

## Guiding Principles for Participative Process Design

PRINCIPLE	BEHAVIOURS
<p><b>Integrity</b></p> <p>Means: Moral soundness, honesty, freedom from corrupting influence or motive</p>	<ol style="list-style-type: none"> <li>1. Honesty is apparent and any attempts to corrupt the process are dealt with effectively.</li> <li>2. Integrity appears to be maintained as well as in fact being maintained.</li> <li>3. The process agreed to by the parties is followed or only modified with their consent.</li> </ol>
<p><b>Transparency</b></p> <p>Means: being clear and transparent (see through)</p>	<ol style="list-style-type: none"> <li>4. Relevant information is made readily available to parties to the discussions or to other people with an interest in them.</li> <li>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.</li> </ol>
<p><b>Equity</b></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"> <li>6. Information is presented in appropriate forms and languages.</li> <li>7. Information is presented at appropriate times.</li> <li>8. Participation of special interests, such as indigenous communities, women and youth, is actively sought and supported.</li> </ol>
<p><b>Fairness</b></p> <p>Means: The process, and agreements arising from the process, was free from discrimination and dishonesty</p>	<ol style="list-style-type: none"> <li>9. Fairness is observed.</li> <li>10. There is an absence of complaints about conduct of the process or complaints are found to be baseless when independently reviewed.</li> </ol>
<p><b>Respect</b></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"> <li>11. Issues raised by parties or other people with a genuine interest in the process are treated as valid and properly considered.</li> <li>12. Participants behave in a respectful manner towards each other at all times.</li> <li>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.</li> </ol>
<p><b>Responsiveness</b></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"> <li>14. Questions raised are answered at the time to the best of the ability of the relevant committee member.</li> <li>15. Questions taken on notice are responded to diligently.</li> <li>16. Stakeholders are given feedback on how they have influenced decisions.</li> </ol>

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<p><b>Adequacy of information</b></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><b>Timeliness</b></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><b>Constructiveness</b></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>