

Mentoring Programme

The Mentoring Programme is a structured Programme established by CIArb – Egypt Branch (the “**Branch**”). The Mentoring Programme is initiated in 2020.

The Mentoring Programme provides a unique platform for young arbitration and other alternative dispute resolution (“ADR”) professionals to connect with and learn from the experience of more senior members of the CIArb’s community. Members of the CIArb may apply to participate in the Mentoring Programme at the start of each new cycle.

1. What is the Mentoring Programme?

The Mentoring Programme is a structured Programme within the ADR community. It provides CIArb Members with the opportunity to be mentored by distinguished experts within the CIArb Community in such fields. “**Mentees**” are organized into groups of 1-4 and assigned to a “**Mentor**” – a senior ADR expert– and a “**Mentor Supporter**” – an established practitioner within such field who should be a member of CIArb. Together, the Mentor, Mentor Supporter and Mentees form a “**Mentoring Group**”.

Each Mentoring Group works together for a one-year period (“**Duration**”). During this period, the Mentor and Mentor Supporter will be available to each of the Mentees in their group to provide advice and career guidance, as well as to convey ADR wisdom and practical knowledge. Guidelines outlining the role of each Mentoring Group participant – Mentor, Mentor Supporter and Mentee– and possible activities for each Mentoring Group are indicated in the Potential Activities described hereunder.

2. Mentees Applications

2.1. Who should apply and how?

All current CIArb members are eligible to apply to become Mentees in the Mentoring Programme. The Mentoring Programme is best suited for young professionals interested in ADR. In selecting CIArb Members for participation in the Programme, the Branch aims to achieve a broad diversity and a wide geographical distribution, including appropriate representation of Mentees applicants from countries that are underrepresented in the ADR community.

It is up to the applicants to ensure that they enter the correct information in the application form, particularly with respect to the region and country in which they will be based over the next **Duration**, to the extent that this is known.

As the Mentoring Programme can only accommodate a limited number of Mentees, the applicant’s letter of motivation plays an important part in the selection process. The letter of motivation will assist the CIArb – Egypt’s Branch Committee (the “**Committee**”) to identify candidates who demonstrate commitment and motivation and to match them with the most suitable Mentors and Mentor Supporters.

2.2. The policy for the application process is as follows:

- Applications received after the deadline of **15 December 2020 (3 months prior to commencement of cycle)** may not be accepted;
- Incomplete applications will be disregarded;
- No special accommodation shall be made to successful applicants, i.e., any requests for a specific Mentor or group will not be entertained; and
- Mentees applicants must complete an Application Form [CIArb Egypt Branch Mentee Application Form](#) depending on the number of applications the Branch receives for this upcoming cycle of the Mentoring Programme, feedback may not be given to applicants who are not selected to participate in the 2020-2021 Mentoring Programme.

Kindly be informed that:

- No fee is charged for participation in the Mentoring Programme, and
- No financial benefits or funding are available through the Programme.

3. Mentor Supporters

The Mentor Supporter should have sufficient knowledge in ADR and frequently involved in CIArb activities. The Mentor Supporter will act as a coordinator between the Mentor and Mentees, and will facilitate active interaction between all members in each Mentoring Group. The Mentor Supporter works closely with the Mentor and Mentees to ensure that the logistics of meetings and activities are executed smoothly.

3.1. Who should apply and how?

- Mentor Supporters must be at least MCIArb under 40 years old and should have a minimum of 3 years' experience in the field of ADR.
- Mentor Supporter applicants must complete an Application Form [Mentor Supporter Application Form](#)
- It is up to the applicants to ensure that they enter the correct information.

3.2. What are the responsibilities of the Mentor Supporter?

- Be an active and available participant in the Mentoring Group meetings and activities.
- Have the initiative, willingness and ability to organize events and activities in consultation with the Mentor.
- Contribute in putting the strategic aims of the Mentoring Programme by assisting the Mentor in planning the overall programme, agenda and deliverables for the Duration.
- Liaise with the Mentor and Mentees to arrange activities.
- Communicate with Mentees to ensure they are engaged in the Programme.
- Respond to inquiries from Mentees regarding career development, ADR practice and knowledge.

Mentor Role Profile

3.3. Who can be a Mentor and how is he appointed?

- Mentors should be recognized ADR resolution practitioners.
- The Committee shall appoint the Mentor, who will be invited to provide his/her approval to the appointment.

3.4. Commitments

- Shall be able to make the necessary time commitment to carry out the role.
- Demonstrates good working relationships with CI Arb members.
- Shows evidence of positive interactions/associations with CI Arb brand, staff and events.
- Has no history of any upheld misconduct / complaints cases.
- Demonstrates an understanding of the processes and requirements of the CI Arb.

3.5. Criteria

- Enthusiasm and drive to support aspiring members (essential).
- Works collaboratively with the Committee and the Mentor Supporter (essential).
- Effective communication skills (essential).
- Able to use email and internet, with full access to all necessary facilities (essential).
- Supports the Branch regional events (desirable).

3.6. Condition

All Mentors must meet (physically/virtually) with their Mentor Supporters within the first month of joining the scheme to confirm suitability for the role.

3.7. Service Level

- Maintain up to date contact details with the Committee at all times.
- Respond to Mentees enquiries for assistance as soon as practicable.
- Seek support from the Committee when required.
- Advise the Committee if they do not have the capacity to assist with Mentees enquires.
- Provide Mentees with reasonable time for advice at the Mentor's discretion.

4. CI Arb – Egypt Branch - Committee

Mentees will have the support of the CI Arb – Egypt Branch - Committee. The Committee will maintain an up-to-date list of the Branch Mentors.

The Mentoring Programme is led by the Committee, which has responsibility for:

- Selecting and appointing the Mentors, Mentor Supporters, and Mentees.
- Advising and keeping Mentors and Mentor Supporters up-to-date with changes.
- Resolving issues referred back to them by Mentors, Mentor Supporters and/or Mentees.

5. Referring back to the Committee

The Mentees shall first refer to the Mentor Supporters then, failing a resolution to the matter raised, the Mentees may refer back to the Committee in the following cases:

- If there are administration issues relating to the conduct of the Mentoring Programme.
- If there appears to be a case of failure in the performance of the Mentor and Mentor Supporter roles.

The Mentor and Mentor Supporter should refer back to the Committee in the following cases:

- If there are administration issues.
- If there are concerns regarding the suitability of the Mentee

6. POTENTIAL ACTIVITIES

The Potential Activities in the following section are recommended and not obligatory. Early on the formation of the Mentoring Group, each Mentoring Group should coordinate among themselves to develop a plan for the activities that they will undertake in the course of the Mentoring Programme. The success of the Programme depends on the full participation of all members of the Mentoring Group and each member is encouraged to provide input about the activities and events that they wish to participate in.

7. Application & Approval

If a candidate wishes to become a Mentor Supporter or Mentee, please return your completed application form as illustrated hereinabove.

When the application form has been completed and submitted to the Committee, details will be checked and the suitability will be reviewed in line with the role profile. The Committee may request an interview with the potential candidates to grant their final approval.

If the Mentee's application is approved, the candidate will then receive a confirmation e-mail advising that the candidate must attend a meeting with the Mentor and Mentor Supporter within one month from such confirmation e-mail of approval.

POTENTIAL ACTIVITIES

1. Workshops

1.1. Recommended Frequency

Once every 4 months.

1.2. Purpose

The purpose of this type of workshops is to develop closer relations among the members. If practicable, the entire Mentoring Group (i.e., Mentor, Mentor Supporter and Mentees) should endeavour to meet in person at least once per calendar year. Of course, this may be difficult when some members of the Mentoring Group are situated in different regions of the world.

Setting up workshops either before, during or after seminars, conferences or courses would be ideal.

1.3. Roles and responsibilities

Mentor: To determine whether workshops are practical and, if so, in which venue or around which seminar, conference, courses or otherwise, to arrange the workshops.

Mentor Supporter: to liaise with the Mentor and Mentees to consider possible venues. To provide logistical support for such workshops.

Mentees: to make best efforts to attend the workshops. Each Mentee is also encouraged to notify other Mentoring Group members if there is a seminar, conference or course being held in the Mentee's region to which other members could be invited.

1.4. Notes

If it is unfeasible and/or impractical for the Mentoring Group to meet in person, each individual member should endeavour to meet one or more of the other members of the Mentoring group (e.g., Mentees meeting Mentees, Mentor Supporter meeting Mentees etc.).

Every member of the Mentoring Group should endeavour to let other members of the group know if he/she is travelling to the location of another member in order to see if workshops are possible.

2. Tele/Video conferences

2.1. Recommended Frequency

At least once every 2-3 months.

2.2. Purpose

The purpose of the teleconference calls is to create continuous relation amongst the members of the Mentoring Group. Topics should be decided by the Mentees, with the advice and guidance of the Mentor and Mentor Supporter. Each Mentee is expected to give a presentation on a chosen topic.

2.3. Roles and responsibilities

Mentor and Mentor Supporter: Confirm and provide guidance on the specific topics on which the Mentees will be giving presentations. Allocate sufficient time for the Mentees to prepare and present their presentations.

Mentee: Present potential topics to the Mentor and Mentor Supporter and request advice and guidance on the scope of the topic to be discussed. Conduct relevant research and prepare materials as needed.

2.4. Notes

Mentees who are currently working in private practice may find it difficult to devote time. The Mentor and Mentor Supporter are encouraged to speak to, or draft a letter to, the Mentee's employer, explaining the Mentee's involvement in the Programme, and to ask the employer to allow the Mentee sufficient time to prepare for his/her presentation.

As this is voluntary, the scope of the presentation should not be too onerous.

3. Messaging

3.1. Recommended Frequency

Once a week.

3.2. Purpose

Sponsor regular communication amongst the Mentoring Group. This will allow the members to get to know one another in an informal setting. The discussions are not limited to ADR topics.

3.3. Roles and responsibilities

All Members are encouraged to create a chat group through WhatsApp or other similar venue to allow communication on an informal basis.

3.4. Notes

As most people carry around smartphones, this is a simple, yet effective way of building stronger relationships within the Mentoring Group.

4. Publishing Articles

4.1. Recommended Frequency

Once every cycle.

4.2. Purpose

Under the guidance and leadership of the Mentor, Mentees should be encouraged to publish an article/research paper relevant to ADR. Publishing in the CIARB journal "the Resolver" or the CRCICA Journal of Arab Arbitration is encouraged.

4.3. Roles and responsibilities

Mentor: Determine an article/research paper topic relevant to ADR. Actively seek out publications to determine viability of publishing; assist Mentor Supporter and Mentees on the drafting and editing of the publication. Determine also if, once published, the relevant paper may be presented at a conference by the Mentees.

Mentor Supporter: Assist Mentor in choosing relevant topic for article/research. Assist Mentor in seeking out publishing opportunity and guide Mentees in the drafting and editing of the article/research paper.

Mentee: Draft the article/research and amend the draft article/research as requested by the Mentor and Mentor Supporter.

4.4. Notes

Even if the publishing of the article/research is unlikely, this is a worthwhile activity as it will foster the growth of interest of the Mentees in the field of ADR as well as allow the Mentees to develop their writing skills.

If the Mentoring Group is successful in writing a joint article the Mentor Supporter should liaise with CIARB to have the article, or an excerpt of the article presented at a CIARB event.

5. Networking opportunities

5.1. Recommended Frequency

Monthly.

5.2. Purpose

Encourage the Mentees to attend the events hosted by the CI Arb and Young CRCICA forum, and provide Mentees with the opportunity to be introduced to other ADR practitioners or scholars. This will facilitate the Mentees' integration into the ADR world.

5.3. Roles and responsibilities

Mentor: Actively introduce Mentees to other colleagues or known associates who work in the same region or specific area of interest as Mentee; in-person introductions, telephone introductions, or email introductions are all recommended.

Mentor Supporter: same as Mentor, with the added responsibility of setting up the logistical support to provide introductions.

Mentee: notifying Mentor/Mentor Supporter of interest in being introduced to other known colleagues of Mentor/Mentor Supporter, as well as any interest in a specific aspect of ADR.

Mentees should also endeavour to notify Mentor/Mentor Supporter if they are in the Mentor's/Mentor Supporter's respective location to facilitate potential networking opportunities and introductions. Respond to networking invitations by the Mentor/Mentor Supporter.

5.4. Notes

Most effective means of providing introductions may be where a Mentee notifies the Mentor/Mentor Supporter in advance of attending an event that the Mentor/Mentor Supporter will be attending. The Mentor/Mentor Supporter can prepare a list of names of people who they intend to introduce the Mentee to.

6. Sharing Information

6.1. Recommended Frequency

Monthly.

6.2. Purpose

All Mentoring Group members are encouraged to circulate notices of any events/conferences being held in his/her region, as well as any ADR institutions or groups that would be of interest to join.

6.3. Roles and responsibilities

All Mentoring Group members: Actively circulate and share information about upcoming conferences and events, as well as ADR institutions.