

Heat Pump Association UK Minute Taking and AI Notetakers Policy

Purpose

The purpose of this policy is to establish guidelines for the accurate and efficient recording of meeting minutes and the use of AI notetakers within the Heat Pump Association (HPA) meetings and workshops. This ensures transparency, accountability, and effective communication.

Scope

This policy applies to all meetings and workshops conducted by HPA UK, including board meetings, committee meetings, working groups and any other official gatherings where minutes are required.

Policy Statement

HPA UK is committed to maintaining accurate records of all meetings. Minutes serve as an official record of discussions, decisions, and actions taken. The use of AI notetakers within HPA UK meetings will not be tolerated and will be removed by internal HPA UK staff. HPA UK will seek permission to record meetings at the start of the meeting, and the recording may be used to support the minute drafting process. Recordings of meetings will not be shared with members. Recording of meetings will be deleted after the minutes have been approved as an accurate record of the meeting. If a further meeting is not scheduled, the minutes will be deemed an accurate reflection of the meeting after the given time period for review and comments ends and the recording will be deleted at this time.

Minute Taking Guidelines

1. **Responsibility:** The Chair or designated minute taker is responsible for ensuring that permission to record meetings at the start of the meeting is obtained.
2. **Content:** Minutes should include:
 - Date, time, and location of the meeting.
 - Names of attendees and apologies.
 - Summary of discussions.
 - Decisions made and actions agreed upon.
3. **Accuracy:** Minutes should be an accurate and impartial record of the meeting. They should be reviewed and approved by the Chair/HPA UK staff before distribution.

4. **Distribution:** Minutes should be distributed to all relevant parties within a reasonable timeframe after the meeting.
5. **Confirmation:** Meeting minutes are re-circulated to attendees before the next meeting, with an opportunity provided to make comments, clarifications or changes on the minutes prior to them being approved as accurate. The meetings will be discussed at the next meeting, and signed off as an accurate reflection of the meeting. If a further meeting is not scheduled, the minutes will be deemed an accurate reflection of the meeting after the given time period for review and comments ends.
6. **Deletion of recordings:** Recording of meetings will be deleted by HPA UK staff after the minutes have been approved as an accurate record of the meeting. If a further meeting is not scheduled, the minutes will be deemed an accurate reflection of the meeting after the given time period for review and comments ends and the recording will be deleted at this time.

AI Notetakers Guidelines

1. **Usage:** AI notetakers cannot be used to assist in recording meeting minutes or by members of HPA UK.
2. **HPA UK Action:** HPA UK staff or minute takers will remove all AI notetakers during any meeting, members should refrain from using these in HPA UK member meetings.

Review and Updates

This policy will be reviewed regularly and updated as necessary to reflect changes in technology and best practices.