



Letter of Reference Guidelines

The Chartered Mediator (C.Med) designation indicates a high degree of experience and skill as a mediator and is the most senior designation awarded by the ADR Institute of Canada.

Letters of reference play an important part in the assessment of C.Med applicants and we thank you for providing your candid assessment of the applicant.

Please have your referee forward their letters of reference directly to your Regional Assessment committee.

They should include the following information in their letters of reference:

1. Name of applicant
2. Name, position and title of referee
3. Contact information of referee
4. Capacity in which you have known the applicant in relation to his or her work as a mediator
 - a. Party to a mediation conducted by applicant
 - b. Counsel in mediation conducted by applicant
 - c. Co-mediator
 - d. Other
5. How well and for how long have you known the applicant?
6. Please comment and provide your opinion of the applicant with respect to these competencies:
 - a. Ability to run and manage the mediation process effectively in a fair, impartial and respectful manner;
 - b. Ability to get the facts, issues and perceptions of all parties clearly out on the table;
 - c. Preserves party autonomy in decision making;
 - d. Ability to uncover parties' needs and interests;
7. Regardless of settlement outcome, would you work with this mediator again? Why or why not?
8. Any other comments you consider relevant to the evaluation of the applicant's skill, ability and integrity as a mediator.

Thank you.