliance with the criteria specified in this Article, consideration may also be given to the candidate's education, specialization, activities aimed at continuous professional development, experience in participating in mediation proceedings, and other circumstances relevant to their professional activities.

4. The candidate shall be obliged to provide the AMCA with accurate, reliable and, to the fullest extent possible, complete information regarding their professional qualifications, experience and compliance with the requirements prescribed by this Procedure.

Article 4. Additional Professional Criteria

1. To be included in the AMCA's List of Mediators, a candidate must meet at least one of the following professional criteria established by this Article:

1) international professional training and/or qualification,

2) practical experience in conducting mediation proceedings under the Mediation Rules of the AMCA,

3) completion of professional training or a qualification assessment organized by the AMCA.

2. A candidate shall be deemed to meet the requirement of having international professional training and qualification if the candidate has participated in and successfully completed a professional education, training or qualification programme delivered or recognized by an internationally recognized organization in the field of mediation. For the purposes of this criterion, particular consideration may be given to relevant programmes delivered or recognized by the following organizations:

№	Name of the Organization	Country
1	Chartered Institute of Arbitrators (CIArb)	United Kingdom
2	Hong Kong Mediation Accreditation Association Limited (HKMAAL)	China (Hong Kong)
3	International Mediation Campus (IMC)	Germany
4	London School of Mediation (LSM)	United Kingdom
5	International Mediation Institute (IMI)	Netherlands / EU
6	Singapore International Mediation Center (SIMC)	Singapore
7	Centre for Effective Dispute Resolution (CEDR)	United Kingdom
8	The Society of Mediators (SoM)	United Kingdom

3. Professional education, training or qualification programmes delivered or recognized by international or foreign organizations not listed in this Article may also be considered when assessing a candidate's compliance with the relevant requirements. The relevance of such programmes shall be assessed taking into account the professional reputation of the organization delivering the programme, the content, scope and duration of the programme, the availability of practical components, as well as the extent to which the programme is aimed at developing the professional competencies of mediators.

4. A candidate shall be deemed to meet the criterion of practical experience in mediation if the candidate has conducted, as a mediator and in accordance with the Mediation Rules of the AMCA:

1) at least 20 mandatory mediation cases, or

2) at least 1 mediation case involving another civil-law dispute falling outside the scope of mandatory mediation.

For the purposes of this paragraph, a mediation case shall be deemed to have been conducted if the candidate has been appointed or approved as a mediator in the relevant case and has conducted mediation proceedings.

5. A candidate shall be deemed to meet the criterion of having completed professional training or a qualification assessment organized by the AMCA if the candidate:

1) has participated in and successfully completed professional training or retraining courses organized by the AMCA, with a total duration of at least 10 hours, or

2) has successfully passed the professional qualification assessment organized by the AMCA, which comprises written and oral examination stages.

CHAPTER 3. APPLICATION FOR INCLUSION IN THE LIST AND ITS REVIEW

Article 5. Application for Inclusion in the List

1. An application for inclusion in the AMCA's List of Mediators shall be submitted to the AMCA's Secretariat. The application may be submitted using the application form approved by the AMCA, either in hard copy or electronically.

2. The application shall specify the candidate's personal and professional details, professional qualifications, work experience, areas of specialization, as well as information regarding the candidate's compliance with the additional professional criteria prescribed by this Procedure.

3. The following documents shall be attached to the application:

1) the candidate's curriculum vitae (CV) or professional biography,

2) a copy of the mediator qualification certificate, except in the case of international mediators,

3) documents certifying the candidate's higher education and qualifications,

4) documents evidencing compliance with the relevant professional criterion prescribed by Article 4 of this Procedure,

5) any other documents relating to the candidate's professional activities that the candidate deems necessary to submit.

4. The candidate may also submit letters of recommendation, professional references, additional certificates and other materials which, in the candidate's opinion, may be relevant to the consideration of the application for inclusion in the List.

5. By submitting the application, the candidate confirms the accuracy of the information provided and consents to the AMCA's use of such information for the purposes of reviewing the application and assessing the candidate's eligibility for inclusion in the List.

Article 6. Receipt and Review of Applications

1. The receipt and review of applications for inclusion in the List shall be carried out by the AMCA's Secretariat within a period of two months. Where necessary, the aforementioned period may be extended by an additional two months.

2. If the submitted application or its supporting documents are incomplete, the AMCA's Secretariat may invite the candidate to provide the missing information or submit the necessary documents.

3. The AMCA's Secretariat may request clarifications from the candidate if the information provided is contradictory or incomplete, or if such information is insufficient to assess the candidate's compliance with the established requirements.

4. Upon completion of the review of the application, the AMCA's Secretariat shall submit the relevant materials to the Secretary General of the AMCA for further assessment and decision-making.

Article 7. Assessment of the Candidate

1. The candidate shall be assessed by reviewing the documents submitted by the candidate, the information available to the AMCA and, where necessary, any additional monitoring conducted.

2. Where necessary, an interview may be conducted with the candidate for the purpose of obtaining additional information and clarifying specific matters.

3. In the course of considering the candidate's application, the Secretary General of the AMCA may refer the matter to the AMCA's Mediation Advisory Council for its opinion.

Article 8. Decision on Inclusion in the List of Mediators

1. The decision on inclusion in the List shall be made by the Secretary General of the AMCA within the scope of the powers of the Secretary General, provided under the Charter and internal acts of the AMCA.

2. Based on the results of the application review, one of the following decisions shall be adopted:

1) to include the candidate in the List,

2) to reject the candidate's application.

3. The decision to include a candidate in the List shall serve as the basis for the AMCA's Secretariat making the relevant entry in the List and publishing it.

4. The AMCA's Secretariat shall notify the candidate of the decision adopted within seven working days following the date of its adoption.

Article 9. Rejection of the Application and the Right to Reapply

1. A candidate's application shall be rejected if:

1) the candidate does not meet the mandatory requirements established by the legislation of the Republic of Armenia for carrying out the activities of a mediator,

2) the candidate does not meet any of the additional professional criteria prescribed by this Procedure,

3) the candidate has failed to submit the documents or information necessary for assessing their eligibility, and compliance with the relevant requirements cannot be established on the basis of the available materials,

4) the review of the information or documents submitted by the candidate has revealed material discrepancies or reasonable grounds to doubt their accuracy and reliability,

5) the candidate's inclusion in the List does not correspond to the institutional or operational needs of the AMCA during the relevant period.

2. Rejection of an application shall not restrict the candidate's right to reapply for inclusion in the List in accordance with the procedure set forth in paragraph 3 of this Article.

3. Where an application has been rejected on the grounds specified in point 5 of paragraph 1 of this Article, the candidate may submit a new application no earlier than six months after the date of receipt of the notification of rejection. Where an application has been rejected on any of the grounds specified in points 1–4 of paragraph 1 of this Article, the candidate may submit a new application once the non-compliance that constituted the ground for rejection has been remedied.

CHAPTER 4. MAINTENANCE OF THE LIST OF MEDIATORS AND THE STATUS OF MEDIATORS

Article 10. Maintenance of the List

1. The List shall be maintained by the AMCA's Secretariat.

2. The following information, in particular, may be recorded in respect of mediators included in the List:

1) the mediator's full name,

2) the number of the mediator's qualification certificate,

3) professional education and qualifications,

4) areas of expertise,

5) professional experience,

6) languages in which mediation may be conducted,

7) information regarding professional training and qualification programmes,

8) contact details necessary for cooperation with the AMCA,

9) other professional information deemed necessary by the AMCA.

3. The AMCA's Secretariat shall ensure the timely updating of the information included in the List.

4. The mediator shall be obliged to notify the AMCA within a reasonable period of any changes to or the need to supplement the information included in the List.

5. The scope of information concerning persons included in the List that is subject to publication shall be determined by the AMCA, taking into account the requirements of applicable legislation and personal data protection regulations.

Article 11. Obligations of a Mediator Included in the List

1. A mediator included in the List shall be obliged to conduct their professional activities in accordance with the legislation of the Republic of Armenia, the Mediation Rules of the AMCA and the Code of Conduct for Mediators of the AMCA.

CHAPTER 5. GROUNDS AND PROCEDURE FOR REMOVAL OF A MEDIATOR FROM THE LIST

Article 12. Grounds for Removal of a Mediator from the List

1. A mediator may be removed from the List on the grounds and in accordance with this Procedure.

2. The grounds for removing a mediator from the List shall be as follows:

1) written application submitted by the mediator,

2) the death of the mediator,

3) the termination or suspension of the qualification of a licensed mediator, except in the case of international mediators,

4) violations of the provisions of the AMCA Mediation Rules or the Code of Conduct for Mediators,

5) discovery, after the mediator's inclusion in the List, that the candidate had submitted false, fabricated or misleading information, forged or fraudulently obtained documents, or had otherwise engaged in misleading conduct for the purpose of inclusion in the List,

6) confirmation that the mediator has committed a breach of the rules of conduct, an act of a corrupt nature, fraud or an ethical violation incompatible with the mediator's integrity,

7) the occurrence of objective circumstances that make it impossible for the mediator to perform their duties,

8) other material grounds directly prescribed by this Procedure or other applicable internal regulatory acts of the AMCA relating to the mediator's professional activities or cooperation with the AMCA.

3. When assessing the existence of grounds for removing a mediator from the List, consideration shall be given to the nature and gravity of the relevant circumstances, the reasons for their occurrence and their consequences, their impact on the AMCA's good reputation and public confidence in mediation, as well as the possibility of further cooperation.

4. The decision to remove a mediator from the List shall be made by the Secretary General of the AMCA following consultations with the AMCA's Mediation Advisory Council.

Article 13. Review of the Issue of Removal from the List

1. The review of the issue of removing a mediator from the List may be initiated:

1) at the initiative of the Secretary General of the AMCA,

2) upon the proposal of the AMCA's Mediation Advisory Council or any of its members,

3) based on a written notification submitted by a mediator who, based on information obtained in the course of conducting co-mediation or circumstances personally observed by them, has reasonable grounds to suspect that the relevant mediator does not comply with the established professional or conduct requirements,

4) based on an application or complaint submitted by a party to a mediation case (or its authorized representative), or by the parties jointly,

5) based on an official notification, decision or other document issued by the Ministry of Justice of the Republic of Armenia or by a competent authority exercising supervisory or disciplinary powers over the professional activities of mediators as prescribed by law,

6) based on official information submitted to the AMCA or published in accordance with the procedure prescribed by law concerning circumstances identified by a court or other competent state authority in the course of exercising its powers,

7) based on an application or complaint submitted by any natural or legal person, provided that the circumstances indicated therein prima facie suggest the possible existence of grounds for removal from the List prescribed by this Procedure.

2. Documents held by the AMCA, complaints submitted by relevant persons or other reliable information may also serve as grounds for reviewing the issue of removal from the List.

3. For the purposes of reviewing the issue provided for in this Article, the mediator may be invited to submit a written position within a reasonable period specified by the AMCA. The Secretary General of the AMCA may decide whether it is necessary to conduct a hearing with the participation of the mediator.

4. The mediator's failure to submit explanations shall not prevent the review of the matter, provided that the mediator has been provided an opportunity to present their position.

5. In the course of reviewing the issue of removing a mediator from the List, the Secretary General of the AMCA may request additional information, relevant documents or professional opinions.

6. Based on the results of the review, the Secretary General of the AMCA shall adopt one of the following decisions:

1) to remove the mediator from the List,

2) to temporarily remove the mediator's inclusion in the List,

3) to terminate the review of removing the mediator from the List due to the absence of grounds for removal.

7. The mediator shall be notified of the decision adopted within seven working days following the date of its adoption.

Article 14. Temporary Removal of the Mediator from the List and Reinstatement in the List

1. Where the grounds for removing a mediator from the List are substantiated, the Secretary General of the AMCA may, taking into account the nature of the circumstances and/or the gravity of the violations, decide to temporarily remove the mediator from the List, following consultations with the AMCA's Mediation Advisory Council.

2. During the period of temporary removal, the mediator shall not be considered for appointment in new cases at the initiative of the AMCA. This provision shall not restrict the

parties' right to nominate a mediator in accordance with the procedure prescribed by law and the AMCA Mediation Rules.

3. Temporary removal from the List shall not, in itself, terminate the mediator's authority in any mediation case already in progress. This matter shall be addressed separately in each case, in accordance with the legislation of the Republic of Armenia and the AMCA Mediation Rules.

4. A mediator temporarily removed from the List shall be reinstated in the List by a decision of the Secretary General of the AMCA, following consultations with the Mediation Advisory Council.

5. Reinstatement of a mediator in the List may take place upon fulfilment of one or more conditions specified in the decision on temporary removal, including:

1) the mediator has successfully completed the relevant professional training,

2) the circumstances that constituted the grounds for the mediator's temporary removal from the List have ceased to exist,

3) any other conditions specified in the decision of the Secretary General of the AMCA have been fulfilled.

CHAPTER 6. FINAL AND TRANSITIONAL PROVISIONS

Article 15. Assessment of the Compliance of Existing Mediators

1. The compliance of mediators included in the domestic sub-list as of the date of entry into force of this Procedure with the additional professional criteria set forth in Article 4 of this Procedure shall be assessed by the AMCA's Secretariat within 30 days following the entry into force of the Decision. This provision shall not apply to international mediators.

2. If, as of the date of adoption of this Procedure, a mediator included in the domestic sub-list of the List does not meet any of the additional professional criteria set forth in Article 4 of this Procedure, the AMCA shall notify the mediator in writing of such non-compliance and may, upon the mediator's request, grant a specified period of time to ensure compliance.

3. If the mediator has not submitted a request for an additional period to ensure compliance or has failed to meet the established criteria within the prescribed period, the mediator shall be removed from the List.

Article 16. Confidentiality of Information and Personal Data Protection

1. Personal and professional information obtained in the course of implementing this Procedure shall be processed and used in accordance with the requirements established by the legislation of the Republic of Armenia.

2. The AMCA may retain applications, documents and assessment results submitted by candidates for the purposes of organizing its activities, maintaining the List and documenting relevant decisions.

3. Information obtained in the course of assessing a candidate's compliance shall not be used for purposes incompatible with the objectives of this Procedure, except in cases prescribed by law.