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Edit: Sep 18, 2011 6:07 PM by Oxana Klimenko...

ICRG v.4.0 Project Action list

Dear ICRG v. 4.0 Project Participant!

We have posted the Action list and hope you will follow it while communicating in your working groups that have their assignments. Working Group Leads, please, find the dates and the assignments below. In case you have any questions or need more details, please, do not hesitate to contact me, Oxana Klimenko, ICRG Project Secretary (okian@mail.ru), cc: ICRG Project Lead Leh Simonelli (leh@ipmgroup.com.au).

ICRG Project Action List: Sept 02 2011 – March 01 2012

Current as of :- 12th SEPT 2011

1. IPMA Consensus Programme-“ ICRG Project Working Groups Leads” =(WGL's)

2. Issues and Principles List

List of issues and principles to be forwarded to Andrew for coordination & distribution(cc to Leh) - 18th Sept 2011

Andrew to sort , delete duplications and cluster all the issues. Return to Oxana /Leh

3. **Andrew to nominate people** to follow up with the participants (to investigate and make the suggestions on issue resolutions):

- a. Issue
- b. To what it relates
- c. Possible solutions
- d. If it is achievable within authority of ICRG Team or should be escalated
- e. Notes
- f. Assigned group (Andrew's opinion)

* Oxana to place WIKI and e-mail to all the ICRG participants

* Date :- September 30th : - Results from Andrew via Oxana

4. Invitation e-mail to join the ICRG Project Working Groups :- 20th September

(All MAs and CBs / participants from the ICRG list)

(Introductory package + Invitation to join Editorial Working Group/Review Working Group)

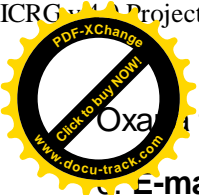
;Nominations to Oxana, no later than 30th Sept

Establish the criteria for Editorial Working Group (e.g. English speaking)

Re- Editorial Working Group : finalize formation & guidelines of WG no later than 1st OCT

5. Tele-conference :- 1st October

Leh, Oxana, Andrew, Paul, Gilles, Attila (Writing Groups leads) - (outputs of teleconference are the assignments to groups and the start date for writing).



Oxana to forward " template ".

E-mail:- Teleconference Outcomes to the 3 Working Groups

7. Content development – Commence no later than 5th October.(Formulate draft 1.0 -Development 5th OCT -14th NOV)

8. Teleconference :- 30th OCT with WGLs (RE :- progress, issues, timeframe , risks and mitigation plan)

9. Draft 1.0 :-

The Draft 1.0 needs to be released to the Project lead via Secretary by November 15th

NOTE : Additional Teleconference if required with WGL's TBA.

10. Comments :- (ICRG Participants) 16th NOV

Oxana to Forward draft 1.0 to ICRG participants (before editing) for comments using template (the template from Robb) NB:- ALL COMMENTS to Oxana no later than 30th November)

11. Teleconference:- 30th November :

Leh /Oxana – Review:- 'what to do with all this "stuff" ' ?

12. Draft 1.0 to Editors :-

The draft 1.0 goes to Editorial Working Group . 1st December .(allow approx 8 weeks for editing) Edited draft due 30th January 2012

13. Draft 1.0 to MAs/CBs :-

The edited draft forwarded to all AMs and CBs with the template for comments (only technical and general) . 2nd Feb 2012 . Allow 3 weeks .Due back 21st February 2012

14. Teleconference :-

Project Leads & all Working Groups Leads 22nd February 2012

15. Draft 1.0 to WGL's :no later than 23rd February 2012

16. Prepare materials Re MARCH 2012 Workshop:-

Final preparations of draft & related materials RE March meeting in USA