



# APPOINTING AUTHORITY IN AD HOC ARBITRATION PROCEDURES

*In force as from 2 April 2014*

## *1. General Provisions*

- 1.1 This rule applies when CMAP is asked to serve as an appointing authority in ad hoc arbitration proceedings.
- 1.2 CMAP may act as an appointing authority upon request from either party to the arbitral proceeding or upon a joint request.
- 1.3 When CMAP is asked to perform its duties under this rule, it will appoint, depending on the case, a co-arbitrator, a single arbitrator or the president of the arbitral tribunal.

## *2. Submission of a dispute to CMAP, the appointing authority*

- 2.1 When CMAP serves as an appointing authority, the first party to take action will submit a request to CMAP and the Centre will acknowledge receipt. The request shall remain confidential, unless the initiating party has indicated otherwise. The request may also be submitted jointly.
- 2.2 In all cases, the request must include:
  - the civil status or business name and address of the applicant and, where appropriate, the name and address of the applicant's attorney;
  - the civil status or business name and address of the respondent and, where appropriate, the name and address of the respondent's attorney;
  - a brief description of the subject matter of the dispute, the amount of the requests

and any other information that the party or parties consider critical so that CMAP can best respond to the request.

### *3. Referral and administrative expenses*

- 3.1 The request will be registered only if it includes payment of the administrative expenses, as determined by the fee schedule in effect on the date of the request.
- 3.2 When a joint request is submitted, the administrative expenses, as determined by the fee schedule in effect on the date of the request, shall be divided equally between each party, unless otherwise agreed.
- 3.3 The administrative fees paid to CMAP are non-refundable under all circumstances, whether or not the arbitration takes place.

### *4. Appointment of the arbitrators*

- 4.1 In its capacity as appointing authority, CMAP will prepare a list of names of arbitrators approved by the Centre, taking into account the specifics of the dispute and the wishes expressed by the party or parties that initiated the referral. This list shall be provided within eight (8) days from the date of the referral.
- 4.2 The party or parties shall have eight (8) days from the receipt of the list to notify CMAP of the name of the arbitrators that it or they would like CMAP to appoint, in order of preference.
- 4.3 At the end of the time period referred to in Article 4.2 of these rules, the CMAP Appointments Committee shall have eight (8) days to appoint the co-arbitrator, the sole arbitrator or the president.  
  
Upon receipt of the Committee's decision, CMAP will transmit it to the applicant by registered letter with acknowledgement of receipt. No reasons will be provided and the decision is not subject to appeal.