AIDE MEMOIRE FOR MINISTER

An aide memoire should be drafted for the Minister to take with him/her to the APH Committee. This is particularly important where the APH paper deals with multiple appointments.

The aide memoire should particularly focus on points that the Minister may need to clarify during the course of the APH meeting.

Other aspects to be covered could include:

- the process by which certain decisions were reached
- the names of candidates shortlisted, but not proposed for appointment, and
- statistical information regarding board composition.