

## **The Mediation Procedure at Beer advocaten Explained**

Following an application (by telephone, e-mail, letter or in a request for information) one of our mediators will get in touch with you. We want to know whether the right parties will come to the table, whether it would be useful to meet with the parties separately and what information we need to prepare. In our experience mediation proceeds quicker and more effectively if we have a general idea of the disagreement between the parties and any past dealings. Assessed damages, (medical) assessors' reports and/or letters about the dispute are usually sufficient. We will also discuss the costs in advance.

We typically spend a full day on mediation. We can meet at the office or in a location that is convenient for all parties involved.

The date for mediation is scheduled by mutual agreement. Both sides decide who will represent them at the mediation meeting. We will then send an invitation to all parties concerned. Once the mediation is started, any pending proceedings will be discontinued.

What will the day look like?

### **I Introduction**

- Getting acquainted
- Details of mediation, terms and condition, procedure, costs (usually discussed before mediation day)
- Signing of mediation agreement.

### **II Information**

- The problem: What happened, what went wrong?
- The issues to be resolved
- First identification of wishes and possibilities.

Phase I and II will be handled jointly in one session.

### **III Individual Sessions**

- Identification of wishes and possibilities in more detail
- Assessment of chances and risks
- Negotiations.

### **IV Feedback in Joint Session and Conclusion**