

(_____ Institution name) **Record of Labor-Management Meeting**

term number _____ , session number _____

Time : _____ yy / _____ mm / _____ dd A.M. / P.M. ____ : ____ (time)

Location :

Present representatives:

Labor representatives : ○○○○ 、 ○○○○ 、 ○○○○ 、 ○○○○ 、 ○○○○

Employer representatives : ○○○○ 、 ○○○○ 、 ○○○○ 、 ○○○○ 、 ○○○○

Guests:

Absentees:

Labor representative: ○○○○ (personal leave) ○○○○ (sick leave)

Employer representative: ○○○○ (business trip) ○○○○ (absent)

Chairman:

Note taker:

1. Chairman's speech:

2. Guest's speech:

3. Announcements:

(1) Execution on previous meeting resolutions

(2) Current states of labors such as number of workers, labor changes, and resignation rates

(3) Information on production plans, business overview and market conditions of the business

(4) Matters related to labor activities, welfare programs, and work environment improvement

(5) Other matters reported

4 、 Discussions:

(1) Motion 1:

Case:

Description:

Approach:

Resolution:

(2) Motion 2

Case:
Description:
Approach:
Resolution:

5 、 Suggestions (Extempore motions):

(1) Motion 1:

Case:
Resolution:

(2) Motion 2:

Case:
Resolution:

6 、 Chairman's conclusion:

7 、 Adjournment : A.M. / P.M. ____ : ____ (time)

Chairman : (signature)

Note taker : (signature)

Relevant provisions: Regulations of Implementing Labor-Management Meeting

<p>Article 13</p>	<p>The labor-management meeting's agenda shall include the following:</p> <ol style="list-style-type: none"> 1. Matters to be reported <ol style="list-style-type: none"> (1) Progress of execution of decisions achieved in the previous meeting (2) Employee situation such as number, turn-over and resignation rate of employees. (3) Production information such as production plan, business profile and market situation concerning the business entity. (4) Matters concerning the improvement of labor conditions, employee welfare and work environment. (5) Other matters. 2. Matters to be discussed <ol style="list-style-type: none"> (1) Improvement of labor-management relations and cooperation (2) Labor conditions (3) Employee welfare planning (4) Enhancement of work efficiency (5) Matters concerning the election, designation and dismissal of representatives of labor-management meeting as such. (6) Matters concerning the labor -management meeting operation. (7) Other matters. 3. Matters to be suggested <p>Matters such as the formation and revision of work rules may be included in the agenda prescribed in the preceding paragraph.</p>
<p>Article 16</p>	<p>The chair of labor-management meeting shall be served in turn by the person elected from the representatives for the labor and management sides respectively. If necessary, they may co-chair a meeting.</p>
<p>Article 19</p>	<p>The labor-management meeting can be convened only when more than one half of the representatives from each side in attendance. Decisions shall be made through discussion to reach a consensus. When the consensus cannot be reached, the decision requires the approval by at least three-quarters of the attending representatives.</p> <p>Representatives who are unable to attend the meeting may present their opinions in writing.</p> <p>Representatives who are unable to attend the meeting as prescribed in the preceding paragraph shall not be counted in the number of attending and approving representatives as prescribed in</p>

	Paragraph 1.
Article 21	<p>The labor-management meeting minutes shall include the following items and shall be signed by the chair and the person taking the minutes respectively:</p> <ol style="list-style-type: none"> 1. The term of the labor-management meeting and the number of the session 2. Date and time of meeting 3. Location of meeting 4. Names of attending representatives and persons invited to attend. 5. Matters reported 6. Matters discussed and resolutions. 7. Motions and resolutions. <p>The meeting minutes prescribed in the preceding paragraph shall be distributed to the attending representatives and persons invited to attend. °</p>
Article 22	<p>The business entity shall distribute the labor-management meeting resolutions to the labor union and departments concerned to be implemented.</p> <p>Both the labor and the management sides shall implement the resolutions by the principle of good faith prescribed in the preceding paragraph. In case changes occur or any resolutions are difficult to be implemented, they shall be presented for further deliberation in the next meeting.</p>