

Annex III

Workplan for the preparation of draft decision guidance documents

<i>Tasks to be carried out</i>	<i>Responsible persons</i>	<i>Deadlines</i>
Draft an internal proposal based on the information available to the Committee	Chair Drafter	10 December 2019
Send the draft internal proposal to the drafting group members for comments via email	Chair Drafter	10 December 2019
Replies	Drafting group members	10 January 2020
Update the internal proposal on the basis of comments from drafting group members	Chair Drafter	14 February 2020
Send the updated internal proposal to the Committee members and observers for comments via email	Chair Drafter	14 February 2020
Replies	Committee members and observers	20 March 2020
Draft a decision guidance document on the basis of the comments of the Committee members and observers	Chair Drafter	17 April 2020
Send the draft decision guidance document to the drafting group members for comments via email	Chair Drafter	17 April 2020
Replies	Drafting group members	4 May 2020
Finalize the draft decision guidance document on the basis of the comments of the drafting group members	Chair Drafter	22 May 2020
Send the draft decision guidance document to the Secretariat	Chair Drafter	22 May 2020
Submit the draft decision guidance document to the Committee at its sixteenth meeting		September 2020