

Guiding Principles for Participative Process Design

PRINCIPLE	BEHAVIOURS
<p>Integrity</p> <p>Means: Moral soundness, honesty, freedom from corrupting influence or motive</p>	<ol style="list-style-type: none"> 1. Honesty is apparent and any attempts to corrupt the process are dealt with effectively. 2. Integrity appears to be maintained as well as in fact being maintained. 3. The process agreed to by the parties is followed or only modified with their consent.
<p>Transparency</p> <p>Means: being clear and transparent (see through)</p>	<ol style="list-style-type: none"> 4. Relevant information is made readily available to parties to the discussions or to other people with an interest in them. 5. Information is available to parties and to people outside the process on how the process is conducted and how and what decisions are made.
<p>Equity</p> <p>Means: Equal treatment of all participants and that all parties have equal access to information and opportunities to contribute and respond</p>	<ol style="list-style-type: none"> 6. Information is presented in appropriate forms and languages. 7. Information is presented at appropriate times. 8. Participation of special interests, such as indigenous communities, women and youth, is actively sought and supported.
<p>Fairness</p> <p>Means: The process, and agreements arising from the process, was free from discrimination and dishonesty</p>	<ol style="list-style-type: none"> 9. Fairness is observed. 10. There is an absence of complaints about conduct of the process or complaints are found to be baseless when independently reviewed.
<p>Respect</p> <p>Means: to care for and heed the interests and concerns of another, to give due time for consideration of issues</p>	<ol style="list-style-type: none"> 11. Issues raised by parties or other people with a genuine interest in the process are treated as valid and properly considered. 12. Participants behave in a respectful manner towards each other at all times. 13. The discussions are conducted at a pace that allows parties to understand the information and, where necessary, consult with those that they represent before continuing.
<p>Responsiveness</p> <p>Means: demonstrating that concerns have been heard and respected through changing behaviour and communicating that change</p>	<ol style="list-style-type: none"> 14. Questions raised are answered at the time to the best of the ability of the relevant committee member. 15. Questions taken on notice are responded to diligently. 16. Stakeholders are given feedback on how they have influenced decisions.

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<p>Adequacy of information</p> <p>Means: communities and their representatives have been provided with the information necessary for them to make informed judgments, decisions and actions</p>	<p>17. Information provided to stakeholders is accurate.</p> <p>18. Information provided covers the range of issues relevant to the stakeholders' circumstances.</p>
<p>Timeliness</p> <p>Means: communication and responsiveness are done within a reasonable timeframe so as to be of practical use</p>	<p>19. Diligent efforts are made to deliver the process within the agreed timeframe.</p> <p>20. Diligent efforts are made to ensure the time between issues being raised and responses being formulated and conveyed is as short as possible.</p>
<p>Constructiveness</p> <p>Means: Serving to improve or advance; helpful, in relation to the independent process and individuals within it</p>	<p>21. Actions at meetings and outside of meetings do not damage the goodwill of individuals or the group</p> <p>22. Absence of actions that undermine trust and hinder the operation of the process.</p>