# Preparing For a
# **PRCC MEETING**
## CHECKLIST

- [ ] **Review new PRCs**

  - [ ] **Is the immediate supervisor/manager aware**? PRCs that have not been discussed with the Manager should not be included on the PRCC agenda until such discussion has occurred by the Employee identifying the issue or the Local on behalf of the Employee.

  - [ ] **Additional information required?** Make sure you have all the detail you need to speak to the PRC. Do you clearly understand the concern(s) and recommendation(s) to resolve the issue(s).

  - [ ] **PRC Response Form.** Did you or the writer of the PRC receive the PRC Response Form from the Employer? If no, follow up with the Manager to find out when it will be completed and if yes, ensure it is attached to the PRC for discussion.

- [ ] **Review unresolved PRCs**

  - [ ] **What is outstanding?** Review the issue and have a clear understanding of what is required to resolve the issue from UNA's perspective. Review the recommendations on the original PRC.

  - [ ] **Evaluation & Monitoring Plan.** Is the PRC resolved pending evaluation of an intervention? Is there any information that needs to be gathered by UNA or the Employer prior to the meeting to review the unresolved PRC(s)?

- [ ] **Review minutes and action item**s from the last meeting. Are you or any other UNA committee members responsible for following up on anything from the last meeting? Are there any corrections to the minutes from the last meeting? Try to send these to the Employer in advance of the meeting.

- [ ] **Prepare Agenda.** This is a shared responsibility with the Employer. The agenda should be circulated at least 1 week in advance of the meeting.

- [ ] **Invite Guests.** You should jointly determine with the Employer if any guests will be invited to the PRCC meeting. If UNA is bringing additional guests (e.g. writer of PRC, PRC Advisor, etc.) to the meeting, you need to ensure the Employer is informed prior to the meeting.

- [ ] **Information Sharing.** The requirement to share relevant information applies to both parties and, wherever possible, the parties should jointly identify the information that would support problem-focused discussion. This information should be circulated with the agenda to allow PRCC members time to review.