



**NATIONAL CONTACT POINT**

**FOR RESPONSIBLE BUSINESS CONDUCT**

**Policy to regulate Meetings of**  
**the Advisory Panel**

## **1. Introduction**

This Policy is being drawn up under Regulation 20(a) of the Economic Development Board (National Contact Point) Regulations 2023 (the ‘2023 Regulations’) and shall apply to all meetings of the Advisory Panel. These procedures must be read in conjunction with any applicable laws, regulations or guidelines. Words not defined herein shall have the same meaning as in the 2023 Regulations.

## **2. Notice of Meeting**

- (1) The NCP Secretariat shall, at the request of –
  - (a) the Chairperson of the Advisory Panel; or
  - (b) at least 8 membersconvene a meeting of the Advisory Panel.
- (2) A notice of a meeting of the Advisory Panel shall be sent by the NCP Secretariat to every member of the Advisory Panel, and the notice shall include the date, time, and place of the meeting and the matters to be discussed.

## **3. Methods of holding meetings**

A meeting of the Advisory Panel may be held either by–

- (a) a number of members of the Advisory Panel who constitute a quorum, being assembled together at the place, date, and time appointed for the meeting; or
- (b) means or audio, or audio and visual, communication, by which all members of the Advisory Panel participating and constituting a quorum can simultaneously hear each other throughout the meeting.

## **4. Quorum**

- (1) A quorum for a meeting of the Advisory Panel shall be a majority of the members of the Advisory Panel.
- (2) No business may be transacted at a meeting of the members of the Advisory Panel if a quorum is not present.

## **5. Voting**

- (1) Every member of the Advisory Panel has one vote.
- (2) The Chairperson shall have a casting vote.
- (3) A resolution of the Advisory Panel is passed if it is agreed to by a majority of the members.

## **6. Minutes**

The NCP Secretariat shall keep the minutes of all proceedings of the meetings of the Advisory Panel.

## **7. Resolution in writing**

- (1) A resolution in writing, signed or assented to by two-thirds of the members of the Advisory Panel is as valid and effective as if it had been passed at a meeting of the Advisory Panel duly convened and held.
- (2) Any such resolution may consist of several documents (including facsimile or other similar means of communication) in like form each signed or assented to by one or more members of the Advisory Panel.
- (3) A copy of any such resolution shall be entered in the minute book of the Advisory Panel proceedings.

## **8. Other proceedings**

Except as provided in the Economic Development Board (National Contact Point) Regulations 2023, the Advisory Panel shall regulate its own procedure.

## **9. Review of policy**

The policy will be reviewed as and when required.