



## BEFORE YOU GET STARTED

- Read all applicable policies.
- Know, where applicable, the deadlines for the:
  - Notice of appeal (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
  - Screening of the appeal (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
  - Appointment of the panel (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
  - Scheduling of the hearing (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
  - Submissions of documents (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
  - Decision (Date: \_\_\_ / \_\_\_ / \_\_\_ - Time: \_\_\_ : \_\_\_)
- Screen the appeal (or ensure it has been properly screened, if applicable):
  - Has the appeal been filed within applicable time limits?
  - Is the nature of the appeal within the scope of the appeal policy?
  - Is the appeal filed on admissible grounds?
- Ensure that the panel is selected according to the applicable policy.
- Hold a preliminary meeting with the parties:
  - Who:** Appellant(s), respondent(s), affected parties, their representatives (if applicable), the panel, and the case manager (if applicable).
  - What:** To provide information on the procedural, administrative and logistical details before the actual hearing.
  - Where:** Can be held via telephone or in person when practical, depending on the circumstances.
  - When:** At a time to be coordinated by the case manager (if applicable) or by the panel, to allow all those involved to participate or be represented during this meeting. Ideally, this would take place in a timely fashion to ensure that urgent appeals are dealt with as quickly as possible.
  - Why:** To save time and maximize efficiency in preparation for the hearing.
- Prepare for the hearing (See *Hearing Preparation Checklist*)