|  |
| --- |
| **Tool 7: Meeting Minutes Template** |
| **Meeting of National Logistics Working Group**  **(NLWG) held on [date] at the [xxx]**  **Chairman:**  **Secretariat:**  **Attendees:**  **1.**  **2.**  **3.**  **Opening:**  **Confirmation of minutes from previous meeting:**  **Pending from previous minutes:**   * + ISCL recommendations to decision makers and practitioners   + Planning and setting up framework for SC related activities   + Implementing SC activities   + Monitoring SC related activities   **ISCL requirements and funding gaps:**  **Discussion about logistics management issues:**  **Other items:**  **Next steps:**  \* One person is always assigned to take responsibility for a next step; the designated person must take action before the next NLWG meeting. |