**Government Employees Pension Fund (GEPF) – Board of Trustees**

**[Number] meeting of the [Name of Committee] (Abbreviation)**

**held at the [Venue], on [Date] at [Time]**

1. **WELCOME**

The Chairperson welcomed the attendees to the meeting.

1. **ATTENDANCE REGISTER**

**Attendees: Trustees/Substitutes**

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**Attendees: GEPF**

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**Attendees: GPAA**

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**Special Invitees (for item …)**

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**Apologies**

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**Absent**

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1. **AGENDA FINALISATION: NEW ITEMS FOR DISCUSSION**

…

1. **DECLARATION OF INTEREST**

Declaration of interest forms were distributed prior to the meeting and members submitted completed forms to the secretariat. None of the members declared any conflict of interests.

| **Agenda item** | **Description/Action** | **Respon-sibility** | **Target date** |
| --- | --- | --- | --- |
|  | Approval of the Minutes of the [NAME OF COMMITTEE] Meeting Held on [DATE] |  |  |
|  | The minutes were approved, as proposed by … and seconded by …, with no amendments/with minor amendments. |  |  |
|  | MATTERS ARISING FROM THE PREVIOUS MINUTES |  |  |
|  | Items on Attached Schedule |  |  |
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|  | The document was distributed prior to the meeting and the following comments were noted: |  |  |
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|  | ***The Committee agreed to recommend to the Board that***  |  |  |
|  | INTERNATIONAL CONFERENCE APPROVALS |  |  |
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|  | The document was distributed prior to the meeting and the following comments were noted: |  |  |
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|  | ***The Committee agreed to recommend to the Board that***  |  |  |
|  | INTERNATIONAL CONFERENCE REPORTS |  |  |
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|  | The document was distributed prior to the meeting and the following comments were noted: |  |  |
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|  | ***The Committee noted the report.*** |  |  |
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|  | NEW ITEMS |  |  |
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|  | DATE OF THE NEXT MEETING |  |  |
|  | The next meeting would be held on …. |  |  |
|  | closure |  |  |
|  | The Chairperson thanked the attendees for their participation and closed the meeting at … |  |  |

**Approved: Chairperson Date**

| **MATTERS ARISING ACTION SHEET** |
| --- |
| **Action No** | **Description** | **Respon-sibility** | **Target date** |
|  |  |  |  |