Workplan for the preparation of draft decision guidance documents

| **Tasks to be carried out** | **Responsible persons** | **Deadlines** |
| --- | --- | --- |
| Draft an internal proposal based on the information available to the Committee | Co-coordinators | 15 December 2014 |
| Send draft internal proposal to drafting group members for comments via e-mail | Co-coordinators | 15 December 2014 |
| Replies | Drafting group members | 20 January 2015 |
| Update internal proposal based on comments from drafting group members | Co-coordinators | 20 February 2015 |
| Send updated internal proposal to Committee members and observers for comments via e-mail | Co-coordinators | 20 February 2015 |
| Replies | Committee members and observers | 31 March 2015 |
| Draft a decision guidance document based on the comments from Committee members and observers | Co-coordinators | 28 April 2015 |
| Send draft decision guidance document to drafting group members for comments via e-mail | Co-coordinators | 28 April 2015 |
| Replies | Drafting group members | 9 May 2015 |
| Finalize draft decision guidance document based on the comments of the drafting group | Co-coordinators | 30 May 2015 |
| Send draft decision guidance document to Secretariat | Co-coordinators | 30 May 2015 |
| Present draft decision guidance document to the Committee at its eleventh meeting |  | October 2015 |