Guiding Questions

When creating your guidelines for decision-making processes please bear in mind the following aspects:

Transparency

- How do you make sure that the decisions taken are transparent?
- Are the roles and responsibilities for everybody involved in the decision-making process clearly defined and conflicts of interests minimised?
- Is it clear for everybody how the decisions are taken?
- How do you want to agree on the decision if disputes or alternative proposals appear e.g. consensus versus majority?
- Can decisions be taken if not everybody who is supposed to attend the decision-making meeting is present?
- Who needs to be informed about the decisions taken?
- How do you plan to inform all the actors involved in the decision-making process/the organisation?

Inclusiveness

- Who should be involved in making the decision e.g. office staff, board members, volunteers, beneficiaries, local partner organisations, local activists, experts, donors?
- Why should those actors be involved?
- How can you ensure that everybody who should be involved in the decision-making process is available and present during the decision-making meeting?
- Is the decision making process in line with your principles and ethical guidelines?
- Is everybody involved who is affected by the decision to be taken?

Accessibility

- How can you make the decision-making process accessible for all involved individuals e.g. in terms of timing, space, language?
- Do you need an external facilitator for the decision-making process to foster the accessibility of the process by reducing power imbalance between the different participants due to their positions in the organisation?
- What are the benefits of an external or internal facilitator?
- Which factors would help you to make the decision making process as accessible as possible for everybody?
- How do you ensure that the decision is accessible for those affected?

Applicability

- Is the decision making procedure applicable and feasible for the decisions to be taken?
- Is the time you need for the decisions to be taken appropriate for the relevance of the decision in terms of its effects on your work?
- How do you ensure that the length and complexity of the decision-making process does not delay important decisions to be taken on time?
- How do you address that some of the participants of the decision-making meeting have more information on the topic and are more affected by the decision taken than other members of the decision-making body?
- Which measures do you use to ensure that the decisions taken can easily be integrated in the daily routine and practices of the organisation?