|  |
| --- |
| **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. |