

AUTHORITY TO MAKE A VISIBLE MARK

Pen Licence

For the visibly occupied.

CLASS

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The holder is authorised to demonstrate professional engagement through the visible deployment of a standard writing instrument.

LICENCE HOLDER

CONDITIONS OF LICENCE

01 Visible deployment

Uncap the pen when an observer approaches. Pause thoughtfully to establish that something worth recording is about to occur.

02 Meeting notation

Record enough words to demonstrate engagement. Underline to indicate attention. Underline twice to indicate serious attention.

03 Document accompaniment

Carry with a folder as evidence of urgent business. Proceed with purpose, even when the next step is another meeting.

04 Provisional markings

Ticks, arrows and boxes indicate progress. Refer any mark resembling a final decision to the appropriate meeting.

SCOPE OF AUTHORISATION

Valid in meetings, corridors and any location where a notebook may be mistaken for a plan. Renewal is automatic upon presentation of a replacement pen.



ISSUE DATE

REFERENCE NUMBER

ISSUING OFFICER

Please retain this licence. Its loss will require a written explanation.