

Procedure for Obtaining Secretariat Approval between Meetings

In exceptional circumstances the Facilitator* working in collaboration with the Resource Worker shall decide when an issue is of a sufficiently urgent nature that it cannot be delayed until a scheduled or additional meeting of the Secretariat and that it warrants the taking of a decision by the Secretariat by written procedure in the interval between meetings of the Secretariat.

The request for a decision shall be communicated to Secretariat members by e-mail and shall:

- Indicate the Facilitator's agreement that the decision be taken by written procedure
- State the nature of the decision requested
- Provide information on the urgent nature of the decision
- Provide detailed information to enable the members of the Secretariat to take the decision
- Set out a final deadline for members of the Secretariat to seek additional information or clarification on the issue to be decided. In general members should not make a decision on any matter until the deadline for additional information has passed
- Set out a final deadline and procedures for members of the Secretariat to inform the Resource Worker of their decisions

In the event that any member of the Secretariat seeks additional clarification or information on the issue to be decided, a copy of that information will be sent to all members of the Secretariat.

A decision will be deemed to be taken by the Secretariat when more than half of the existing members of the Secretariat are in agreement on the issue to be decided.

The decision of the Secretariat will be communicated by the Resource Worker to all members of the Secretariat by e-mail as soon as is practicable after the decision has been taken.

Decisions taken by written procedure between meetings of the Secretariat will be recorded in the minutes of the subsequent Secretariat meeting.

**Facilitator – the Role of Facilitator rotates on a two-meeting basis. The Facilitator will be responsible for these decisions between meetings from the day after their first meeting as Facilitator until the changeover meeting.*

Approved at December 2022 Secretariat meeting.