

Rules of procedure for publishing information on NWWAC website

December 2020

NWWAC website public area

Information to be published on the public area includes:

- All meetings (Working Groups, Executive Committee, General Assembly, Focus Groups) and events (workshops/seminars) organised by the NWWAC. Information about the meeting title, date and venue should be uploaded as soon as the meeting date is established.
- Agenda and minutes of abovementioned meetings. Agendas can be uploaded at the draft stage (as they normally get approved at the meeting itself), while minutes need members' approval prior to publication.
- Minutes from FG minutes need FG Chair approval to be uploaded on the website.
- Any document/material that can be useful and relevant in preparation of a meeting or that will be discussed during a meeting. This includes presentations from external experts (expert's permission needed before publishing).
- Advice, letters and other documents approved by ExCom and sent to European Commission, NWW Member States Group and other institutions/organisations.

NWWAC website members area

This page on the website is protected by login credentials which are distributed to members only. The same username and password are provided to all members.

Information to be published on the members area include:

- External events the NWWAC is attending (to be published once a NWWAC representative has been appointed), including agenda and other relevant documents/materials provided by the organiser in preparation to the event.
- Meeting summary reports prepared by NWWAC members who attended the abovementioned meetings. Members will be notified via email that this is available on the website.
- Monthly update (between the 25th and 30th/31st of every month): members will be notified via email that this is available on the website.

Confidential information such as draft advice documents will be circulated by email only to the relevant members.