



## Meeting Etiquette – Meetings in Public

### Introduction

These meeting etiquette notes have been prepared to enable the CP meetings in public to run effectively and to time.

In 2023, CP members asked that some of their CP meetings be held in public for transparency so that the public can attend, to observe the meeting proceedings. This is not the same as a public meeting. It was agreed that 3 to 4 meetings a year would be scheduled to be 'in public'. Due to election periods this year, the first of these is the meeting on 19th September 2024.

The meeting will start promptly at 14:00hrs, with an opportunity for CP members and NWS staff to meet with the public from 13:00hrs to 13:50hrs.

### Health and Safety:

- Fire exits – point out
- Any planned fire drills
- Security in the building
- Where the facilities i.e. toilets are

### General information, house rules

- Provide a reminder/explanation of what a Meeting in Public is.
- We have a busy agenda with guest presenters from the two main nuclear regulators and the developer, NWS. It is important we listen to the important information they are sharing and allow them to talk through their presentations.
- As this is their meeting, CP members may ask questions of the guest speakers.
- Members of the public may submit questions before the meeting. The aim is to try and answer at least some of these at the end of the meeting and all questions will be answered in due course.
- Members of the public will be invited to complete an evaluation form and community vision feedback form. Please hand these to one of the team at the end of the meeting.

### Our ask of all attendees:

1. Please be respectful to others.
2. Switch personal devices off or to silent during the meeting.
3. Refrain from using recording devices during the meeting.
4. When invited, if you have a question, please raise your hand to be invited to speak. You will not be asked to share your name; however, you will be asked to confirm if you are asking a question on behalf of an organisation or the press, who you represent.
5. Anyone who seeks to disrupt the meeting will be asked to leave the meeting.