

# Process for the Receipt by HAUC(UK) of Papers from Working Groups.

## Procedural Activities Flowchart.

No.	Activity			Comments
1.	Working group wish to prepare a report for HAUC(UK) or need to respond to a request from HAUC(UK).	Report – Self generated or responding to a HAUC(UK) Brief.		The report may be self-generated or responding to a HAUC(UK) brief. Consultation with all stakeholders held.
2.	Working group discuss issues and prepare a report for HAUC(UK).	Working Group ----- Produce Report.		Working Group prepare a report for consideration by HAUC(UK) and/or seeking a decision/s. Any sub-groups will report to the main group.
3.	HAUC(UK) Secretariat - Report passed to HAUC(UK) Joint Chairs to consider.	HAUC(UK) Chairs consider and discuss.		Report is passed to Joint Chairs of HAUC(UK). N.B. sufficient time needs to be allowed to consider – at least 1 month prior to HAUC(UK) meeting suggested.
4.		Agree?	No.	If the Joint Chairs disagree then issues returned to the working group. If agreement then the report is scheduled for consideration by HAUC(UK).
5.	HAUC(UK) Secretariat - Report added to HAUC(UK) Agenda.	HAUC(UK) Meeting.		Report is considered by HAUC(UK) with the expectation that it is accepted and decisions made.
6.		Agree?	No.	No provision has been made for non-agreement at this stage other than a route for further clarification.
7.	HAUC(UK) Secretariat – inform working group.	Secretariat Working Group informed.		HAUC(UK) Secretariat informs the Working Group of the decision/s made by HAUC(UK).
8.				
9.				

**Key:**

