



Circular No: 11 - 2019
From: LEADER Policy and Operations Unit
To: All LAGs and Implementing Partners
Date Issued: 19 July 2019
Subject: LAG Minutes

This Circular is being issued to remind LAGs of the importance of using and completing the Templates provided in Appendix 9, Appendix 12 and Appendix 13 in the LEADER 2014 – 2020 Operating Rules as required.

LAGs must ensure that they use the relevant templates as set out in Appendix 9 (**LAG Decision Making Minutes Template**), Appendix 12 (**LAG Decision Making Meeting Attendees Template**) and Appendix 13 (**LAG Decision Making Meeting Conflict of interest Abstentions Template**) of the LEADER 2014 – 2020 Operating Rules. These were specifically introduced following concerns raised during an audit by the European Commission.

In addition, and with a view to simplifying requirements, it is sufficient for LAG minutes to be signed by the LAG Chairperson only. Therefore, there is no longer a requirement for the LAG minutes to also be signed by the Secretary.

LAG Decision Making Minute templates previously completed with the signature of the LAG Chairperson only will be considered to have met the signature requirements. Please see amended LAG Decision Making Minute Template (with requirement for second signature removed) in Appendix 9 attached to this Circular.

Thank you for your continued co-operation.

LEADER Policy & Operations Unit.



24.9 Appendix 9 - LAG Decision Making Minutes Template

Date:

Time:

Present:

In Attendance (please state Organisation and whether representing Public or Private):

Apologies:

- **Minutes of the Previous Meeting**

Matters Arising

1. List of EOIs:

2. Projects:

Project Code:	
Promoter Code:	
Promoters Name:	
Description:	
Theme:	
Sub- theme:	
Deadweight:	
Displacement:	
Innovation:	
Reasonableness of costs:	
Recommendation of Evaluation Committee:	
Rationale if Evaluation Committee recommendation is rejected:	
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	
% level of aid & ceiling:	
Proposed By:	
Seconded by:	
Absenters:	
Agreed by Board	
Has Quorum Requirements been met	



3. Other

4. A.O.B.

Chairperson Signature

Date: _____