### Name of member network committee

**A meeting of your committee name will be held in venue, on date and time**

**Agenda**

|  |  |  |
| --- | --- | --- |
| **Time** | **Agenda number and tittle** | **Paper number** |
| 09.00 | 1. **Welcome and meeting overview**
 |  |
|  | 1. **Apologies for absence**
 |  |
|  | 1. **Terms of Reference and Membership**
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|  | 1. **Declaration of interests**
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|  | 1. **Chair’s business**
 |  |
|  | 1. **Minutes of the last your committee name meeting**

The minutes of the meeting held on date are circulated **for confirmation**. |  |
| **xx** | 1. **Matters for discussion/decision**
 |  |
| 10.30 | **Coffee** |  |
| 10.45 | **Matters for discussion/decision contd…** |  |
| 12.45 | **Lunch** |  |
| **xx** | 1. **Matters for information**
 |  |
| **xx** | 1. **Any other business**
 |  |
| **xx** | 1. **Future meetings**

**Date and venue** |  |