

Energy Resources Conservation Board (ERCB) ADR Report Instructions to Mediators

As a dispute resolution professional, you realize the importance of outcome measurement and statistics in promoting the growth and development of the Appropriate Dispute Resolution (ADR) program. Our goal is to survey all those involved and then present the feedback openly and in its entirety to ensure a fair and unbiased evaluation.

The ERCB is committed to monitoring and evaluating its ADR program. We require your assistance in facilitating this with the participants. Please be assured that it is the process and procedures we are monitoring and evaluating, not the matters under discussion between you and the parties. Your feedback may be incorporated into the ERCB ADR Annual Report, from which an analysis of the ADR process will be conducted and made available to the public.

Hard copies of the form are available from ERCB's Website www.ercb.ca. Please attach an extra page if you need more space for comments.

Mediator's Report

Please provide us with your feedback by completing the hard copy or email the debrief form after the Preliminary ADR meeting and mediation and sending it to us by regular mail, Fax or email.

- For regular mail, mark the envelope "CONFIDENTIAL" and address to ADR, 11th Floor, ERCB, 1000 – 250 5 Street SW Calgary, Alberta, T2P 0R4 or Fax: 403-297-3520
- The form can be emailed to anna.rose@ercb.ca or adr@ercb.ca.

Participant's Report

The service provider, if involved, should give you hard copies of the Participant's Feedback forms. Please assist us by ensuring that each participant (including lawyers and experts) be given a Feedback form and a preaddressed envelope immediately following the Preliminary ADR meeting or mediation.

- The Participant's feedback form is available from the ERCB Website at www.ercb.ca
- The participants should be informed that completed forms may be mailed, faxed or emailed to the ERCB.
- Please inform the participants of the importance of their feedback. Assure them that their report will be confidential.
- It is important that the participants complete their reports before leaving the final meeting (if they are comfortable with that) or as soon as possible following that meeting.

If you have questions or concerns regarding these instructions, please call Anna Rose at (403) 297-6252.

Thank you.

