

Negotiation Mandate Template

Last update: September 2026

Mandate

**Mission/organisational
mandate**

Strategic objectives

Operational objective(s)

Red lines

*Relevant institutional policies,
legal limitations, principles,
professional procedures and
ethical boundaries translated into
observable behaviour.*

What isn't allowed:

What is allowed:

What to check with the mandator:

Role attribution

Lead negotiator

Reports to

Reporting

Format, timing and contents

Communication channel

*Instant messaging app, phone
call, email?*