

## MII Appeals Process

### To appeal a decision of the Mediators' Institute of Ireland:

Write to the MII Administrator to notify them that you wish to appeal a decision of the MII. Unless otherwise specified, this should be done within 21 days of the MII decision you wish to appeal.

You must provide the name of the person or body which made the decision and your reasons for appeal.

The MII Administrator notifies the Chair of the Appeals Panel. The Chair checks that the appeal can be dealt with by the Appeals Panel. If not you will be notified.

### If the appeal can be dealt with by the Appeals Panel:

The Chair notifies you and the person or body whose decision is being appealed.

The Chair sets up an Appeals Panel and notifies you and relevant person/body.

The written reasons for your appeal are provided to the relevant person/body, who then has 21 days to reply in writing.

If an appeal of a decision of a body, that body must nominate one of its members to reply on its behalf.

You will be sent a copy of the reply and have 21 days to reply further

The Panel will set a meeting date within 21 days to consider the appeal. You and the relevant person/body will be asked to attend. Witnesses may also be called.

The Panel meets and hears from you, the person/body whose decision is being appealed and any witnesses. The Panel will then meet in private to decide whether to uphold the appeal.

The Panel will make their decision within 14 days of their final meeting. The Chair will write to you and the person/body with their decision.