Draft Financial Statements at 20 JANUARY 2014 at 16:19:24

Charity Registration No. 1075729

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

reunite International Child Abduction Centre

Report of the Board of Trustees for the year ended 31st March 2013

The Board of Trustees presents its report and audited financial statements for the year ended 31st March 2013.

Reference and Administrative Information

Charity Name:	**reunite** International Child Abduction Centre	
Charity registration number:	1075729	
Principal Address:	[redacted]	
Board of Trustees:	Ms A-M Hutchinson OBE	Chair
	Ms K Chadha	
	Ms M Chaudhry	Secretary
	Ms H Harvey	
	Ms A Lake-Carroll	
	Mr F Newton	
	Mr C Wickstead	Treasurer
Executive:	Mrs A Shalaby OBE	Chief Executive Officer
Auditors:	GMAK Services Limited Flat 1, 26 Lansdowne Road London W11 3LL	
Bankers	The Cooperative Bank 62 Southampton Row London WC18 4ND	

Structure, Governance and Management

Governing Document

reunite International Child Abduction Centre is an unincorporated association registered with the Charity Commissioners No. 1075729. The charity is governed by its Declaration of Trust dated 18th January 1999 which established the objects and powers of the charity.

Recruitment and Appointment of the Board of Trustees

reunite is managed by a Board of Trustees which is responsible for the strategic direction, development and work of the charity, the allocation of funding, and compliance with the relevant statutes and Charity Commission guidance. The charity's Declaration of Trust states that there should be at least three Trustees. At the first Trustees meeting in each year, Trustees elect one of their number to be chairman of their meetings until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election.

When selecting persons to be appointed as Trustees, the Board of Trustees consider issues of diversity, skills and availability of individuals, and take into account the benefits of appointing a person who is able, by virtue of his or her personal or professional qualifications, to make a contribution to the pursuit of the objects or the management of the charity.

All Trustees are appointed by a resolution of the Trustees passed at a special meeting. No person is entitled to act as a Trustee until after signing in the minute book of the Trustees a declaration of acceptance and willingness to act in the trusts of the charity. There is no limit on the period of time which an individual can serve as a Trustee of the charity.

Trustee Induction and Training

Prospective Trustees are, in the main, already familiar with the practical work of the charity but are encouraged to attend a Board Meeting prior to accepting the role of Trustee to gain an understanding of the role and responsibilities and learn more about the work of the charity. To assist in the decision-making process, a prospective Trustee is also provided with minutes of previous Board Meetings, a copy of the Declaration of Trust, the Development Plan and recent financial accounts.

Risk Management

The Board of Trustees are aware of their responsibility to identify, manage and monitor major risks to which the charity may be exposed and which may impact the charity. The Board continues to conduct their own review of such risks, and organisational structures and policies and procedures are continually developed to mitigate these risks.

Organisational Structure

The charity is managed by a Board of Trustees who hold at least four ordinary meetings in each year. Under the Declaration of Trust there must be at least three Trustees sitting on the Board and there is no upper limit to the number of Trustees who are eligible to sit on the Board. The Board of Trustees includes persons from the legal, financial and mediation professions, and the voluntary sector.

While the Board of Trustees are responsible for strategy and policy, the day-to-day management and administration of core and project activities is delegated to **reunite's** full time Chief Executive Officer (CEO). All core and project functions are supervised and monitored by the Board through regular Board meetings which the CEO also attends. Policy decisions are debated and approved at Board meetings in conjunction with the CEO, and the Chair of the Board and the CEO discuss more routine matters on an informal basis during the intervening period.

Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both national and international policies and legal frameworks.

reunite has a close working relationship with the Foreign and Commonwealth Office and the Ministry of Justice and is a founder member of the Child Abduction Co-ordinating Group. This Group was established in 1994 and brings together representatives from government departments and other statutory and voluntary organisations.

Objectives and Activities

The charity's objectives are:

(i) To contribute to the protection of the good physical and mental health of parents, guardians and families whose children have been abducted by a family member or who fear abduction of their children and of children who have been abducted or who fear abduction, and to ensure that the best interests of the child are served;

(ii) To advance public education on the subject of child abduction and to promote or undertake research into this subject and to publish the useful results of such research.

Achievement and Performance

ADVICE LINE SERVICES

reunite provides an advice line service specialising in international parental child abduction and the movement of children across international borders. The advice line provides advice, information and support to parents, guardians and professionals of any nationality, based anywhere around the world. It is open Monday to Friday, 9:30am to 5:00pm, and an emergency advice line service is available outside of these hours. All calls to the advice line are confidential and the focus of

reunite is to provide advice and assistance, and achieve resolutions, based on the accepted principle that always the best interests of the child are paramount.

During 2012 the advice line received 1,376 new cases relating to the movement of children across international borders. Of these, 506 were abduction cases involving 728 children, and 412 were prevention cases involving 586 children. During 2012, advice line staff managed 8,112 telephone calls.

RESEARCH

An evaluation of the long-term effectiveness of mediation in cases of international parental child abduction

The findings of the above study were disseminated by way of a written report which was launched in June 2012. Key policy-makers, the judiciary, legal representatives, mediators and mediation services from overseas attended the launch.

The project was very successful and fulfilled its stated goal of providing robust research evidence in support of the continuance of such mediation services. The study clearly demonstrated that in those cases where mediation was appropriate, the MoUs stood the test of time and provided an enduring framework for co-parenting across international borders and enabled the children, caught up in the middle of the conflict, to maintain a meaningful relationship with both parents.

However, the study also demonstrated that mediation is only appropriate for those for whom it is suitable, and that is not everybody. There was clear evidence from the study that some parents, and particularly those in unresolved cases, felt pressurised or coerced into entering into mediation, when really the case was not suitable for mediation. This is one of the key messages that **reunite** will be taking forward in future work.

AWARENESS RAISING

In December 2012 **reunite** and the Foreign and Commonwealth Office once again partnered in a media campaign to raise awareness of parental abduction and the preventative measures that parents can take. There was a high level of interest from the media and a number of radio and television interviews were undertaken.

In addition to the annual campaign, **reunite** participated in numerous radio/television programmes commenting on individual cases or raising awareness of parental child abduction in general and the assistance we can offer. We also featured in a number of newspaper/internet articles and provided case studies for other articles.

POLICY

reunite partnered with the Missing Persons Bureau (NPIA), CEOP, FCO and MOJ in hosting a series of seminars and workshops for police officers around the country. Police officers play an important role in the prevention of international parental child abduction and unfortunately we had noted an inconsistent response to the threat of abduction, and a lack of knowledge of the criminal position surrounding child abduction. To ensure the appropriate action is taken when there is a real

and imminent threat of abduction, we hosted a series of seven seminars which were well attended by the different police forces.

In October 2012 we were granted leave to intervene in the case of X v Latvia before the Grand Chamber of the European Court of Human Rights, the only NGO to do so. We had concerns that some aspects of this Court's jurisprudence was being applied inappropriately, and in a manner which was inconsistent with the principles of the 1980 Hague Convention, and wanted to assist the Grand Chamber in considering the general approach taken to the examination and subsequent determination of the welfare of an individual child in Hague abduction cases.

INTERNATIONAL WORK

It is important that **reunite** continues to work at an international level and encourage debate and take forward new initiatives which support parents, policymakers and professionals working in the field of international parental child abduction. Examples of some of the international work undertaken during the year are:

- In April 2012 our working visit to Pakistan enabled us to further strengthen links with the Pakistan judiciary, key stakeholders and NGOs to continue the debate on improving the operation of the UK - Pakistan Protocol and revisit the debate around Pakistan joining the 1980 Hague Convention.

- In January 2013 we travelled to Japan and participated in a 2 day seminar focusing on mediation and met with Ministerial departments, lawyers, MPs and NGOs to assist in Japan's consideration to joining the 1980 Hague Convention.

- In January 2013 we travelled to Singapore and Hong Kong and participated in a number of seminars raising awareness of child abduction, the impact of abduction on the child, and the use of mediation in these cases.

- In March 2013 we participated in a seminar at the Polish Embassy, London, and met with governmental bodies to discuss the challenges faced in resolving abduction cases between the UK and Poland.

FUNDRAISING

Our annual sponsored walk in London was well attended by parents and families and raised funds in support of the **reunite** advice line. Although the walk is a fundraiser, it is primarily an event for bringing parents together to share experiences, support each other and alleviate the feeling of isolation.

In June 2012 we recruited an Events Co-ordinator/Fundraiser whose focus is to secure project funding for projects that will further the core objectives of the organisation and plan and manage seminars, conferences and fundraising events.

Financial Review

Core income for the financial year was 2.8% below budget and core expenditure was 6.6% below budget. The net result was an increase of £20,299 in unrestricted funds for the year. At the end of the year £80,594 was carried forward in unrestricted funds and £2,733 in restricted funds.

Principal Funding Sources

The principal funding sources, aside from subscriptions to the Lawyers Listing, were government departments. In recent years **reunite** has been successful in securing funding from charities and trusts however the majority of this funding has been awarded for specific projects. With the recruitment of the Events Co-ordinator/Fundraiser, greater emphasis will be placed on securing independent funds to support and develop the core activities of the charity.

Investment Policy

Although under the Declaration of Trust the Trustees have the power to invest such part of the trust fund as is not immediately required for the charity's objects, most of the charity's funds are spent in the short term so there are few funds for long term investment. The small amount that is available is retained within a higher interest paying bank account.

Reserves Policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be between three and six months of the unrestricted resources expended. Estimated expenditure for 2013/14 totals £223,261 which equates to between £55,500 and £111,000 in general funds. As at 31st March 2013 these funds totalled £80,949 and therefore fall within the target range.

Plans for Future Periods

Key objectives over the coming months will be to focus on consideration of changes to existing legislation, the development of newly recruited advice line co-ordinators, and to identify short-term initiatives to undertake with non-Hague Convention countries.

Statement of Trustees Responsibilities

The Trustees are required to prepare financial statements that give a true and fair view of the state of the affairs of the charity as at the balance sheet date, and to record its incoming resources and the application of resources, including income and expenditure, for the financial year. In preparing those financial statements, Trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make sound judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public Benefit Statement

The trustees confirm that they have complied with duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit "Charities and public benefit".

The report was approved by the Board of Trustees on and signed on its behalf by:

Anne-Marie Hutchinson OBE
Chair of the Board of Trustees

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

We have audited the accounts of Reunite International Child Abduction Centre for the year ended 31 March 2013 set out on pages 10 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of accounts which give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE TRUSTEES OF REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

GMAK Services Ltd

Chartered Accountants
Statutory Auditor
Flat 1, 26 Lansdowne Road
London
W11 3LL

Dated: .....
GMAK Services Ltd is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Incoming resources from generated funds					
Voluntary income	2	198,892	-	198,892	209,276
Investment income		98	-	98	58
		198,990	-	198,990	209,334
Incoming resources from charitable activities		21,014	924	21,938	15,423
Other incoming resources		-	-	-	19,140
Total incoming resources		220,004	924	220,928	243,897
Resources expended					
Charitable activities					
Charitable expenditure		193,994	3,845	197,839	200,338
Governance costs		5,711	-	5,711	7,229
Total resources expended	3	199,705	3,845	203,550	207,567
Net income/(expenditure) for the year/ Net movement in funds		20,299	(2,921)	17,378	36,330
Fund balances at 1 April 2012		60,295	5,654	65,949	29,619
Fund balances at 31 March 2013		80,594	2,733	83,327	65,949

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

BALANCE SHEET

AS AT 31 MARCH 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	7		2,302		5,375
Current assets					
Debtors	8	11,983		13,375	
Cash at bank and in hand		78,786		58,526	
		90,769		71,901	
Creditors: amounts falling due within one year	9	(9,744)		(11,327)	
Net current assets			81,025		60,574
Total assets less current liabilities			83,327		65,949
Funds					
Restricted funds	10		2,733		5,654
Unrestricted funds			80,594		60,295
			83,327		65,949

The accounts were approved by the Trustees on .....

.....
Anne-Marie Hutchinson OBE
Trustee

.....
Christopher Wickstead
Trustee

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies

1.1 Basis of preparation
The accounts have been prepared under the historical cost convention.

They have also been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Charities Act 2011, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Incoming resources
All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended
All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Irrecoverable VAT is included in the expenditure to which it relates.

Governance costs include audit and accountancy fees.

1.4 Tangible fixed assets and depreciation
Tangible fixed assets are stated at cost less depreciation. Those assets with a value of £1,000 or above are capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	25% straight line
Fixtures, fittings & equipment	15% straight line

1.5 Pensions
The charity makes a contribution of 6% of the gross salary of the acting director to her selected personal pension scheme during the period of her employment. The charity has no further financial responsibility regarding pensions.

1.6 Accumulated funds
General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are those which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Reunite
Notes to the accounts
Year ended 31 March 2013

2. Incoming resources from Activities to further the Charity's Objects

	Unrestricted	Restricted				
	Core	Mediation	Research/ Review	Capital	**2013 Total**	2012 Total
Governments grants	159,180				**159,180**	157,820
Donations	4,137				**4,137**	12,436
Lawyers listing	35,575				**35,575**	39,020
Fundraising	1,952				**1,952**	2,972
Mediation fees		10,846			**10,846**	15,177
Nuffield Foundation			924		**924**	15,423
Other income	8,216				**8,216**	991
Bank interest	98				**98**	58
	209,158	10,846	924	0	**220,928**	243,896

Reunite
Notes to the accounts
Year ended 31 March 2013

3. Total Resources Expended

	Basis of allocation	Unrestricted Core	Mediation	Research/ Survey	Capital	Fundraising	Governance	2013 Total	2012 Total
Cost directly allocated to activities									
Staff costs	Direct	128,690						**128,690**	132,228
Volunteers	Direct							**0**	0
Staff travel	Direct	15,801						**15,801**	9,085
Other staff costs	Direct	417						**417**	0
Training	Direct	184						**184**	262
Interactive website/database	Direct							**0**	0
Events	Direct	2,223		240				**2,464**	1,173
Consultants	Direct	216						**216**	735
Dissemination	Direct							**0**	0
Other project costs	Direct		9,139					**9,139**	7,264
Fundraising	Direct							**0**	0
Trustees' expenses	Direct						51	**51**	392
Legal and professional	Direct							**0**	1,118
Audit fees	Direct						4,750	**4,750**	2,405
Accountancy and payroll	Direct						911	**911**	3,311
Support costs allocated to activities									
Premises costs	Usage	18,493						**18,493**	21,279
Insurance	Usage	3,155						**3,155**	3,162
Office equipment	Usage	1,438						**1,438**	3,077
Office expenses	Usage	13,638		684				**14,323**	14,144
Advertising	Usage							**0**	1,019
Sundry	Usage	445						**445**	765
Depreciation	Usage	153			2,921			**3,074**	6,148
		184,853	9,139	925	2,921	0	5,712	**203,550**	207,566

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

4 Trustees

One of the trustees was reimbursed travel expenses of £51 during the year. (2012-One was reimbursed £392).

5 Employees

Number of employees
The average monthly number of employees during the year was:

	2013 Number	2012 Number
Administration	1	1
Support	2	2
Advice Line	3	3
	6	6

Employment costs	2013 £	2012 £
Wages and salaries	121,492	120,586
Social security costs	5,128	9,451
Other pension costs	2,071	2,191
	128,691	132,228

There were no employees whose annual remuneration was £60,000 or more.

6 Taxation

The charity is exempt from taxation under Section 505 of ICTA 1988.

REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

7 **Tangible fixed assets**

	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2012 and at 31 March 2013	**27,864**	**17,068**	**44,932**
Depreciation			
At 1 April 2012	23,134	16,422	39,556
Charge for the year	2,832	242	3,074
At 31 March 2013	**25,966**	**16,664**	**42,630**
Net book value			
At 31 March 2013	**1,898**	**404**	**2,302**
At 31 March 2012	4,729	646	5,375

8 **Debtors**

	2013	2012
	£	£
Trade debtors	**6,411**	9,307
Prepayments and accrued income	**5,572**	4,068
	11,983	13,375

9 **Creditors: amounts falling due within one year**

	2013	2012
	£	£
Accruals	**9,744**	11,327

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

10 Restricted funds

The funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2012	Movement in funds: Incoming resources	Resources expended	Balance at 31 March 2013
	£	£	£	£
Capital grant	4,861	-	(2,921)	**1,940**
Research	793	-	-	**793**
Nuffield	-	924	(924)	**-**
	5,654	924	(3,845)	**2,733**

The FCO provided a research grant for Non-Hague case reviews.

The FCO provided a grant for computers and other capital equipment.

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2013 are represented by:			
Tangible fixed assets	362	1,940	**2,302**
Current assets	89,976	793	**90,769**
Creditors: amounts falling due within one year	(9,744)	-	**(9,744)**
	80,594	2,733	**83,327**

ENGLISH
FRENCH

Mediation Telephone Screening Interview

Mediator Name: ..... Mediation Case Number: .....

Parent's Name: .....

Brief Details Of Case

I have spoken with ..... and have discussed those issues indicated below:

	Yes	No	Not Applicable
1) The work and role of **reunite**:	❑	❑	
2) The mediation process:	❑	❑	
3) How mediation works alongside Hague Proceedings:	❑		❑
4) Basic ground rules of mediation:	❑	❑	
5) Confidentiality:	❑	❑	
6) Conflict of Interest			
- potential conflict with the **reunite** advice line service	❑		❑
- client's written consent for mediators based at the **reunite** office	❑		❑
- potential conflict with either client's legal representative/barrister	❑		❑
- client's written consent for mediation to progress	❑		❑
7) Non-disclosure of mediation discussions in court proceedings; (unless issues of child protection are identified)	❑	❑	

8) The role of the CAFCASS Officer/Voice of the Child	❑		❑
9) Domestic Abuse/Power Imbalance:	❑	❑	
10) Special arrangements to accommodate the mediation process:	❑	❑	
11) The role of the interpreter:	❑		❑

During the interview, ... indicated his/her understanding of our discussions and his/her acceptance to participate in the mediation process.

Case accepted for mediation: ❑ Yes ❑ No

Is an interpreter required: ❑ Yes ❑ No

Special arrangements to accommodate the mediation process:

Signed ..... Date .....

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Edition 2
June08

What is mediation?

Mediation is a voluntary process that offers parents the opportunity to meet together with two specialist mediators in an informal, confidential atmosphere where they are helped to identify the issues they want to resolve and then reach workable solutions that are acceptable to them both and which are focused on the best interests of their child.

We offer a specialist mediation service in cases of cross-border family disputes involving children and mediate in cases of:

- **international parental child abduction/wrongful retention** - involving both Member States of the 1980 Hague Convention and Non-Hague Convention States;
- **prevention of abduction** - where a family is separating and there are links with another country;
- **contact across international borders**;
- **relocation** - where one parent wishes to reside with their child in a different country.

The mediation focuses on the best interests of the child, ensuring that the child continues to have a positive relationship with both parents and extended family. It enables parents to agree the best arrangements to suit their family's needs, without the battle of the courtroom, and matters considered may include:

- country of habitual residence
- parental responsibility
- a schedule for contact between the child and non-resident parent
- travel arrangements for contact
- exchange of information regarding the child's education and wellbeing

The mediation process does not prejudice or delay any court proceedings in either country but runs alongside the proceedings.

If parents are not able to reach an agreement through mediation, they are able to return to the court to determine those issues. Participation in mediation does not in any way affect a parent's ability to ask the court to determine any issues and the Judge will not take account of the fact that mediation was attempted.

What happens before, during and after mediation?

Prior to mediation, both parents undertake an initial telephone interview with one of our mediators. During this interview the mediator provides information on the mediation process, and identifies the issues for mediation, and parents have an opportunity to ask any relevant questions. If both parents wish to proceed with mediation, and the mediator considers the case is suitable, then mediation will follow as soon as possible.

A timetable for mediation is drawn up in line with parents' availability, the availability of the mediators, and the need to fit in with court hearings. The number of mediation sessions required is dependent on the individual case and the needs of the parents, however, usually three mediation sessions are scheduled over two consecutive days, each session lasts up to 3 hours.

Throughout the mediation process, parents have the opportunity to speak with their lawyers and family members. In addition, our mediators have access to **reunite's** specialist information and resources that may be needed within the mediation process to ensure parents are able to make informed decisions.

At the conclusion of the mediation, and in the event that an agreement has been reached, a Memorandum of Understanding is drafted and signed by the parents and mediators. The Memorandum of Understanding is sent to the parents' lawyers and is then submitted as a draft consent order in court proceedings.

It is important to understand that the Memorandum of Understanding is not a completed and binding agreement in court proceedings, nor is it disclosable in child abduction proceedings, and nor does it constitute acquiescence pursuant to article 13(a) of the 1980 Hague Convention, unless, and until, it is submitted as a draft consent order.

The voice of the child

Whilst we affirm the validity of children's views on their lives, children are not usually directly involved in our mediation process. If possible, and where appropriate, a child's thoughts, feelings, and any ideas they may have about the decisions being made, and the way in which those decisions are implemented, are independently and separately ascertained by an experienced Officer of the Children and Family Court Advisory and Support Service (CAFCASS) who will ensure that a child's views are made known in the mediation process.

Confidentiality

Nothing said during the mediation can be quoted in court. Any oral or written information received before, during or after a mediation is treated in the strictest of confidence except:

- as required by law, including reporting a child in need of protection;
- when the information discloses an actual or potential threat to human life or safety;
- with the written consent of all participants;
- for research, statistical, accreditation or educational purposes, provided the information does not directly or indirectly disclose the identity of any participant;
- for any certificate or report that the mediator is required to prepare.

Information on mediators

Mediation is undertaken with two specialist independent mediators. A mediator does not represent any one parent but is impartial and independent in relation to both parents.

Our mediators have considerable experience of mediating in cross-border family disputes and have extensive knowledge of the 1980 Hague Convention.

The cost of mediation

The fee for mediation is £1,500 for up to three 3-hour mediation sessions - £750 to be paid by each parent. If a parent is eligible for legal aid then the cost for mediation will be covered by the Legal Services Commission.

How to contact the mediation service

Our mediation service can be contacted by telephone on 0116 2555 345 (the office is staffed from 9:30am - 5:30pm) or by e-mail on reunite@dircon.co.uk.

How to find us

Our office is in the centre of Leicester near to the train station.

Non-Discrimination Policy

reunite is committed to offering parents access to the mediation service, and to providing a mediation service, which precludes discrimination, either directly or indirectly, on the basis of race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability, age or religion.

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About reunite

reunite International Child Abduction Centre is the leading UK charity specialising in international parental child abduction and the movement of children across international borders.

We operate a 24-hour advice line through which we offer advice, information and support to parents, family members and guardians whose children have been abducted or who fear abduction. We also provide advice and information to parents who may have abducted their children, and assist and advise in international contact issues and relocation cases.

Alongside our advice line and mediation service we also:

- offer extensive information and resources to those who use **reunite's** services, the professionals who support them, and policy decision makers;
- provide an interactive Parent Forum on our website which offers parents an opportunity to express their thoughts and contact others in a similar situation;
- undertake research which encourages debate and contributes to, and impacts on, policy;
- have an international reputation for leading the way in the use of mediation in cross-border family disputes and we have established mediation services in Pakistan and Egypt;
- sit on the Permanent Bureau's Working Party which has been established to draw up a plan of action for the development of mediation services to assist in the resolution of cross-border disputes;
- participate in international conferences, judicial conferences and workshops to consider mechanisms for the resolution of cross-border disputes.

reunite INTERNATIONAL

helping families on child abduction

MEDIATION SERVICE

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Fax: +44 (0) 116 2556 370
E-Mail: reunite@dircon.co.uk
Website: www.reunite.org
Registered Charity Number: 1075729

Parents' Questionnaire
Mediation

If you are interested in any mediation or if you want to know more about the possibilities of mediation, we need the following information from you. It would be helpful if you could fill in this questionnaire as soon as possible and return it to us.

By filling in this questionnaire, you are not obliged to avail yourself of any mediation.

Personal data

Present usual residence:

Name: _____ First name: _____

Street: _____

Town: _____

Phone (business): _____ Phone (home): _____

Mobile: _____

E-Mail: _____

Last usual residence abroad (complete address):

_____

_____

Date and place of birth: _____

Age: _____ years

Nationality: _____

School Leaving Certificate: _____

Trained profession: _____

Present occupation: _____

Are you ☐ married ☐ single
☐ living together
Have you ☐ been separated for _____ months
☐ been divorced for _____ months

History of your personal relationship

How long did you live (have you lived) together as a couple? _____

How long were you (have you been) married? _____

Date and place of marriage: _____

Has a divorce application been filed?
☐ No ☐ Yes, for _____ months

Who wanted separation/divorce? _____

Date and special circumstances of separation:

_____

_____

_____

How did you react at that time?
_____

_____

What is your attitude now?

_____

Your children

Joint children:

Name: _____

First name(s): _____

Sex: _____

Date and place of birth: _____

Nationality: _____

The children's command of languages:
_____

Former usual residence abroad (complete address):

_____

_____

Present residence: _____

_____

Since when?: _____

How often did the children see the parent they do not live with?

_____

When did the children last see the parent left behind?

_____

Has there been any contact via phone, letter or e-mail since then?

_____

Do you intend to take personal care of the child?
(exclusively/mostly/partly/never; give details on the kind of attendance provided by third persons)

_____

_____

_____

Further questions

Were you married before?
No ☐ Yes ☐ from _____ to _____

Do you have any children from previous relationships? _____

How likely do you think is it that you and your partner will be reconciled and continue to live together?

Quite unlikely				Very likely
1	2	3	4	5

How would you generally assess the relationship to your separated/divorced partner?

Very good				Very bad
1	2	3	4	5

Are you under psychotherapeutic treatment?
Yes ☐ No ☐

Do any other children live in your household? Yes ☐ No ☐

If so, how old are they and how are you related to the children?

Age _____ relationship to the child _____

Age _____ relationship to the child _____

Age _____ relationship to the child _____

Please state your mother tongue:

_____

Please state any other languages in which mediation could take place:

_____

What do you expect from mediation?

_____

_____

Your lawyer

Do you have a lawyer who advises/represents you?
Yes ☐ No ☐

If so, do you share him/her with your partner?
Yes ☐ No ☐

Name and complete address of authorized lawyer

Name: _____ First name: _____

Street: _____

Post-code and town: _____

Phone: _____ Mobile: _____

Fax: _____ E-Mail: _____

Does your lawyer speak English?
Yes ☐ No ☐

Or any other foreign language: _____

Do we have your approval to contact your lawyer?
Yes ☐ No ☐

Questions which need to be settled with regard to the child after separation

Do you want the court (hitherto competent for the child's usual residence) to award custody to you alone or jointly or in a differentiated way? Which arrangement do you prefer?

_____

_____

_____

_____

Irrespective of the custody arrangement, which of the points listed below do you consider to be very important (**XXX**), important (**XX**), less important (**X**) or not important (**-**)?

( ) the child's principal residence/centre of living
( ) the child's regular contact periods with the other parent
( ) medical treatment and care in cases of illness
( ) questions related to school: selection of school, parent-teacher meetings, information on school performance, school reports
( ) questions related to vocational training, particularly to the choice of training
( ) religious education
( ) contacts with other relatives, particularly with grandparents, aunts and uncles
( ) contacts with the parents' new partners
( ) attendance provided by other adults
( ) visits to the non-custodial (or mostly non-custodial) parent
( ) arranging the child's delivery at visiting times
( ) everyday contact with the non-custodial parent (also by phone and by e-mail)
( ) holidays with the non-custodial parent
( ) financing of child maintenance/child support
( ) pocket money - amount and division between the parents
( ) hobbies and sports activities
( ) questions of nutrition
( ) extent and quality of television consumption and of computer games
( ) the other parent's new partner
( ) division of household goods
( ) division of property
( ) management of joint debts
( ) spouses' maintenance
( ) child's maintenance
( ) making agreements
( ) keeping agreements
( ) other issues: _____

_____

_____

Which aspects do you consider to be particularly important with regard to access arrangements?

_____

_____

_____

as a custodial parent:
Do you think that protective measures are required? Which ones and why?

_____

_____

_____

How could the other parent increase your confidence in his/her reliability?

_____

_____

_____

as a non-custodial parent:
What kind of contacts do you consider to be important: regular brief contacts in small intervals or extended contacts in longer intervals? Any practical suggestions?

_____

_____

_____

What other contacts are particularly important to you: phone calls, letters, e-mail, the child's contact with relatives. Which ones?

_____

_____

_____

How could the other parent increase your confidence in his/her reliability?

_____

_____

_____

Is there any further information about your child/your children that you wish to give us?
Yes ☐ No ☐

If so, please use this space:

_____

_____

_____

_____

Apart from the other parent, who else should be involved in mediation?

Child/Children Yes ☐ No ☐

Maternal grandparents Yes ☐ No ☐
Command of languages: _____

Paternal grandparents Yes ☐ No ☐
Command of languages: _____

New partners/spouses: Yes ☐ No ☐
Command of languages: _____

_____

_____

Others: _____

_____

Do you wish to add something?

_____

_____

_____

Do you need any further information on mediation? If so, which?

_____

_____

_____

How did you hear of our mediation offer?

_____

_____

Date: _____ Signature: _____

Thank you very much for filling in this questionnaire!
Please return this questionnaire as soon as possible (through your lawyers if applicable)

_____

_____

_____

_____

ABA-SIL Guidelines for Mediating International Family Matters（ガイドライン）でとりあげられている主要な課題

スクリーニング

スクリーニングは、調停人が、適切な調停プランを立てるため、また、調停に適さない案件を取り扱わないようにするために必要である。

スクリーニングは、調停に入るに行い、また、調停中のどの段階にも行う。

スクリーニングは、以下の事項について、また、その限度で行う。

・DV、子供の虐待、薬物依存、アルコール依存の訴えがあるか否か

・当事者本人に判断能力があるか

・当事者間に自由な意思決定を妨げるような交渉力の不均衡があるか

・調停について理解した上で、自由な意思により参加しようとしているか。

ケーススクリーナーと調停人は、調停に先立ち、以下のことを両当事者に説明しなければならない。

・各当事者は、弁護士を代理人とすることができ、いつでも弁護士に相談ができ、合意書について弁護士にレビューしてもらうことができること。

・ひとたび合意書にサインすれば、執行地による違いはあるものの、両当事者に対し法律的効力を有すること。

調停人のバックグラウンド

調停人は、案件についての情報を受け取った後、自己の調停スタイルや能力を考慮して、自らが当該案件を取り扱うのに適しているかを判断する。案件そのものが調停に適していても、自らが取り扱うのに適していないと判断する場合は、引き受けないことができる。案件そのものが調停に適している場合は、他の調停人が取り扱うことができるようしかるべく対応する。

調停人は、自らの州における基準、倫理的ガイドライン、ルールに従わなければならない。

調停人についての規則をおいていない州においては、倫理的ガイドライン等の調停人が従うべき規則を設けることを推奨する。

調停人についての規則をおいている州については、その規則は、少なくとも ABA が 2001 年に起案した Model Standards of Practice for Family and Divorce Mediation に合致していなければならない。

国際家事調停の調停人は、少なくとも以下の基準をみたさなければならない。

a) 基本的な調停トレーニング：最低 40 時間

b) 子の監護権に関する調停トレーニング：最低 20 時間

c) DV や虐待に関するトレーニング：最低 8 時間

d) 国際的な子の奪取案件に関するトレーニング

国際的家事調停の調停人は、少なくとも 2 件の調停を傍聴していること、そのうち 1 件は国際的な子の奪取の案件の調停であることを推奨する。
調停人は、法律、社会学、心理学、紛争解決などの異なった分野のバックグラウンドを持っていることが望ましい。
調停人は、引き受ける案件に関連する州法、国際的家族法、ハーグ条約（とその時間的制約についても）、合意の法的拘束力や合意が修正される可能性についても理解していなければならない。
調停人は、子の将来および子の生活において両親が果たすべき役割に焦点を置かなければならない。
ABA としては、調停人がこれらの要件を満たしていない場合、事件を引き受けないことを推奨するが、その一方で、これらの要件を満たしていることはあくまで理想であり、必須とするものではない。

調停の形式

調停人は単独の場合と複数の場合があるが、いずれの場合も、事前に各当事者が全ての調停人について同意することが必要である。
複数で調停する場合、調停人は、互いに他の調停人のスタイルや技術を知っておく必要がある。
調停人の役割は、事実認定をしたり、子の監護者を決定することではない。
調停人が直接子の意見を聞く場合や、子の代理人がいて調停に参加する場合、調停人の役割について誤解が生じないようにすべきである。
調停人が子の意見を聞くのは適切と判断した場合に限る。

翻訳／通訳

当事者に使用言語を選んでもらい、その言語を調停人が話せない場合は、通訳を用いる。
合意書も、当事者が理解できる言語で作成する。
たとえ調停人が複数の言語を使いこなせたとしても、一方の当事者との会話を他方当事者が理解できない状況を避けるため、通訳をつけて調停を行うべきである。

守秘義務

両当事者・調停人とも調停手続に関して守秘義務を負う。
ただし、両当事者と調停人間の調停合意、調停の結果作成された文書、その他調停人が明示的に守秘義務の例外とした事項は除外される。
調停合意に先立ち、各当事者に対し、調停合意書及び何らかの書面にサインする前に、自分の代理人に助言を求めるよう述べなければならない。
調停人は、調停に先だって、調停人の守秘義務の例外事項を明らかにしなければならない。

調停人は、調停人の業務の管轄地を開示し、もって、当事者が、当該調停人に適用される法律、規則を知ることができるようにしなければならない。
当事者は、調停人を証人請求したり、調停についての記録の開示を求めてはならない。調停人は、証人請求と守秘義務についての規律が州により異なることを理解しておかなければならない。

調停参加についての合意

調停合意に盛り込むべき事項

a　当事者は、調停人を証人請求したり、調停についての記録の開示を求めない
b　記録の保存期間
c　調停手続の秘密性とその例外（DV や虐待が疑われる場合の報告等）
d　調停人の中立性
e　子の意見聴取について
f　調停合意の準拠法
g　調停人の報酬
h　調停を開く回数、長さ
I　調停人が従うべき規則等
j　調停を開く場所
k　言語
l　調停人が合意の法的効力についてアドバイスできないこと
m　当事者が代理人を立てられること
n　書面による最終合意が法的拘束力を有する可能性

調停人トレーニングのカリキュラム

調停人は 2 年に 1 回、最低 10 時間の調停に関連する分野の研修（うち 2 時間は調停人の倫理に関するもの）を受けるべきである。

メンター

国際家事調停の経験豊富な調停人は、経験が少ない調停人のメンターをボランティアで務めるべきである。

調停における弁護士の役割

当事者は、弁護士を代理人に選任してもよいし、しなくてもよい。
一方当事者のみが弁護士を代理人に選任している場合、調停人は力の不均衡に留意しなければならない。
調停人は、国際家事事件においては少なくとも 2 つ以上の地域が関係すること、したがっ

て、当事者が各地域において代理人を選任している場合があることに留意しなければならない。ある地域における代理人が、他の地域における法に関しても適切な助言ができるとの前提に立ってはならない。
調停人は、調停で形成された合意が、各地域において異なる法的効果を有する可能性があること、ある地域においては法的拘束力を有しない場合や、権利の放棄と解釈されて当事者の立場や子の将来に影響を及ぼす場合があることに留意しなければならない。

調停における子の役割

子が調停手続きに参加するには代理人を立てることを原則とするが、両当事者が合意した場合、調停人が子にインタビューすることもできる。
子へのインタビューは、特別な訓練を受け、経験を有する調停人が行うか、そのような専門家に指導助言を受けながら行う必要がある。
調停人は、調停人と子との間の文化の違いや言葉の違いが、子が発するメッセージに影響を与えることがあることに留意しなければならない。
子に代理人がいる場合は、調停人はまず代理人に会い、代理人の希望により、子の代わりに代理人にインタビューするか、子のインタビューに代理人させる。

調停における第三者の役割

調停人の判断で、両当事者の承諾を得て、調停のサポートや情報提供の目的で第三者を関与させることがある。

DV の主張への対応

スクリーニングの段階において、保護命令の有無の確認、裁判書類の検討、当事者のインタビュー、弁護士、シェルター、医療機関等からの情報収集等を行い、DV の疑いがあるかどうかを検討し、当事者が自由かつ自発的に意思決定を行うことができないと判断する場合は、手続を終了する。
調停人は、当事者の住所や勤務先、電話番号、メールアドレス等の情報について秘密性を保持しなければならない。
調停人は、保護命令の取り下げや刑事告訴の取り下げを交渉材料に用いてはならない。

調停のためのロジスティクス

調停は、両当事者と調停人が直接面談方式で行うのがよいが、直接面談が難しい事情があれば、双方の合意により、遠隔地でもできる。
調停人は、遠隔地から参加する当事者が不利な取り扱いを受けないようにしなければならない。
調停人は、当事者の代理人ではないので、調停における合意を各地域において裁判所命令の

形にしなければならないか、合意が各地域において法的拘束力を有するか否か、調停のプロセスの秘密性が守られるかといった点について、断定してはならない。

低額の費用及び裁判所併設型調停

国際家事案件、とくにハーグ条約案件の調停は、裁判所との連携で行う案件であったとしても、本ガイドラインに従った形でのみ行うべきである。

タスクフォースとしては、低費用または無料での調停であるか否か、裁判所の紹介または裁判所との連携による調停であるか否かにかかわらない、ベストプラクティスを提唱するものである。

調停人の広告

調停において合意ができることや一定の成果を得られることを保証してはならない。

調停人の経験、経歴等について正しい情報を提供しなければならない。

調停の費用については全て書面で開示しなければならない。

以上