

COMOS POLICY FOR OFFICIAL COMMUNICATIONS AND MEETINGS

Version:/...../2018

Proposed by:

Approved by:

The purpose of this policy is to identify the various channels of communication within COMOS, their intended purpose and the roles and responsibilities of staff in accessing and using them. There are other modes for fast communication such as courier, fax or e-mail. COMOS prefers to use e-mail communication. Internet service at the office can be used to download and send email and to conduct work-related research. COMOS recognize the value of its member's suggestions and feedback and have established the feedback email address for this purpose. The Staff feedback email address (may be used by any staff member to suggest improvements, contribute ideas and provide feedback on COMOS initiatives in a constructive way. It is not to be used to notify complaints such as grievances, disputes, appeals or protected disclosures. Feedback received will be referred to the relevant Service.

- Official ids are the ones of the registered domain and password of the same shall be handed over to the next incumbent Ex Com member
- Details of Zoom/Skype or any other electronic form of meeting, screenshots and recordings to be filled properly in the Secretariat
- Secretary to be copied in all official communication (email and letter)
- Minutes of all the meetings to be filed in the Secretariat as per the approved template