

Shared Neutrals ADR Program (SNAP)

REQUESTING AGENCY AGREEMENT TO PARTICIPATE Form A

By signing below, I assert that I have authority to represent that

_____,
(hereinafter “the Agency”) agrees to participate in the Shared Neutrals ADR Program (SNAP), an interagency collaborative effort of the South Florida Federal Executive Board in support of Alternative Dispute Resolution (ADR).

As such, the Agency agrees to:

- Allow staff, who have been approved by the Shared Neutrals ADR Program , to work on an ad hoc basis as neutrals for the Program;
- Abide by principles of confidentiality, as outlined in section 574 of the Administrative Dispute Resolution Act of 1996 (Pub. Law 104-320), the Shared Neutrals Standards of Practice as well as the American With Disabilities Act of 1973;
- Obtain and/or make available appropriate facilities for meetings and assist in scheduling an initial mediation conference with the disputants.

It is understood that no compensation, other than the Mediator’s regular salary, will be given for participation in this program. However, travel related expenses will be provided to the Mediator by the Requesting Agency using mediation services. The Requesting Agency will also provide all necessary funding documentation allowing Mediator(s) to travel.

It is further understood that by signing this document the Agency does not in any way compromise its authority to control the work schedule of any employee who is acting as a neutral under this project.

Authorized Agency Official

Title

Signature

Date

Address

Telephone