

**CONFIDENTIAL
MEDIATION OUTCOME REPORT**

CASE NO:

Details of Party A :

Name:

Tel:

Fax:

Email:

School / Department:

Representative:

Details of Party B :

Name:

Tel:

Fax:

Email:

School / Department:

Representative

Details of Mediator:

Name:

Tel:

Fax:

Email:

Process			
Date of meetings:	Type of meeting (Party A, Party B, Joint)	Start time:	End time:
Outcome of mediation:	Not Settled		Settled
Mediation synopsis: Please provide a short bullet point (no more than two lines)			
Dispute trigger:			
Dispute status:	Pre formal procedural action		
	Post formal procedural action		
	Other (specify)		
Ongoing role: Please specify any ongoing role on the mediator's part such as follow-up with parties or feedback to line management			
Please provide a brief report on the mediation process to cover: <ul style="list-style-type: none"> • Summary of the dispute • Mediation process used • Any key turning points, did anything new come up on the day? 			

Please submit this report as well as the agreement to mediate within 2 working days of the finalisation of the matter.

SIGNED BY MEDIATOR _____ DATE: _____