

Export Building | Republic
1 Clove Crescent
London E14 2BA, UK
Tel: +44 (0)20 7654 5500
E-mail:



- h) Confidentiality: All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information. All Endowment Fund applications are strictly confidential.
- i) Minutes & Confidentiality: Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be circulated to committee members.

8. Administrative Support

The Committee shall receive administrative support from the Association's Secretariat. The administrative support shall be provided through an individual whose duties shall include:

- a) Assisting the Chair with preparation of Committee meeting agendas and distributing
- b) notification of meetings;
- c) Ensuring follow-up of Committee action items;
- d) Information gathering;
- e) Preparation and distribution of meeting material;
- f) Minute-taking; and
- g) Maintaining Committee records.

9. Dates of Approval, Review and Revision

15 September 2023 approved by IWA Board of Directors.