

FDA/NTEU COOPERATION COUNCIL

Ground Rules

1. Plan for and commit time to be an active team member.
2. Be committed to completing the task at hand.
3. No hidden or personal agendas.
4. Hold all “cheap shots” to a minimum.
5. Be innovative and creative; take risk as necessary; put forth new ideas or solutions; allow other ideas/solutions to be voiced and be open to giving them full consideration.
6. Seek out and share relevant information.
7. Discuss a topic as much as necessary in order for everyone to be clear about it.
8. If you don’t understand something, ask.
9. Be specific; use examples; define “we”.
10. Respect the role of the facilitator when one is present.
11. Keep what is best for the FDA.
12. Focus on interest, not positions.
13. Reach clear understanding on key issues.
14. Jointly design ways to test assumptions, observations and conclusions.
15. Use process checks as necessary after discussion or meetings.
16. Limit side bar conversations; one speaker at a time; only interrupt when absolutely necessary.
17. Further discussion of topics will conclude when the meeting is adjourned.
18. Take a short break if a situation gets “hot” or contentious.