

## WG III Provisional shedule 5-6-2020

Date	Meetings	SPM	Figures	Technical Summary	Report	
06-Jun		Circulate "SPM V1.0" to author team				
22 <sup>nd</sup> June		CLA's submit updated SPM text. Including: - Improved statements (headlines and sub-bullets) for each SPM section - Add missing text where appropriate. - Add new text as appropriate	CLAs submit candidate figure suggestions for Technical Summary and SPM  (NB - Figure suggestions do not need to be final at this stage - a sketch or short description is fine)			
26-Jun		TSU compile all updated material (SPM text, candidate figures ) and circulate to author team for information				
30-Jun						WG III Bureau decision on Second Order Draft submission date following consultation with CLAs
30-Jun -3 Jul TBC	Author Team conference call Date TBC	Discussion on revised SPM structure, statements, gaps, SPM figures; Discussion on next steps)		CLA's nominate Chapter TS leads (WG III Bureau TS leads: Diana & Ramon)		
4 -27Jul		SPM author team work in iteration with chapters to refine SPM statements Section by section approach Author team proceeds in parallel section groups. Each including TSU & Bureau support	Authors work with graphic designers to develop figures  (Graphic designers expected to be available from early July)			
31-Jul					Interim deadline for FOD comments : Authors share draft comment responses with TSU & Review Editors	
End july						
01-Aug - 01-Sep						
02-Sep		Author team sends all SPM and figure updates to TSU		Authors submit updated executive summaries for chapters AND suggestion for additional TS material (linking material, other essential material, Boxes)		
01-04 Sep		TSU Compile "SPM v2.0 & circulate to author team				
7-10 Sept	Author team Meeting Date TBC	Provisional author team meeting Agenda: stock take on progress , review of next steps				
02-18 Sep		Author, TSU, Bureau work on individual HS Meetings on specific HS as required	Graphic designers return final re-drawn exhibits - Final check by authors and WG III Bureau and TSU	Editing and compilation of TS. Remove overlaps & duplicates Add additional material and contextual boxes (Chapter TS leads; WG III Bureau: Diana & Ramon; WG III TSU		
21-25 Sep		TSU compile SPM V 3.0 & circulate to author team		Final review of TS by authors		
25-27 Sep		Finalise SPM (with figures), Final iteration with SPM author team		Compile TS (with figures) Final iteration with TS team		
27-Sep		SPM finalised		TS finalised	Submit SOD chapters to TSU  Deadline for all FOD responses to be sent to TSU	
28 Sep. 18 Oct		Compilation of Report				
19 Oct. 13 Dec		Government review				