

OUTLINE OF ADMINISTRATIVE CONFERENCE CALL

The purpose of the conference call is to help parties understand the administrative process of the tribunal and to agree on administrative questions. If they have not been addressed or agreed upon already, topics to be addressed include (but are not restricted to):

- √ Communication protocol with the Tribunal;
- √ Language of proceedings;
- √ Confirmation of documents received and documents to be filed;
- √ Participation of affected parties;
- √ Urgency of matter;
- √ Resolution process to be used;
- √ Selection of mediator or arbitrator;
- √ Format of proceedings;
- √ Availability of parties and scheduling of next steps:
 - Resolution Facilitation (if applicable);
 - Preliminary meeting with arbitrator or mediator.

Depending on the urgency of the case, the following topics may also be addressed:

- √ Submission schedule;
- √ Scheduling of arbitration hearing or mediation session.

The SDRCC staff will also be available to answer questions that parties may have regarding any other administrative matters.

Parties are therefore invited to carefully read the correspondence sent to them by the SDRCC in advance of the meeting and have with them all documents and information to enable them to fully participate in the discussions, including their agendas and those of their representatives for scheduling purposes.
