

Schedule of Mediation Costs

(effective 1 October 2020)

For mediations conducted under the LCIA mediation rules (the “LCIA Rules”).

This schedule of mediation costs (the “Schedule”), as amended from time to time by the LCIA forms part of the LCIA Rules and will apply in all mediations commenced after its effective date.

1. Administrative Charges

- 1(i) Registration fee (payable in advance with the Request for Mediation: non-refundable).
£1,950
- 1(ii) Time spent* by the Secretariat of the LCIA in the administration of the mediation.
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|-------------------------------|----------------------|
| Registrar / Deputy Registrar | £280 per hour |
| Counsel | £250 per hour |
| Case administrators | £195 per hour |
| Casework accounting functions | £165 per hour |
- 1(iii) Expenses incurred by the Secretariat in connection with the mediation (such as postage, telephone, travel, communications technology etc.) and additional mediation support services provided by the Secretariat from their own resources or otherwise.
- 1(iv) The LCIA’s charges will be invoiced in sterling, but may be paid in other convertible currencies, at rates prevailing at the time of payment.
- 1(v) Charges may be subject to Value Added Tax or similar taxes at the prevailing rate.

2. Fees and Expenses of the Mediator

- 2(i) The mediator’s fees will be calculated by reference to work done by the mediator in connection with the mediation and will be charged at a rate appropriate to the particular circumstances of the case, including its complexity and any requirements as to special qualifications of the mediator. The rate will be advised by the mediator and agreed with the parties prior to the appointment of the mediator. If the parties fail to agree on the mediator’s hourly rate after having been given a reasonable opportunity to submit their views, the LCIA Court may fix an hourly rate for the mediator.
- Fees will generally be at an hourly rate **not exceeding £500.**
- 2(ii) The mediator’s fees may include a charge for time spent travelling.
- 2(iii) The mediator’s fees may also include, at his or her discretion, a 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:
- (a) if the mediation is concluded 15 days or more before the first day of the time reserved:
No charge
 - (b) 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
 - (c) if the mediation is concluded 5 days or less before the first day of the time reserved:
100% of time reserved
- 2(iv) The mediator may recover such expenses as are reasonably incurred in connection with the mediation, and as are reasonable in amount, provided that claims for expenses should be supported by invoices or receipts.
- 2(v) The mediator’s fees shall be invoiced in the currency of account between the mediator and the parties.
- 2(vi) Charges may be subject to Value Added Tax or similar taxes at the prevailing rate.

3. Payments from the Advance Payment for Costs

- 3(i) When payments are required to cover any part of the mediation costs, including the LCIA’s administrative charges and expenses; the fees or expenses of the mediator; or charges for hearing rooms, communications technology and other support services, such payments may be made against the invoices for any of the above from funds received as the Advance Payment for Costs. If no or insufficient funds have been received at the time the payment is required, the invoices for any of the above may be submitted for payment direct by the parties.
- 3(ii) Any request by the mediator for payment of or on account of fees shall be supported by a fee note providing details of the time spent at the rates that have been advised to the parties by the LCIA. The fee note shall include, or be accompanied by, a breakdown of what time has been spent and when, as well as providing a general description of the nature of the tasks undertaken, to the satisfaction of the LCIA Court. The fee note will be forwarded to the parties.

4. Bank Charges

Any bank charges incurred on any transfer of funds by the parties to the LCIA shall be borne exclusively by the party or parties transferring the funds.

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

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