

CBM/NGC Working Group Report Format

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Executive Summary (*max two pages, summarizing main points such as purpose, timelines, general participation, findings and recommendations*)

PART ONE

1.1 Introduction

- Working group purpose, objectives, general stakeholder representation and contact for inquires
- Working group guiding principles (*high level approach to achieve objs, portions of TOR*)
- Process for review (*timelines, meeting frequency, approach if non-consensus*)
- Scope of issues (*what is in/out of scope*)

1.2 Findings (by issue)

- 1.2.1 Identify issue(s) and sort according to ‘issues categorization & prioritization’ matrix (*include issues raised at info sessions + others*)
- 1.2.2 Issue background (*current practices, how is it managed, regulations/policy & relevant data*)
- 1.2.3 Analysis (*pros/cons & consequences of implementing/not implementing options*)
- 1.2.4 Outcomes (*recommendations/suggestions per matrix, consensus?, justification/rationale*)
- 1.2.5 Summary table analysis (*pros/cons of options and outcomes*)

1.3 Working Group Membership

PART TWO

2.0 Summary Table of Recommendations

Example:

Issue	Issue Description	Outcomes/Recommendations
Erto etljdf	Sdgh.adgr dkj	Dkenfjk dkdjerh grej

APPENDIX (if appropriate)

- Glossary (if appropriate)

Note: The final MAC report will use the same format and include a ‘primer’ section in the introduction describing the consultation framework and background.