# Framework of GAC working group guidelines

*Draft*

## 1. Introduction

(1) Background

(2) Purpose of Work

## 2. Working Group rules of procedure

(1) Initiation of WG

(2) Formation of WG

Election of leaders

Define charter/work plan

(3) Operation of WG

Convening working group meeting, report mechanism, rotation of leader, etc

(4) Decision Making by a WG

(5) Adoption of Final Report and Closure of WG

(6) Post-Closure of WG

## 3. Working Group Member Roles and Responsibilities

(1) Chair

(2) Co-Chairs or Vice-Chairs

(3) Members

(4) Liaision

(5) GAC Secretariat

## 4. Use of Sub-Teams

## 5.  Products and Outputs

## 6.  Logistics and Requirements

 (1) Session Planning-General Meeting Logistics

(2) Communication/Collaboration Tools

(3) Translation

(4) Briefings and Subject Matter Experts

(5) Metrics Request Decision Tree and Form

## 7.  Norms

(1) Participation

(2) Representativeness

(3) Process Integrity

(4) Individual/Group Behavior and Norms

(5) Rules of Engagement