Committee Skills and Knowledge Training Template
(Agreed 24th August 2010)

Activity	Hours Allowed
Conferences, Seminars or workshops identified by NILGOSC	Actual Hours
Pensions courses via the Internet	Actual Hours
Distance or open learning on pension scheme topics	Actual Hours
Research and reading	Maximum allowance of 20 hours
Committee Meetings, including preparation time	2 hours
Asset Allocation Review Meeting	Actual Hours
NILGOSC Working Groups	Actual Hours
Other (any other completed learning activity that has helped you become a more effective Committee Member)	Actual Hours

Note to Committee Members:

For all learning activities, with the exception of Committee Meetings, approval should be sought from the Secretary or Deputy Secretary before registration. Copies of the registration form or invoice should be forwarded to the Governance Officer so that training records are kept up-to-date. Also, if a certificate of completion is awarded following completion of a course, a copy of this should also be sent to the Governance Officer.