

Mediation Promotion Scheme

Frequently Asked Questions (FAQ)

About the Mediation Promotion Scheme

1. What is the Mediation Promotion Scheme?

The Mediation Promotion Scheme is launched by the Intellectual Property Office of Singapore (IPOS) to fund parties' mediation costs (administration fee and mediator's fee) incurred with any mediation service provider, up to SGD 5,500 per mediation case.

The Mediation Promotion Scheme encourages parties in IPOS proceedings to choose mediation by funding the process, so that more can experience mediation as an attractive alternative to a hearing at IPOS for resolving their disputes satisfactorily.

2. How long will the Mediation Promotion Scheme be available?

The Mediation Promotion Scheme will be available from 1 April 2016 until 31 March 2019 for an estimated 30 cases.

Through positive experiences with mediation as facilitated under the Mediation Promotion Scheme, we hope that the parties in IPOS proceedings will eventually choose the mediation option even without external funding.

Application to the Mediation Promotion Scheme

3. Who can apply for funding under the Mediation Promotion Scheme?

Parties with proceedings that are pending at IPOS from 1 April 2016 may apply after the mediation takes place in Singapore.

The parties must meet the three conditions below:

- i) disclose any agent fees incurred from the start to the end of the IPOS proceedings
- ii) give feedback on their mediation experience
- iii) minimally allow a "shadow" mediator to sit in and observe the mediation.

4. Which mediation service provider can I use under the Mediation Promotion Scheme?

You can use any mediation service provider that is an organization. These include the World Intellectual Property Organization Arbitration and Mediation Center, the Singapore International Mediation Centre and the Singapore Mediation Centre.

5. Must the mediation be successful in order for funding of mediation costs?

You can apply for funding of mediation costs as long as you have participated in the mediation, regardless of the outcome of mediation.

6. How do I obtain funding under the Mediation Promotion Scheme?

Step 1

If submitting to mediation right after close of pleadings, each party indicates in the Notification to Registrar that it wishes to submit the dispute in the IPOS proceedings to mediation and intends to apply for funding of mediation costs.

If submitting to mediation before the close of pleadings or after the Notification to Registrar has been filed earlier, each party informs the Registrar in writing that it wishes to submit the dispute in the IPOS proceedings to mediation and intends to apply for funding of mediation costs.

Step 2

A request for mediation is submitted to the chosen mediation service provider and copied to IPOS.

Step 3

Before the mediation, the parties consent to and the mediation service provider arranges for minimally a “shadow” mediator to sit in and observe the mediation.

Step 4

Parties participate in the mediation, with the mediator and minimally a “shadow” mediator.

Step 5

Within 1 month from the date of the invoice from the mediation service provider, each party separately submits a completed [MPS application form](#) to IPOS, with the supporting documents.

Step 6

Upon successful application, each party receives reimbursement of the mediation costs from IPOS, up to a combined total of SGD 5,500 per mediation case. Each party will receive an equal share of up to SGD 2,750 unless otherwise agreed by the parties involved.