

## **SGTM 11, Annex A: Negotiator's Checklist**

### **PLANNING and PREPARATION**

#### Preparing for Negotiations

- ☐ What is the dispute about?
  - Underlying causes
- ☐ Why did it come up now?
  - Immediate triggers
- ☐ What is the background/history?
- ☐ Who are the persons/parties involved?
- ☐ History of attempts to solve the dispute
- ☐ Has it been dealt with before?
- ☐ What was previous UN position and how does it relate to current situation — still relevant?
- ☐ What are your options, limitations, time frame, mandate?

#### Conflict Management Cycle

- ☐ Identify potential violent dispute
- ☐ Appraise the situation
- ☐ Design a response
- ☐ Undertake the intervention
- ☐ Evaluate the outcome/feedback

#### Success Depends on

- ☐ Understanding the mandate and role of the UN (your interest)
  - Prepare your approach
- ☐ Understanding the interest(s) of the other party(ies)
  - Anticipate their approach
- ☐ Understanding the cultural/historical context

#### Delegation

- ☐ Who is going to do the talking?
- ☐ Who is going to take minutes?
- ☐ Need for an observer?
- ☐ Cross-cultural sensitivity?
- ☐ Role of interpreter(s)
- ☐ Need for specialists?

#### Venue

- ☐ Arrive in good time, in good shape, well dressed
- ☐ Prepare seating, security, parking, communications
- ☐ Consider refreshments (smoking?)
- ☐ Prepare documents, writing materials, drinking water, other items (?)
- ☐ If not your own venue, recce the proposed venue and clarify these issues before arrival

#### Preparing the Agenda

- ☐ Consult prior to formal negotiations
- ☐ Agree on objective of the meeting
- ☐ Agree on agenda or issues for discussion

- ❑ Agree on process (time, venue, rules of procedure, interpreters, security, other)

## **NEGOTIATION**

### Opening and Welcome

- 1 Open meeting, extend welcome, according to custom and protocol (local practice)
- 1 Introduce delegations
- 1 Explain role of the mediator
- 1 Outline the objective of the meeting
- 1 Outline agreed process
- 1 Present agenda

### Substantive Negotiation

- 1 Opening statements
- 1 Responses to opening statement (seek interests)
- 1 Identify and agree on key points for further discussion (those issues that each party wants to have addressed before agreement)
- 1 Prioritize/sequence
- 1 Break/caucus/joint and private sessions
- 1 Generate options for settlement
- 1 Reduce number of options
- 1 Agreement
- 1 Implementation and monitoring
- 1 Agreement in writing, in all languages
- 1 Information to media/public

### Closing Session

- 1 Summarize agreement and next steps
- 1 Formal adoption/signing of agreement (local practice and protocol)
- 1 Next meeting (time, venue, agenda, documents)

## **FOLLOW-UP ON NEGOTIATION**

- 1 Short “sitrep” for higher authority levels
- 1 Short statement for media/public (agreed by parties)
- 1 Prepare minutes and copies of agreement
- 1 Prepare comments and future expectations
- 1 Add observations that may assist others in dealing with this or other similar disputes in future
- 1 Establish mechanism to monitor implementation of the agreement (agreed to by parties)
- 1 Carry out the negotiator or mediator’s undertakings in the agreement
- 1 Progress reports
- 1 Prepare for next meeting

### Negotiation with Interpreters

- ❑ Brief interpreters on their role
- ❑ Mediator provides interpreters
- ❑ Negotiation: you/yours and them/theirs
- ❑ Anticipate misunderstandings