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GROUND RULES

Ground rules should be **agreed to in advance** to prevent contract talks from being disrupted by procedural agreements

Some Issues to Consider

- Make up of the bargaining teams
- Duration of the bargaining sessions
- Note taking (laptop computers, recorders paper & pencil)
- Shape of the table and seating arrangement
- Participants – Team members, Observers
- Participants – Resource persons
- Communications
- Confidentiality
- Proposal format
- Proposal exchange
- Last date to introduce new proposals
- Table process, one or several spokespersons
- Rules concerning caucuses
- Calendar for bargaining
- Location of the bargain