Prepare updated report/action for oral report to CWG

Community Working Group

Receive and discuss sub group reports

Agree future action

Sub Group Members undertake agreed tasks ONE

Send electronic copy of oral report to Secretary to be included with CWG minutes

Arrange for minutes to be written and Action Plan updated.

Hold meeting.

Agree minutes. Feedback from CWG. Agree future plans and actions following CWG approval

Plan sub group meeting

Send background papers and agendas to sub group members.

Notify Secretary of meeting details