SOP Template: Circulation of Meeting Agenda and Relevant Documents

This SOP details the process for **circulation of meeting agenda and relevant documents**, ensuring timely distribution of the agenda and all necessary materials to participants prior to meetings. It covers the preparation, approval, and dissemination of agendas, the inclusion of supporting documents, communication channels, and deadlines to promote efficient and productive meetings.

1. Purpose

To establish a standardized process for preparing, approving, and circulating meeting agendas and relevant documents to all meeting participants.

2. Scope

This SOP applies to all regular, special, or ad hoc meetings organized by [Organization/Department Name].

3. Responsibilities

Role	Responsibility
Meeting Organizer	Coordinate agenda preparation, gather documents, manage approvals, and circulate materials.
Chairperson/Approver	Review and approve the meeting agenda and documents before circulation.
Participants	Review the agenda and documents prior to the meeting; provide feedback or add topics if necessary.

4. Procedure

1. **Agenda Preparation:**
   - Compile input from stakeholders and proposed topics for the meeting.
   - Draft the meeting agenda including: meeting objective, date, time, venue/link, presenters, topics, and timing.
   - Collect all relevant supporting documents (reports, presentations, previous minutes, etc.).

2. **Approval Process:**
   - Submit the draft agenda and documents to the Chairperson/Approver.
   - Incorporate any feedback and finalize the documents.

3. **Circulation:**
   - Send the final agenda and documents to all participants via agreed communication channels (e.g., email, intranet, shared folders).
   - Ensure documents are accessible and links/attachments are functional.
   - Confirm receipt and address any access issues.

4. **Timelines:**
   - Circulate agenda and documents at least [X] business days before the meeting (insert your required lead time).

5. **Follow-Up:**

- Send reminders as the meeting date approaches.
  - Update documents if changes occur and notify participants.

5. Communication Channels

- Primary: [e.g., Email Group, Company Portal, Microsoft Teams Channel, Google Drive]
- Backup: [e.g., WhatsApp, SMS, Phone Call in case of technical issues]

6. Deadlines & Key Dates

- **Agenda/items submission deadline:** [Date/Time]
- **Documents circulation deadline:** [Date/Time]
- **Meeting date:** [Date/Time]

7. Records & Documentation

- Store finalized agendas and related documents in the designated folder/repository for future reference and audit trail.

8. Revision & Review

- Review this SOP annually or as required to ensure ongoing relevance and effectiveness.

9. References

- [Include links or citations to related SOPs, policies, or templates.]