

AGENCY AGREEMENT TO PARTICIPATE

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

hereinafter "the Agency," agrees to participate in Sharing Neutrals, an interagency collaborative effort in support of Alternative Dispute Resolution (ADR).

As such, the Agency agrees to:

- allow staff, who have been approved by Sharing Neutrals, to work on an ad hoc basis as neutrals for other federal agencies;
- abide by principles of confidentiality, as outlined in section 574 of the Administrative Dispute Resolution Act of 1996 (Pub. Law 104-320), and the Sharing Neutrals Standards of Practice;
- assist, if necessary, in obtaining appropriate facilities for meetings, scheduling an initial mediation conference with the disputants and paying travel expenses for Sharing Neutrals mediators used by the Agency.

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

Agency Agreement to Participate Form
Revised on March 26, 2002