

NOT FOR GENERAL PUBLICATION

[insert Name of the Committee]

The next meeting will be held as follows:

Date: [insert details]

Time: [insert details]

Venue: [insert details]

[insert name]

[insert date of sending]

Secretary

A G E N D A

[insert number of meeting and year - (mm/yyyy)]

Page

1. **Apologies and welcome to new members** [insert - (phone xxx or email xxx)]
2. **Confirmation of minutes of meeting held on** [insert date] [Enclosed OR previously circulated]
3. **Business arising out of the minutes**
 - 3.1 Items referred
 - 3.2 Items in progress
 - 3.3 [Insert title of agendum]
 - 3.4 [Insert title of agendum]...etc
4. **Matters for consideration**
 - 4.1 [Insert heading]
 - 4.2 [Insert heading]
5. **Matters for noting**
 - 5.1 [Insert heading]
6. **Reports from Sub-Committees**
 - 6.1 [Insert name of Sub-Committee]
 - 6.2 [Insert name of Sub-Committee]
7. **General Business**
8. **Next Meeting**

The next meeting will be held at [insert time] on [insert date] at [insert venue]..

3. Business arising out of the minutes

3.1 Items referred:

The following items, from the [insert name of committee] meeting of [insert date], were approved by [insert approving committee or position] at its meeting of [insert date]:

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The following items, from the [insert name of committee] meeting held on [insert date], were noted by [insert approving committee or position] at its meeting of [insert date]:

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3.2 Items in progress

- [list the title of agenda items which will return to the agenda]
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3.3 [insert title of agendum]

[Provide brief detail regarding the item including the most recent meeting date at which it was considered. Also provide detail which adds to this most recently minuted item].

3.4 [insert title of agendum] ...etc

[Provide brief detail regarding the item including the most recent meeting date at which it was considered. Also provide detail which adds to this most recently minuted item].

4. Matters for consideration

4.1 [insert heading]

Recommendation

[Insert a concise, stand alone recommendation]

e.g. It is recommended that the proposal from the Science Committee to introduce a New Program of XX from 20YY be approved.

Background

[Insert relevant background information to put this item into context for members]

Attachments

- [List attachments (less than 10 pages) and insert them in your agenda after this page]

Enclosures

- [List Enclosures (more than 10 pages) and include them separately at the back of the agenda]

4. Matters for consideration

4.2 [Insert heading]

Recommendation

[Insert a concise, stand alone recommendation]

e.g. It is recommended that the proposal from the Science Committee to introduce a New Program of XX from 20YY be approved.

Background

[Insert relevant background information to put this item into context for members]

Attachments

- [List attachments (less than 10 pages) and insert them in your agenda after this page]

Enclosures

- [List Enclosures (more than 10 pages) and include them separately at the back of the agenda]

5. Matters for noting

5.1 [insert heading]

Recommendation

It is recommended that members note

6. Report from Sub-Committees

6.1 [Insert name of Sub-Committee]

Recommendation

[insert text here]

Background

[insert text here]

Attachments

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