

**ANNEX
DRA 2017 WORK PLAN**

Item	Activity	Target	Deliverables	Status	Remarks
1	Development of the <i>Guidelines on the Appointment, Duties and Remuneration of Administrative Secretaries to the Arbitral Tribunal</i>	Mar-2017	procedural guidelines	on-going	carried-over activity from previous year
2	Publication of Updated Directory of DMP Focal Persons and Alternates	May-2017	publication of updated directory of DMP Focal Persons and Alternates		• annual activity
3	Submission of written justification for the Proposed Revision in the Schedule of WESM Arbitration Fees and Costs	May-2017	written documentation		• as requested by the RCC • will be submitted in conjunction with new proposed amendments to the DRMM (item #4)
4	Submission of Proposed Amendments to the WESM Manual on Dispute Resolution regarding WESM Mediation and Arbitration Fees and Costs	May-2017	proposed amendments	on-going	
5	Development of the <i>Guidelines for ADR Support Service Centers for WESM Arbitration</i>	Jun-17	procedural guidelines and flowcharts	on-going	carried-over activity from previous year

Item	Activity	Target	Deliverables	Status	Remarks
6	Development of the <i>Guidelines for ADR Support Service Centers for WESM Mediation</i>	Aug-2017	procedural guidelines and flowcharts	on-going	carried over activity from previous year
7	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	Sep-2017	matrix of options for possible files exchange platforms		
8	Acquisition of a roster/directory of case stenographers and their respective rates	Oct-2017	roster/directory of stenographers		
9	Research on literature of procedures for dispute avoidance for the Dispute Management Protocol Focal Persons	Nov-2017	informative/ facilitative materials		
10	Awareness campaign for the WESM Dispute Resolution Process among Market Participants	as necessary/ as scheduled	continuous update of FAQs in the Market website, seminar, lectures, etc.		

Item	Activity	Target	Deliverables	Status	Remarks
11	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	regular activity	<ul style="list-style-type: none"> • regular activity • subject to the schedule of relevant programs or events
12	Facilitation of training for WESM-accredited Mediators/Arbitrators on the WESM, the Retail Market and the Reserve Market; update on changes WESM Dispute Resolution Process	as scheduled	training(s)/seminar(s)		subject to the availability of trainings offered
13	Submission of report(s) on dispute case(s)	monthly or as applicable	Dispute Report(s), as needed		