

## **FORMAT OF MINUTES OF MEETINGS**

Minutes of Meeting of .....  
(State the name of the meeting)

No. .... Year .....  
(State the reference number of meeting and year)

Date : .....

Time : .....

Venue : .....

### **PRESENT**

*(List the names of members present, beginning with the name of the Chairman. Names of others present are arranged according to their seniority).*

### **IN ATTENDANCE**

*(List the names of those who are not members but have been invited specially to attend the meeting or have been in attendance at the meeting. List the names according to seniority).*

### **I. OPENING ADDRESS BY THE CHAIRMAN**

*This space contains important matters raised by the chairman in his opening address. These matters need not be those the meeting discussed under matters arising or while discussing working papers or matters mentioned at the close of the meeting.*

### **II. CONFIRMATION OF MINUTES**

*Record the decisions on the minutes of the previous meeting, that is, confirmed with amendments or confirmed subject to amendments. If there are amendments, mention the amendments concerned.*

### **III. MATTERS ARISING**

*This space contains records of matters raised at the previous meeting. The main topics raised should be recorded. To facilitate reference, the page number and the paragraph number of minutes of the previous*

*meeting which discussed the same topics should be recorded.*

*If the matters raised still require action, record also the person required to take action.*

#### **IV. DISCUSSION OF WORKING PAPERS**

*In some meetings, working papers are presented for discussion. Matters that need to be recorded in this space include:*

- *Title of working paper.*
- *Agency/person that prepared the paper.*
- *Objective of the working paper.*
- *Important issues raised in the working paper.*
- *Members' comments/views regarding the issues raised in the working paper.*
- *Meeting decisions concerning issues raised and follow-up actions that need to be taken.*

#### **V. OTHER MATTERS**

*This space contains other matters raised in the meeting, matters that were not originally on the meeting agenda.*

#### **VI. CONCLUSION**

*This space contains the following:*

- *The time the meeting ended or adjourned.*
- *The chairman's closing address.*
- *Date of the next meeting, if decided.*

Secretariat

*(Record the name of the division/unit that is responsible for conducting the meeting).*

Date

*(State the date the meeting minutes are prepared).*