

**ANNEX A  
2016 WORK PLAN**

Item	Activity	Target	Deliverables	Remarks
1	Development of a directory of DMP Focal Persons	Apr-2016	Publication of updated directory of DMP Focal Persons and Alternates	
2	Exploration of a secure and cost-efficient electronic communication and files exchange platform for the use of WESM-accredited neutrals and multiple parties throughout the course of resolving a case	Jun-2016	Matrix of options for possible files exchange platforms	
3	Submission of Proposed Amendments to the WESM Rules and relevant Market Manuals to the Rules Change Committee	Aug-2016	Proposed amendments	
4	Acquisition of a roster/directory of case stenographers and their respective rates	Sep-2016	Roster/directory of stenographers	
5	Research on literature of procedures for dispute avoidance for the Dispute Management Protocol Focal Persons	Oct-2016	Informative/ facilitative materials	
6	Attendance of seminars or acquisition of training for Arbitral Tribunal Secretariat	as offered/as scheduled	Report	seminar is scheduled on 24 Feb 2016;

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				training is scheduled in Nov 2016
7	Development of a Procedural Manual for Case Secretariat/ADR Support Service Centers (ASSCs)	Dec-2016	Procedural guidelines and flowcharts	carried over from previous year
8	Awareness campaign for the WESM Dispute Resolution Process among Market Participants	as necessary	Continuous update of FAQs in the Market website, presentations, etc.	
9	Dissemination of schedules of ADR-related programs, lectures or events organized by external strategic partners (i.e., PI Arb, PDRCI, DOJ-OADR) for the continuing education of WESM-accredited Mediators/Arbitrators	as offered/ as scheduled	Advisories/notifications/invitations to WESM Mediators/Arbitrators	subject to the schedule of relevant programs or events
10	Facilitation of training for WESM-accredited Mediators/Arbitrators on the WESM, the Retail Market and the Reserve Market	as scheduled	Training(s)/seminar(s)	subject to the availability of trainings offered

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11	Submission of report(s) on dispute case(s)	monthly or as applicable	Dispute Report(s), as needed	