

STEP 2: IMPLEMENTATION

TOOL 20: SPECIMEN TERMS OF REFERENCE FOR CONDUCTING BASE-LINE STUDY

STANDARD FORMAT FOR MINUTES OF MEETINGS

NAME OF FORA	
VENUE	
DATE	
TIME	
NUMBER OF MEETING	

ATTENDANCE REGISTER

NAME	REPRESENTING	TELEPHONE	E-MAIL	RACE	GENDER

PROCEEDINGS

AGENDA ITEM 1	TITLE
List of Handouts	
Presentation	What was presented Main items discussed
Comments	What was the comment / question Who asked the question Reply to question
Action points	What action needs to be taken, by whom
AGENDA ITEM 2	TITLE
List of Handouts	
Presentation	What was presented Main items discussed
Comments	What was the comment / question Who asked the question Reply to question
Action points	What action needs to be taken, by whom
Next meeting	