

Action	February		March					April				May					June				July				NOTES
	17	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	
Working Group membership agreed	X																								
First Working Group meetings convened		X																							
Working Groups complete foundational work			X	X																					
<i>Clarifying questions to be answered by recommendations (SCOPE); flagging any gaps or time pressures</i>																									
<i>Reading and reviewing existing elements; speaking with experts as needed</i>																									
<i>Drafting preliminary ideas</i>																									
Drafting of recommendations					X																				
Consultation Period						X	X																		
Finalisation of recommendations based on consultation							X	X																	Recommendations from Functional Review expected end of March///Easter break also during this period (end of March beginning April)
Final inputs from Working Groups consolidated into one document								X																	Document should prioritize clear/concise recommendations for presentation to ED Fore & engaged LG members, other pieces can come later
Document content shared with Ops Group for review and agreement									X																
Briefing of ED Fore and other engaged LG members										X															Yarlina will confirm the meeting on the 21st of April for 45 minutes with the ED Fore, Martin Chungon, Inger Ashing and Minister Karina Gould
Consolidation of final documents											X	X	X	X	X	X									
final check in with LG Chair and engaged LG members before docs sent to full SUN LG membership																	X								ED Fore, Martin Chungon, Inger Ashing and Minister Karina Gould check in to review recommendations before sending to wider Lead Group
SUN LG meeting																		X							The Lead Group meeting will take place 24th of June. ; June 30 ExCom interim mandate expires; refresh with new TOR start from July 1.