

SENDELTA
MEETINGS CONVENING REGULATION
(English Version)

CATALOGUE

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1. general rules

(1) purpose

In order to standardize and orderly the management of group / campus meetings, improve the quality and efficiency of the meeting, reduce the cost of the meeting, effectively track and implement the work tasks and requirements proposed in the meeting, so as to ensure the effectiveness of the meeting;

(2) Responsibilities

The group general administrative office / campus administrative office is responsible for the meeting management at the headquarters level or campus level, and the campus meeting work is mainly undertaken by the administrative office; the administrative office shall assist the meetings sponsored or convened by other departments.

For meetings sponsored by other departments without the approval of the General Office or the principal's office, the materials shall be archived by the host department respectively, and the meeting materials at the headquarters level or campus level shall be compiled, filed, distributed and archived by the administrative office.

(3) Terms

A. Meeting convening department: the department that initiates the meeting, including the group general administrative office and the functional departments of the campus. When a department convenes a meeting, the department head shall apply. Without the authorization of the department head, the employees within the department shall not apply for convening a meeting in the name of the department.

B. Conference Office:

The conference affairs office is a temporary organization, which is composed of different departments and personnel for different conference levels and venues, with the purpose of providing guarantee services for the conference. Composition method:

- a. Approved by the principal's office, the university-level meeting held in the campus shall be composed of the campus office;
- b. Without the approval of the principal's office, the conference office shall be composed of the meeting convening department, and the campus office shall provide assistance when necessary;
- c. If the meeting is convened by the relevant departments of the group headquarters and the meeting place is in the campus, the meeting office is composed of the comprehensive administrative office of the headquarters and the campus office of the place where the meeting is located, and the comprehensive administrative office of the headquarters is responsible for leading;
- d. If the meeting place is approved as a place outside the group headquarters or campus, the meeting affairs office is composed of the meeting convening department and its subordinate administrative office, and the meeting convening department is responsible for leading.

2. scope of application

This system applies to the conference management of all departments of the group headquarters and campus.

3. conference form

(1) Regular meetings

A. School board meetings;

- a. Meeting time: 3 times per academic year, held in October, December and April respectively.
- b. Participants: all members of the school board, academic leaders, and principals of each campus.
- c. Contents of the meeting (each meeting has its own emphasis, subject to the meeting notice):
 - 1) Confirm the vision of the Sendelta;
 - 2) Establish the future development goals of Sendelta;
 - 3) Confirm the candidate of the annual principal;
 - 4) Evaluate the campus principal and form a report;
 - 5) To consider the financial status of the school;
 - 6) To examine and approve the annual budget;
 - 7) To evaluate and approve school tuition fees;
 - 8) Make final resolutions on major matters in the operation and development of the school.
 - 9) Meeting chair, record and meeting affairs arrangement: The chairman of the school board will preside over the meeting. Members of the council and the principal may present the topic of discussion. The meeting affairs office is responsible for the meeting affairs arrangement and meeting minutes.

B. Group Performance Review and Work Plan Meeting;

- a. Meeting time: once a year, held at a later date in late December each year.
- b. Participants: members of the regular management members meeting of Sendelta.
- c. Meeting content:
 - 1) According to the annual work plan, with the data, summarize the work objectives, the performance, performance, and the work tasks, such as specific work objectives and plans, and specific implementation plan and work pace.

- 2) Meeting hosting, record and meeting affairs arrangement: The general administrative office of the Group is convened, the chairman of the meeting affairs office is chaired, and the meeting affairs office is responsible for the meeting affairs arrangement and meeting minutes.

C. Campus expanded meeting of annual performance review

- a. Meeting time: once a year, held in July to August each year.
- b. Participants: relevant members of the general office of the group, supervisors of various departments of the campus, and other members of the campus to expand.
- c. Meeting content:
 - 1) Annual work summary and work plan of all departments of the campus;
 - 2) Team understanding, understanding, work discussion and work problem analysis of all departments in the two campuses;
 - 3) Analysis of the group's guidance, requirements and work objectives of the campus work in the next school year;
 - 4) Meeting hosting, record and meeting arrangement: the general administrative office of the Group is convened, the chairman of the meeting office, and the meeting office is responsible for the meeting arrangement and meeting minutes.

D. Campus new school year staff meeting;

- a. Meeting time: within one week before the start of the new school year.
- b. Participants: all the faculty and staff of the campus.
- c. Meeting content:
 - 1) New employee entry ceremony;
 - 2) The principal makes the work report of the new academic year: summarize the completion of the work plan for the previous year; convey the work plan, goals and work requirements of the new academic year formulated by the group and the campus to employees;
 - 3) Read out the decision on the appointment and removal of management personnel in the new school year.
- d. Meeting hosting, record and meeting affairs arrangement: The principal's office is responsible for the convening and the chair of the vice principal. The meeting affairs office shall arrange the meeting affairs and issue the work report, appointment and removal decision, organizational structure chart and other important documents after the meeting.

E. Group / Campus Anniversary celebration conference;

- a. Meeting time: once a year, held before the Spring Festival.
- b. Participants: all the staff of the group / campus.

- c. Content of the meeting: to commend the advanced and promote the enterprise culture (the campus to commend the advanced can be combined with teachers' Day activities, and the same personnel shall not be commended for the same award within the year).
- d. Meeting hosting, recording and meeting affairs arrangement: the Meeting affairs Office is responsible for it.

F. Monthly staff meeting of the campus;

- a. Meeting time: once a month, held in the second half of each month.
- b. Participants: all the staff of the campus.
- c. Meeting content: the announcement of major events of the campus this month and the arrangement of the main work plan of the next month; other contents shall be arranged by the two campuses themselves.
- d. Meeting chair, record and meeting affairs arrangement: convened by the campus administrative office and presided over by the principal; the meeting affairs office is responsible for the meeting affairs arrangement and meeting minutes.

G. Group / Campus Quarterly cultural sharing meeting;

- a. Meeting time: 4 times a year, held at the end of each quarter.
- b. Participants: heads of all departments, middle-level cadres and other relevant personnel.
- c. Meeting content: sharing and other major issues to be released; star of the quarter; major system implementation; problems existing in the operation of the quarter, what resources need to be deployed; sharing, discussion, deployment and summary of enterprise spirit, culture communication and other relevant work information.
- d. Meeting hosting, recording and meeting affairs arrangement: Human Resources Department is responsible for convening and hosting; Meeting affairs office is responsible for meeting affairs arrangement and meeting minutes.

H. 7. Management members meeting;

- a. Meeting time: once every two weeks.(If the cycle needs to be adjusted, it shall be submitted to the General Office for approval and implementation)
- b. Participants: heads of all departments of the group and heads of the campus.
- c. Content of the meeting: a summary of the daily operation of each department, reporting the completion of work tasks, and emphatically introducing the problems in the process of task implementation and the work matters that need the support and assistance of other departments. Every holiday according to the system or the host arrangement is postponed.
- d. Meeting hosting, record and meeting affairs arrangement: The meeting shall be presided over by the general manager appointed personnel, and the secretary of the general manager shall be responsible for the meeting affairs arrangement and meeting minutes.

I. Regular meeting of the group / campus departments;

- a. Meeting time: once a week, with a fixed time set by the head of each department.
- b. Participants: all members of the respective departments of the group / campus.
- c. Meeting content: report and summarize the work progress of the last week; deploy the work arrangement of the next week; solve the problems faced in the work; and unify the work ideas. Regular meetings on holidays will be postponed according to the arrangement of the department head.
- d. Meeting hosting, record and meeting affairs: arranged by each department by itself.

(2) Temporary meeting

Unconventional meetings organized by all departments of the Group / campus for specific matters are collectively known as temporary meetings (excluding market enrollment activities). The temporary meeting shall be confirmed by the convening department and the meeting office (if necessary), at least 1 working day in advance. If renting an external meeting place is involved, the conference affairs office shall apply for and confirm the meeting affairs arrangement according to the approval process, and the participants shall be notified only after the meeting affairs arrangement is confirmed.

4. meeting agenda

(1) meeting arrangement

- A. For regular meetings, the Meeting Office shall be responsible for making the meeting plan in advance; the "Group / Campus quarterly Cultural Sharing Meeting" convened by the Human Resources Department shall inform the meeting information and meeting requirements 3-5 working days before the meeting to make arrangements.
- B. Administrative offices at all levels shall compile unified meeting plans every month and publish them together with the monthly schedule.
- C. Meeting group / campus has been included in the meeting plan, if need to reschedule, or in special circumstances need to arrange other meeting, meeting convened department should be at least 2 days in advance to the supervisor for approval and report to the meeting plan, without the meeting office adjustment, any person (department) shall not adjust the meeting plan.
- D. In the event of a conflict between the meeting time, the meeting should obey the meeting to the meeting and the part to the whole. Department meetings should be subject to cross-departmental meetings; campus meetings to group meetings; and temporary meetings to regular meetings. Emergency exception.
- E. Meeting is determined, the participants should do the work arrangement in advance, in principle not leave absent or late, in case of special circumstances must be called to the meeting convened department leave, get approval rear can assign assigned to attend, should ask the meeting content and assigned by the meeting, ensure the meeting of the work to finish and responsible for the work results.

(2) Meeting preparation

- A. If the group / campus meeting needs to use projection and other electronic equipment, the conference office should coordinate and arrange the connection and debugging in advance;
- B. The conference office is responsible for the production and setting of the conference logo, and preparing the conference and other hospitality supplies according to the level or nature of the meeting;
- C. For particularly important meetings, the person in charge of the conference affairs office shall coordinate the preparatory work, including:
 - a. The agenda arrangement of the meeting (it needs to be submitted to the group / campus leaders or supervisors for approval);
 - b. Preparation of meeting materials (distribution and registration);
 - c. Arrangement of meeting places;
 - d. Arrangement of conference service personnel;
 - e. Conference check-in;
 - f. Arrange the matters after the meeting.
 - g. If the meeting needs to retain audio and visual materials in the meeting, coordinate with relevant departments to take photos, video and publicity in advance.

(3) Meeting requirements

- A. The meeting convening department shall clarify the purpose and theme of the meeting and not hold boundless meetings;
- B. Participants should clarify the topics and prepare relevant documents and materials before the meeting;
- C. Participants should speak simply and abide by the timing of the meeting. Before the meeting, the meeting organizer or the host shall emphasize the speech time requirement and make statistics and control, and shall not be extended without special circumstances;
- D. Before the resolutions or records of the important meetings are officially published, the participants shall not disclose the contents of the meeting to the irrelevant personnel in advance;
- E. Participants must make detailed minutes of the meeting, so as to accurately convey the spirit of the meeting of the department to the department staff after the meeting, implement various work tasks, the meeting office will check the meeting minutes of the participants from time to time;
- F. The minutes approved by the general office or the principal's office shall be organized by the conference office. If the minutes need to be issued, they shall be examined and approved by the general manager or the principal, and distributed and archived according to the requirements of the group documents;

- G. According to the resolution of the meeting, all work should be followed up and implemented by the main responsible department or individual according to the prescribed time node, and the progress should be reported in time.

(4) Meeting discipline

- A. Strictly abide by the start time of the meeting, arrive at the meeting site 5-10 minutes in advance, and do not be absent, late or leave early without reason. If you need to ask for leave, it should be approved by the meeting convening department. The conference staff shall be responsible for registering the attendance. Be late or leave early will be 50 yuan, 1 yuan for every minute. Those who are late, leave early or absent for non-work reasons shall be dealt with according to the relevant management regulations of the company.
- B. All participants should set their mobile phones and other communication devices as silent or vibrate during the meeting. During the meeting, all participants are not allowed to read newspapers and magazines, listen to music, answer mobile phones and other actions unrelated to the meeting.
- C. When the meeting needs to vote, in principle, the majority method shall be adopted, and special circumstances shall be stipulated separately. Once the meeting decides, it shall be completed on schedule. The management level failed to fulfill the promise of 100 yuan for each sponsorship. For the issues that need to be discussed at the meeting, communicate with the meeting sponsors in advance, so as to inform all participants in time, and propose solutions as much as possible when raising questions.

5. supplementary provisions

- (1) This program applies to all staff of Sendelta Education;
- (2) This scheme will be implemented from April 2023, and the right of interpretation belongs to the Group Administration Office. If anything not mentioned in it, it will be subject to the relevant regulations of the Group / campus.