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| Form number | **50.022A** | Version  | **2.0** |
| Title | **Terms of Reference Template** |

**<Title of Meeting/Group/Committee>**

1. **Background**

*<Please describe the background of the meeting/group/committee, include details such as when and why it was formed and its intended purpose.*

1. **Membership**

*<Please provide details of the membership as well as the details of the Group Chair and any other required positions.>*

* 1. **Quorum**

<Please provide details of what circumstances are required to constitute a quorum.>

1. **Meeting Frequency**

<Please provide details of how often meetings are to take place, this can be on a monthly, annual or quarterly basis.>

1. **Remit**

<Please provide details of what the remit of the meeting is.>

1. **Confidentiality and Conflicts of Interest**

<Any requirements of confidentiality or reporting of conflicts of interest will be detailed.>

1. **Reporting**

<Please provide details of any reporting requirements.>

1. **Review Frequency of Terms of Reference**

<Please provide details of how frequently the Terms of Reference must be reviewed>

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| --- | --- |
| Prepared By: |  |
| Date of Approval: |  |

**Version History**

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| --- | --- |
| Version | Release Date |
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<Complete the above sections for the relevant group, omitting any sections that are not applicable. Update the footer with group name, version and release date.>

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