

Decree No. (34) of 2021
Concerning the
Dubai International Arbitration Centre¹

We, Mohammed bin Rashid Al Maktoum, Ruler of Dubai,

After perusal of:

Federal Law No. (6) of 2018 Concerning Arbitration;

Federal Law No. (6) of 2021 Concerning Mediation for the Settlement of Civil and Commercial Disputes;

Law No. (8) of 1997 Regulating the Dubai Chamber of Commerce and Industry, its Implementing Bylaw, and their amendments;

Law No. (12) of 2004 Concerning the Dubai International Financial Centre Courts and its amendments;

Law No. (13) of 2016 Concerning the Judicial Authorities in the Emirate of Dubai and its amendments;

Law No. (5) of 2021 Concerning the Dubai International Financial Centre;

Dubai International Financial Centre Law No. (1) of 2008 Concerning Arbitration;

Decree No. (10) of 2004 Establishing the Dubai International Arbitration Centre;

Decree No. (11) of 2007 Approving the Arbitration Rules of the Dubai International Arbitration Centre;

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¹ Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

Decree No. (26) of 2013 Concerning the Rental Disputes Settlement Centre in the Emirate of Dubai;

Decree No. (14) of 2016 Establishing the Emirates Maritime Arbitration Centre;

Decree No. (17) of 2019 Approving the Statute of the Dubai International Arbitration Centre;

Decree No. (31) of 2019 Forming the Board of Trustees of the Dubai International Arbitration Centre; and

Decree No. (32) of 2019 Forming the Board of Trustees of the Emirates Maritime Arbitration Centre,

Do hereby issue this Decree.

Scope of Application

Article (1)

The provisions of this Decree apply to the Dubai International Arbitration Centre (the “**DIAC**”) established pursuant to the above-mentioned Decree No. (10) of 2004 as a non-governmental non-profit centre having legal personality, financial and administrative autonomy, and the legal capacity required to undertake the acts and dispositions that ensure the achievement of its objectives.

Head Office of the DIAC

Article (2)

The head office of the DIAC will be located in the Emirate of Dubai. The DIAC will have a branch at the Dubai International Financial Centre and may, pursuant to a resolution of the Board of Directors of the DIAC, establish other branches and offices within and outside of the Emirate of Dubai.

Statute

Article (3)

The DIAC will be regulated and managed in accordance with the Statute attached hereto.

Abolished Arbitration Centres

Article (4)

Pursuant to this Decree, the following centres are abolished:

1. the Emirates Maritime Arbitration Centre established pursuant to the above-mentioned Decree No. (14) of 2016; and
2. the Dubai International Financial Centre Arbitration Institute regulated pursuant to the above-mentioned Law No. (5) of 2021 and other legislation in force within the Dubai International Financial Centre,

collectively referred to hereinafter as (the “**Abolished Arbitration Centres**”)

Transfer and Succession

Article (5)

- a. As of the date on which this Decree comes into force, the following will be transferred to the DIAC:
 1. the ownership of the real property, movables, assets, devices, equipment, and other property of the Abolished Arbitration Centres;
 2. the Abolished Arbitration Centres employees whose transfer is decided pursuant to a resolution of the Chairman of the Board of Directors of the DIAC;
 3. the financial appropriations allocated by the Government of Dubai to the Abolished Arbitration Centres by the effective date of this Decree; and

4. the lists of arbitrators, conciliators, and experts registered with the Abolished Arbitration Centres; and the membership of the Abolished Arbitration Centres' members. The registration and membership of these persons will continue, subject to the same conditions, procedures, and fees prescribed by the Abolished Arbitration Centres, until expiry of the term of registration or membership. The registration and membership conditions, procedures, and fees prescribed by the Board of Directors of the DIAC will apply upon renewal of such registration or membership.
- b. All rights and obligations of the Abolished Arbitration Centres are hereby transferred to the DIAC.

Validity of Arbitration Agreements

Article (6)

- a. All agreements to resort to arbitration at the Abolished Arbitration Centres, concluded by the effective date of this Decree, are hereby deemed valid. The DIAC will replace the Abolished Arbitration Centres in considering and determining all Disputes arising out of the said agreements unless otherwise agreed by the parties thereto.
- b. Unless otherwise agreed by the parties to arbitration, the arbitration tribunals and panels formed by the effective date of this Decree at the Abolished Arbitration Centres and the DIAC will continue, without interruption, to consider and determine all arbitration claims pending with them, in accordance with the rules and procedures they adopt in this respect. However, the DIAC and its administrative body will supervise processing these claims.

Competent Court

Article (7)

As of the date on which this Decree comes into force, the Dubai Courts and the DIFC Courts will, in accordance with the respective procedures and standards adopted by them in this respect, continue to consider any claim, application, or appeal relating to any award issued or arbitration measure taken by the arbitration tribunals of the DIAC and the Abolished Arbitration Centres.

Supersession and Repeals

Article (8)

- a. Pursuant to this Decree, the following decrees are repealed:
 1. Decree No. (14) of 2016 Establishing the Emirates Maritime Arbitration Centre;
 2. Decree No. (17) of 2019 Approving the Statute of the Dubai International Arbitration Centre;
 3. Decree No. (31) of 2019 Forming the Board of Trustees of the Dubai International Arbitration Centre; and
 4. Decree No. (32) of 2019 Forming the Board of Trustees of the Emirates Maritime Arbitration Centre.
- b. This Decree supersedes Decree No. (10) of 2004 Establishing the Dubai International Arbitration Centre. Any provision in any other legislation will be repealed to the extent that it contradicts the provisions of this Decree.
- c. The rules of arbitration and conciliation adopted by the Abolished Arbitration Centres and the DIAC, including the rules of arbitration and conciliation approved pursuant to the above-mentioned Decree No. (11) of 2007, will continue in force to the extent that they do not contradict the provisions of this Decree and the Statute attached hereto, until the new DIAC rules of arbitration and conciliation are approved by the Board of Directors of the DIAC.

Compliance

Article (9)

The DIAC must coordinate with all the concerned entities in the Emirate of Dubai to comply with the provisions of this Decree and the Statute attached hereto within no later than six (6) months from the effective date hereof.

Publication and Commencement

Article (10)

This Decree will be published in the Official Gazette and will come into force on the day on which it is published.

Mohammed bin Rashid Al Maktoum

Ruler of Dubai

Issued in Dubai on 14 September 2021

Corresponding to 7 Safar 1443 A.H.

Statute of the Dubai International Arbitration Centre

Chapter One General Provisions

Definitions

Article (1)

The following words and expressions, wherever mentioned in this Statute, will have the meaning indicated opposite each of them unless the context implies otherwise:

UAE:	The United Arab Emirates.
Emirate:	The Emirate of Dubai.
Ruler:	His Highness the Ruler of Dubai.
DIFC:	The Dubai International Financial Centre.
Courts:	These include the Dubai Courts, the Rental Disputes Settlement Centre in the Emirate; and any other centres or tribunals, as the case may be, established pursuant to legislation issued by the Ruler and vested with the power to supervise arbitration proceedings.
DIAC:	The Dubai International Arbitration Centre.
Board of Directors:	The board of directors of the DIAC.
Chairman:	The chairman of the Board of Directors.
Arbitration Court:	The arbitration court formed pursuant to this Statute.
Executive Director:	The executive director of the DIAC.
Dispute:	Any local, regional, or international dispute arising out of a contract, a relationship, an incident, or any other matter relating to commercial,

civil, real property, maritime, construction, investment, or other business activities.

ADR Method: Any method, other than litigation, for the resolution of local or international Disputes. This includes any type of arbitration, conciliation, mediation, negotiation, and any other alternative Dispute resolution method approved by the Board of Directors.

DIAC Objectives

Article (2)

The DIAC aims to achieve the following objectives:

1. to consolidate the position of the Emirate as a reliable international centre for Dispute resolution through ADR Methods;
2. to enhance the position of the DIAC as one of the best options available to parties to Disputes for efficient and effective Dispute resolution, through adopting the international best practices in ADR Methods management; and
3. to promote recourse to ADR Methods with a view to serving the best interest of the finance and business community in the Emirate.

Functions of the DIAC

Article (3)

For the purpose of achieving its objectives, the DIAC will have the duties and powers to:

1. provide the service of administrative supervision of arbitration at the DIAC in accordance with the arbitration rules adopted by the DIAC or those agreed upon by the parties to Disputes;
2. resolve Disputes through ADR Methods in various languages and in accordance with the relevant rules adopted by the DIAC;

3. coordinate, cooperate, and conclude agreements and memoranda of understanding with specialised regional and international arbitration institutions and centres, with a view to enabling the DIAC to achieve its objectives. This includes exchanging expertise, lists of arbitrators and conciliators, and other resources;
4. conclude agreements and memoranda of understanding with competent courts within and outside of the Emirate on matters related to the enforcement of arbitral awards and decisions issued by the DIAC arbitration tribunals, and the ratification of settlement agreements mediated by the conciliators registered with the DIAC, in accordance with the procedures and standards adopted by the competent courts and as agreed upon with these courts in this regard;
5. raise awareness on ADR Methods through organising conferences, symposia, workshops, and training courses; and issuing print materials and publications specialised in ADR Methods;
6. create a register of DIAC members and lists of arbitrators, experts, and conciliators who are qualified and versed in the requirements and procedures of ADR Methods;
7. create a database of the decisions issued by the Arbitration Court on the recusal and removal of arbitrators, experts, and conciliators; and publish the same on the DIAC website and its approved digital channels, taking into consideration the confidentiality of the details of arbitrators, experts, conciliators, and parties to Disputes;
8. provide the rules of arbitration and conciliation and the bylaws governing the ADR Methods in various languages, and publish the same on the DIAC website and its approved digital channels; and
9. exercise any other duties or powers required for the achievement of the objectives of the DIAC.

Place and Seat of Arbitration

Article (4)

- a. Unless otherwise agreed by the parties to arbitration, the following provisions and rules will apply in respect of the place and seat of arbitration:
1. Where the parties to arbitration choose the Emirate as the seat or place of arbitration, the Arbitration Agreement and arbitration proceedings will be governed by the above-mentioned Federal Law No. (6) of 2018; and the Courts will have jurisdiction to consider any claim, application, or appeal relating to any award issued or arbitration measure taken by the DIAC arbitration tribunals.
 2. Where the parties to arbitration choose the DIFC as the seat or place of arbitration, the Arbitration Agreement and arbitration proceedings will be governed by the above-mentioned DIFC Law No. (1) of 2008 or any other superseding legislation; and the DIFC Courts will have jurisdiction to consider any claim, application, or appeal relating to any award issued or arbitration measure taken by the DIAC arbitration tribunals.
- b. Where the parties to arbitration fail to agree on the place or seat of arbitration, the DIFC will be deemed the place or seat of arbitration; and the Arbitration Agreement and arbitration proceedings will be governed by the provision stipulated in sub-paragraph (a)(2) of this Article and by the arbitration rules adopted by the DIAC.
- c. Without prejudice to paragraphs (a) and (b) of this Article, the parties to arbitration may agree that arbitration hearings be held at any place they deem appropriate or through modern communication means and electronic technologies.

Chapter Two
Organisational Structure of the DIAC

Organisational Levels of the DIAC

Article (5)

The DIAC will have the following organisational levels:

1. the Board of Directors;
2. the Arbitration Court; and
3. the administrative body.

Formation of the Board of Directors

Article (6)

- a. The DIAC will have a Board of Directors comprised of a Chairman, a vice chairman, and other members, who are highly qualified and experienced at local and international levels in economics, business administration, financial services, ADR Methods, and other relevant fields inside and outside of the Emirate. The total number of the Board of Directors members may not exceed nine (9), including the Chairman and the vice chairman. Members of the Board of Directors will be appointed pursuant to a resolution of the Ruler.
- b. Where the post of Chairman falls vacant for any of the reasons stipulated in Article (14) of this Statute, the vice chairman will act as the Chairman until a new Chairman is appointed.
- c. The vice chairman of the Board of Directors will exercise the powers vested in the Chairman pursuant to the provisions of this Statute in case of his absence or inability to perform his duties for any reason whatsoever.
- d. Where the post of a member of the Board of Directors falls vacant for any of the reasons stipulated in Article (14) of this Statute, the Board of Directors will continue to perform its

duties, provided that the number of the remaining members, including the Chairman and vice chairman, is not less than two-thirds (2/3) of the original number of members.

Term of Membership of the Board of Directors

Article (7)

- a. Membership of the Board of Directors will be for a term of four (4) years, commencing from the date of appointment. This term is renewable for the same period.
- b. Where a new member is appointed in place of another member of the Board of Directors, the new member will serve for the remainder of the term of his predecessor.
- c. Where the Board of Directors is not reconstituted upon the expiry of its term of office, the Board of Directors whose term has expired will continue to perform its duties until a new Board of Directors is formed.

Functions of the Board of Directors

Article (8)

- a. The Board of Directors will undertake general supervision of the DIAC, and for this purpose will have the duties and powers to:
 1. approve, and supervise the implementation of, the general policy and strategic plans required for the achievement of the objectives of the DIAC;
 2. approve the rules of arbitration and conciliation and the bylaws regulating ADR Methods, including the rules and bylaws specific to each method. These rules and bylaws must be prepared and adopted in accordance with the international best practices and taking into consideration the size and complexity of Disputes and the cultural and legal diversity of the parties thereto;
 3. propose amendments to the Statute and submit the same to the competent entities in the Emirate for consideration, in preparation for their approval by the Ruler;

4. establish rules, regulations, procedures, and requirements for arbitration funders;
5. approve the organisational structure of the administrative body of the DIAC, and approve the bylaws and regulations governing the administrative, financial, and technical affairs of the DIAC, including the human resources regulations of the DIAC;
6. appoint the Executive Director and determine the terms of his service and his employment entitlements;
7. approve the lists of DIAC arbitration and conciliation fees, including the fees of the arbitrators, conciliators, and experts engaged by the DIAC, and the charges for all other services provided by the DIAC in respect of ADR Methods;
8. approve the bylaws prescribing the requirements and procedures for DIAC membership; for registration on lists of arbitrators, conciliators, and experts; and for all other services provided by the DIAC in respect of ADR Methods;
9. approve lists of the DIAC membership fees and the fees for registration of arbitration claims, registration on lists of arbitrators, conciliators, and experts; and all other services provided by the DIAC in respect of ADR Methods;
10. review and approve the annual report on the performance, work, achievements, and activities of the DIAC;
11. approve the annual budget and financial statements of the DIAC;
12. appoint, remove, and determine the remuneration of, DIAC external auditors; and review and approve the financial reports and notes submitted by these auditors at the end of each financial year;
13. form advisory committees to assist the Board of Directors in the performance of its duties and enable it to achieve its objectives; and determine the duties, powers, and tenures of these committees;

14. approve the codes of conduct and professional ethics for arbitrators, conciliators, and experts; and for all other services provided by the DIAC in respect of ADR Methods;
 15. approve the governance rules regulating the work of the Board of Directors, the Arbitration Court, and the sub-committees;
 16. propose policies and conduct studies on arbitration, conciliation, and ADR Methods; and present the same to the concerned entities in the Emirate to take the necessary action in respect thereof; and
 17. exercise any other duties or powers required for the achievement of the objectives of the DIAC.
- b. With the exception of the powers vested in the Board of Directors under sub-paragraphs (a)(1), (a)(2), (a)(3), (a)(5), (a)(6), (a)(10), (a)(11), (a)(12), and (a)(13) of this Article, the Board of Directors may delegate any of its powers under paragraph (a) of this Article to the Arbitration Court, provided that such delegation is specific and in writing.
 - c. The Chairman will sign cooperation agreements and memoranda of understanding with specialised local and international arbitration centres and institutions. The Chairman may delegate this power to any member of the Board of Directors or to the Executive Director, provided that such delegation is specific and in writing.

Meetings of the Board of Directors

Article (9)

- a. The Board of Directors will convene at the invitation of the Chairman, or the vice chairman where the Chairman is absent, at least once every three (3) months, where necessary, and upon the request of the Arbitration Court.
- b. Invitations to the Board of Directors meetings will be sent to all its members in accordance with the procedures prescribed by the DIAC bylaws. The letter of invitation must include the agenda, time, and venue of the meeting.

- c. Meetings of the Board of Directors will be chaired by the Chairman, or the vice chairman where the Chairman is absent. In case of absence of both the Chairman and the vice chairman, the Board of Directors will elect from amongst its members the chair of the meeting, in which case the Chairman and vice chairman will be provided, immediately upon the end of the meeting, with copies of the resolutions passed.
- d. Subject to paragraph (h) of this Article, meetings of the Board of Directors will be valid only if attended by the majority of its members.
- e. The Board of Directors may hold its meetings and pass its resolutions and recommendations using means of electronic communication, as prescribed by DIAC bylaws in this respect.
- f. Resolutions and recommendations of the Board of Directors will be passed by majority vote of the attending members; and in the event of a tie, the chair of the meeting will have the casting vote.
- g. Resolutions and recommendations of the Board of Directors will be recorded in minutes signed by the chair of the meeting and attending members.
- h. Where the subject matter of a meeting is related to amending this Statute, the rules of arbitration and conciliation, any of the services provided by the DIAC in respect of the ADR Methods, or any of the DIAC bylaws, the meeting will be valid only if attended by at least two-thirds (2/3) of the members of the Board of Directors, provided that the Chairman or vice chairman is in attendance. In this case, the resolutions of the Board of Directors will be passed by a majority vote of at least three-quarters (3/4) of the attending members.

Arbitration Court

Formation of the Arbitration Court

Article (10)

- a. A court of arbitration will be formed within the DIAC and will be comprised of a president, a vice president, and other members. The total number of members must not exceed thirteen

(13), including the president and the vice president of the Arbitration Court. The members of the Arbitration Court will be appointed pursuant to a resolution of the Board of Directors; and must have experience and competence at local and international levels in arbitration, conciliation, and other fields related to ADR Methods. The president of the Arbitration Court may be a member of the Board of Directors.

- b. The term of membership in the Arbitration Court will be four (4) years and will not be renewable.
- c. Where the position of a member of the Arbitration Court falls vacant, or he becomes unable to perform his duties for any reason, the Board of Directors must appoint another member to replace him for the remainder of the tenure of the Arbitration Court.

Functions of the Arbitration Court

Article (11)

The Arbitration Court will undertake general supervision of the ADR Methods offered by the DIAC, and will ensure that they are used properly, in a timely manner, and with the required efficiency. For this purpose, the Arbitration Court will have the duties and powers to:

1. supervise the implementation of the provisions of this Statute, the rules of arbitration and conciliation adopted by the DIAC, the bylaws regulating the ADR Methods, and any other arbitration rules agreed upon by the parties to Disputes, including the rules of the United Nations Commission on International Trade Law (UNCITRAL);
2. propose, in coordination with the Executive Director, policies on arbitration, conciliation, and ADR Methods; and submit the same to the Board of Directors for approval, in preparation for their referral to the concerned entities in the Emirate;
3. propose, in coordination with the Executive Director, plans for training and qualifying arbitrators and mediators; and present the same to the Board of Directors for approval;
4. propose amendments to this Statute, and submit the same to the Board of Directors for approval;

5. propose arbitration and conciliation rules and procedures, and the bylaws regulating ADR Methods, including the rules and bylaws specific to each method, and any amendments made to them in line with the latest developments and international practices on ADR methods; and submit the same to the Board of Directors for approval;
6. appoint arbitration tribunals and conciliation panels in accordance with the rules of arbitration and conciliation adopted by the DIAC;
7. determine requests for recusal, removal, or reconsideration of appointment of arbitrators and conciliators; and provide reasons for such recusal, removal, or reconsideration of appointment, in accordance with the rules of arbitration and conciliation adopted by the DIAC;
8. supervise the review of draft arbitral awards and decisions in terms of form before their approval by arbitrators, in order to ensure their validity and convenient enforceability;
9. supervise emergency arbitration before the commencement of arbitration proceedings, as prescribed by the arbitration rules and the DIAC bylaws in this respect;
10. propose the list of fees of the arbitrators, conciliators, and experts engaged by the DIAC and of all other services provided by the DIAC in respect of ADR Methods; and submit the same to the Board of Directors for approval;
11. determine the fees and charges for arbitration, conciliation, and other services provided by the DIAC in respect of ADR Methods;
12. propose the bylaws prescribing the requirements and procedures for DIAC membership; for registration on lists of arbitrators, conciliators, and experts; and for all other services provided by the DIAC in respect of ADR Methods; and submit the same to the Board of Directors for approval;
13. consider and determine applications for DIAC membership and for registration on lists of arbitrators, conciliators, and experts;

14. propose the codes of conduct and professional ethics for arbitrators, conciliators, and experts, taking into consideration the principles of good governance, transparency, integrity, and justice; and submit the same to the Board of Directors for approval;
15. assist the Board of Directors in all matters referred to the Arbitration Court, when so requested;
16. participate in the symposia, lectures, training courses, and workshops conducted by the DIAC on ADR Methods;
17. prepare periodic reports on the outcomes of the Arbitration Court's performance indicators; and submit the same to the Board of Directors to issue the relevant directives as it deems appropriate;
18. propose, in coordination with the Executive Director, the remuneration of members of the Arbitration Court and its sub-committees; and submit the same to the Board of Directors for approval; and
19. exercise any other duties or powers assigned to the Arbitration Court under the arbitration and conciliation rules, the bylaws regulating the ADR Methods, and the bylaws of the DIAC; or assigned or delegated to the Arbitration Court by the Board of Directors.

Arbitration Court Meetings

Article (12)

- a. The Arbitration Court will convene at the invitation of its president, or the vice president where the president is absent, at least once every (60) sixty days, and where necessary, in accordance with the relevant procedures prescribed by the DIAC bylaws.
- b. Invitations to Arbitration Court meetings will be sent to its members at least seven (7) days prior to the date scheduled for the meeting. The letter of invitation must include the agenda, time, and venue of the meeting.

- c. Arbitration Court meetings will be chaired by its president, or the vice president where the president is absent. In case of absence of both the president and the vice president, the Court will elect from amongst its members the chair of the meeting.
- d. Arbitration Court meetings will be valid only if attended by the majority of its members. The Arbitration Court will pass its resolutions and recommendations by majority vote of the attending members; and in the event of a tie, the chair of the meeting will have the casting vote.
- e. Arbitration Court resolutions and recommendations will be recorded in minutes of meetings signed by the chair of the meeting and attending members.
- f. The Arbitration Court may hold its meetings and pass its resolutions and recommendations using means of electronic communication, as prescribed by DIAC bylaws in this respect.
- g. The Arbitration Court may pass its resolutions and recommendations by circulation in respect of the matters specified by the president of the Arbitration Court.

Formation of Sub-committees

Article (13)

The Board of Directors may form permanent or temporary sub-committees from amongst the Arbitration Court members or other persons to assist the Arbitration Court in the performance of its duties under this Statute and the rules of arbitration and conciliation adopted by the DIAC.

Termination of Membership

Article (14)

The membership of a member of the Board of Directors or the Arbitration Court will be terminated if he:

1. dies;

2. is declared bankrupt or insolvent;
3. resigns by means of a letter addressed to the Board of Directors, provided that the resignation is accepted pursuant to a resolution issued by the Ruler, in case of a Board of Directors member, or issued by the Board of Directors, in case of an Arbitration Court member;
4. becomes of defective legal capacity or legally incapacitated under the laws of his country of citizenship; or
5. is convicted by a final court judgement in a felony or other crime affecting honour or trustworthiness.

Administrative Body of the DIAC

Functions of the Executive Director

Article (15)

The Executive Director will undertake management of the DIAC and supervision of its day-to-day work. For this purpose, the Executive Director will have the duties and powers to:

1. propose the DIAC general policy and strategic plans required for the achievement of its objectives; submit the same to the Board of Directors for approval; and follow up their implementation;
2. propose the organisational structure of the DIAC administrative body, and submit the same to the Board of Directors for approval;
3. propose the bylaws and regulations governing the administrative, financial, and technical work of the DIAC, including human resources regulations; and submit the same to Board of Directors for approval;
4. supervise the implementation of the approved annual budget of the DIAC;

5. supervise the work of the DIAC administrative body, and appoint competent and specialised employees;
6. prepare, pursuant to the DIAC bylaws, the draft annual budget and financial statements of the DIAC, submit the same to the Board of Directors for approval, and provide the Board of Directors with the financial data and information on the annual plan and administrative and logistic needs of the DIAC, within the time frames prescribed by the Board of Directors in this respect;
7. attend the meetings of the Board of Directors and the Arbitration Court, and participate in the discussions and deliberations taking place during these meetings, without the right to vote on the resolutions and recommendations of the Board of Directors or the Arbitration Court;
8. propose, in coordination with the Arbitration Court, the bylaws prescribing the fees for registration of claims, for DIAC membership, for registration on lists of arbitrators, conciliators, and experts, and for all other services provided by the DIAC in respect of ADR Methods; and submit the same to the Board of Directors for approval;
9. sign documents on behalf of the DIAC in respect of all administrative and financial matters, in accordance with the authority matrix adopted under the DIAC bylaws and the relevant resolutions passed by the Board of Directors;
10. implement the resolutions issued by the Board of Directors, the Arbitration Court, and the sub-committees;
11. manage the funds and bank accounts of the DIAC in accordance with the relevant DIAC bylaws approved by the Board of Directors;
12. prepare an annual report on the achievements, work, and various activities of the DIAC, and any other periodic reports or work requested by the Board of Directors or the Arbitration Court, within the time frames prescribed by the Board of Directors or the Arbitration Court in this respect;

13. submit proposals on cooperation with local and international specialised arbitration centres and institutions for the achievement of DIAC objectives; and present the same to the Board of Directors to take the appropriate action in this regard; and
14. exercise any other duties or powers assigned or delegated to him by the Board of Directors.

Duties of the Administrative Body

Article (16)

Subject to the functions of the Executive Director stipulated in Article (15) of this Statute, the administrative body of the DIAC will, under the Executive Director's supervision, have the duties to:

1. provide administrative support services to the Arbitration Court and arbitration tribunals; and provide translation and logistic services related to arbitration and conciliation hearings;
2. record and maintain the minutes of meetings of the Board of Directors, the Arbitration Court, and the sub-committees;
3. notify the parties to Disputes of the date, time, and venue of arbitration hearings where so requested by arbitration tribunals, arbitrators, or conciliators;
4. provide the parties to Disputes, upon their request, with names of arbitrators, conciliators, and Dispute settlement experts and specialists depending on their qualifications, experience, and areas of expertise;
5. prepare a summary of each Dispute, and submit the same to the Arbitration Court together with a copy of the arbitration application;
6. create a register to keep the files of arbitration and conciliation cases; and maintain the original copies of the awards of the DIAC arbitration tribunals;
7. provide information on arbitration and conciliation, and explain the procedures adopted in Dispute settlement;

8. prepare the forms necessary for arbitration and conciliation proceedings, particularly the conflict of interest disclosure form;
9. prepare, maintain, and regularly update electronic lists of the names of arbitrators, conciliators, and experts; and a register of DIAC members, containing their respective addresses and specialities;
10. prepare a register of the decisions issued by the Arbitration Court regarding the recusal and dismissal of arbitrators, conciliators, and experts; provide a summary of, and the reasons for such decisions for the purposes of their publication on the DIAC website, taking into consideration the confidentiality of the details of arbitrators, conciliators, experts, and parties to Disputes;
11. manage and periodically update the DIAC website;
12. submit to the Executive Director reports on performed tasks and on the future plans required for achieving the objectives of the DIAC;
13. make proposals as required for developing the processes of arbitration, conciliation, and any other ADR Methods;
14. conduct a periodic review of the arbitration and conciliation rules and the bylaws regulating the services provided by the DIAC in respect of ADR Methods; and conduct benchmarking with the best rules and bylaws adopted by other local and international arbitration centres and institutions;
15. publish and supervise periodicals and other publications of the DIAC;
16. organise and participate in symposia, lectures, training courses, and workshops on ADR Methods;
17. supervise the processes of coordination and collaboration with local and international arbitration centres and institutions specialised in areas that serve the DIAC objectives;

18. consider the applications for registration on lists of arbitrators, conciliators, and experts; and applications for DIAC membership; and
19. exercise any other duties or powers that are assigned to it by the Executive Director or that are required for running the daily business of the DIAC.

Chapter Three

Financial Affairs of the DIAC

Financial Resources of the DIAC

Article (17)

The financial resources of the DIAC will consist of:

1. fees for registration of applications for arbitration, conciliation, and other ADR Methods;
2. fees for registration on the lists of arbitrators, conciliators, and experts;
3. DIAC membership fees;
4. revenues received by the DIAC in return for performing activities and providing services; and
5. any other financial resources approved by the Board of Directors.

DIAC Accounts and Financial Year

Article (18)

- a. In managing its accounts and records, the DIAC will apply commercial accounting rules and principles in accordance with recognised international standards.
- b. The financial year of the DIAC will commence on 1 January and will end on 31 December of each year.

Chapter Four
Final Provisions

Representing the DIAC

Article (19)

The Chairman will represent the DIAC before official and unofficial entities and judicial authorities. The Chairman may delegate this power to any members of the Board of Directors, to the Arbitration Court, or to the Executive Director, provided that such delegation is specific and in writing.

Registration on the Lists of Arbitrators, Conciliators, and Experts

Article (20)

Registration on the lists of arbitrators, conciliators, and experts will be subject to the approval by the Arbitration Court of an application submitted to the DIAC on the form prescribed by it for this purpose and supported by the required documents; and in accordance with the conditions prescribed by the relevant bylaws approved by the Board of Directors.

DIAC Membership

Article (21)

Membership of the DIAC will be awarded in accordance with this Statute, subject to approval by the Executive Director, and based on an application submitted to the DIAC on the form prescribed by it for this purpose and supported by the required documents. Membership will be awarded in accordance with the membership bylaw approved by the Board of Directors, which determines membership categories, standards, requirements, and fees.

Confidentiality and Conflict of Interest

Article (22)

- a. Meetings and deliberations of the Board of Directors, the Arbitration Court, and the sub-committees will be held in camera. No chairperson or member thereof may attend or participate in meetings or vote on any matter or decision to which he is party, in which he has a direct or an indirect interest, or in respect of which he is an agent, a legal representative, a guardian, or a custodian of one of the disputants. In any event, each chairperson or member must disclose such a relationship or conflict of interest, if any.
- b. The chairpersons and members of the Board of Directors, the Arbitration Court, and the sub-committees; the Executive Director; and the employees of the administrative body of the DIAC must not disclose or divulge, during or after their term of service with the DIAC, any information or documents related to the work or services of the DIAC.
- c. All information provided by the parties to a Dispute is deemed confidential. Any person who gains access to such information must not disclose or divulge it without the written consent of the parties to the Dispute or a request of the competent judicial authority.

Independence and Impartiality in Discharging Duties

Article (23)

- a. In exercising their duties and powers at the DIAC under the rules of arbitration and conciliation adopted by the DIAC, the Arbitration Court, the sub-committees, the Executive Director, and the employees of the administrative body of the DIAC must act independently and impartially; and must not follow any instructions in respect of discharging their duties at the DIAC.
- b. In performing their duties in respect of considering and determining arbitration claims, arbitrators are deemed independent of the Board of Directors, the Arbitration Court, the sub-committees, and the Executive Director; and are not bound by any instructions in respect of discharging the duties related to such claims.

Exemption from Liability

Article (24)

Neither the Chairman, nor any member of the Board of Directors, the Arbitration Court, a sub-committee, or an arbitration tribunal, nor the Executive Director, nor any employee of the administrative body of the DIAC will, in the course of performing his duties at the DIAC, incur civil liability for any act or omission committed by him as a result of an inadvertent error. The DIAC will be solely liable for such an act or omission.

Notices and Communications

Article (25)

- a. All notices, communications, and correspondence stipulated in this Statute and in the rules of arbitration and conciliation must be in writing, and may be dispatched by the means of communication specified in the DIAC bylaws.
- b. The notices, communications, and correspondence referred to in paragraph (a) of this Article will take effect as of the day following delivery of the same to the addressee.