

# DO'S FOR PLANNING COUNCIL MEMBERS

- Learn the legislation
- Learn about PLWHA needs—overall and by population group
- Be familiar with eligible services and funding sources
- Understand the TGA's priorities and spending plan
- Serve as link between the PC and the PLWHA community
- Plan for all Ryan White-eligible PLWHA
- Participate actively
- Understand and help manage conflict of interest (COI)
- Use data as the basis for decision making
- Listen, learn, and teach others
- Stay focused on your responsibility for helping develop a seamless, accessible system of care for all PLWHA
- Respect confidentiality
- Keep an open mind

# COMMUNICATION IS KEY FOR PLANNING COUNCIL MEMBERS

- Encourage open discussion where everyone is heard
- Establish and enforce behavioral ground rules
- Model respectful behavior
- Create a welcoming environment
- Share information widely
- Separate the issue from the individual
- Remind group of its purpose
- Ensure that decisions are based on defined procedures and criteria