



International Financial Reporting  
for Non Profit Organizations

# PAGCP01- 1.2 PAG Administration

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# Meeting Etiquette

- Meetings will be conducted in English
- Everyone is encouraged to participate - share insights and views
- If you wish to contribute to the meeting - raise your flag and await the Chair to invite you in
- Respond to others contributions using your flag
- Use the microphone
- Be open, honest, respectful and constructive
- Keeping to time

# Meeting Records

- Meetings will be recorded and shared on the project website
- Detailed minutes of the meeting will not be produced –agreed points of advice and requests for actions
- A podcast will be prepared at the end of each meeting to summarise the meeting
- A list of PAG members will be shared on the website

# Meeting Observers

- Observers are very welcome
- Register observers ahead of the meeting
- Observers can be invited to input at the Chair's discretion
- Observers can be asked to leave at the Chair's discretion

# Meeting Admin

- Housekeeping for the building
- Lunch will be provided
- Tea, coffee and water will be available during the day
- Expenses
- Mobile phones should be switched to silent

# Networking

- Drinks at 7pm followed by dinner together