

Negotiation Actions

1. Set aside a room solely for the use of negotiating officials when discussing any aspect of the negotiations. Ideally, this room would be at the end of a corridor, above ground level or in a basement area. (Rooms or suites within a hotel can be adapted for this purpose.) Walls should be of solid concrete or concrete block and extend from the true ceiling to the true floor. If the room has connecting doors, both rooms should be designated as secure areas and controlled accordingly. If rooms with solid walls cannot be acquired, plans for controlling adjoining rooms should be made.
2. Examine the room(s) prior to initial use to insure there are no security weaknesses (speakers, vents, false walls, etc.) or listening devices which would compromise your position. A physical and electronic examination of the room(s) may be required on a recurring basis during negotiations.
3. Secure the room prior to the examination and maintain the security posture during the entire period of negotiations. Security should be affected through the joint use of security systems/security personnel, utilizing corporate personnel, off duty police officers or private security personnel. Insure that security personnel are not sympathetic to the opposing party. Change the lock(s), utilizing outside locksmith services, if practical. Control keys or access codes.
4. Thoroughly examine everything located within the room(s) to insure they contain no surreptitious listening devices. Thoroughly examine any items introduced after the initial examination to include food trays, plants, carts, electronic equipment, furniture, etc. Remove all intercom equipment. Provide for secure voice and fax communications.
5. Do not utilize telephones (standard, cellular or cordless types) to discuss any aspect of the negotiations unless secured or absolutely necessary (Telephone equipment rooms, equipment, wiring, instruments, etc., are generally accessible to any number of persons who may be sympathetic to the opposition).
6. Establish a separate room for negotiations with your opponents to prevent the introduction of listening devices. Under no circumstances should your opponents be allowed into YOUR designated secure room(s).
7. Do not discuss any aspect of your opponent's requests or your established position outside the secure room(s). Negotiators should be made aware that anything said outside the room is subject to being compromised through a number of seemingly harmless methods.
8. Provide a CROSS CUT SHREDDER for the destruction of ALL trash generated as a result of negotiations or discussions. Protect all documents generated as a result of discussion by storing in lockable containers.
9. Remove and store one time (disposable) typewriter ribbons when not in use. Destroy by cutting or shredding.
10. If negotiations continue over a protracted period of time, repeat examinations.