



Ambassadors  
of  
Reconciliation™

# Checklist for Writing a Decision

As you draft a decision, use this checklist:

- 1. Are the arrangements of the hearing specifically documented?**
  - Names of the initiating party and the responding party.
  - Hearing dates and times (note if more than one day)
  - Location of the hearing.
  - Names of witnesses.
  - Name(s) of adjudicator(s) (if a panel, who served as facilitator).
  - Note if any party was absent during part or all of the hearing; if so, indicate that proper notice of the hearing was given and that it continued pursuant to the rules of procedure (ICC Rule 37).
  
- 2. Are the issues to be decided clearly stated in the decision?**
  - They should be identical to the statement of issues included with the adjudication agreement.
  
- 3. For a reasoned decision, has the adjudicator specified the facts, the conclusions, and the decisions for each issue?**
  - Stating one issue at a time, indicate under each issue:
    - The facts most pertinent to the issues;
    - The conclusions (or reasons) for the adjudicator's decisions based on the facts;
    - The final decision for that issue.
  
- 4. Did the adjudicator make any decisions that were outside of his/her authority, and were all issues decided?**
  - Were any decisions made on issues that were not included in the statement of issues of the adjudication agreement?
  - Have all issues been decided?
  
- 5. If any specific actions are required of the parties:**
  - Does the adjudicator have the authority to make all such requirements?
  - Are the actions specifically described?
  - Are the actions realistic?
  - Are there specific dates by which each action must be completed?
  - What are the specific consequences or procedures established for non-compliance?
  
- 6. Are there specific instructions on appeals?**
  
- 7. Have all panel members signed the decision?**