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| From: ENG Committee | PAP56-4.5.1  (ENG19-9.2.2.10) |
| To: PAP | 24th October 2024 |

LIAISON NOTE

Review of MASS Guideline and Wider Issue with Inter-Committee Documents

# OVERVIEW

The ENG Committee thanks the originators of several documents on MASS received for their review (ENG19-3.1.0.1, ENG19-3.1.0.2, ENG19-3.1.0.3, ENG19-3.1.0.4, ENG19-3.1.0.4.1, ENG19-3.1.0.11, ENG19-3.1.0.11.1 refers). However, due to the timing of committees and the MASS-TF meetings, three of these input documents were different versions of the same draft guideline created at different points over the last six months. This has caused some concern within the committee about the correct document to review and how to best respond to the originators

As there is an intersessional meeting arranged on 13th January 2025 to further develop the document, the ENG Committee will provide input to the Guideline to that group with a couple of topic experts attending the meeting. This is to avoid further complications relating to out-of-date document versions being sent between committees, since the definitive draft version of the Guideline will be the one produced at the end of the intersessional.

# WIDER ISSUE

Despite good intentions, the current methodology of passing a document for review between committees within the same committee season is not working well and does not allow time for participants to review the latest revisions before attending the meeting.

One proposal could be that a document drafting group is created and dedicated to the writing of the document, with a liaison to the relevant committees being carried out by the individuals involved in the drafting group. Once the document is approved by the relevant committees, the drafting group is disbanded.

The ENG Committee foresees more inter-committee documents are needed in the future, especially with regards to sustainability matters, so more robust and workable means of writing such documents is required.

# ACTION REQUESTED

The PAP Committee is kindly requested to:

1. note that the ENG Committee will provide input to the MASS Guideline through the planned intersessional meeting in January 2025; and
2. review and propose how inter-committee documents, such as the MASS Guideline, are handled in future.