



Federal Executive Board of Minnesota - Shared Neutrals Program

AGENCY AGREEMENT TO PARTICIPATE

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

\_\_\_\_\_, [name of agency], hereinafter, "the Agency," agrees to participate in Shared Neutrals, an interagency collaborative effort in support of Alternative Dispute Resolution (ADR).

The Agency agrees to (please check all boxes):

- Assign an Agency Coordinator to serve as a contact point for the Shared Neutrals Program.
Allow staff members who have been approved by Shared Neutrals, to work on an ad hoc basis as neutrals for other federal agencies, schedules permitting;
Abide by principles of confidentiality, as outlined in section 574 of the Administrative Dispute Resolution Act of 1996 (Pub. Law 104-320), and the "Agreement to Mediate";
Assist in obtaining appropriate facilities for meetings, scheduling an initial mediation conference with the disputants and reimbursing travel expenses for Shared Neutrals mediators used by the Agency.
Parties who choose to withdraw from mediation will not be subject to retaliation.
Local travel expenses will be at the expense of the mediator's agency. Travel outside the mediator's commuting area will be paid by the agency requesting mediation services.

It is 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 (Dispute Resolution Specialist, General Counsel or Solicitor) Title Date

Address Telephone

Please submit this form by email or fax.

Email: mn\_feb@ios.doi.gov

OR:

Fax: (612) 725-1750