



INTERNATIONAL FEDERATION FOR ARBITRATION



P-07 Training and Capacity Building Policy

International Federation of Arbitration (IFA)

1. Definition

This Policy establishes the framework governing training and capacity building activities within the International Federation of Arbitration (IFA), ensuring the continuous development of professional competencies, institutional capabilities, and knowledge resources in alignment with international standards.

2. Objective

The objective of this Policy is to enhance the skills, knowledge, and professional capabilities of individuals associated with the Federation, strengthen institutional performance, and support the delivery of high-quality services through structured training programs.

3. Scope of Application

This Policy applies to all employees, arbitrators, trainers, experts, affiliated members, and any individuals participating in training or capacity building programs organized or accredited by the Federation.

4. Governing Principles

This Policy is based on the principles of quality, relevance, continuous learning, equal opportunity, innovation, and alignment with international best practices in professional development.

5. Training Needs Assessment

Training programs shall be designed based on identified needs, performance gaps, and strategic priorities to ensure effectiveness and relevance.

6. Training Programs and Courses

The Federation shall develop and deliver training programs, workshops, seminars, and certification courses covering various areas of arbitration, law, and professional practice.

7. Accreditation of Training Programs

All training programs shall be subject to quality standards and may be accredited by the Federation to ensure consistency and credibility.

8. Trainers and Instructors

Trainers must meet defined qualifications and professional standards, ensuring high-quality delivery of training content.

9. Participation and Enrollment

Participation in training programs shall be based on eligibility criteria, registration procedures, and compliance with program requirements.



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10. Evaluation of Training Programs

Training programs shall be evaluated to measure effectiveness, participant satisfaction, and impact on performance.

11. Certification and Recognition

Participants who successfully complete training programs may be awarded certificates or professional recognition by the Federation.

12. Continuous Professional Development

The Federation shall promote ongoing learning and development to ensure that professionals maintain and enhance their competencies.

13. Use of Technology in Training

Digital platforms, online learning systems, and modern technologies shall be utilized to expand access and improve training delivery.

14. Partnerships in Training

The Federation may collaborate with academic institutions, training centers, and professional organizations to enhance training programs.

15. Compliance with Standards

All training activities must comply with applicable policies, quality standards, and professional guidelines.

16. Violations

Violations include misuse of training credentials, provision of false information, or failure to comply with training requirements.

17. Sanctions

Sanctions may include revocation of certificates, suspension from programs, or other disciplinary actions depending on the violation.

18. Monitoring and Quality Assurance

Training activities shall be monitored to ensure compliance with quality standards and continuous improvement.

19. Review and Amendment

This Policy shall be reviewed periodically to ensure relevance and alignment with evolving professional development standards.

20. Annexes

Annexes may include training frameworks, course outlines, evaluation forms, and certification templates.