**PROCEEDING NO\_\_\_\_\_\_ OF \_\_\_\_ Supervisions Record**

DATE MEDIATION ORDER \_\_/\_\_\_/201\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACC. MEDIATOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CO-MEDIATOR \_\_\_\_\_\_\_\_\_\_\_\_\_

CONFERENCE: PRELIMINARY INTAKE MEDIATION \_\_\_/\_\_\_\_/201\_\_

Co-mediation number \_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE** | **Completed**  | **Assisted** | **Remarks** |
| Prelim. meeting  |  |  |  |
| Intake conference |  |  |  |
| **MEDIATION**  |
| Attendances etc. |  |  |  |
| Introduction |  |  |  |
| Parties Statements |  |  |  |
| Moving to Agenda |  |  |  |
| Agenda creation |  |  |  |
| Discuss issues |  |  |  |
| Private session |  |  |  |
| Options  |  |  |  |
| Negotiation |  |  |  |
| Making Agreements |  |  |  |
| Drafting Agreement |  |  |  |
| Sign /Finalisation  |  |  |  |
| Documentation return completed ADR file  |  |  |  |

Comments:

……………………..

Accredited Mediator Dated: the …. day of ….201…