REFERENCE F - NEGOTIATON CHECKLIST

Advanced preparations/considerations

- ☑ What is the conflict/dispute about?
- ☑ Who are the people involved?
- ☑ Has the conflict/dispute been addressed before?
- ☑ Why has it come up this time?
- ☑ What is the background/history?
- ☑ Read previous reports on the matter; what was the UN conclusion and how does it relate to previous/future arrangements?
- ☑ What are your options, limitations, frame, mandate, etc.?
- ☑ When and where will the negotiation take place (get confirmation)?
- ☑ Establish an agenda for the engagement.
- ☑ What do you hope to achieve, what is the minimum desired result?
- ☑ What are the objectives/interests of the people involved?
- ☑ Identify common ground.

Internal preparations

- ☑ Who is going to do the talking?
- ☑ Who is taking notes and writing minutes (can notes be taken – can a tape recorder be used)?
- ☑ Decide on the role of the language assistant.
- ☑ Are you all going to attend the engagement (driver, extra team)?

Final preparations

- ☑ Be at the engagement location on time.
- ☑ Prepare the space for seating, security, parking and communication.
- ☑ Consider coffee, drinks, food.
- ☑ Place agenda, pencils and writing pads on the table.

CONDUCT OF NEGOTIATIONS

The opening talks

- ☑ Take your time and be patient.

- ☑ Remember the customary salutations and exchanges of courtesies (in accordance with the local culture).
- ☑ Introduce yourself and your team.
- ☑ Introduce the agenda of the engagement.
- ☑ Find agreement on the agenda.
- ☑ It is advised to avoid using cellphones and keep them turned off.

The main talks

- ☑ If possible, let your counterpart start, and listen to them; do not interrupt, be patient
- ☑ If incorrect information is given, share your view of the facts supported by evidence but do not be argumentative.
- ☑ State the UN point of view (facts only).
- ☑ Find common ground and find points of resolution.
- ☑ **Make no promises or admissions**, unless the situation or your mandate clearly states you can do so.
- ☑ Always be restrained if one of the parties expresses a negative view about the UN, the opposing party's morale, politics or methods. Encourage everyone to accept the UN mandate and the solution it promotes. Make careful reminders about agreements, actual arrangements and past practices.

Summary

- ☑ Summarize the engagement.
- ☑ Complete the engagement by repeating what has been agreed upon, have it confirmed in writing if required.
- ☑ Agree upon a time and place for further negotiations if required.
- ☑ End the negotiation politely.

The follow up

- ☑ Conduct the post engagement debrief.
- ☑ Prepare a short verbal briefing for your chain of command (involve all UN members present at the engagement).
- ☑ Prepare a detailed written follow-up on the negotiation.