



Information and Privacy
Commissioner/Ontario
Commissaire à l'information
et à la protection de la vie privée/Ontario

PREPARING FOR MEDIATION AT THE IPC

CHECKLIST

- Review the request and ensure that all responsive records have been identified.
- Explore opportunities for additional disclosure (removing discretionary exemptions, providing additional information).
- Ensure that an index of records has been sent to the IPC and appellant.
- Identify program area contact to be included in the mediation process.
- Notify program area contacts of the nature of the appeal and request their participation in the mediation process.
- Ensure the presence of a decision maker.
- Familiarize program area contacts with the IPC appeals and mediation processes (Mediation Toolkit – available online, Video and Best Practices).
- Provide staff participants with a copy of the relevant documents (request, records at issue, FOI correspondence, etc.).
- Be prepared to discuss the general nature of the records with all parties.
- Canvass availability of times for a mediation meeting with Ministry staff.
- Review *Mediation Tips for Institutions*.

Please Note: The mediator will co-ordinate and facilitate the mediation session (teleconference or in person)