

## Opening statement mediator

- Check parties' names, and whether to use first names or more formality
- Mediation process, task mediator and parties:
  - Mediation is voluntary.
  - Every party, and the mediator, can discontinue participation at any time.
  - Commitment is necessary.
  - No (binding) decision or solution will be imposed.
  - Based on interests and the future, not based on (legal) rights or the past.
  - Confidentiality and privacy.
  - Neutral attitude and impartiality of the mediator.
- Use of caucus (double confidentiality).
- Logistical arrangements.
- Time scope, deadlines and commitments.
- Postponement/suspension of judicial or other proceedings.
- Ground rules:
  - Mediator is process manager.
  - Parties manage the dispute.
  - Depending on cultural background:
    - No interruptions + treat each other with respect.
  - Package deals.
- Scope of authority, constituency.
- Do parties have any questions?

Transition to opening statement parties: *"What do you expect from this mediation?"* or *"Who wants to start the exchange?"*