GOPE WG: Framework of GAC Working Group Guidelines

1. **Background** (Task1)
2. **Purpose of Work** (Task1)
3. **Formation of a Working Group**

    3.1 Initiation (Task2)

    3.2 Membership Applications (Task2)

    3.3 Election of the Working Group leaders (Task3)

    3.4 Adoption of the Term of Reference (Task3)

4. **Roles and Responsibilities**

    4.1 Chair or Co-Chairs (Task4)

    4.2 Vice-Chairs (Task4)

    4.3 Members (Task 5)

    4.4 Secretary (Support Staff)

    4.5 Liaison (Task5)

    4.6 Support Staff (Support Staff)

5. **Operation of a Working Group**

    5.1 Workplan (Task 5)

    5.2 Meeting (Task 6)

    5.3 Decision-Making (Task 6)

    5.4 Reporting to GAC (Task 7)

    5.5 Use of Sub-teams (Task 7)

    5.6 Final Report (Task 8)

5.7 Closure of a Working Group (Task 8)

5.8 Logistics (Support Staff)

5.8.1 Session Planning- General Meeting Logistics

5.8.2 Communication/Collaboration Tools

5.8.3 Translation

6. Norms

6.1 Participation (Task 9)

6.2 Standards of Behavior (Task 10)

Annex A: GAC Working Group Term of Reference Template (Task 11)

Annex B: GAC Working Group Workplan Template (Task 12)