

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

Now that you have participated in the Appropriate Dispute Resolution (ADR) process, we need your feedback to help us to make the process better. 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. The feedback you provide in the Participant's Feedback form is of great value. Please be assured that it is the process and procedures we are monitoring and evaluating, not the matters under discussion among you, the mediator, and the other party.

All information you provide is confidential. Your feedback will be combined with that of participants in other ADR processes and incorporated into the ERCB ADR annual report. The ERCB will evaluate the ADR program on the basis of these reports.

Your mediator or facilitator should provide you with a copy of the Participant's Feedback Form. 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. After the Preliminary ADR Meeting or mediation, please complete the feedback form and send it to us either by regular mail or e-mail.

- For regular mail, mark the envelope "CONFIDENTIAL" and address to ADR, 11th Floor, ERCB, 1000 – 5 Street SW, Calgary, Alberta, T2P 0R4
- If you prefer you may email the form to anna.rose@ercb.ca or adr@ercb.ca.
- We request that you complete the feedback form before leaving this final meeting (if you are comfortable with that) or as soon as possible following the meeting.

All those involved with you in the process – the other party in the dispute, the ERCB staff involved in facilitation, the service provider who helped to organize the meeting(s), and the mediator – are being asked to give us their confidential feedback as well.

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

Thank you.

