

Rules of Business for Master Trainers

Definitions:

1. In these rules, unless the contents otherwise requires,
 - a. “KCDR” means the Karachi Centre for Dispute Resolution;
 - b. “Board” means the Board of Governors of KCDR;
 - c. “Director” means a person appointed by the Chairman of KCDR or the Board to oversee daily activities of KCDR and take managerial decisions;
 - d. “Master Trainers” mean a registered mediator at KCDR and having received formal training as Master Trainers from any National or International body.
 - e. “Rules” means the Rules of Business for Mediators of KCDR for Dispute Resolution duly approved by the Board and includes the rules so modified from time to time.

Rules:

2. The Rules set forth herein shall be binding upon the Master Trainers who have chosen to undertake preparation of training material and training for KCDR.

Master Trainers:

3. The role of Master Trainers is to develop training material and deliver trainings on various disciplines offered by KCDR from time to time.

Course Planning:

4. Advertising and promotion of the course shall be conducted by KCDR's staff and appropriate advertising material shall be prepared for dissemination through media or other means.
5. KCDR shall be responsible for all arrangements pertaining to the course and shall support development of training material and delivery.
6. Master Trainer(s) shall be responsible for training and preparing course material and shall be approached well at least *30 days* in advance so as to efficiently plan and execute KCDR's training program.

Appointment of Master Trainers:

7. The Director shall offer training opportunities to all Master Trainers and shall select suitable Master Trainers for training activities from those who have offered to deliver trainings.
8. Master trainers shall sign an undertaking to deliver training course including course material and KCDR shall select venue of trainings and decide on other related issues pertaining to administrative and financial issues for the course
9. Master Trainers at the conclusion of the course shall prepare a course report in writing and submit to the Director with the feedback forms duly filled in by each of the participants within 7 days of the conclusion covering all aspects of the course with their suggestions for future purposes.

Intellectual Property Rights:

10. KCDR shall have exclusive intellectual property rights over all advertising and course material developed for the course.

Fees and Expenses

11. KCDR shall pay Master Trainers their fee for delivering a course within 15 days after submission of the course report.
12. KCDR shall bear all expenses pertaining to the administration of the course.