**Name of Organisation**

**Case Number:**

**In the matter of an arbitration between:**

**PARTY A**

(APPELLANT)

**V.**

**PARTY B**

(RESPONDENT)

**-AND-**

**PARTY C**

(AFFECTED PARTY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNAL APPEAL PANEL AWARD** (or any other type of award)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Panel Members: (Insert your name(s))

**Appearing (if applicable):**

For the Appellant: (insert name here)

For the Respondent: (insert name here)

For the Affected Party: (insert name here)

**INTRODUCTION**

*What is the appeal about, what process led to this appeal? It is best to keep the introduction brief, avoid excessive detail about dates, times, places and procedural matters at this stage, and to write in a form of a short story to clarify the issue(s);*

(…)

**THE PARTIES**

*Brief description of the parties involved in the dispute*

1. Party A (the Appellant) is
2. Party B (the Respondent) is
3. Party C (the Affected Party) is

(…)

**JURISDICTION**

*Provide the reasons why the panel has jurisdiction to hear the appeal, refer to the appeal policy or write down that the parties have agreed that the panel exceed its jurisdiction*.

(…)

**BACKGROUND (OR FACTS)**

* *What is the background of facts that led to this appeal?*
* *Describe the important facts that contributed to the dispute and the ones that are essential to its resolution. Include information regarding the decision that is being contested before you, either before or after the background itself.*
* *Clearly distinguish between undisputed and disputed facts.*
* *Be clear that these are the facts upon which you are basing your conclusions – the findings of fact – and that you may have preferred one version to another, as a matter of credibility or inference.*

(…)

**PROCEDURAL HISTORY** (decision under appeal etc.)

1.

(…)

**ISSUES**

*What are the issues of the dispute that you are going to answer in your analysis? Issues are generally framed in the form of questions to be answered and numbered accordingly. This section can also be introduced after the parties’ positions, depending on your preference. On occasion, it might be better to identify the issues before going through the facts, so that why the facts that are “found” will be more understandable*.

Issue 1:

Issue x:

(…)

**SUBMISSIONS**

Party A

(…)

Party B

(…)

Party C

(…)

**THE APPLICABLE RULES**

*It is important for the parties to know which rules are significant for their particular case. It will help them understand better. At this stage, it is a good idea to include the rules that are applied in the decision. This could also be inserted as part of the analysis section, at the beginning or before the Issues, so that description of the issues will be understandable*.

(…)

**ANALYSIS**

*In this section it is important to make the link between the facts of the dispute and the applicable rules. If there is more than one question to answer, respond to all of them, one at a time. This will make the decision clearer for the unsuccessful party.*

Answer to Issue 1

(…)

Answer to Issue x

(…)

**DECISION**

*Make sure that you acknowledge that you have reviewed all the evidence and submissions submitted by parties.*

*What is your final decision and what sanctions or consequences apply and why?*

1.

(…)

City, Month XX, 20XX

(Insert your signature)

Panel Member

(Insert your signature)

Panel Member

(Insert your signature)

Panel Member**General Tips and Suggestions:**

**Format:**

* Vary the length of paragraphs for clarity and impact;
* Inset long quotations and use smaller font/or italicize.
* If your decision contains more than 35 pages, consider including a table of contents;
* If your decision is long, using meaningful subtitles will help the reader understand where you are and where you’re going.

**Writing Tips**

* Decisions will often be written for someone with limited knowledge of legal terminology. It is important to find a balance between being rigorous in your writing and using a vocabulary that is accessible to the general public.
* Keep the evidence brief and the facts tied to the issues;
* Answer every question posed in the dispute statement,
* Don’t leave too much room for interpretation to avoid confusion among the parties;
* Prefer thematic to chronological structures, unless chronology is important.
* Connect the paragraphs with the ones that precede and follow them by using transition words and by finishing your paragraph by a sentence that prepares for the next one.

Note: This is only a suggested model; there are several different ways of writing excellent reasoned decisions.