

Document name

Date of implementation:

January 2025

Date of next review

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All papers in the confidential session will clearly state as the first key point the relevant reason for it being in confidential session as listed above.

The chair of the board, in consultation with the vice chair, and board secretary (ie the country or regional director) will decide which business is or is not to be taken in open session. It is good practice to reflect at the end of a confidential session on whether it was appropriate and necessary to have had these matters discussed in confidence. A report of confidential sessions should be prepared and made available to members

Updated January 2025