



Dar-ul-Aman Minimum Standards

Table of contents

- A. Security
 - A. 1. Outside security
 - A. 2. Inside security
- B. Safety
- C. Residents' rights
- D. Residents' basic needs
 - D. 1. Access and availability of food and water
 - D. 2. Clothing, accommodation, hygiene and cleanliness
- E. Services to the residents
 - E. 1. General rules
 - E. 2. Medical services
 - E. 3. Psychological services
 - E. 4. Legal services
 - E. 5. Socio-educative services
- F. Documentation and record keeping

Minimum standards	Required characteristics	Means of verification (MoV)
A. SECURITY		
A. 1. Outside security		
1. Boundary walls are higher than two meters and topped with security wires. Iron bars are solidly fixed to the frames of all windows	The height of the boundary walls has to be measured from outside. For rented building: if roofs or terraces are joint with the neighbor, security wires should be installed. Iron bars have to be fixed solidly behind or in front the windows.	Measure of the walls Physical check of the presence of security wires All correspondence with relevant stakeholders (when alteration of building) Physical check of the presence of iron bars at all windows All correspondence with relevant stakeholders (when alteration of building)
2. Two security cameras are installed and in working conditions: one at the main gate and another one at the entrance of the residential area.	The cameras are in working condition and recording at least after working hours. Cameras should be coupled with UPS and a proper storage should allow the back-up of 15 days of recording. The IC (or someone deputed by the IC) is responsible for reviewing and monitoring the video.	Physical check of the installations Tape recording Rotation scheme for reviewing video Correspondence with philanthropists (for the future ones)
3. The main entrance gate is locked.	Lock and key should be in the possession of the guard, the chowkidar, the IC or the assistant.	Physical check of the lock Interview with the key-holders
4. A chowkidar, a security or police guard is armed and present at the main gate, at all times.	The posting should be at the main gate, inside the premises. The IC should ensure that the chowkidar or the guard is armed and at his post at all times. A rotation scheme for chowkidar, security or police guard is in place.	Physical check of the posting Letter or minutes of phone calls to police for the allocation of police guard Schedule of guards Interview with the chowkidar, security or police guard
5. Visits are allowed within DUA official working hours. All visitors are controlled (identity and body check) before entering the DUA. All visitors are signing the visitors register.	Official working hours are defined by the SWD. "All visitors" include staff, service providers, officials, families. All men, women and children have to comply with the controls. Security guards are provided with metal detectors in working condition and proper orientation on the usage. On the visitors register, there should be name, ID card number, address, phone number, purpose of	Check the procedures with the guards. Visitors register Check that all documents/papers for visits are classified in IC's office and correspond to the visitors' register Written procedure/instructions as per guidebook Visitors register Consent forms

Minimum standards	Required characteristics	Means of verification (MoV)
	the visit, time-in, time-out and signature. If a visitor comes for a resident, she has to give her consent to meet him/her before. Body check procedure should be in place for all (men, women and children) and regular mock exercises conducted. All bags should be checked.	Interview with the chowkidar, security or police guard Interview with the residents
6. The police are patrolling every day in the area of the DUA. Regular contact with the nearest police station is ensured in order to share incidents or threats.	There should be a register signed by the police. If it is not the case the police station should issue a letter certifying that the police is patrolling every day in the area of the DUA. The IC should meet or phone the police station regularly. The minutes of the meeting should be signed by both the IC and the police.	Police patrolling schedules Register signed by the police (or visitors register) or a letter from the police station stating that police is patrolling every day in the area of the DUA. Contact details of District Police Office Letters sent by IC to police station for patrolling or liaising Minutes of meetings or phone calls Interview with the chowkidar, security or police guard
7. The police (including a lady constable) provide security for the transfers of residents outside of the DUA.	Following the defined procedures	Movement register Court order (if applicable) All correspondence with police or court Interview with the residents
A. 2. Inside security		
8. The staff is respecting SWD official working hours.	Official working hours are defined by the SWD. The staff should sign a register mentioning their timings. This register has to be counter-signed by the IC after every working day.	Attendance register or visitors register Interview with the staff
9. One responsible female staff is present after working hours inside the DUA and has the key to the residential area.	The female staff can be a lady warden, another woman arranged by the district government or any DUA female staff. The female staff staying after working hours is properly orientated on security protocols.	Visitors register (in case of a woman arranged by district government) Attendance register (in case of any DUA female staff) Notification or office order of lady warden + job description Interview with the residents and the staff
10. The residential area is separated from the administrative area and can be locked.	A gate or a door is in place to avoid intrusion in the residential area. A locker and a key are in the possession of the guards, the chowkidar, the IC or the assistants.	Gate or door separating the residential area Physical check of the lock Interview with the key holders Interview with the residents
11. All men are escorted by a female staff inside the residential area.	There should be no exception, not even for staff members or officials	Interview with the residents
12. The IC checks daily the presence of all residents.	Monthly, the IC cross-checks the attendance register with the admission and discharge forms.	Attendance register Admission and discharge forms Interview with the residents
B. SAFETY		
13. An emergency contact list is displayed in Urdu and English in both administrative and residential areas.	The emergency contact list should include the police, the fire brigade and the hospital. It should be displayed in the IC's office, the staff room, the administrative area, the service room and the residential area. It should be updated every six months.	Physical check of its display Check the date of its last update
14. A first aid box is accessible to the staff 24/7 in the staff room. The IC and the staff are refreshed on first aid every six months. The IC or the staff conducts a	The check-list of necessary items is available in the guidebook The expiry dates have to be checked every three months Training can be conducted by Rescue 1122, Red Crescent, Civil Defense, etc.	Register of first aid box (in/out) Check location of first aid box: in DUA staff room. Check expiry dates Attendance register for sessions Interview with the residents and the staff

Minimum standards	Required characteristics	Means of verification (MoV)
session on first aid to the residents once a month.		
15. Fire extinguishers are in place and in working conditions. The IC and the staff are refreshed every six months on the use of fire extinguishers and immediate response to fire.	The number of fire extinguishers depends on the size of the DUA. The IC has to check with Rescue 1122. The best location of fire extinguishers can be suggested by Rescue 1122. The maintenance should be done every 6 months.	Physical check of installation Expiration date and sign of needle State of the extinguisher (full, half full, empty) If extinguishers are not in place, under refill or repair, all relevant documents justifying their absence Attendance register for sessions Interview with the staff
16. An emergency exit plan is developed and displayed with the assistance of Rescue 1122. The IC or the staff conducts a mock emergency exercise for the residents once a month.	The floor plans should be visible and understandable. The plan should be displayed in English and Urdu (and using pictograms) in the staff room and the residential area. They should be complemented by color arrows and signs indicating the emergency exists.	Physical check of display Letter of assistance by 1122 Visitors register Attendance register for sessions Interviews with the residents and the staff
17. The premises and provided facilities are safe for children.	Preventive arrangement should be made to ensure safe electrical installations, building stairs, kitchen access and playground.	Physical check of electrical installations, kitchen, sharp elements, swings and seesaws, etc.
C. RESIDENTS' RIGHTS		
18. The residents are protected from any type of abuse and misconduct.	Abuses and misconducts can be physical, verbal, emotional or sexual. They include harassment, assault, beating, threats, abuse of power, etc. Complaint and reporting mechanisms are in place as per DUA guidelines.	Reports from service providers, medico legal examination, observation, complaints register, Interview with the residents, the staff and the service providers
19. The residents are not forced to labor by anyone.	Residents are not forced to any unpaid domestic or personal services (cooking, stitching, baby care, etc.) for anyone inside or outside DUA. Participation to cooking or cleaning in the DUA is not considered as forced labor, provided that all residents participate equally.	Complaint register Interview with the residents, the staff and the service providers
20. The residents are not forced to marriage by anyone.	Resident has given her written consent or has requested in written for marriage. IC follows up through phone calls or visits (at least once a month in 3 months) Advisory Committee ensures that the procedure is properly followed.	Consent forms and nikah-nama Discharge forms mentioning the follow-up by IC Minutes of the Advisory Committee meeting related to the cases Interview with the residents, the staff and the service providers
21. A reconciliation process can only be initiated by a resident. The residents are given full information and give their consent at each step.	The resident is empowered and supported to decide independently upon reconciliation. The resident is giving her consent after receiving all necessary information and without any pressure from staff, family or any other actor.	Consent forms Interview with the residents, the staff and the service providers
22. The residents are entitled to meet visitors twice a week, with their consent.	Arrangements of meetings are ensured by the staff. The IC should get the residents' written consents before any meeting.	Visitors register Consent forms for each visit Interview with the residents
23. The residents are allowed to practice their religion or belief (if they have any)	Includes only individual religious practices	Interview with the residents and the staff
24. The residents' privacy is respected. Upon request, the residents have access to their personal files and records during their stay.	Privacy applies to residential areas, personal belongings, personal information and records, etc. Residents' personal belongings are put under lock, after inventory. Personal files and records, medical, legal and psychological files are under lock.	Check where the personal belongings and files are stored. Complaints register Inventory register Interview with the residents, the staff, the service providers and the Advisory

Minimum standards	Required characteristics	Means of verification (MoV)
At the time of discharge, personal belongings and service files are restituted to residents.		Committee
25. Telephone and correspondence facilities are provided to the residents.	The residents can make phone calls (free of cost) at least once a week. The IC is setting the schedules. The residents can send correspondence (free of cost) and receive support from the IC or the staff if necessary.	Phone calls register Dispatch and correspondence registers Interview with the residents
26. A complaint mechanism is in place and the residents are aware of it. Two complaint boxes are installed: one in the residential area and another one in the administrative area.	The residents can complain either to the IC or through the complaint box installed in the residential area. Residents are aware of this process within 2 days of admission and provided with required material and display process. The staff, the service providers and the external visitors are also given the possibility to complain, either to the IC or through the complaint box installed in the administrative area. All complaints are addressed by the Complaint Management Committee. Confidentiality of names is respected.	Complaint boxes Complaints register Check the display of the complaint mechanism Interview with the residents
27. The Complaint Management Committee is notified and meets once a month.	The IC sends the nomination letter to the SWD for notification every year. Three representatives from CSOs or NGOs are included in the nomination. The IC convenes a meeting of the Committee every month. One representative of the residents is an observer member of the Committee (i.e. attending the meeting but not taking part in the decision-making process). The IC conducts one session on human rights and protection guidelines for the new Committee every year.	Notification letter Attendance register Minutes of Committee meetings signed by all participants
28. All facilities, services and activities available inside the DUA are free of cost. All residents have equal access to services without distinction of any kind, such as race, color, language, religion, social origin, opinions, or other status.	The staff and service providers are sensitized.	Service registers Complaints register Interview with the residents, the staff and the service providers
29. The discharge mechanism is in line with DUA guidelines. The residents give their consent to be discharged.	The discharge mechanism is described in the DUA guidelines (section on discharge) In case of direct admission, after 3 months, the Advisory Committee can recommend the extension of the stay. In case of court admission, the decision depends on court order and absence of life threat. The residents sign (or thumb print) their discharge form and a consent form.	Discharge forms Consent forms Court orders Minutes of Advisory Committee meetings Complaints register
30. After discharge, the residents are referred to CSOs, NGOs or government institutions, upon needs.	Residents are aware of this referral system Referral mechanism displayed Helplines numbers displayed	Referral forms List of CSOs/NGOs displayed Interview with the residents
31. The IC or the staff conducts sessions for the residents on the DUA rules,	DUA rules, responsibilities and regulations are displayed in Urdu and in English in the residential area and in the classroom.	Awareness sessions materials Attendance register for sessions Interview with the residents

Minimum standards	Required characteristics	Means of verification (MoV)
responsibilities and regulations, once a week.		
32. The IC conducts a session every three months for the staff on PEEDA Act, Conduct rules, the protection guidelines, DUA rules, responsibilities and regulations.	DUA rules, responsibilities and regulations are displayed in Urdu and in English in the staff room. PEEDA Act and Conduct rules are accessible to the staff.	Awareness sessions materials Attendance register for sessions Interview with the staff
D. RESIDENTS' BASIC NEEDS		
<i>D. 1. Access and availability of food and water</i>		
33. Three meals are served to the residents every day, following SWD balanced diet menu.	Donations and their issuance are recorded As per DUA guidelines 2,250 kcal per day Menu should be displayed in Urdu	Stock register of food items and issuance register Accounting books, donation and issuance registers, dietary register, BM-29 Check of storage room Interviews with the residents and the staff Check the display of the menu in Urdu in the residential area
34. The residents have access to clean water.	Clean water serves the purposes of cooking, cleaning, washing, etc.	Interviews with the residents
35. An electric water cooler (or a plastic cooler) is in place and in working conditions.	2 liters of drinkable water per day and per person	Physical check Interview with the residents
36. Water filters (for drinking water) are in place and in working conditions. Filters are cleaned weekly. Cartridges are changed every three months.	One filter for each water tap	Physical check Storage room Accounting books (for purchase of filters) Cleaning register and cartridge changing register
37. Water tanks are cleaned twice a year.	Twice a year	Physical check of the tank Cleaning register Accounting book
<i>D. 2. Clothing, accommodation, hygiene and cleanliness</i>		
38. Upon need, the residents are provided with clothes and hygiene products.	At the time of admission, if the residents don't have enough clothes, they are provided with 1 shalwar kameez, 1 dupatta, and 1 pair of shoes suitable for the climate and adequate to keep the resident in good health. The residents are also provided with soap, toothpaste, tooth brush, comb, towel and sanitary napkins, women hygiene products and washing powder. Clothes and hygiene products are provided free of cost.	Physical check of storage room Donations register Register of stocked items Register of issuance signed by the residents Interview with the residents
39. In accordance with DUA capacity, sufficient number of bedrooms is available.	Accommodation area should be average 5 square meters per person, according to international understanding of required accommodation area per person. All bedrooms are available, accessible, in use and clean.	Physical check Interview with the residents
40. Rooms are properly ventilated.	Minimum one window or one working ventilator or exhaust fan in each room.	Physical check
41. Proper bedding is provided to each resident. Bed sheets, pillow cases and blankets are cleaned regularly.	One bed, two bed sheets, one pillow, one pillow case and one blanket per resident. Change of bed sheets and pillow cases once a week and for every admission Cleaning of blankets every 6 months and putting	Physical check of the storage room Cleaning schedule Interview with the residents

Minimum standards	Required characteristics	Means of verification (MoV)
	in sun once a week in winter	
42. In accordance with DUA capacity, sufficient number of bathrooms and washrooms are available.	There should be one bathroom for 4-8 residents. All bathrooms and washrooms are available, accessible, in use and clean.	Physical check Interview with the residents
43. Kitchen, bedrooms, bathrooms, washrooms and service rooms are cleaned every day with cleaning products.	Every day the DUA sweeper is cleaning these rooms, otherwise it can be done by the residents. The cleaning products (disinfectants, bleach, etc.) are stored under lock to avoid misuse.	Physical check of the storage room Cleaning schedule Accounting books Direct observation of the cleanliness Stock register for cleaning products Interview with the residents
44. Specific trash cans and dustbins are in place in the kitchen and the washrooms. Waste inside and outside the DUA is removed on regular basis.	Inside waste is removed every day Outside waste is removed every second day	Physical check
E. SERVICES TO THE RESIDENTS		
E. 1. General rules		
45. A comfortable and well-equipped private room is allocated for medical consultations and for individual psychological or legal counselling. The service room must ensure confidentiality.	This service room can be shared with the other disciplines if no facilities available. Check-list of medical room Check-list of basic items for psychological services When not used, the service room should be locked. There should be available service forms and manuals.	Physical check Respect of check-list of medical room, check-list of basic items for psychological services Physical check of the locker Check availability of service forms and manuals Interview with the residents and the service providers
46. The residents (women and children) receive a medical consultation within two weeks of admission. The residents also receive individual consultation or counselling by psychologist and lawyer within two weeks of admission.	Within two weeks of admission, all residents should undergo a medical check-up, either in the DUA or at the district hospital. Residents with a disability, psychiatric problems or specific epidemics should be referred to appropriate institutions within two days of admission or diagnosis.	Admission and discharge forms Individual consultation and counselling forms Service providers visit sheets Check maintenance of psychological profile (service form A) without going through the file itself. DUA monthly report Interview with the residents and the service providers
47. The doctors visit the DUA at least once a week. The psychologists and lawyers visit the DUA at least twice a month.	Once a week for doctors Twice a month for psychologists and lawyers	Service providers visit sheets Interview with the residents
48. The service providers fill in the visit sheets and the service forms.	Forms should be available the service room and the IC's office and in use	Physical check
E. 2. Medical services		
49. The residents (women and children) are referred to the hospital in case of emergency.	Emergency arrangements displayed in the service room	Check the display of emergency protocol Referral forms Reports from hospitals Interview with the residents
50. The medicines prescribed by the doctor are available in the DUA pharmacy and provided to the residents.	Expiry dates are checked every 3 months The provision of medicine to the residents is free of cost.	Medicines stock register Issuance register Updated stock list of pharmacy Prescriptions and bills Check the expiry dates Interview with the residents
51. The pregnant women receive	The consultation can be done by the doctor or the	Referral forms

Minimum standards	Required characteristics	Means of verification (MoV)
antenatal and postnatal consultation. The pregnant women are systematically referred to the hospital for delivery.	resident can be referred to the hospital. Antenatal consultation: one consultation every three months. Postnatal consultation: one consultation within two weeks after delivery. The referral is carried out (especially in the absence of IC) by a trained focal person at appropriate time (when labor pain starts) and delivery is conducted in a hospital. The residence in the DUA should not be mentioned on the birth certificate of the newborn child	Medical reports Interview with the residents
52. If prescribed by a doctor, nutritional supplement is provided to the pregnant resident. If prescribed by a doctor, milk and/or nutritional supplement are provided to children under 5 years old.	Pregnant and breastfeeding women should receive supplements of iron, folic acid and calcium (based on the doctor's prescription and preferably in the first trimester). Exclusive breastfeeding is the healthiest way to feed a baby less than 6 months old. Babies who are exclusively breastfed (mother has enough milk) receive no pre-lactates, water, teas or complementary foods. The provision of milk or nutritional supplement to mothers and children is free of cost.	Register of medicines (calcium, iron & folic acid) Check the internal pharmacy (calcium, iron and folic acid) Check how often tablets have been provided to pregnant women Admission and discharge forms of children Accounting book Physical check of storage Interview with the residents
53. All children under 5 years old are vaccinated. All children are treated with anti- parasite.	As per national IPA program, children should be vaccinated against diphtheria, tetanus, peruses, polio and tuberculosis. If there is a child under 5 years old, the IC has to refer him to doctor. Children between 2 and 5 years old should be treated against parasite every six months. All treatments are prescribed and given by the doctor.	Vaccination records (individual file) Visitors' register (vaccinator) Doctor's referral to vaccinators Medicines distribution lists Inventory of medicines available in DUA pharmacy Interview with the residents
54. All epidemics and communicable diseases are detected and treated (or referred if necessary).	Epidemics can be diarrheal diseases, measles, peruses or scabies. Communicable diseases can be TB, HBV, HCV, STD or HIV/AIDS. In case of epidemics or communicable disease, the doctor should inform the IC and the SWD in writing. The doctor should arrange the treatment of the cases either in the DUA or by referring them to the hospital within two days from diagnosis. Suspected cases of HIV/AIDS are encouraged for a test (consent is compulsory)	Epidemics reports from doctors Reports from doctors, pharmacy register, referral forms, movement registers
55. The doctor conducts health awareness sessions (including on communicable diseases) for residents and DUA staff.	Once a month (for residents) Every three months (for DUA staff)	Service providers visit sheets Attendance register for sessions Interview with the residents and the staff
E. 3. Psychological services		
56. The psychologists conduct group counseling sessions for the residents twice a month.	as per counseling protocol Twice a month	Service providers visit sheets Attendance register for sessions Awareness sessions materials Check maintenance of psychological profile (service form B) without going through the file itself. DUA monthly report Interview with the residents
57. The psychologists conduct	Every three months	Service providers visit sheets

Minimum standards	Required characteristics	Means of verification (MoV)
psycho-educative awareness sessions for the staff every three months.		Attendance register for sessions Awareness sessions materials Check maintenance of psychological profile (service form B) without going through the file itself. DUA monthly report Interview with the staff
58. The residents who suffer from psychiatric diseases are referred to mental health practitioners.	The referral should be recommended within two days after detection or diagnosis.	Referral forms Consent forms
E. 4. Legal services		
59. The lawyers (or NGOs) conduct sessions for the residents, the staff and the service providers on human rights (women's and children's rights) and national pro-women laws.	At least once a month for residents focus group discussion with residents Every 3 months for staff and service provider	Service providers visit sheet, Orientation sessions attendance register Session material DUA monthly report Interview with residents, staff and service providers
60. The pool of lawyers is notified and meets the IC at least every two months.	Before the expiry of the pool of lawyers, in consultation with the district Bar association, the IC proposes a list of 10 lawyers to the SWD for notification. The list should include active volunteer lawyers who are committed to deliver legal services. A clear agenda (including follow-up of previous cases) is drafted before each meeting with the pool of lawyers.	Correspondence between the IC and the district Bar association Copy of nomination letter received from the Bar Association (letter-head and stamp) Copy of letter sent by the IC to the SWD for notification Copy of notification letter by the SWD Minutes of the meetings Interview with the service providers
E. 5. Socio-educative services		
61. A well-equipped classroom is available.	The room can be shared with the other disciplines if no facilities available. Confidentiality must be respected.	Physical Check Basic pedagogical material i.e. books, note books, white/ blackboard, pens Syllabus break up displayed Time table/ schedule of classes displayed For quality improvement 'Class room progress assessment template' filled at least once in two months.
62. The teachers organize occupational activities as well as literacy and religious classes for the residents.	The activities can also be organized with the support of other training institutes such as Sanatar. The activities should be conducted at least twice a week.	Physical Check, Activity Reports Outputs of activities, Schedule of classes Attendance Registers for classes Time table/ schedule of classes displayed for cross check with time table Syllabus breakup Sewing machines in use Teacher's material available
63. The residents are provided with information and skills for income generating activities and availability of jobs outside DUA.	Skills for capacity building are provided daily by handicraft teachers and, at least once a week, information about jobs and skills development opportunities.	Contents and schedule of classes, attendance register List of skills development institutions/organizations displayed and update every three months. Interview with residents
64. The teachers, the psychologists or the mothers organize socio-educative activities for the children.	At least twice a week	Schedule of classes and activity time for children (incl. after 3pm) Activity Reports Teaching plans Exercise books of students Attendance Register for Non Formal Education & Religious classes

Minimum standards	Required characteristics	Means of verification (MoV)
		Availability of children Activity Manual (English& Urdu version) Time table/ schedule of classes displayed for cross check with time table Books & material donated for children Interview with the children
65. On particular occasions, the IC organizes events and activities for the residents and the staff.	It can be at the occasion of the International Women's Day, the 16 Days of Activism, Eid-ul-Fitr or Eid-ul-Azha. It can be organized in collaboration with philanthropists and Mumkin Alliance partners.	Attendance register for events DUA monthly report Interview with the residents and the staff
66. A well-equipped leisure room for the residents (women and children) is available and in use all the time.	If space is available, TV, books, and games should be available. Networking with philanthropists can be done for donation purpose.	Physical check Donation register Interview with the residents
67. The residents have access to the public areas of the DUA during working hours.	The residents are aware of a public area outside the residential area that they can visit at least twice a week. They have free access unless there are serious and evidence-based security concerns.	Visit to public area register Public area security assessment Interview with the residents and the security guard
68. Children have access to a safe playground all the time.	Playground could be indoor or outdoor	Schedule of the person responsible to supervise Physical check of the games in use Interview with the children
F. DOCUMENTATION AND RECORDS KEEPING		
69. All data collection tools are filled in on regular basis.	Depending on their nature, it should be daily, weekly and monthly. They are also stored properly to avoid breach of confidentiality of data.	Resident statistics DUA monthly report Admission and discharge forms Service providers visit sheets Service forms
70. DUA guidelines with annexes, Minimum standard guidebook , professional books and protocols are available in the IC's office and the service room.	These documents are available in the IC's office, the staff room and the service room	Check the availability of the documents Interview with the staff and the service providers
71. An inventory of all equipment and furniture is done once a year	In the IC's office	Inventories/stock register Stamped inventory list
72. An inventory of donated items and a record of their issuance are in place.	In the IC's office	Donation register, stocks register, register of distribution of donation to residents Issuance register
73. All financial documents of the past 6 months are accessible.	In the IC's office (BM-26, BM-29, cash book and contingency register)	Physical check of accounting books, invoices, payment vouchers, stock register
74. The Advisory Committee is notified and meets once a month.	The IC sends the nomination letter to the SWD for notification every second year. The IC convenes a meeting of the Committee every month. The IC conducts a session on human rights and protection guidelines for the new Committee every second year.	Notification letter Attendance register Minutes of Committee meetings signed by all participants