

Prepare a notice for the meeting and agenda based on the display below. The notice is being sent out by Catherine Zeta-Gregg, Senior Assistant Secretary, Ministry of Education, St. Luago. Use the most appropriate stationery and as appropriate.

Agenda

Meeting to discuss the establishment of the Professional Development Committee of the Ministry of Education, St. Luago to be held at the Office of the Permanent Secretary of the Ministry of Education, St. Luago, on Thursday, January 19th, 2012

1. Call to order
2. Apologies for absence and lateness
3. New business
 - (i) Budgetary allocation for the committee
 - (ii) Key Principles and Assumptions
 - (iii) Role of the committee
 - (iv) Membership of the Professional Development Committee
4. Any other business
5. Date of the next meeting