



International Financial Reporting
for Non Profit Organizations

Paper 1.2 - Administration

Karen Sanderson

Meeting Etiquette

- Meetings will be conducted in English
- Everyone is encouraged to participate - share insights and views
- If you wish to contribute to the meeting - raise your flag and await the Chair to invite you in
- Respond to others contributions using your flag
- Use the microphone
- Be open, honest, respectful and constructive
- Keeping to time
- Any request for consensus will be delivered by a show of hands

Meeting Records

- Meetings will be recorded and shared on the project website
- Detailed minutes of the meeting will not be produced –agreed points of advice and actions
- A podcast will be prepared at the end of each meeting to summarise the meeting
- A list of TAG members will be shared on the website



Meeting Observers

- Observers are very welcome
- Register observers ahead of the meeting
- Observers can be invited to input at the Chair's discretion
- Observers can be asked to leave at the Chair's discretion

Meeting Admin

- Housekeeping for the building
- Lunch will be provided in the member lounge adjacent to the reception area
- Tea, coffee and water will be available during the day
- Expenses
- Mobile phones should be switched to silent

Networking

- Drinks immediately after the meeting
- Dinner 7pm
- Please make your meal selections at the morning break.
- Café Rouge
 - Unit 4
 - Quayside Tower Bridge House Street
 - St Katharine's Way
 - London, E1W 1AN
- We can provide maps of how to get to the venue but otherwise will leave together at 6.45pm



Questions and discussion

