



**District Reconciliation Group – South-East District**

DRG Officer		Date	
Name and contact details of person making referral.		Circuit name and number.	

Statement of summary of the issue including timeline.	
Steps or actions taken, so far, (locally) to resolve the issue.	
Parties directly involved (individuals / group / church.) Use initials not full names.	



<p>Advice or action requested from Local Complaints Officer / Chair of District etc. Why are they contacting the DRG? What action do you want?</p>	
<p>DRG officer's initial observations / assessment of the situation.</p>	
<p>Initial advice or guidance offered to Local Complaints Officer or Recipient of the complaint.</p>	
<p>Suggested steps or actions. Other group members advice.</p>	



Notes / observations /  
comments.