

**CONSULTATION**  
**Procedural Satisfaction for Successful Consultation**

*Sample Ground Rules*

Which consultation process?

Who:

- Team members, alternates
- Spokespersons
- Resource personnel
- Observers
- Brief bios & specific role function, expertise, background

Where:

- Location of site
- Logistics & expenses, including meals, snacks, other
- Breakout rooms for caucusing
- Table and seating arrangements

When:

- Dates, times, frequency (when applicable)
- Contract completion date and other deadlines

Agenda & Ground Rules development:

- How, when, who? Parameters of subject matter?
- Rules of behavior and courtesy
- Revisions and additional items

Decision-making:

- Decision-makers present?

Ratification process needed outside table process?

Overall ratification

What are the decision "rules"?

Confidentiality issues

Records and Information-sharing:

Confidentiality issues

What methods for official recording of process?

How & with whom will official records be shared?

Personal notetaking

Notices & schedules

Media:

Confidentiality & sensitivity issues

Press contacts & releases

Inquiries

Joint presentations

Process for table meetings:

Cultural considerations, e.g., opening & closing prayer

Seating configuration

Discussion format

Meeting roles, e.g., facilitators, chairpersons, timekeepers,  
notetakers, etc.

Decision "rules"

Breaking impasse - formal &/or informal processes &  
conditions

Breaks