

## The MII Reflective Practice and Learning Groups 2025 Guidelines

### **Considerations:**

1. The purpose of MII Reflective Practice and Learning (RPL) groups is to provide a safe and supportive learning environment to MII members.
2. RPL groups must uphold the values and principles of The MII and, in particular, confidentiality of mediation clients and parties.
3. RPL groups recognise and support mediators working in diverse areas of practice and experience across a range of mediation from all disciplines.
4. Mediators can learn from mediators who work in different areas of practice.
5. All MII members should have access to a RPL group.
6. Being a member of a RPL Group is not mandatory, but it is recommended.
7. The RPL Guidelines should be flexible and adaptable to suit the preferences, needs and limitations of different RPL groups.
8. The Chairperson (which includes group leader) of RPL groups are contributing their time and expertise on a voluntary basis and so unnecessary burdens, whether administrative or other, should be avoided.
9. It is preferable that each RPL group should comprise of mediators practising in different areas – preferably all attendees should not be from the same organisation, from the same training course or from the same specialism. Diversity is key.

### **General:**

10. Each RPL group must be registered with the MII.
11. RPL groups may be in-person, online or hybrid.
12. RPL groups should meet no less than six times a year.
13. RPL groups should ideally consist of no less than ten members and no more than twenty.
14. RPL group members must be current registered members of the MII. RPL groups may, from time to time, invite in experts and/or specialists who are not registered members of the MII.
15. All case presentations and associated discussions are strictly confidential, and no recording of these sessions are to be made.
16. Each RPL group should have members from different backgrounds and areas of practice to enhance and broaden the learning opportunities for its members.
17. Each RPL group must have at least one experienced practicing member with a broad experience of mediation practice, or two experienced members from different areas of practice, to prevent a 'silo' mentality within the group.
18. We recommend that RPL group members who are with a group for more than five years should consider starting their own RPL group or leave their current RPL group to join a different RPL group, to extend their RPL experience.
19. MII members should only be a member of one RPL group at a given time.
20. Member contributions can take the form of a case presentation, article or book review, presenting on a conference or course they have attended, or other matter of interest to the group.
21. Each RPL group should be a safe place – mistakes are allowed and differences respected.

22. RPL groups should be a resource for their members with members encouraged to contact any member of the group for practice advice or assistance between meetings, bearing in mind each participant's work schedule and commitments.
23. There should be no audio and/or video recordings made of any RPL meeting.

### **Role of the Chairperson:**

The Chairperson of each RPL group should be either a practising Advanced MII Member or a practising MII Mediator with at least 3 years practice experience. Preferably the Chairperson should have a varied practice rather than specialising in one particular discipline. Where the Chairperson practices in one specialism only, where possible another experienced practising mediator in a different specialism should be a member of the group.

The Chairperson should:

24. Ensure that the RPL group is in compliance with MII requirements
25. Circulate the MII Terms of Engagement (ToE) for their RPL group at the start of each year or as appropriate.
26. The RPL group may add to the MII ToE if they so wish.
27. Make RPL group members aware of MII resources in the members area of the MII web site.
28. Maintain a simple log of RPL group attendances and presenters.
29. Submit the log of attendances and presenters to the MII at year end.
30. Convene the RPL group meetings or allocate another group member to do so as required.
31. Create an agenda if an agenda is to be used by the group, but an agenda is not mandatory.
32. Maintain a copy of minutes, where minutes are used, listing attendees and roles, but minutes are not mandatory.
33. Provide information as appropriate to the MII. In particular, provide the MII with a spreadsheet at the end of each year showing attendances and who presented.
34. Encourage all members of their group to contribute to the learning of the group not only by presentations as above, but by joining in the discussion on the presentation and / or raising issues or points of interest.
35. Run meetings in a supportive and collaborative manner.
36. The Chairperson may delegate the administrative functions of the group to another member of the group, but the Chairperson remains responsible to ensure the smooth running of the group, and that the administration of the group is adhered to.

### **Role of the RPL Group Members:**

All RPL group members:

37. Agree to adhere to the MII Code of Ethics and Practice (The Code) and treat all conversations and information arising from case discussions as strictly confidential.
38. When presenting a case or question for discussion, ensure that client organisations and/or individuals are anonymised in line with The Code.
39. Will maintain confidentiality and, where a Confidentiality Agreement is used by the group, sign the Confidentiality Agreement and forward a copy to the Chairperson for their record.
40. Will attend not less than 60% of the RPL group meetings except where exceptional circumstances apply.
41. Should contribute to the learning of the group, whether through case presentation, review of an article or book, or other relevant input or presentation.
42. Should ideally present to their group once a year.