Introduction:

• Write your names in order.
• Write your designation in front of your names, i.e. which province you are representing.
• Write down time and place of meeting.

Objectives Of meeting:

• Write down a summary of all of the policy statements.
• Write down clearly that what is the purpose of this meeting.

Background:

• Write a background of the issue that has been discussed in the meeting.
• Also, write down what you have met for.

Intentions Of participants:

• This part is about what provinces could do to reduce the tension and solve conflicts among them regarding this particular issue.

The Way Forward:

• This part would include all the solutions, suggestions and plan of action that all of you have come up with and have agreed upon.

Closing Part:

• This may include appreciation and gratitude for all the members of group for cooperating with each other.