

Facilitator Roles & Responsibilities

Impartiality

Equal or equitable treatment of the parties
Fair and balanced approach
No preferential treatment



Both are consulted for scheduling

Equal turns to speak

Each get their caucus

Time Equity

Empowerment

In the end, it's up to the people involved who must figure out a solution that works for them



Limit personal opinions

Consult the parties on decisions about the process

Ensure voluntary participation

Parties solution ownership

Independence

Not in direct conflict of interest with the issue
Considering how other roles can affect trust in impartiality of the process



Transparency

Not having a stake in outcome

No decision-making by the facilitator

Confidentiality

Discretion and protection of the privacy of the parties



Limit Facilitator information-sharing

Closed space for discussion

Not referencing to private discussions with the parties

Confidentiality in caucus

Signing agreement to participate

Prior to the discussion

- Validating understanding & voluntariness
- Assisting in preparation of the parties
- Sending Preparation Guide to Participants
- Consulting for preferences on timing, duration
- Scheduling

During the discussion

- Signing Agreement to Participate
- Time Keeping
- Selecting a neutral space
- Arriving ahead of time to set the space
- Organizing seating for cooperative outlook
- Set materials like note pads, DPR tools, flipchart.

Conclusion of the discussion

- Summarizing the agreed upon options as action items with agreed timelines
- Confirming how follow-ups are conducted with external parties
- Confirming if follow-ups are needed with Facilitator
- Sending draft by e-mail for participants to review & validate

After the discussion

- Conducting agreed upon follow-ups based on the agreement
- The parties are responsible and accountable to themselves for their own solutions