

**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., PIArb, 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 | |