

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	Chair Vice-Chair	15 December 2015
Send the draft internal proposal to the drafting group members for comments via e-mail	Chair Vice-Chair	15 December 2015
Replies	Drafting group members	20 January 2016
Update the internal proposal based on comments from drafting group members	Chair Vice -Chair	20 February 2016
Send the updated internal proposal to the Committee members and observers for comments via e-mail	Chair Vice -Chair	20 February 2016
Replies	Committee members and observers	31 March 2016
Draft a decision guidance document based on the comments of the Committee members and observers	Chair Vice -Chair	28 April 2016
Send the draft decision guidance document to the drafting group members for comments via e-mail	Chair Vice -Chair	28 April 2016
Replies	Drafting group members	9 May 2016
Finalize the draft decision guidance document based on the comments of the drafting group members	Chair Vice -Chair	30 May 2016
Send the draft decision guidance document to the Secretariat	Chair Vice-Chair	30 May 2016
Present the draft decision guidance document to the Committee at its twelfth meeting		September 2016
