

COMMUNICATIONS Technical Working Group  
Orientation for new members  
April 2006

## Ways of Working

The following provides brief points for discussion on the ways of working of the Communication TWG:

**1. Participation/attendance:**

- Regular attendance is expected
- Apologies are expected in writing (email) if you are unable to attend
- Substitute participants is discouraged, but if you need a substitute please provide their name to the Secretariat so they can be included in the mailing list
- TWGs generally do technical work, and less are less meant for platforms for advocacy

**2. Expectations of work:**

- It is a “working” group, not advisory. The Secretariat manages the group but many others (from the group, and those who are contracted) undertake tasks.
- Volunteering for tasks is expected by all members (e.g. writing Terms of Reference, leading discussion groups, disseminating information, etc)
- There is not expectation that members become involved in the TWG’s administration or financial management.

**4. Decision-making & leadership:**

- It is a diverse group and consensus on all issues may not always be possible
- The chair leads the group and seeks decisions, not all may agree on every decision but decisions will need to be taken so we can move ahead
- Decisions are decisions of the group even if all do not agree
- Decisions should not be ‘un-picked’ even if a member misses a meeting
- Sub-groups may be allocated tasks but should not be decision-takers

**5. Confidentiality:**

- Members need to be sensitive to confidentiality of all information
- Draft information should not be circulated until explicitly stated by the Chair

## MKUKUTA Monitoring System

# MEETING SCHEDULE

April 2006- June 2007(Draft)

*The following is the schedule of meetings for Communications. If a holiday occurs, meetings should be held the day PRIOR to the holiday and at the same time (if possible).*

### COMMUNICATIONS

<b>Date</b>	<b>Time</b>	<b>Place</b>
11 May (Thurs)	<b>ALWAYS At 14:00</b>	MPEE Conference Room
8 June (Thurs)		MPEE Conference Room
13 July (Thurs)		MPEE Conference Room
10 Aug (Thurs)		MPEE Conference Room
14 Sept (Thurs)		MPEE Conference Room
12 Oct (Thurs)		MPEE Conference Room
9 Nov (Thurs)		MPEE Conference Room
14 Dec (Thurs)		MPEE Conference Room
11 Jan (Thurs)		MPEE Conference Room
8 Feb (Thurs)		MPEE Conference Room
8 Mar (Thurs)		MPEE Conference Room
12 April (Thurs)		MPEE Conference Room
10 May (Thurs)		MPEE Conference Room
14 June (Thurs)		MPEE Conference Room