**Workplan for the preparation of draft decision guidance documents**

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| *Tasks to be carried out* | *Responsible persons* | *Deadlines* |
| Draft an internal proposal based on the information available to the Committee | Chair  Drafter | 9 December 2022 |
| Send the draft internal proposal to the drafting group members for comments via email | Secretariat | 9 December 2022 |
| Replies | Drafting group members | 16 January 2023 |
| Update the internal proposal on the basis of comments from drafting group members | Chair  Drafter | 16 February 2023 |
| Send the updated internal proposal to the Committee members and observers for comments via email | Secretariat | 16 February 2023 |
| Replies | Committee members and observers | 16 March 2023 |
| Draft a decision guidance document on the basis of the comments of the Committee members and observers | Chair  Drafter | 10 April 2023 |
| Send the draft decision guidance document to the drafting group members for comments via email | Secretariat | 10 April 2023 |
| Replies | Drafting group members | 24 April 2023 |
| Finalize the draft decision guidance document on the basis of the comments of the drafting group members | Chair  Drafter | 18 May 2023 |
| Send the draft decision guidance document to the Secretariat | Chair  Drafter | 18 May 2023 |
| Submit the draft decision guidance document for consideration by the Committee at its nineteenth meeting | Secretariat | 21 August 2023 |