

**Workplan for the preparation of draft decision guidance documents (updated on 4 June 2014)**

<b>Tasks to be carried out</b>	<b>Responsible persons</b>	<b>Deadlines</b>
Draft an internal proposal based on the information available to the Committee	Chair Co-Chair	20 January 2014
Send draft internal proposal to drafting group members for comments via e-mail	Chair Co-Chair	20 January 2014
Replies	Drafting group members	10 February 2014
Update internal proposal based on comments from drafting group members	Chair Co-Chair	28 February 2014
Send updated internal proposal to Committee members and observers for comments via e-mail	Chair Co-Chair	28 February 2014
Replies	Committee members and observers	31 March 2014
Draft a decision guidance document based on the comments from Committee members and observers	Chair Co-Chair	12 May 2014
Send draft decision guidance document to drafting group members for comments via e-mail	Chair Co-Chair	12 May 2014
Replies	Drafting group members	23 May 2014
Finalize draft decision guidance document based on the comments of the drafting group	Chair Co-Chair	3 June 2014
Send draft decision guidance document to Secretariat	Chair Co-Chair	3 June 2014
Present draft decision guidance document to the Committee at its tenth meeting		October 2014

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