

<b>Title</b>	Minutes of HCCH meetings
<b>Document</b>	Prel. Doc. No 23 of February 2021
<b>Author</b>	PB
<b>Agenda Item</b>	Item VI.4
<b>Mandate(s)</b>	C&D No 50 of 2020 CGAP C&R No 56 of 2019 CGAP
<b>Objective</b>	To provide an update on developments related to the production of minutes of meetings and confirm the current approach
<b>Action to be Taken</b>	For Decision <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Action / Completion <input type="checkbox"/> For Information <input type="checkbox"/>
<b>Annexes</b>	N/A
<b>Related Documents</b>	“Production of Circular letters and Minutes of HCCH meetings”, Prel. Doc No 27 of January 2020 “Production of Minutes for meetings”, Prel. Doc. No 23 of December 2018

## Minutes of HCCH meetings

- 1 These last few years, the PB has been working on finding the best method to produce minutes of its various meetings, keeping in mind the need to provide these minutes in a timely fashion, in both official languages of the Organisation, in the manner best suited to the meeting in question and in keeping with the overall efforts of the PB to organise its work as efficiently and effectively as possible. The PB has trialled several different approaches to achieve this goal.
- 2 The current system, used from the second half of 2019 and throughout 2020, can be summarised as follows.
  - a. For the Council on General Affairs and Policy (CGAP) and Special Commission (SC) meetings, summary minutes are provided in English and French, organised in table format, per agenda item, with time entries indicating when interventions were made. The PB also makes available to participants three sets of audio files (bilingual (original statements), French only and English only). These files are generally uploaded to the Secure Portal of the HCCH website within a few hours of the end of each session. For CGAP, the Conclusions and Decisions (C&Ds) serve as the primary reference document following the meeting; for SCs the primary document is the Conclusions and Recommendations (C&Rs), which are submitted to CGAP for approval.
  - b. For the Council of Diplomatic Representatives (CDR), the minutes, which are provided in English and French, are also organised in table format, per agenda item, with audio links and three sets of audio files being made available. The CDR minutes are succinct and focus on the outcomes of each agenda item.
  - c. For Diplomatic Sessions, the minutes are produced verbatim, in the language in which the intervention was made. Again here, the three sets of audio files are made available within a few hours of the end of each session.
  - d. For meetings of Working and Experts' Groups, the discussions and main outcomes are typically reflected in an *aide-mémoire* or similar document prepared by the Chair of the meeting, with the support of the PB, and finalised with the input of all members of the group.
- 3 During the 2020 CGAP meeting, some Members commented that the summary minutes for CGAP and SCs did not provide enough detail and expressed a desire for somewhat more comprehensive minutes going forward. The C&D adopted on this matter reads as follows:

“CGAP noted the adjustments made by the PB in producing minutes for meetings and, taking into account the feedback provided by HCCH Members, including on the special nature of traditional minutes, approved the continuation of the trial until the 2021 meeting of CGAP” (2020 CGAP C&D No 50).
- 4 As a result, the PB produced somewhat more detailed minutes for the 2020 CGAP meeting. These minutes seemed to have satisfied Members as the PB did not receive any further comments or suggestions for improvements.
- 5 As a result, for future CGAP and SC meetings, the PB proposes to continue producing minutes based on the model adopted for the 2020 CGAP meeting.
- 6 As regards minutes for CDR, Diplomatic Sessions and Working and Experts' Group meetings, the PB assumes that the system currently in place for these three types of meetings is acceptable to Members.
- 7 The PB invites CGAP to consider formal approval of the system for the production of minutes as described above in paragraphs 5 and 6.