

Input Plant name

## Terms of reference

<b>Meeting:</b>	<b>Monthly Department Meeting</b>
<b>Objective:</b>	Information and engagement on plant/department objectives and results
<b>Location:</b>	Input meeting location
<b>Frequency:</b>	Monthly, during first week of the month
<b>Duration:</b>	1 hour
<b>Chairman:</b>	Head of department
<b>Participants:</b>	Head of department, Department supervisors Available department crew  <i>Optional: Plant Manager, H&amp;S Manager, Other Heads of departments</i>
<b>Roles and Responsibilities:</b>	Chairman: <ul style="list-style-type: none"> <li>Define Agenda and lead the meeting</li> </ul> Participants: <ul style="list-style-type: none"> <li>Ensure participation</li> <li>Provide the required information</li> <li>Implement assigned actions</li> </ul>
<b>Support documents:</b>	<ul style="list-style-type: none"> <li>Safety incidents during previous period</li> <li>Engagement session road map</li> <li>Monthly business reports</li> <li>Monthly department report</li> </ul>
<b>Outcome:</b>	Suggestions from department employees Updated plant actions tracking list
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>Safety <ul style="list-style-type: none"> <li>Incidents and awareness</li> </ul> </li> <li>Plant priorities <ul style="list-style-type: none"> <li>Review monthly KPI's</li> <li>Analyze budget versus forecast</li> </ul> </li> <li>Department specific <ul style="list-style-type: none"> <li>Department monthly KPI's</li> <li>Department priorities/objectives</li> </ul> </li> <li>Action list update and review</li> </ol>