



## **ATTENDANCE OF OBSERVERS – OPEN MEETING PROTOCOL**

The key theme of the Cogaich Assynt Living Landscape is to establish a strong partnership involving local stakeholder groups and landowners, crofters and the wider community who work together to implement a shared vision and management objectives. In this regard the Cogaich Assynt Living Landscape partners encourage observers and visitors to attend the quarterly meetings, to promote understanding of the projects objectives, vision and implementation.

- Visitors are welcome at Part 1 of Coigach Assynt Living Landscape (CALL) meetings<sup>1</sup>. The meetings proceedings are recorded and the minutes will be made publically available.
- Visitors will generally be invited to attend and observe only, but the Chair may provide specific opportunities for comments and questions by visitors during the meeting. Please note the invitation to observe meetings does not confer on observers any entitlement to speak, vote, or otherwise participate in meetings.
- The Chair may request visitors to give presentations, report, give their opinion or comments on a particular agenda item of the meeting. Please note the invitation to contribute on one agenda item does not confer any entitlement to speak, vote, or otherwise participate on any other agenda item.
- Anyone wishing to attend a meeting are kindly requested (but not required) to contact the CALL Project Team five working days in advance of a meeting to ensure that
  - the venue has sufficient and suitable seating capacity
  - the agenda can be distributed in advance to the visitors

If a visitor arrives without prior notice, every effort will be made to accommodate observers at meetings. However, due to limitations of space or facilities, the Chair has the discretion to limit the number of visitors. Visitors will normally be asked to sit in designated seats.

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<sup>1</sup> Part 2 of meetings CALL Landscape Partnership Scheme may discuss confidential items with regards to the HLF funded, individual partner projects of the scheme, and not appropriate for visitors to attend.