

Topic Working Group Roles

Topic Working Groups

The main task of creating the plan falls to the **Topic Working Groups (TWGs)**. There will be 11 of these groups, each comprising a small group of members who get together in a series of independent meetings to work on a particular topic in relation to the plan. Each TWG will elect its own chair. The ideas and proposals from these groups will be fed through, by the chairs, to the **Coordinating Committee** who will collate together the whole plan. The TWGs will refine and expand their ideas into practical, “costed” proposals with supporting evidence.

You can participate in these groups in one of three roles:

1. Primary Member
2. Secondary Member
3. Reviewer Member

Primary & Secondary TWG members

Primary and secondary members attend TWG meetings in person.

As there will be a large number of TWGs, clashes of meeting times are very likely. It will be very difficult for TWG chairs to arrange meetings to satisfy the needs of all their members especially if a member has joined more than one TWG. To ease this problem, members will be asked to register themselves as a primary member of one (and only one) TWG. Meetings will be scheduled for the convenience of primary members. Members can register themselves as secondary members of multiple TWGs where they will be advised of meeting times and can join the meeting if they are free.

Reviewer TWG Members

Reviewer members do not attend TWG meetings in person.

Reviewers are members who register themselves with one or more TWGs, but do not attend the TWG meetings (perhaps due to home or time commitments). These members communicate (primarily by email) via the chairs of the TWGs. Reviewers will review and comment on the output of the TWG meetings and are free to inject ideas and thoughts into those meetings.