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FACILITATION RULES

1. A person referring a matter to LEADR to facilitate the mediation of a dispute should provide LEADR with:
 - 1.1 names, addresses, e-mail addresses and contact names and telephone and facsimile numbers, of all parties;
 - 1.2 a short description of the dispute ("the Dispute");
 - 1.3 the extent of previous experience and any area of special expertise required of the mediator (if known);
 - 1.4 preferred dates for the mediation;
 - 1.5 the anticipated duration of the mediation;
 - 1.6 the location where the mediation is proposed to be held (if known).
2. LEADR will communicate to the other parties the terms of the reference ("the terms of reference"), and facilitate arrangements for the mediation of the Dispute.
3. LEADR will also notify all parties of the fees that will be charged by LEADR for LEADR's services as facilitator. Unless otherwise agreed, the person referring the Dispute to LEADR will be liable to LEADR for payment of LEADR's facilitation fee.
4. When parties have agreed to mediation of the dispute on the basis of the terms of reference or such other terms as may be agreed, LEADR will provide the parties with:
 - 4.1 the names, and, if required, the previous experience and special expertise, of at least three mediators; and
 - 4.2 the address of suitable venues and the costs of eachand will seek to secure the agreement of the parties on their selection of mediator and venue.
5. If the parties fail to agree on the order of selection of a mediator or venue and request LEADR to do so, the Chair of the Board of LEADR or such other representative as may be nominated by the Chair, will settle the order of selection.
6. Once the order of selection of a mediator has been determined LEADR will approach the nominated mediators who are able to be contacted in order of selection to identify the mediator to conduct the mediation at the time and venue agreed or selected. LEADR will identify a suitable mediator within five business days of being notified of the order of selection.
7. Once the mediator has been identified, the parties and the mediator will enter into an agreement to mediate in terms of LEADR's Mediation Agreement which may be varied by agreement between the parties and the mediator.