**2020 BRANCH DEVELOPMENT PLAN FOR THE BRANCH**

**Plan Author Name:**

**Author Email Address:**

**Branch Aims and Objectives:**

1. In accordance with the Branch Model Rules the aim of this **development plan** is to ensure that the Branch:
   1. Delivers training and courses to increase membership;
   2. Holds events (workshops, meetings, and conferences) to engage with members;
   3. Develops a sound membership communication plan;
   4. Engages with students;
   5. Engages with businesses;
   6. Establishes, supports and develops the Young Members Group; and
   7. Collaborates with other professional bodies and like-minded institutes

**Member and Non-Member Training**

1. The Branch will deliver xxxx **Member** training courses to xxxx delegates:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Arbitration** | **Adjudication** | **Mediation** | **ADR** | **Dates** | **Delegate Nos** |
| **Intro** |  |  |  |  |  |  |
| **Mod 1** |  |  |  |  |  |  |
| **Mod 2** |  |  |  |  |  |  |
| **Mod 3** |  |  |  |  |  |  |
| **ARM** |  |  |  |  |  |  |
| **ARF** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. The Branch will deliver xxxx **Non- Member (formerly CPD)** training courses to xxx delegates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title and Brief Rationale** | **Date** | **Venue** | **Target Attendees** | **Delegate Nos** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. The Branch intends to progress the following number of members through training:

|  |  |  |
| --- | --- | --- |
| **Membership Grade** | **Figure at 31 December 2019** | **Projected Figure at 31 December 2020** |
| Student Members |  |  |
| Associate Members (ACIArb) |  |  |
| Members (MCIArb) |  |  |

For each course, a budget will be required (see Budget template). Approval of a Branch Development Plan does not authorise a branch to conduct training. Branches must obtain and submit a Course Approval Form to the Education Department at least 4 weeks before a course is due to run.

**Branch Events**

1. The Branch will hold xxxx events aimed at attracting xxxx delegates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Name and Brief Rationale** | **Date** | **Venue** | **Target Attendees** | **Delegate Nos** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Communication Plan with Members**

1. The Branch will communicate and engage with its members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** | **Monthly Plan** | **Quarterly Plan** | **6 Monthly Plan** |
| Email |  |  |  |
| Facebook |  |  |  |
| LinkedIn |  |  |  |
| Twitter |  |  |  |
| Newsletter |  |  |  |
| Other |  |  |  |

**Engagement with Students**

1. The Branch will engage with students at Higher Education Institutes to support the growth of free student membership:

|  |  |  |  |
| --- | --- | --- | --- |
| **Frequency** | **Target Institution** | **Means of Engagement** | **Intended Number of Student Sign ups** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Engagement with Businesses**

1. The Branch will engage with businesses to promote and facilitate alternative dispute resolution, such as training:

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Business** | **Dates** | **Rationale** | **Method of Engagement** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Support and Development of Young Members Group (YMG)**

1. The Branch will engage with this key under-40 age group:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method of Engagement** | **Monthly** | **Quarterly** | **6 Monthly** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Cooperate with Other Professional Bodies/Institutes**

1. The Branch will engage with other professional bodies/institutes:

|  |  |  |
| --- | --- | --- |
| **Target Body and Rationale** | **Event/ Method of Engagement** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Resources Required by the Branch**

1. Please state names, job titles and salaries for Branch employees in 2020.
2. Please provide copies of any service agreements entered into by the Branch for the provision of administration support and similar.
3. The completed financial template is annexed

**Annual General Meeting (AGM)**

1. The Branch will hold its AGM before 30 April. The proposed date for the AGM is [ ] 2020,

**Branch Committee Approval**

1. This plan was approved by the Branch Committee on [ ] 2019. A copy of the resolution approving the plan is attached.

**Branch Chair Name:**

**Branch Chair E-signature:**

**Date:**

**PLEASE RETURN THIS PLAN AND SUPPORTING BUDGET TO** [**GOVERNANCE@CIARB.ORG**](mailto:GOVERNANCE@CIARB.ORG) **BY 30 SEPTEMBER 2019. FAILURE TO DO SO MAY RESULT IN THE BRANCH NOT BEING AUTHORISED TO CARRY OUT ANY ACTIVITY IN 2020.**

**Appendix A – Events Template**

*The table below is the information that we require to publish and promote on ciarb.org. Please list full details of all CIArb-approved events:*

|  |  |
| --- | --- |
| Event title |  |
| Date |  |
| Timings |  |
| Name and full address of venue |  |
| Maximum capacity/maximum delegate count |  |
| Event Lead | *Name:*  *Affiliation/organisation:*  *Email address:*  *Contact number:* |
| Speaker(s) | *Name:*  *Affiliation/organisation:*  *Email address:*  *Contact number:*  *Name:*  *Affiliation/organisation:*  *Email address:*  *Contact number:*  *Name:*  *Affiliation/organisation:*  *Email address:*  *Contact number:*  *Name:*  *Affiliation/organisation:*  *Email address:*  *Contact number:* |
| Event content (please list at least two entries in bullet points) | * *Xxx* * *Xxx* * *Xxx* |
| Event description (approximately 350 words) |  |
| Event aims and objectives (please list at least two entries in bullet points) |  |
| Cost(s) | *CIArb Member:*  *Non-member:*  *CIArb Student Member (if applicable):* |