Policy Group Full Name (Acronym)

|  |  |
| --- | --- |
| **Meeting:** | Meeting name/type |
| **Date and Time:** | e.g. Wed 12th January 2011 at 10 AM |
| **Venue:** | City, Country |
| **Agenda:** | URL to the agenda page |

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# Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Surname | Abbr. | Organisation | Membership[[1]](#footnote-1) |
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Apologies: Name1 (Organisation1), … NameN (OrganisationN),

# MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on DATE were reviewed. As integration to the records, ………

No other additions/corrections were reported. After this integration, the minutes were approved as a correct record of the proceedings.

# AGENDA BASHING

# ACTION REVIEWS

Report updates on open actions from the previous meeting

# ITEMS OF BUSINESS

A separate consecutively minute with relevant heading to be prepared for each item of business in order discussed at the meeting. The format of each minute as follows:

* past tense and not colloquial;
* an introductory paragraph which sets the scene, refers to any previous discussion (include previous minute ref) and identifies the relevant agenda paper;
* subsequent paragraphs setting out the main points discussed – remember to ensure balanced record (use bullet points where complicated debate);
* final paragraph to set out recommendations for action/decision of the Committee
  + actions should be numbered using XX/YY where:
    - XX: meeting number / ==
    - YY: action number within the meeting
* Refer to people by initials, not name

## Item 1

* ……… (***action 01/01***)
* ………….. (***action 01/02***)

## Item 2

* ………. (***action 01/03***)

## AOB

None

# Actions

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Resp. | Description | Status[[2]](#footnote-2) |
| 01/01 |  |  | NEW |
| 01/02 |  |  | NEW |
| 01/03 |  |  | NEW |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Date for Next Meeting

There being no further business, the meeting concluded at HH:MM

Minutes prepared by Name of minute taker, date

Minutes Approved Group Chair Name

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1. Member, Observer, Sec Support [↑](#footnote-ref-1)
2. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-2)