

Catalyst Mediation

Fee Basis: Time Based Mediations

When to choose this option.

Where there is no obvious dispute value or:

- more than four parties are involved and the pre-mediation stage is likely to be drawn out, or
- the parties' availability requires the mediation to be held on several days in different locations, or
- the details of the case are such that the mediators and the parties need to discuss the issues involved before the mediation day.

Fee Structure

This option allows you to design the most suitable progression from the pre-mediation work through the mediation in stages, with a firm idea of the process structure, the potential benefits and costs.

All work done by Catalyst Mediation at each stage will be agreed in advance, based on rates which could vary between £150 and £300 per party per hour, depending on whether Catalyst Mediation advisors or mediators are involved and the experience of the mediators. These fees are divided equally between the parties, unless they agree otherwise.

What can be included?

- the provision of 2 mediators;
- organising the mediation, including the venue and any other support;
- any pre-mediation meetings with either or both parties and their advisors before the mediation;
- all mediator preparation;
- an eight hour day of mediation
- post-mediation feedback and follow-up.

What is not included?

- the costs of an independent venue for the mediation, for example, a hotel;
- any additional hours, for example, if the parties agree to continue the mediation beyond 8 hours; Additional hours will be charged at 1/8th of the relevant mediation day rate;
- any agreed travel costs, overnight accommodation and subsistence costs for the mediators;
- VAT will be added to all charges.

Invoicing

Invoices will generally be issued before each stage takes place.

- First invoice: will be on account for the agreed first stage(s) including all pre-mediation work mediation day/s and preparation time, expenses and professional support.
- Subsequent invoices: any additional mediation days, hours of mediation or hours of preparation and expenses not included on the first invoice.

Payment

The first invoice is payable no later than one week in advance of the start of the first stage as a precondition of the mediation taking place.

If, for any reason, payment of the first invoice is not received from either party, Catalyst Mediation may undertake the mediation, on the condition that the solicitor representing the party concerned provides a written undertaking to meet all invoices for the matter within seven days of the invoice for each stage. Failure to give this written undertaking at least one working day prior to the mediation date will cause the

mediation to be cancelled and the party incurring 100 per cent cancellation charges for their share of the mediation fee.

The second and subsequent invoices are payable no later than 14 days from the invoice date.

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| Payments by BACS should be made to: | Cheques should be sent to: |
| Catalyst Mediation Sort Code 82 20 00 Account Number 90326122 | Catalyst Mediation Baltic Chambers, 50 Wellington Street, Glasgow, G2 6HJ |

Cancellation

In the event of cancellation in writing by either party after the mediation date has been confirmed, Catalyst Mediation will be entitled to:

- 14 days or more before the mediation date, any non-recoverable expenses and a £175 per party charge.
- Less than 14 days but more than 7 days before the mediation date, 50% of the fees agreed for that stage and any non-recoverable expenses.
- Less than 7 days but more than 24 hours before the mediation date, 75% of the fees agreed for that stage and any non-recoverable expenses.
- Less than 24 hours before the mediation date, Catalyst Mediation will be entitled to 100% of all agreed fees and any non-recoverable expenses.

Postponement

If a new mediation date within 14 days of the date of postponement is agreed, no cancellation provisions will apply to this postponement. Parties will be liable for irrecoverable expenses such as venue hire charges and any agreed work that has already been completed. Any subsequent postponement will incur standard cancellation provisions.

These figures are valid until 31st December 2006

If you have any questions you would like to ask us, please call us on **0844 800 0206** or contact us via the addresses below.

Catalyst Mediation

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