# Expression of Interest for the provision of Chairperson services at VLA Family Dispute Resolution Service (FDRS)

### February 2022

## Background

VLA provides legal aid services to the Victorian community through our in-house practice, contracted private lawyers as well as by funding community legal centres. We have 15 offices across the state of Victoria.

We serve the broader community by providing information, legal advice, and education with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as legal advice, legal representation, non-legal advocacy, and family dispute resolution, to those who need it the most.

We recognise the intersections between legal and social issues in the way we do our work and advocate for change. We also work to address the barriers that prevent people from accessing the justice system by participating in systemic inquiries and reforms and strategic advocacy.

Our in-house practice covers four program areas, Criminal Law, Family, Youth and Children’s Law, Civil Justice and Access and Equity.

### About the Family Dispute Resolution Service

Victoria Legal Aid’s Family Dispute Resolution Service (FDRS) provides a lawyer assisted model of family dispute resolution, with in-house case management, to help people resolve family law disputes including parenting issues, division of property, spousal maintenance, adult child maintenance and international child abduction cases. This includes a child-inclusive Kids Talk program, which allows the child’s voice to be heard as part of the decision-making process.

To access FDRS, one party or an Independent Children’s Lawyer must have a grant of legal assistance. Parties may apply for dispute resolution before a court application has been made (early intervention) or after court has started (litigation intervention). Once both parties agree to go ahead, FDRS Case Managers then talk to each parent or carer by phone, assess whether cases are suitable for mediation and inclusion in the Kids Talk program, provide referrals, and arrange for conferences to be booked. These conferences are facilitated by FDRS Chairpersons. Kids Talk Services are provided by FDRS Child Consultants.

### FDRS staff and panels

FDRS is staffed by the Manager FDRS, the Manager, Kids Talk, the Managing FDRP, Case Management Leaders and Case Managers, and Administrative Services Managers and Administrative Services Officers. There are two external panels, the FDRS Chairperson panel and the FDRS Child Consultant panel.

### About the FDRS Chairperson panel

FDRS Chairpersons are drawn from a panel of external contractors and inhouse FDRS staff, who are experienced Family Dispute Resolution Practitioners with legal and/or relevant social science qualifications.

Chairpersons have regular contact with FDRS managers and staff, in undertaking their panel work. Chairpersons are expected to regularly attend professional development and supervision activities provided by FDRS and also continue to meet their current FDRP accreditation requirements as required by the Family Dispute Resolution Practitioner Regulations.

### About FDRS Conferences

As FDRS is a state-wide service, FDRS conferences can be offered by phone or video, or (where safe and appropriate) in person, in regional or metropolitan areas, either as joint or shuttle conferences. Shuttle conferences are common, given the high proportion of cases involving family violence and levels of conflict.

Conferences start at either 9:30am or 1:30pm and are scheduled to run for up to 3.5 hours. We run two conference times, five days a week, other than during public holidays. At times, Chairpersons may be offered two conferences in one day.

The FDRS Conference is attended by each party and any lawyer acting for them, including any Independent Children’s Lawyer. Interpreters are used where required. Support people may also attend, if approved by FDRS. In some cases, a party may be unrepresented, or have a lawyer from the FDRS Duty lawyer service.

Visit [www.legalaid.vic.gov.au/information-for-lawyers/using-our-family-dispute-resolution-service](http://www.legalaid.vic.gov.au/information-for-lawyers/using-our-family-dispute-resolution-service) for more information about FDRS.

## Call for expression of interest

VLA is calling for expressions of interest to join the FDRS Chairperson panel, to provide VLA’s FDRS with family dispute resolution services.

### Need to expand the panel

FDRS delivers services across Victoria, including to regional areas of high unmet legal need, and to a diverse and complex client group. Consistent with previous research, a recent collaborative planning project into unmet family law service delivery noted the complexity in the needs of family law clients, and barriers for certain client groups in accessing legal assistance, including people with experience of family violence, experience of significant financial disadvantage, women from culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander people and people with a mental illness or who use alcohol and other drugs. It also highlighted several Victorian local government areas where unmet family law legal need was high, including Hume, Brimbank, Wyndham, and Greater Dandenong, and, regionally, Greater Geelong, Latrobe, Central Goldfields, Greater Shepparton, Swan Hill, and Mildura.

**FDRS is committed to continuing to work to enable fuller access to child inclusive dispute resolution across Victoria, to be responsive to all individual clients to ensure full participation, in a client-centred way, and to continue to deliver services in a way that is responsive, efficient, and effective.**

To meet this commitment, and meet ongoing and future demand, FDRS seeks, through an expression of interest process, to engage to four chairpersons, depending on availability and experience and skills, to provide family dispute resolution services at FDRS conferences from March 2022.

### Who FDRS seeks interest from

FDRS seeks applicants who are accredited as Family Dispute Resolution Practitioners with the Practitioner Registration Unit of the federal Government Attorney-General’s Department, who hold a degree in law, social work, or psychology (or equivalent qualification) and have substantial practice experience in their field, or otherwise have significant relevant experience in mediation. Experience working with separated families experiencing family violence and with other complex needs, in a trauma-informed way, is an advantage.

**VLA is committed to supporting diversity and inclusion and ensuring we offer safe and inclusive services. We encourage applications from many people, including those who can bring lived experience of issues commonly confronting VLA clients, and/or who identify as an Aboriginal or Torres Strait Islander person, are from a newly arrived community, and/or live with a disability.**

***We encourage you to contact us if you are interested but unsure if you would otherwise meet our criteria.***

### How to express your interest

You must register as a supplier at [www.tenders.vic.gov.au](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tenders.vic.gov.au%2F&data=04%7C01%7CFreia.Carlton%40vla.vic.gov.au%7Cf33c965ae1514eca759808d9e60566a5%7Cf6bec780cd1349ce84c75d7d94821879%7C1%7C0%7C637793733179144173%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=olRjMB%2F814%2F06HPJxeldr%2F3x6QwXvcagzIinZCL21WQ%3D&reserved=0) to be able to express interest. On that site, you will need to upload the completed Expression of Interest Application Form (see Attachment Two), and a short curriculum vitae (resume) by **2:00pm AEDT 23 February 2022.**

## Funding and fees

Potential new external Chairpersons will be offered a service agreement to deliver FDRS services for a period of 2 years from the date of execution of the agreement, with the potential for the agreement to be ongoing but subject to review by FDRS under the terms of that agreement. The Chairperson will be paid pursuant to our FDRS fee schedule, which is mapped to other VLA fees, including for travel and other costs. The 2022 fee provides for a standard conference fee of $1000 (including GST).

VLA will make travel payments (for all costs associated with travel including but not limited to petrol, car use, travel time) in accordance with the FDRS fee schedule, if regional travel is requested by FDRS.

*FDRS endeavours to offer an equitable number of conferences between externally contracted Chairpersons, but can make no guarantee of regular work, as this depends on demand for the service, availability of the Chairperson and a number of unpredictable operational factors.*

## Next steps

A briefing session on the Expression of interest is scheduled for:

* **Time and date**: 11:30am to 12:30pm on 14 February 2022
* **Zoom meeting**: <https://vla-vic-gov-au.zoom.us/j/66332155200> Password: 130240

Attendance at the briefing session is encouraged but not mandatory. The meeting will be recorded and can be distributed upon request to [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au).

### Completing the Expression of Interest form

Please first read **Attachment one** – Service delivery requirements.

Then complete **Attachment two** – Expression of interest form. In that form there are two sections. The first section requests your applicant contact details and responses to four key competencies. The second section requests your agreement with the conditions of this Expression of interest, confirmation of compliance with Acts and regulations and the Supplier code of conduct along with other necessary compliance checks.

Completed Expression of interest forms and CVs are to be submitted to [www.tenders.vic.gov.au](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tenders.vic.gov.au%2F&data=04%7C01%7CFreia.Carlton%40vla.vic.gov.au%7Cf33c965ae1514eca759808d9e60566a5%7Cf6bec780cd1349ce84c75d7d94821879%7C1%7C0%7C637793733179144173%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=olRjMB%2F814%2F06HPJxeldr%2F3x6QwXvcagzIinZCL21WQ%3D&reserved=0) by **2pm AEDT on 23 February 2022.**

### Timetable

* Expression of interest published: 9 February 2022
* Zoom Briefing session: 14 February 2022
* Closing date for Expression of interest: 2pm [AEDT] 23 February 2022
* Completion date for assessment of submitted EOIs: 11 March 2022
* Date of formal notification of preferred applicant/s: 25 March 2022
* Date for execution of proposed contract(s) and commencement: 25 March 2022

### Applications assessed

Applications will be assessed by an assessment panel made up of representatives from VLA and an external stakeholder. The panel may request further information to fully assess applications and make a decision. Applicants will be expected to participate in FDRS Chairperson induction, should they be successful.

### Shortlist and interview

Shortlisted applicants will be invited to attend a selection interview, with representatives from the assessment panel, including FDRS senior management. The preferred applicant/s will then proceed to a reference check.

### Service agreement

A service agreement template will be discussed with the preferred applicant/s. It contains the same requirements as set out below in the Service delivery requirements, and includes a process for review.

Any new Chairperson will enter into to a period of probation, in addition to being provided with support and supervision.

If you have queries in relation to this process, please contact Dan Murray, Procurement and Contracts Lead at [dan.murray@vla.vic.gov.au](mailto:freia.carlton@vla.vic.gov.au).

# Attachment one: Service delivery requirements

The engaged Chairperson will be required to:

#### perform the Conference Services with due care and skill and in a thorough, responsible, and professional manner and to VLA’s reasonable satisfaction

#### at all times act professionally, honestly, and in good faith in all dealings with VLA

#### conduct FDRS Conferences using the FDRS conferencing model in complex family law matters, including property issues (if legally qualified), early and litigation intervention cases, in accordance with the *Family Law Act 1975* and relevant regulations, the *Legal Aid Act 1978 (Vic)*, the Chairperson Service Agreement and VLA’s FDRS policies and practices

#### conduct thorough conflict of interest checks prior to accepting an FDRS Conference

#### maintain effective recordkeeping by holding FDRS Conference records in a safe and secure location, completing certificates and reports in accordance with FDRS requirements, and destroying confidential records after an FDRS Conference

#### undertake professional development, and provide professional mentoring of and co mediation with other panel members as reasonably requested by VLA

#### contribute towards the maintenance of a high quality FDRS by:

##### accepting or rejecting offered conferences quickly, completing Chairperson Reports and submit a valid invoice within 48 hours of completion of an FDRS Conference

##### engaging in individual and peer supervision, including making themselves available for co-mediation and for observation of conferences by the Managing FDRP or their nominee

##### assisting and responding promptly to any written or verbal complaints VLA receives in respect of FDRS, and

##### providing feedback about FDRS and contributing to continuous improvement and collaboration

In relation to clause (7), VLA will listen, and genuinely consider and respond to the Chairperson within a reasonable time, regarding any feedback provided by the Chairperson with the objective of continual improvement of FDRS services or Conference Services

1. hold all accreditations, qualifications, competencies, and licences required by the Family Law Regulations and any other law, as amended from time to time, to provide the Conference Services, and be experienced in the provision of the Conference Services

#### comply with all standards and obligations required of a family dispute resolution practitioner set out in the Family Law Regulations, as amended from time to time

#### actively engage with FDRS case managers, administrative staff, and management of the FDRS program, in a timely and positive way

#### actively engage with FDRS clients and other relevant stakeholders to promote and explain the FDRS process as reasonably requested by VLA

#### allow other persons (which may include other chairpersons, trainee family dispute resolution practitioners, FDRS team members and other external stakeholders, as approved by VLA) to observe their performance of the Conference Services from time to time, so long as VLA’s request is reasonable and where VLA has given the Chairperson reasonable notice

#### not breach any law in performing the Conference Services

#### notify VLA in writing of any criminal (except in relation to minor traffic offences), bankruptcy or professional disciplinary proceedings that have been commenced against the Chairperson

#### provide prompt and efficient replies to inquiries by VLA

#### not make any misleading or deceptive representation to any person in relation to VLA or any of the services provided by VLA, including but not limited to the Conference Services

#### at all times endeavour to protect and advance the reputation, goodwill, and operations of VLA

#### the Chairperson must make all reasonable endeavours to ensure their availability to deliver Conference Services is correctly recorded in FDRS’s case management system (FINSKA), and

#### if the Chairperson is booked to deliver a Conference Service in FINSKA and the Chairperson is in fact unavailable, they must notify VLA that they are unavailable as a matter of priority.

### Contract management

The Chairperson must respond to any request for information or meeting, as part of a regular review of their Service Agreement (at least annually).

### FDRS responsibilities

FDRS will:

1. Offer conferences according to service demand and Chairperson availability. FDRS offers conferences equitably, according to client and service needs, and is not obliged to offer any minimum number of conferences per year.
2. Meet its obligation to pay for Conference and related services in accordance with the Service Agreement (see Funding and fees, above).
3. Provide opportunities for professional development, including regular FDRS Chairperson Peer Supervision meetings.
4. Provide access to the Managing FDRP or Manager, FDRS or their nominee, during conference times, for any support or advice required.
5. Monitor Chairperson performance (see measures set out in Section 2, below)

# 

# Attachment two: Expression of interest form

Applicant name: Click or tap here to enter text.

Australian Business Number (if available): Click or tap here to enter text.

Accredited FDRP Number: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Section 1: Key competencies

Please complete this section by addressing the key competencies set out below. Please note that we will consider each competency as part of the assessment process, and give them the following weight:

* Capability and capacity – 30%
* Experience, including lived experience – 30%
* Client-centred, child focused and child-inclusive service delivery – 30%
* Responsiveness and reflection – 10%

If you have lived experience of issues many of our clients face, or otherwise identify as a person who experiences exclusion (because of your culture, race, disability, gender, mental health, sexuality or other aspect of your identity) and you have questions about whether you meet all the key competencies, please contact Dan Murray at [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au) to discuss this.

### Capability and capacity

Please list your tertiary qualification/s here:

* Click or tap here to enter text.
  1. Describe your experience and expertise as a family dispute resolution practitioner in delivering FDR, including how you have delivered services and your confidence in using technology to deliver these online and by phone. Please include any experience in delivering legally assisted family dispute resolution, or otherwise working with lawyers through dispute resolution processes (Approx. 450w)

<Enter Text>

* 1. Describe how your approach to mediation, and your capability and expertise has resulted in successful outcomes for disadvantaged families with complex needs, including children. Include examples of different mediation and other skills you have used. (Approx. 350 words)

<Enter Text>

### Experience

* 1. How many years of experience have you had as a Family Dispute Resolution Practitioner (FDRP) or mediator? Approximately how many FDR mediations would you have facilitated in that time? (Approx. 200 words)

<Enter Text>

* 1. What personal qualities and approaches do you bring when working with families and others in conflict? (People with lived experience bring valuable skills, knowledge, and experience to the way they approach their role and work with clients, for example as victim survivors of family violence or mental health consumers, or because of their cultural identity.) (Approx. 200 words, if relevant to you)

<Enter Text>

* 1. Describe the experience you have had, and your approach (as an FDRP or otherwise) working with separated families, particularly those experiencing significant disadvantage, including those from culturally and linguistically diverse backgrounds, involved with police or child protection, impacted by family violence, and/or experiencing mental health or drug and alcohol addiction. (Approx. 200 words)

<Enter Text>

### Client-centred, child-focused, and child-inclusive service delivery

* 1. Describe how you work in a client-centred and child-focused way, including adapting your approach to meet individual client needs. We are particularly interested in how you work to:

1. meet the needs of diverse clients, including clients who are Aboriginal and Torres Strait Islander people, LGBTIQ+ community members, victim survivors of family violence and perpetrators of family violence, culturally and linguistically diverse clients, clients with trauma histories, people living with disability, and neuro-diverse clients
2. support clients to meet the best interests of their children throughout the family dispute resolution process
3. support lawyers to take up a solution-focused role in non-adversarial family dispute resolution, and
4. build your skills, including through training and education, to work in a culturally safe, trauma-informed way. (Approx. 600w)

<Enter Text>

### Responsiveness and reflection

* 1. Provide examples of cases that:

1. required you to try something different in your approach to FDR, explaining why this was needed and how you responded, and
2. have provoked you to reflect, and provided insight into your own behaviour and understanding, and possibly a shift in belief or approach. (Approx. 300w)

<Enter Text>

## Section 2: Compliance statement

### 2.1 Agreement to conditions of participation

## In submitting a response to this Expression of interest (EOI) the applicant agrees to the following conditions of participation, including that:

* you are bound by the conditions of participation
* you will lodge your EOI using Attachment Two, section 1 and 2 by the Closing Time and Date according to the Lodgement Details noted within the ‘Call for expression of interest’ section
* late EOIs lodged by any other means than described in this EOI will not be accepted
* these conditions, together with the Attachment One and any other documents declared by the agency to form part of the EOI, comprise the EOI
* you submit all documents as required by the EOI
* the EOI documents become VLA’s property upon lodgement
* the applicant uses this EOI only as the basis of its submission
* you will keep confidential all information provided by VLA in connection with the EOI when such information is not already publicly available
* you will not reproduce the EOI (or any part of it) except where necessary for preparation and submission of your EOI
* you license VLA to use and reproduce the whole or any portion of the EOI documents for evaluation and audit purposes
* your response to this EOI will remain open for acceptance by VLA for 3 months from the Closing Time and Date (and for any further period, or periods, agreed) even if VLA negotiates with you or others
* you have declared all actual or potential Conflicts of Interest in your EOI
* you will direct all communications to Dan Murray at [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au)
* VLA is not bound to accept any EOI it receives
* VLA will:
  + assess EOIs against the evaluation criteria and determine which best meets its requirements and offers best value-for-money
  + advise applicants of the outcome of the EOI process
  + not warrant the accuracy of the EOI
  + not be liable for any deficiency within the EOI
* VLA may, without incurring any liability to you:
  + change any details in the EOI
  + extend the Closing Time and/or Date
  + reject any unacceptable EOI
  + negotiate with one or more applicant
  + accept the whole or any part of an EOI or more than one EOI
  + withdraw from the EOI process for whatever reason, prior to the signing of any agreement or contract with any party for the delivery of services described; and
  + at any time, cancel or suspend, in whole or in part, any or all of this EOI.

### 2.2 Not in breach of act or regulation

## The applicant warrants that they have NOT, within 5 years prior to submitting the Submission, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the Expression of interest document or the Supplier Code of Conduct.

## Have you or has any organisation run by you breached the following Acts or their respective Regulations, as amended?

## If you have NOT breached the act, answer ‘No’. The list below is not exhaustive.

|  |  |  |
| --- | --- | --- |
| **Regulation or Act** | **Breached (Yes/No)** | **Details** |
| *Fair Work Act 2009* (Cth) |  |  |
| *Work Health & Safety Act 2004* (Vic) |  |  |
| *Workplace Injury Rehabilitation and Compensation Act 2013* (VIC) |  |  |
| *Privacy Act 1988* (Cth) |  |  |
| *Disability Discrimination Act 1992* (Cth) |  |  |
| *Fair Trading Act 1989* (VIC) |  |  |
| *Racial Discrimination Act 1975* (Cth) |  |  |
| *Sex Discrimination Act 1984* (Cth) |  |  |
| *Age Discrimination Act 2004* (Cth) |  |  |
| *Equal Opportunity Act 2010* (Vic) |  |  |

### 

### 2.3 Statement of pending litigation

**Threatened or pending litigation**

Do you have claims, suits, actions, undischarged judgements, or orders pending or commenced, or found against you in the past 24 months? Yes No

Disclose any and all information with regards to any real or perceived Conflicts of Interests or barrier to Fair Dealing where these exist. Yes No

### 2.4 Insurances held

List the insurance you hold:

**Public liability (required)**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Product liability**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Professional indemnity (required)**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Work cover**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

You must attach a copy of relevant certificates of currency for the above insurance to the submission.

## Conflicts of interest

### Details of potential or actual conflicts of interest

Provide details of any actual or perceived interests, relationships or clients which may cause conflicts of interest, and actions you will take to prevent or manage the conflicts of interest.

<Enter Text>

## Proposed performance measures

You are required to fill in the following to confirm you can meet performance measures.

### Performance measure

* Deliver quality family dispute resolution services for each 3.5 hour conference, or any other conference service requested, in accordance with all standards and obligations required of a family dispute resolution practitioner set out in the Family Law Regulations, as amended from time to time, and with VLA policy and procedure, including responsiveness to client needs.

**Confirmation**  Yes  No

* Efficiency with acceptance or rejection of conference offers (within 24 hours), and completion of conference reports and submission of invoices (within 48 hours of completion of an FDRS conference).

**Confirmation**  Yes  No

* Willingness to accept client and FDRS feedback, about FDR services at FDRS and consider service improvements, where identified as necessary.

**Confirmation**  Yes  No

## Supplier code of conduct commitment letter

#### Non-return of the commitment letter by an applicant substantially in the form below may result in that applicant being excluded from the Expression of interest process

[insert name]

[insert address]

[insert date]

**Commitment to the Victorian State Government Supplier Code of Conduct**

1. I acknowledge that:
   1. the Victorian State Government (**the State**) is committed to ethical, sustainable, and socially responsible procurement;
   2. the State has a [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct) (**Code**). The Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
      1. integrity;
      2. ethics and conduct;
      3. conflicts of interest;
      4. gifts, benefits and hospitality;
      5. corporate governance;
      6. labour and human rights;
      7. health and safety; and
      8. environmental management;
   3. the expectations set out in the Code are not intended to reduce, alter, or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
   4. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
   5. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. As a supplier of services to VLA, I:
   1. confirm that the State's expectations of suppliers as set out in the Code are understood;
   2. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
      1. periodically check with reasonable frequency for updates and amendments to the Code; and
      2. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

………………………………………………..

Signature:

…………………………………………………

Name:

………………………………………………….

Position:

…………………………………………………..

Organisation:

…………………………………………………….

Date:

## Declaration

The applicant must confirm the completed Expression of interest forms above complies with VLA’s conditions of participation of the Expression of interest by completing the declaration below.

### Compliance with Expression of interest requirements

This offer is fully compliant with all the requirements of the Expression of interest

Yes

No

If no, provide further information: Click or tap here to enter text.

### The information in this application, along with any attachments, are to the best of my knowledge true and correct.

**Signature of applicant**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed name: Click or tap here to enter text.

Position/title: Click or tap here to enter text.

Date: Click or tap to enter a date.