**Roles and Responsibilities Template**

**Set out below is a template to create a list of the key individuals in the dispute and their roles and responsibilities. Business Users and Platforms may wish to include a completed Roles and Responsibilities chart as part of their mediation submission. It is not mandatory to submit a Roles and Responsibilities chart and the document set out below if for guidance only.**

2020 Edition

**P2B Mediation Scheme Roles and Responsibilities Chart**

**2020 Edition**

## The Parties to this mediation

|  |  |
| --- | --- |
| Party A / Business User  |  |

and

|  |  |
| --- | --- |
| Party B / Platform responsible for the provision of the service  |  |

## Roles and Responsibilities

When putting together your Roles and Responsibilities chart, please list the individuals in alphabetical order by surname and provide a brief explanation of their role in relation to the issues in dispute.

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual** | **Organisation** | **Position** | **Description of Role and Responsibility** |
| [*Surname, First name*] | [*List the individual’s employer.*] | [*List the individual’s job title.*] | [*Provide a brief description of the individuals role as it relates to the dispute.*] |
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