Facility logo here

**Terms of Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **[Meeting Name]** | | | |
| **Name of Group:** | [Group] | | |
| **Reports To:** | [Firstname Lastname] | | |
| **Reporter:** | [Firstname Lastname] | | |
| **Chairperson/s:** | [Firstname Lastname] | | |
| **Terms of Office:** | [Details…] | | |
| **Secretariat:** | [Firstname Lastname] | | |
| **Endorsed By:** | [Firstname Lastname] | **Date:** | [6 February 2015] |
| **Next Review:** | [6 February 2015] | | |
| **Review Process:** | [Details…] | | |
| **Decision Making:** | [Details…] | | |

|  |  |
| --- | --- |
| **Background:** | |
| [Details…] | |
| **Purpose:** | |
| [Details…] | |
| **Responsibilities / Functions:** | |
| [Details…] | |
| **Frequency of Meetings:** | |
| [Details…] | |
| **Reporting Committees:** | |
| [Details…] | |
| **Method of Evaluation:** | |
| [Details… ] | |
| **Quorum:** | |
| [Details…] | |
| **Membership:** | [Details…] |
| **Members of:** | [Firstname Lastname] |
| **Correct as at:** | [6 February 2015] |

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| --- | --- | --- | --- |
| **Name** | **Role** | **Organisation** | **Email Address** |
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