

Appendix A: Ground rules for the workshop

Introduction

Our aim is to establish a safe and productive atmosphere where all participants can share insights and concerns freely. These guidelines help maintain respect, encourage inclusive dialogue, and ensure that sensitive information is handled responsibly.

- **Respect and open-mindedness**
 - Listen actively and let others finish before offering your thoughts.
 - Appreciate diverse perspectives and experiences.
- **Confidentiality**
 - Chatham House Rule: You are free to use the information shared in the workshop, but you must not reveal the identity or affiliation of speakers without their explicit permission.
 - Treat personal stories and sensitive information with discretion.
- **Constructive communication**
 - Focus on ideas and potential solutions rather than individuals or blame.
 - Offer thoughtful, clear feedback and maintain a positive, forward-looking tone.
- **Inclusivity and equality**
 - Allow space for everyone to speak, inviting quieter voices into the conversation.
 - Avoid dominating discussions or interrupting others.
- **Be present and engaged**
 - Limit distractions by silencing notifications and stepping out if a call is necessary.
 - Contribute fully to group activities and respect the time allocated for each agenda item.
- **Honesty and transparency**
 - Share genuine perspectives, even if they challenge existing norms.
 - Provide context or evidence where possible.
- **Focus on outcomes**
 - Work together to identify clear, practical actions.
 - Seek consensus on next steps and commit to follow through where you can.
- **Own your contributions**
 - If you propose an action, be prepared to discuss how you or your organisation can support it.