HUMAN RESOURCE – MEETING & PROCEDURES SOP



Details of SOP		Details of SOP owner	
SOP no.	**HR/ADMIN 103**	**SOP owner**	**[Your organisation] HR/Admin**
Revision no.		**Approval date**	
Implementation date		**Approved by**	
Last reviewed/ updated		**Reference no.**	

Meetings involving lead stakeholders take different forms and aims. These may be for consultation, consensus building, planning, reviewing, and sharing results, among others. Some may also be scheduled or urgent and abrupt. There is a need for such meetings to be organized regularly to share progress and challenges and develop strategies.

1. **Purpose**

- To specify the rationale, agenda, and objectives of meetings.
- To specify who will participate in the meetings.
- To specify the frequency of the meetings.
- To institutionalize the process of conducting the meeting.

2. **Scope**

This SOP focuses on scheduled, quarterly and annual lead agency meetings. The manner and environment in which meetings are held should ensure full attendance, maximum participation and engagement and ownership of decisions reached during deliberations

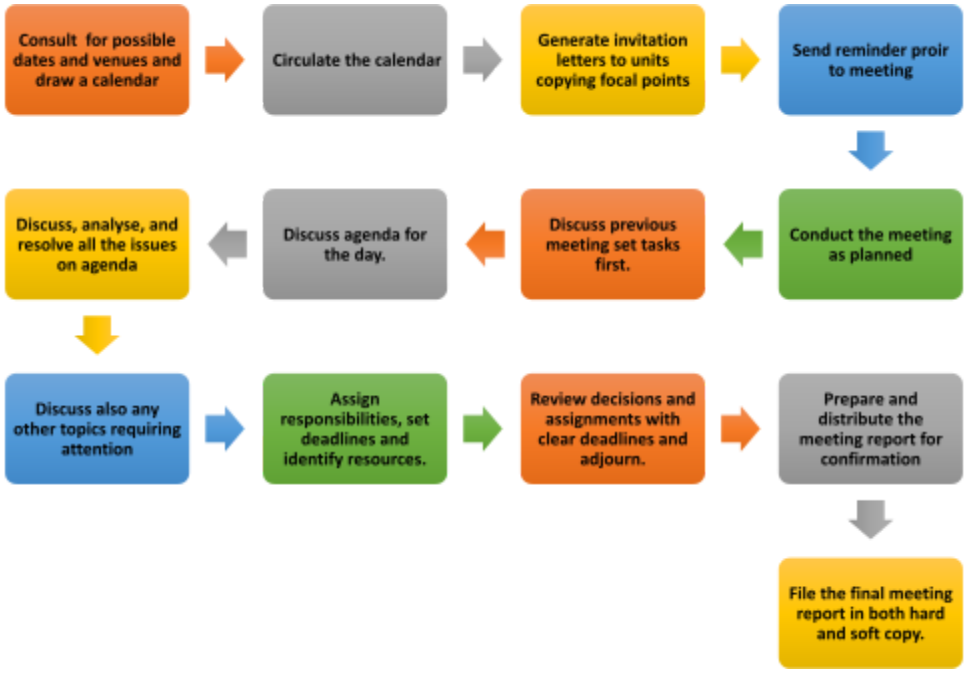
3. **Responsibilities**

Quarterly and annual lead agency meetings will be organized and coordinated by your organisation. Such responsibility can, however, be passed on to lead agencies through formal communications. Any other meetings can be organised by lead agencies in collaboration with the Authority. Meetings should be initiated early, and a calendar drawn with possible dates and venues.

4. **Application forms and references**

Human resource policy manual

Fig 4 : Flowchart for Meetings and procedures



5. Procedure for work

- Consult with various units/agencies on possible dates and venues and draw a calendar
- Circulate the calendar to respective units by hardcopies, email or both.
- Generate invitation letters for specific meetings and ensure they are delivered to respective units earlier, at least 14 working days before due date. The invitation letter should include;
  date of the meeting, venue, programme/agenda, facilitation if any, expectations from the participant and any relevant documents.
- Ensure that focal point officers within the agency/unit are copied in and aware of the invitation for follow-up within their agencies.
- Remind the focal point officers at least three days before the meeting and ensure that logistical and administrative issues are concluded within the three days before the date of the meeting.
- Conduct the meeting as planned and explain any deviations to the participants and a person is to be designated to minute the meeting.
- The tasks set forth in the previous meeting and their progress is to be discussed first.
- followed by discussions on the agenda for the day.
- The issues are to be discussed, analysed, and resolved.
- Any other topics on the agenda or requiring attention are then to be discussed.
- At the end of the meeting, assign responsibilities, set deadlines, identify resources (people, materials) that the team can access.
- Review decisions and assignments, make deadlines clear, confirm meeting time and date for next meeting and adjourn.
- Prepare and distribute the meeting report within 10 working days after the meeting for comments and confirmation.
- File the final meeting report in both hard and soft copy.

6. **Procedure for reporting**

   Written comprehensive report on meeting process, discussions, and decisions.