



# Agency Coordinator Checklist

- Make certain that information regarding the Shared Neutrals Program is made available to all employees.
- If mediation is requested and approved, contact the FEB Shared Neutrals Council with the following information:
  - Target dates for mediation
  - Copy of signed **Request for Mediation Services (Form B)**
- Help the mediator schedule a time and place for the mediation as necessary. Make certain that the site selected for the mediation is properly equipped.
- Provide the mediator with agency background information.
- Help the mediator contact the official(s) needed to authorize an agreement.
- Maintain a copy of the **Settlement Agreement (Form F)**.

## Optional

- A follow-up with the participants is recommended after a three-month period for agency purposes only.