

All CPWG generic tools are developed based on best practices from the field. If you decide to use these tools in your context, make sure they are contextualized before use for quality results.

What is a meeting minutes for?

The meeting minutes template is designed to help the Field Based Coordinator to conduct effective meetings focusing on strategic discussions and monitoring of activities. Along with other tools (5W, snapshots, etc.), the meeting minutes template is also designed to facilitate writing updates for UNICEF or UNOCHA Situation Reports.

Who should be in charge of taking minutes?

It is important to decide who will be responsible for taking notes in advance of the meeting so that information is not lost. Each CPWG will have a different arrangement depending on resources available: the IMO may take minutes or, it could be a rotating NGO, etc. Note that the meeting minutes template does not require IM skills.

Who is the audience of meeting minutes?

CPWGmembers are the primary audience. This will help them stay up to date on aspects related to the inter-agency CPiE response, especially if they were not present in the meeting.

Format

The template has been designed on MS Word.

The meeting minutes template is composed of 7 parts: Contextual Information, Agenda, Previous action points, Agenda item Discussions, Others Issues to Note, Monitoring of activities, Next meeting, Annexes.

How to create meeting minutes?

General rule: When you see a text in [], you need to replace it with contextual information

Prior to the meeting:

1. Add contextual information: Add the name of the meeting and the country. Add the dates, location, information on the chair and Secretariat/note taker. At the beginning of the meeting, take notes of who the participating organizations are. It can be helpful to have a contact list already prepared.
2. Modify the agenda: copy/paste your agenda in the agenda part.
3. Previous action points: go back to previous meeting, copy/paste the action points in the first column and the responsible in the second column. This helps the facilitator reviewing the action points with the members. While reviewing the action point, the status can be noted in the third column.

During or after the meeting:

4. Record agenda Items Discussions: It can be related to a specific Minimum Standard or topic that is not related to implementation of activities: assessment, a field visit, discussion on children associated with armed forces and armed groups, etc. For each of the agenda items, take notes of the main relevant points in the discussion as well as the action points to follow-up. On the third column, the name or the responsible organization/person can be added. These action points will be copy/pasted in your next meeting minutes (in the 'previous action point section').
5. Other Issues to Note: Note any remaining issues that were discussed but were not a part of the meeting agenda as a bullet points.
6. Monitoring of activities: In line with the objectives in the CPWG strategic plan or work plan, or even according to the needs identified initially (in locations where a strategic plan and work plan have not yet been drafted), add a list of activities conducted, as well as the challenges faced and the plans going forward. If the Field Based Coordination group has issues updating the 3/4/5W, do not forget to add the name of the organization implementing or planning each activity, the location of the activity as well as, where possible, the number of beneficiaries targeted and reached. This part will help update the Situation Report and the 5W. **This section is optional and could be included in some or all meetings. If you decide to delete this section, you may do so** by selecting the rows and pressing the backspace key.
7. Next meeting: Note the date and the location of the next meeting.
8. Add annexes: It can be ToRs, documents or the list of participants. For the list of participants, you can copy and paste the name of the participants from your contact list to your meeting minutes template.

Tips for your meeting minutes

- Project the meeting minutes while writing them during the meeting: it helps incorporate comments from members in real-time.
- Follow-up by email: do not hesitate to include a summary of the action point and the name of responsible organizations/persons when you send the meeting minutes.