



Further Guidance to the Task Forces

The Policy and Implementation Committee appreciates the efforts of the Task Forces in developing Action Plans for the Third Meeting of the Policy and Implementation Committee in Jeju, Korea, in October 2006, and encourages Task Force members to actively oversee the implementation of their Action Plans. In this regard, Task Forces are encouraged to take actions to:

- Manage implementation of Action Plans: The priority now for all Task Forces is to manage the implementation of the endorsed Action Plan projects and activities. This may involve:
 - Preparation of more detailed project plans
 - Identification of managing and participating entities
 - Identification of resources (financial or in-kind)
 - Development of relevant monitoring and reporting procedures
- Promote the Partnership and Action Plans to potential partners in projects and activities: Task Forces can play an important role in promoting the Partnership to a broader audience within their scope of activities, especially as they relate to Action Plans. Key audiences would include commercial enterprises within partner countries, institutions from which to leverage funding and resources, international associations, and other relevant public and non-governmental institutions.
- Coordinate review and reporting of projects and activities in their Action Plans: Task Forces can play a strong role in review and reporting of Action Plan projects and activities. Task Forces are requested to report on project status and results within six months after the 3rd PIC meeting and periodically thereafter as requested by the PIC. Reports will follow a standard reporting form that will be developed for this purpose, but supplemental information may also be submitted. For each project, Task Forces would provide information on actions to date, changes since previous report, and expected next steps. Task Forces would also be asked to report on any additional activities that they have undertaken or envision undertaking for the purpose of advancing the Action Plan in their areas.
- Conduct strategic planning on future Partnership cooperation within the Task Force theme or sector: This may include elaboration on actions identified in the Action Plan, and/or further work relating to the development of the identification and promotion of next-stage projects.
- Review new project proposals by Partner countries: Task Forces can play a facilitative role in reviewing and developing new project proposals. Formal approval will be a function for the PIC. A procedure for approving new projects and activities is contained in the document, "Procedure for Adding New Projects and Activities to the Partnership."

This document should be read in conjunction with the Partnership Charter, Work Plan, and Communiqué (January 2006); Task Force Guidelines (April 2006); and Procedure for Adding New Project Proposals (April 2007).