**Liaison statements**

* List the appropriate Question numbers of the originating and destination study groups.
* Identify the study group, working party or rapporteur group meeting at which the liaison statement was prepared.
* Include a concise title appropriate to the subject matter.

Regulations:

* Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible
* Copies of all liaison statements should also be sent to the chairmen of the study groups and working parties involved for information and to TSB for processing.

**Correspondence activities:**

* A correspondence activity on a particular topic may be authorized to be conducted via e-mail between meetings.
* Each correspondence activity should have specified terms of reference.

**Preparation of reports:**

* A report on the work done during a meeting shall be prepared by TSB.
* This report should set out the results of the meeting and the agreements reached in a condensed form and should identify the points left to the next meeting for further study.

**Additional Info:**

* To assist TSB in this task, the study group or working party may arrange for delegates to draft some parts of the report. TSB should coordinate this drafting work.
* If necessary, the meeting will set up an editorial group to improve the texts of draft Recommendations in the official languages of the Union