

**SCHEDULE OF MEDIATION COSTS**  
(effective 11 May 2007)

**1. Administrative Charges\***

**1(a) Registration fee £500**

The registration fee is the LCIA's charge for processing the Request for Mediation.

The registration fee is payable in advance with the Request for Mediation and is non-refundable.

**1(b) Administration Fees**

Time spent by the Secretariat of the LCIA in the administration of the mediation.\*\*

Registrar / Deputy Registrar / Counsel **£200 per hour**  
Other Secretariat personnel **£100 per hour**

**1(c) Expenses**

Expenses incurred by the LCIA in connection with the mediation (such as postage, telephone, facsimile, room hire, catering and other support services) will be charged at the cost to the LCIA.

**2. Mediators' Fees and Expenses\***

**2(a) Fees**

Mediators will charge by hourly rates, which may vary according to the circumstances of the case and the special qualifications of the Mediator.

The rates will be advised by the Mediator and agreed with the parties prior to the appointment of the Mediator and will generally be within the following range:

**£150 to £350 per hour**

**2(b) Expenses**

Expenses incurred by the Mediator in connection with the mediation will be charged to the parties at the cost to the Mediator.

**2(c) Time Reserved but Not Used**

The Mediator may, at his discretion, charge for time reserved but not used at the date of the conclusion of the mediation. The basis for this charge shall be as follows:

- (i) if the mediation is concluded 15 days or more before the first day of the time reserved:  
**No charge**
- (ii) if the mediation is concluded less than 15 days, but more than 5 days before the first day of the time reserved: **50% of time reserved**
- (iii) if the mediation is concluded 5 days or less before the first day of the time reserved: **100% of time reserved**

### **3. Payment of Fees and Expenses**

#### **3(a) The Deposit**

As soon as practicable after receipt of the Request for Mediation, pursuant to Article 1 of the Mediation Procedure, or after the parties have agreed to mediate, pursuant to Article 2 of the Mediation Procedure, the LCIA will request the parties to file a deposit to be held on account of the costs of the mediation, including the Mediator's Fees and Expenses and the Administrative Charges. The deposit shall be paid by the parties in equal shares (or in such other proportions as they have agreed) prior to the appointment of the Mediator (the "Deposit").

A Mediator will not be appointed and the Mediation will not proceed until and unless the Deposit has been paid in full.

#### **3(b) The Costs**

At the conclusion of the mediation, the LCIA, in consultation with the Mediator, will fix the costs of the mediation, including the Mediator's Fees and Expenses and the Administrative Charges (the "Costs").

If the Deposit exceeds the Costs, the excess will be reimbursed to the parties in the proportions in which they paid the deposit. If the Costs exceed the Deposit, the shortfall will be invoiced to the parties for immediate payment in equal shares (or in such other proportions as they have agreed).

#### **3(c) The parties shall be jointly and severally liable to the Mediator for the Mediator's Fees and Expenses and to the LCIA for the Administrative Charges, until all such sums have been paid in full.**

\* Charges may be subject to Value Added Tax at the prevailing rate.

\*\* Minimum unit of time in all cases: 15 minutes.