



interested parties as well as any other issues the Chairperson deems relevant. A written agenda will be made available to the Members (and other attendees, as the case may be) in advance of each meeting in accordance with section 6.2.

## 6.2 Submission of documents

To ensure a sufficient preparation time, the meeting agenda and other documents prepared for the meeting should be distributed at least (considering the volume of documents) 36 hours in advance of the meeting to the Members (and to other attendees, as the case may be), using relevant governance tools. The Chairperson may grant exceptions to this requirement in case of extraordinary ad-hoc meetings or in case Committee operations, including decisions, require latest information. In any case, the Members must be given reasonable time to review the documentation. Section 4.3 para 2 applies accordingly.

## 6.3 Minutes

The Secretary shall take written minutes of each meeting. Such minutes shall include the names of each attendee, all decisions taken and the major discussion points.<sup>10</sup> The minutes shall be made available to the Members for review within seven calendar days of the meeting.

In drafting minutes, the Secretary takes special care that minutes are accurate and complete, contain no unnecessary information, and are appropriate for potential disclosure.

Each Member may suggest changes to the wording or to the content of the minutes within seven calendar days of receipt ("**Objection Period**"). The minutes become final if no such changes are suggested during this period and if the Chairperson has not objected to the content.

If changes are suggested or if the Chairperson has objected to the content, the revised version of the minutes will be made available to the Members for review of the revised topics within seven calendar days of the Objection Period or at the next meeting, whatever takes place earlier. The minutes become final if no further objections are received on the revised topics within seven calendar days of receipt.

The final minutes shall be made available to the Members and to the Delegating Person within seven calendar days after finalisation.<sup>11</sup>

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<sup>10</sup> A Brief on Minute Taking outlining inter alia minimum requirements in detail can be obtained from Global Governance.

<sup>11</sup> Guests shall receive only those parts of the minutes which reflect their input (need-to-know-principle).

For internal use only