



**Request for WIPO Mediation**

**1. Parties**

Please provide the following contact information:

|  |  |
| --- | --- |
| Requesting Party  Name:  Country of domicile:  Tel:  E-mail:  Address:  Represented by:  Tel:  E-mail:  Address: | Other Party  Name:  Country of domicile:  Tel:  E-mail:  Address:  Represented by:  Tel:  E-mail:  Address: |

**2. Dispute**

Please provide a brief description of the dispute:

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|  |

a) The requesting party agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules and the special WIPO administration and mediator’s fees and costs applicable to disputes between AGICOA rightsholders.

Please sign this form and submit it to [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int) and to the other party.

Place and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) The other party agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules and the special WIPO administration and mediator’s fees and costs applicable to disputes between AGICOA rightsholders.

Please sign this form and submit it to [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int) and to the requesting party.

Place and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WIPO Arbitration and Mediation Center

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Switzerland

Tel +4122 338 82 47

Fax +4122 338 83 37

Website: [www.wipo.int/amc](http://www.wipo.int/amc)

E-mail: [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int)

**AGICOA-WIPO Collaboration**

**WIPO Mediation Case Filing Guidelines**

The Request for Mediation should contain:

* a request that the dispute be referred to mediation under the WIPO Mediation Rules
* the names and full communication details of the parties and their representatives
* a brief statement of the nature of the dispute
* any observations relating to the appointment of the mediator, including the mediator’s expected qualifications (optional)

The requesting party shall complete sections 1 and 2(a) of the Request for Mediation, and send it to [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int) and the other party. The WIPO Center will then invite the other party to complete section 2(b).

If the other party does not reply to the Request for Mediation, upon request of a party, the WIPO Center may appoint an external neutral to assist the parties in considering the Request for Mediation, in accordance with Article 4(b) of the WIPO Mediation Rules. The external neutral may act as mediator in the dispute provided all parties agree.

**Appointment of the Mediator and Mediation Procedure**

The parties may agree in relation to the appointment of the mediator. Otherwise, the appointment shall take place in accordance with Article 7 of the WIPO Mediation Rules. The WIPO Center shall maintain a list of specialized mediators. The WIPO Center will confirm the mediator’s impartiality and independence before the appointment of the mediator, in accordance with Article 8 of the WIPO Mediation Rules.

In accordance with Article 10 of the WIPO Mediation Rules, the mediation shall be conducted in the manner agreed by the parties. If, and to the extent that, the parties have not made such agreement, the mediator shall, in accordance with these Rules, determine the manner in which the mediation shall be conducted. Mediation meetings may take place in person or remotely, via teleconferencing or videoconferencing facilities, at the parties’ choice.

In accordance with Articles 15 to 18 of the WIPO Mediation Rules, the mediation will be confidential.

**Schedule of Fees and Costs**

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| --- | --- |
| **WIPO’s Administrative Fee** | **Mediator’s Fees** |
| 50 Euros  per party\* | 100 Euros per party (includes 2 sessions of mediation  with a maximum of 2 hours per session)  Additional hours: 100 Euros per hour per party,  up to a maximum of 1,000 Euros in total |

\* To be paid after all parties agree to refer the dispute to WIPO Mediation. The filing of a Request for Mediation in accordance with Article 4 of the WIPO Mediation Rules is not subject to administration fees. If the parties agree to continue with the mediation process, the administration fee required by the WIPO Center's Schedule of Fees and Costs will be applicable.

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| **Fees of the External Neutral (Article 4(b) of the WIPO Mediation Rules)** |
| 100 Euros to be paid by the requesting party (includes 2 attempts to contact the parties) |

**Payment Details Information**

1. Payments to the WIPO Center shall be made by any of the following means only:

Bank transfer: Payments in Euro – WIPO Account IBAN CH3304835048708082003, Credit Suisse, CH-1211 Geneva 70, Switzerland, SWIFT Code CRESCHZZ80A.

Credit card (for more information please contact [arbiter.mail@wipo.int](mailto:arbiter.mail@wipo.int)).

1. Payments by check or in cash will not be accepted.
2. All bank charges, transfer fees or other amounts that may be levied in connection with a payment made to the Center shall be the responsibility of the party making the payment.