

## Meeting Schedule & Reporting structure

FASC's to meet a minimum three times per annum & report to ISMC, which in turn meets minimum three times per annum and reports to Leadership Team, which in turn reports to GB.

Meetings	FASC'S	ISMC
1. Progress	April	May
2. Progress	September	October
3. Review	December	January

- The primary purpose of Meetings 1 and 2 in the FASC areas is to ensure that progress is maintained throughout the year and that each FASC is in a position to sign off on the Evaluation of Compliance checklist (Appendix 3) at its December meeting.
- The purpose of the Review meetings is to ensure evaluation of compliance in each Functional area.
- Suggested agenda for meetings is described as follows:

### Functional Area Safety Committees

April Meeting
Minutes – Matters Arising
Report from ISMC
Risk Assessment
Budget
O, H & S Documentation
Training
Review Objectives
Incidents Accidents

### Institute Safety Monitoring Committee

May Meeting
Minutes – Matters Arising
Report from FASCS
Budget
O,H, & S Documentation
Training
Review Objectives
Incidents Accidents

### **September Meeting**

Minutes – Matters Arising  
Report from ISMC  
Risk Assessment  
Budget  
O, H & S Documentation  
Training  
Review Objectives  
Incidents Accidents

### **October Meeting**

Minutes – Matters Arising  
Report from FASCS  
Budget  
O,H, & S Documentation  
Training  
Review Objectives  
Incidents Accidents

### **December Meeting**

Minutes – Matters Arising  
Report from ISMC  
Review Objectives  
Set Objectives for forthcoming year.  
Budget Application for forthcoming year.  
Incidents Accidents  
Complete Evaluation of Compliance Audit

### **January Meeting**

Minutes – Matters Arising  
Report from FASCS  
Review Objectives  
Set Objectives for forthcoming year.  
Budget Application for forthcoming year.  
Incidents Accidents  
Complete Evaluation of Compliance Audit