

V2 Appendix D - Award Drafting Framework

Award Drafting Framework

SECTION 1 - Preliminary Award Preparation

File and Hearing Review

Before drafting begins, has the arbitrator reviewed the hearing record, exhibits, witness evidence, procedural rulings, and submissions carefully?

Yes / No

Comments:

Have unresolved issues requiring determination been identified clearly, separated appropriately, and confirmed?

Yes / No

Comments:

Has the arbitrator ensured that the award will rely only upon properly admitted evidence, hearing submissions, and procedurally appropriate material?

Yes / No

Comments:

Has confidential mediation information been excluded appropriately from adjudicative reasoning?

Yes / No

Comments:

SECTION 2 - Award Structure Planning

Organizational Framework

Has the award structure been planned clearly before drafting begins?

Yes / No

Comments:

Will the award include background, issues, procedural history, evidence review, analysis, findings, and disposition sections?

Yes / No

Comments:

Will the structure allow participants to follow the reasoning process clearly?

Yes / No

Comments:

Is the award organized in a manner that supports clarity, readability, and procedural understanding?

Yes / No

Comments:

SECTION 3 - Background and Procedural History

Contextual Information

Does the award explain the nature of the dispute, the arbitration authority, and the procedural background appropriately?

Yes / No

Comments:

Have relevant procedural developments, hearing dates, disclosure issues, or procedural directions been summarized appropriately?

Yes / No

Comments:

Has unnecessary procedural detail been avoided?

Yes / No

Comments:

Does the procedural history remain neutral, factual, and professionally presented?

Yes / No

Comments:

SECTION 4 - Issue Identification

Clarifying the Questions to Be Determined

Have all issues requiring adjudication been identified clearly, framed neutrally, and organized logically?

Yes / No

Comments:

Have settled issues been separated from unresolved matters appropriately?

Yes / No

Comments:

Can participants easily understand what questions the arbitrator is deciding?

Yes / No

Comments:

SECTION 5 - Evidence Review

Summarizing the Evidence

Has the evidence been summarized fairly, accurately, and neutrally?

Yes / No

Comments:

Has the award avoided excessive repetition, unnecessary detail, or argumentative summary?

Yes / No

Comments:

Have documentary evidence, witness evidence, and submissions been addressed appropriately?

Yes / No

Comments:

Does the evidence summary remain balanced, understandable, and professionally organized?

Yes / No

Comments:

SECTION 6 - Analysis and Reasoning

Decision-Making Framework

Has the arbitrator explained how conclusions were reached?

Yes / No

Comments:

Does the analysis demonstrate logical reasoning, procedural fairness, and connection between evidence, findings, and conclusions?

Yes / No

Comments:

Have credibility assessments been explained respectfully, carefully, and professionally?

Yes / No

Comments:

Has the award avoided emotional language, sarcasm, advocacy, or personal criticism?

Yes / No

Comments:

Does the reasoning remain clear, balanced, and understandable to participants?

Yes / No

Comments:

SECTION 7 - Findings and Determinations

Final Decision Structure

Have findings been stated clearly, organized logically, and connected to the issues identified earlier?

Yes / No

Comments:

Have all issues requiring determination been addressed?

Yes / No

Comments:

Does the award clearly explain what has been ordered, what obligations exist, and what outcomes result from the decision?

Yes / No

Comments:

Is the final disposition specific, understandable, and enforceable?

Yes / No

Comments:

SECTION 8 - Tone and Professionalism Review

Reflective Drafting Assessment

Does the award reflect neutrality, professionalism, fairness, and procedural discipline?

Yes / No

Comments:

Would participants likely experience the award as thoughtful, organized, and procedurally respectful even if dissatisfied with the outcome?

Yes / No

Comments:

Has emotionally reactive, dismissive, or argumentative language been avoided?

Yes / No

Comments:

Has the arbitrator reviewed the award for clarity, consistency, organization, and accuracy before issuance?

Yes / No

Comments:

SECTION 9 - Final Award Issuance

Completion Review

Has the award been signed, dated, and finalized appropriately?

Yes / No

Comments:

Have participants been informed regarding delivery, timelines, procedural closure, and post-award process where applicable?

Yes / No

Comments:

Has the hearing record been secured, retained, or managed appropriately following award issuance?

Yes / No

Comments:

Final Award Status

- Award Draft Completed
- Award Reviewed
- Award Issued
- Revisions Required
- Additional Clarification Required

Arbitrator Signature:

Date: