# **Ground rules for Patient and Public Involvement and Engagement (PPIE)**

All members are expected to observe and abide by the ground rules below:

We will.......

* Start / end our meetings on time
* Follow an agenda
* Read materials, minutes etc. and be prepared to discuss at meetings
* Stay on task; no side conversations
* Listen to others and not interrupt
* Share time so that all can participate
* Be free to speak minds without fear of reprisal
* Attack the problem, not the person- "no blame game"
* Accept the fact that there will be differences of opinion
* Operate on consensus – seek general agreements all can “live with.” If a vote occurs the Chair has the casting vote in case of a tie.
* Show mutual respect
* Check egos at the door
* Make decisions based on clear information
* Bring closure to decisions
* Identify actions that result from decisions
* Summarise pending issues and agreements at end of meeting
* Agree on what information goes “out” and what stays in the group