

PROCEDURE for Subgroup Membership

GENERAL DIVISION

Any member of the CP/NGO's within the IWG should be able to submit a request for SG membership.

- The IWG leadership will assemble all request (by mail) and draft a list. (submitting this list should be done by 8 May for SG2, 3, 4, 5 and 6)
- The leadership would appreciate to receive a list with: CP/NGO's per SG
 - a) **MAIN PARTICIPANTS**: Main point of contact and attendee for each CP/NGO per SG (max 2)
 - b) **OBSERVERS**: Additional (optional) attendees or back-ups for each CP/NGO per SG (no maximum)

SG STRUCTURE

If more than 20 persons/attendees apply to one SG, the IWG and SG leading teams could limit the number of participants per organisation. Based on the following conditions:

- At least 1 person per CP/NGO
- Priority will be given to the **main participants** with at least one, and if possible 2, persons per CP/NGO
- All other **OBSERVERS (group b)** may be limited in access to a SG. With exception of:
 - o Intervening on behalf of/replacing (one of) your **main participant(s)** (due to illness, unavailability, holidays, ...)
 - o Listening in on Webex calls and meetings and receiving the information by e-mail

TWO ADDITIONAL/OVERARCHING REMARKS:

- Timing and selection of dates should only take into account the **main participants** (group a) ⇔ Which should align internally with their 'observers' if they are unavailable (due to illness, unavailability, holidays, ...)
- If a SG believes, due to workload required input etc., that more than 20 persons should be included into the discussions, this can be obtained after simple agreement within the SG (and IWG leadership approval)
- When there will be a need to invite experts from outside of A-LCA IWG, the SG shall inform it to the leading team of A-LCA IWG and receive the leading team's confirmation (reference: the ToR of A-LCA IWG)