

DCP 472 – DCMDG & SIG Agenda Timings

Legal Text

Amend Paragraph 7.1 of Schedule 7 (DCUSA STANDING ISSUES GROUP) as follows:

- 7.1 The DCUSA Standing Issues Group will be supported by the Secretariat, who shall be responsible for:
- (a) booking, convening and circulating notice of meetings;
 - (b) logging DCUSA Issue Forms and validating them for completeness;
 - (c) circulating the agenda for each meeting of the DCUSA Standing Issues Group at least 5 Working Days ~~D10-days~~ in advance of the meeting (or as far in advance as reasonably practicable in the case of emergency meetings);
 - (d) writing minutes of the meeting in a style and level of detail specified by the Chair;
 - (e) circulating minutes of the meeting no later than 10 Working Days following the meeting;
 - (f) publishing all meeting papers and minutes on the Website; and
 - (g) providing a report to the Panel from each meeting as appropriate, giving a summary of key issues and progress being made, and including the task list or work plan for the DCUSA Standing Issues Group.

Amend Paragraph 8.2 of Schedule 7 (DCUSA STANDING ISSUES GROUP) as follows:

- 8.2 Where a DCUSA Issues Form has been submitted to the Secretariat, the Secretariat shall add the matter to the next scheduled DCUSA Standing Issues Group meeting. Issue forms submitted less than 5 ~~10~~ Working Days before the next scheduled meeting will be accepted at the discretion of the Chair.
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Amend Paragraph 7.1 of Schedule 28 (DCMD GROUP) as follows:

- 7.1 The DCMDG will be supported by the Secretariat, who shall be responsible for:
- (a) booking, convening and circulating notice of meetings;
 - (b) logging DCMDG Issue Forms and validating them for completeness;
 - (c) circulating the agenda for each meeting of the DCMDG at least ~~5~~ **Working+10** ~~Days~~ in advance of the meeting (or as far in advance as reasonably practicable in the case of emergency meetings);
 - (d) writing minutes of the meeting in a style and level of detail specified by the Chair;
 - (e) circulating minutes of the meeting no later than 10 Working Days following the meeting;
 - (f) publishing all meeting papers and minutes on the Website; and
 - (g) providing a report to the Panel from each meeting as appropriate, giving a summary of key issues and progress being made, and including the task list or work plan for the DCMDG.

Amend Paragraph 8.2 of Schedule 28 (DCMD GROUP) as follows:

- 8.2 Where a DCMDG Issues Form has been submitted to the Secretariat, the Secretariat shall add the matter to the next scheduled DCMDG meeting. Issue forms submitted less than ~~5+10~~ Working Days before the next scheduled meeting will be accepted at the discretion of the Chair.

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