

Proposed Drafting Plan

	Responsibility	Deliverable	Receiver of deliverable	Target end date	Feb	Mar	Apr	May	Jun	Jul	Aug	Set	Oct	Nov
Establish Drafting TG 4, 5 & 6 teams (Note some TG's already have a generic text drafting team in place)	Stakeholder groups	Name of drafter	TG 5 Convener	02-feb										
Each Ad Hoc SR core issues drafting team identifies a contact for the issues group	Drafting team	Name of contact	WG	02-feb										
TG 5 develop framework for SR Core issue drafting team	TG 5	Framework	Ad Hoc SR core issues drafting team	02-feb										
Editing committee develop drafting guidance and a point of contact for each drafting team Note - The drafting teams should ensure draft is written clearly and in good English	Editing Committee	Drafting guidance	All drafting teams	02-feb										
Establish TG 5 ad hoc issues groups (Note - registration will remain open) Ad Hoc SR core issues registration will be submitted to Ad Hoc SR core issues contact	WG	Name	Ad Hoc SR core issues contact	02-feb										
TG 3 develop commenting guidelines This should include procedures and level of comments for full and limited consultation	TG 3	Guidance on comments	All drafting teams	16-mar										
Drafting period Possible meeting recognizing time and resource constraints SR Core Issues ad hoc drafting teams must coordinate with each other Drafting teams are self organizing	All drafting teams	1st Drafts	TG's Core Issue group TG 4 & 6 Conveners	30-mar										
Consultation (Limited) Drafters will ask specific questions if they need help Generic Topics to TG's Ad hoc core issues text to core issue group and TG 4 & 6 conveners (Note TG 4 & 6 conveners should consult Generic drafting teams on SR Core Issue text Editing committee Post docs on Web - However, any comments would go through the appropriate stakeholder drafting reps	TG's SR Core Issue groups TG 4 & 6 Conveners Editing committee	Comments	All drafting teams	20-apr										
Compile comments, discuss and prepare 2nd drafts Note this will be 7 separate documents	All drafting teams	2nd Drafts	LTF	18-maj										
LTF identify any inconsistencies and integration issues Note LTF will advise drafters how to ensure consistency across the documents regarding content, tone and level of detail	LTF	Comments	All drafting teams	01-jun										
Revise text based on feedback from LTF	All drafting teams	Revised 2nd drafts	Editing committee	22-jun										
Post documents on Web However, any comments would go through the appropriate stakeholder drafting reps	TG secretary	Revised 2nd drafts	WG	22-jun										
Edit and produce WD3	Editing committee	WD3	WG	20-jul										
Translate WD3 Note - If possible the TTF's will begin work earlier	Translation TF's	Translated WD3	WG	10-aug										
Full WG Consultation period Drafters will ask specific questions if they need help	WG	Comments	WG Secretariat	31-aug										
Compile comments	WG Secretariat	Compiled comments	WG	21-sep										
LTF identifies the LKT and develops "Proposed way forward" and drafters evaluate comments and insert bracketed revisions (Document may need to be divided into separate clauses to allow for revisions) Possible meeting of LTF and some drafters	LTF & drafters	WD with bracketed text and LKT's	WG Secretariat	05-okt										
Distribute to WG LKT's and WD3 with bracketed text	WG Secretariat	Revised WD 3	WG	10-okt										
WG reflects on LKT and bracketed text	TG 4, 5 & 6	WD4 or CD	WG	05-nov										