

Working Group Operating Rules

1. Meetings

1.1. Duly Constituted Meetings

- 1) Reasonable notification (>4 weeks),.
- 2) Few last minute shifts in location (<< 1 per year).
- 3) Notification of all Working Group members, observers and liaison people (Notice to all Working Group members, observers, and liaison people in addition to any announcement given at a Plenary).

2. Membership

2.1. Establishment

2.1.1. Attend two out of four last four Plenary session

2.1.1.1. One duly constituted interim Working Group or task group meeting may be substituted for the Plenary session

2.1.2. Membership starts at the Plenary following achieving the attendance requirements specified in 2.1.1.

2.2. Retention

2.2.1. Attend two out of four last four Plenary sessions

2.2.1.1. One duly constituted interim Working Group or task group meeting may be substituted for the Plenary session

2.2.2. Membership is lost at the start of Plenary session after the last qualifying Plenary.

MEMBERSHIP ESTABLISHMENT

	1		2		3		4		5		6	
Meetings	A	a	B	b	C	c	D	d	E	e	F	f
1	X						X		☺			
2		X					X		☺			
3		X						X				
4	X	X	☺									
5		X		X	X		☺					
6	X							X	☺			

1. Membership starts at Plenary E
2. Membership starts at Plenary E
3. Membership attendance not satisfied
4. Membership starts at Plenary B
5. Membership starts at Plenary D
6. Membership starts at Plenary E

MEMBERSHIP RETENTION (Membership already established)

	1		2		3		4		5		6	
Meetings	A	a	B	b	C	c	D	d	E	e	F	f
1	X						X					
2		X					X					
3		X						X	☹			
4	X	X							☹			
5		X		X	X							
6	X							X				

1. Membership OK
2. Membership OK
3. Membership lost at start of E
4. Membership lost at start of E
5. Membership lost at start of G
6. Membership lost at start of G