

# Observer Report on a Formal Hearing

HELD UNDER \_\_\_\_\_ (name of policy)

*Note: The Observer shall limit comment to **procedural matters** and take care not to quote either from confidential documents or confidential utterances, unless it is absolutely necessary to do so to make a point concerning procedural issues. Any quotations from confidential documents or confidential utterances should be confined to a confidential appendix.*

1. Please provide the following information regarding the Hearing at which you were present as an Observer.

A. Names of the Parties:

- Initiating Party \_\_\_\_\_
- Respondent(s) \_\_\_\_\_

B. Names of Tribunal Members:

- Chair \_\_\_\_\_
- Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Date(s) when the Hearing was conducted. Also indicate here on which, if any, of these dates you were unable to attend the Hearing.

2. Did you have permission (in accordance with paragraph 7 of the Guidelines) to receive the documentation available to the parties? If yes, did you receive such documentation?

3. Do you have any specific recommendation(s) to make the procedures at a hearing more efficient and/or fair? If yes, please provide a brief explanation.

4. Please indicate the extent to which the parties reported satisfaction with the procedures followed at the Hearing. Also briefly summarize the comments, if any, made by the parties in this regard.

Observer's Signature \_\_\_\_\_

Observer's Name \_\_\_\_\_

Date: \_\_\_\_\_