

APPENDIX E

WHEC Meeting protocol

1 Attendance at consortium meetings

WHEC responsibilities

- ✓ Ensure that the agenda and advance notice is sent in good time to all partners, so that they can prepare themselves for the meeting.
- ✓ Consult with the partners, to ensure that meetings are at a time and place convenient for them.

Partners' responsibilities

- ✓ Read your agenda and minutes of the previous meeting – including supporting papers - so that you can prepare for the meeting.
- ✓ Be prepared to report on up-dating any actions that have your name on.
- ✓ If you are unable make a particular meeting, you must notify the Manager; and/or send your designated representative.
- ✓ You [or your 'deputy'] are expected to attend all meetings. If this becomes a problem you must notify the Manager.
- ✓ Arrive punctually and take an active part in the discussions and decision-making.
- ✓ Respect the views of others, whilst engaging in healthy debate.
- ✓ If you are using acronyms, abbreviations etc. ensure that you have explained them so that everyone knows what is being talked about.
- ✓ All decisions will try to be reached by consensus. But be aware that all majority decisions are treated as though they were unanimous.
- ✓ Be professional, if you have an opposing view, note this in the meeting – not outside. Leave the meeting positively, with all opinions fully aired.
- ✓ Be prepared to be part of any actions that arise from the decision-making process, and ensure these are carried out within the timetable.
- ✓ If you were unable to attend a meeting, ensure you have been fully briefed about the outcomes and implications for yourself and WHEC.

2 Attendance at Representational / external meetings

At representational meetings members are there to represent ONLY the views of WHEC

WHEC responsibilities

- ✓ Ensure the policies and operational processes of WHEC are clear and have been communicated to all partners.
- ✓ Provide the opportunity for all partners to discuss the issues, and to come to a decision about the exact position that WHEC is taking.

Partners' responsibilities

- ✓ If you are the nominated representative, you may only present the opinion / option / position as agreed by the members at the previous WHEC meeting.
- ✓ You may not use your attendance at a representational meeting to further the views of an organisation other than WHEC.
- ✓ You are representing WHEC, so you are expected to behave in a professional and ethical manner, and say and do nothing to jeopardise the reputation of WHEC.
- ✓ You must report back the outcomes of the meeting to the Manager / other partners as soon as possible.
- ✓ If you are unable to attend, inform the Manager as soon as possible, so that a substitute can be nominated and fully briefed,

6th of July 2010