Name of Committee

Date of meeting; Time of meeting GMT

Venue / Teleconference

|  |  |  |
| --- | --- | --- |
| To attend | | |
| **Name** | **Position** | **Initials** |
| Keith Newton | Secretary General | KN |
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| Agenda | | |
| **Number** | **Item** | **Lead** |
| 1.0 | Welcome |  |
| 2.0 |  |  |
| 3.0 |  |  |
| 4.0 |  |  |
| 5.0 |  |  |
| 6.0 | Any Other Business | ALL |
| 7.0 | Date of next meeting |  |
|  |  |  |
| Documents to be circulated | | |
| **Item** | **Paper** | **Action** |
| 1.0 | Minutes of last Meeting on 21 June 2017 |  |
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