

* Please note this checklist is just an example. Labor and Agency representatives are encouraged to change and adapt this list in a way that suits your needs.

Pre-Decisional Involvement Invitation Response Checklist

Upon receiving an invitation to engage in pre-decisional involvement (PDI), an appropriate representative from either labor or management will provide a written response. A written response to a PDI invitation that includes the items listed below will assist in the PDI process:

- The name and title of the designated representative for the PDI issuing party.
- Contain the phrase “PDI Invitation Response” in addition to the issue or topic in the subject header of the letter (and of an e-mail message, if that is the method of delivery).
- The date of the initial PDI invitation and date of its receipt.
- Whether the party is electing to participate in PDI.
- The name(s) and contact information of the point of contact for the PDI. If applicable, please indicate if the individual(s) are authorized to execute any Final Agreement for that Party. Ideally, this is the same person.
- Available dates for PDI discussions to begin, with a response to any dates proposed in the initial PDI invitation.
- If applicable, any initial request for additional information related to the PDI topic that was not provided with the PDI invitation.
- A description of expectations upon completion of PDI. (See e.g., FAQ section B.; Checklist #5 – Expectations; Outcomes Module)
- Any initial interests, issues, and/or information that the party has gathered since receipt of the PDI invitation and that the party wishes to share in advance.