1. The Project manager will be the primary contact for discussion on a new topic. – This is so that the project manager can route the conversation to the appropriate people and make sure no one is left out of that discussion. For example a software change on a control board that effects the boot up time should also have the factory manager in that discussion as it may affect there factory process
2. Meetings require advanced notifications and are made in a timezone sensitive manner - For example while a meeting at 3 PM EST is good for those living in the east coast, for someone living in the UK that meeting would be at 8 PM which is a bit too late for a work meeting.
3. Always maintain a positive attitude - This is really important to any team not just multinational. But ultimately when working with other groups and someone makes a mistake or is just misinformed about an issue it is important to give them the benefit of the doubt so that it does not fracture the team.
4. Be culturally understanding – Be aware of other’s holidays and mannerisms. Don’t expect people to be comfortably working during one of their holidays. Also it is important that you show people the respect of their culture and they should show the same respect to your culture.
5. Task must be accepted by the receiver – If there is something that needs to be down the party that task is assigned to it must accept and acknowledged that they hold the responsibility for that task. This is important so they can voice all of their concerns of the issue and assure the group that they understand their responsivity. That last part is extremely important especially when working in different languages as they may not understand what they need to do. So it is very important to check and confirm that they understand what they are asked to do.