



PROCEDURES FOR THE ADOPTION OF THE MINUTES OF THE ECA EXCOM MEETINGS

(prepared by the ECA Secretariat)

Background

Minutes of the ExCom meetings are the key tool for keeping record of the meetings and the decisions taken. As the minutes are publically available, they serve the purposes of transparency and communication from the meeting participants to FAO bodies and to the Members of the Europe and Central Asia region. The minutes also support the communication between the ExCom and ERG.

During the April 2020 meeting, ExCom requested the ECA Secretariat to prepare the procedure for the adoption of the minutes in written form, in order to improve the transparency of the working modalities of ExCom and also to guarantee high efficiency and timeliness of the process.

The draft procedures for the adoption of the minutes are presented in the Annex.

The ExCom is invited to:

- review, revise - as needed - and endorse the draft procedures for the adoption of the minutes of the ExCom meetings, as presented in the Annex;
- agree that the Secretariat of ECA applies the endorsed procedures immediately, starting from the minutes of this meeting;
- agree that the procedures will be incorporated into the ExCom Information Document, as and when it is finalized.

Annex 1**PROCEDURE FOR THE ADOPTION OF THE MINUTES OF THE ECA EXCOM MEETINGS***(draft)***Minutes of the ExCom meeting**

The minutes are the written record of the ExCom meeting. The minutes shall be terse, factual and structured, following the sequence of the adopted agenda of the meeting. The minutes should include the following:

- a. place and date of the meeting;
- b. relevant discussion points and statements;
- c. decisions made by the ExCom;
- d. required actions to be taken after the meeting is concluded;
- e. annexes, including at least the list of participants and the adopted agenda.

The minutes shall not be transcripts of the discussions nor shall they be considered a detailed report of the meeting. The minutes should reflect the debate at the meeting and contain specific action points for the Members and/or for the ECA Secretariat, as the case may be.

The process of preparation of the minutes, including taking notes at the meeting, drafting the minutes, sending the draft for comments, revising the draft based on the comments, submission for approval, and posting, is conducted by the ECA Secretariat.

Adoption and publication of the minutes

Following the ExCom meeting, the ECA Secretariat prepares the first draft of the minutes within ten days from the meeting considering internal reviews, where appropriate, and shares the draft with the ExCom Members via online channels. ExCom Members are invited to provide their comments within seven days from the dispatch of the draft minutes.

The ECA Secretariat collects and reviews all received comments and revises the draft minutes accordingly. The ECA Secretariat shares the revised draft minutes with the ECA Chairperson for approval within seven days. The Chairperson may decide to circulate the draft to the ExCom Members, for confirmation. Once approved, the minutes are published on the ECA Website.¹ The minutes should be posted no later than 21 working days after the meeting. The ECA Secretariat should notify the ExCom Members about the posting of the minutes, including the link to the relevant website.

¹ <http://www.fao.org/europe/commissions/eca/executive-committee/en/>