AGM GUIDE TO CATER FOR COVID-19

- As per the MOI the AGM cannot be an electronic meeting

- Adhere to curfew in place at the time of your AGM as per the COVID-19 regulations

- Venue to be sanitised before the meeting as per the COVID-19 regulations

- Venue needs to be inspected before the meeting and signed off by the risk officer of the CID that it complies with COVID-19 regulations

- Proxies need to be obtained prior to the meeting to ensure a quorum as per the MOI

- Members to pre-book their seats failing which they may not be allowed to attend depending on the number of attendees allowed and available seats

- Have a COVID-19 Questionnaire available at the venue. (See example attached)

- Not more than 250 attendees or half of the venue capacity whichever is the least. (Attendee numbers to include CID Departments staff members)

- Attendees need to print their own documents, as prints will not be available at the meeting. Minutes of previous meeting, members list, AFS, etc. to be displayed (prints posted on the wall or projected). Not to be handled by attendees.

- To ensure openness and transparency the venue needs to be suitable to have a virtual meeting that can be streamed (Wi-Fi, projector, etc. to be supplied by CID NPC). Not required if venue allows full capacity of members to attend.

- No food and drinks allowed

    ATTENDEES TO ADHERE TO THE FOLLOWING RULES *(perhaps display a notice at the entrance explaining the procedure)*:

    o All persons must have their hands sanitised on entering the venue

    o All attendees to wear a mask

    o Attendees must adhere to social distancing requirements during the meeting and if possible have one open chair between attendees

    o All attendees to bring their own pen for signing of the attendance register or CID to sanitise pens after each use

PLEASE NOTE: The above items may need to be altered should the COVID-19 level change.