



CET PROTOCOL FOR OFFICIAL VISIT REPORTS

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TABLED TO: CET Executive
PURPOSE: CET Protocol for Official Visit Reports, term 18-21

Procedure for Official Visit Reports – October 30, 2018

1. Agree report author when team for meeting selected (CET)
2. Designated author to draft report as soon as possible, and circulate within attendees for comments (with a 1 week response time)
(in addition, CET designated person to report on key points/issues/actions asap to CET Exec for distribution to CET group chairs)
3. Designated author to forward draft report to CET Reporter General with a copy to the CET Executive within 2 weeks
4. CET Executive to approve draft report within 1 week
5. CET Executive to forward draft report to Bureau for approval – once approved should be put in the appropriate place on the Google drive – and preferably also on the website – by Secretariat marked *“Draft, subject to EXCO approval”*
6. The paper should then be published under the control of the Communications Commission and placed in the appropriate folder on the website.
7. Final approval is at the next ExCo, at which time qualifying words should be removed.

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