**DRAFT – for approval**

The guidelines set out below have been drafted for review and approval by CoMC. Approval will be sought at CoMC on 17 July 2019.

CoMC are asked to review the definitions that have been drafted and which will be used to categorise material that is submitted for review/approval at CoMC going forward.

CoMC are also asked to review the options set out for the circulation of DRRs. These options include timescales that can be amended during discussion at CoMC.

**Guidelines for the publication of CoMC Material and circulation of DRRs**

These guidelines are to be followed when considering when and where CoMC material should be published or shared as well as the circulation of Data Request Reports (“**DRR**”).

1. **Publication/sharing of CoMC material**

It is acknowledged that there will be instances where CoMC material cannot be shared publicly.

When submitting CoMC material to Joint Office the material should be categorised in accordance with one of the following definitions (note it will be the responsibility of the author of the material to determine the appropriate definition):

“**For Publication**” means material which can be published on the Joint Office website and which is available on the internet for any person to view

“**Not for publication**” means material that will be presented at CoMC with committee members and attendees but won’t be published on Joint Office website or circulated via email (this may include but won’t be limited to some financial information/BCM updates, Audit Reports/security updates).

**“Confidential for CoMC only**” means material that will be circulated to CoMC members and alternates only and not shared any further – please note that this will not apply to material that is circulated for review or approval.

“**Confidential for CoMC Contract Managers**” means material that will be circulated to CoMC members and which may be shared with the Individual Customer Contract Managers (as defined in the DSC) of their constituent group.

**“Confidential for circulation to all Contract Managers**” means material that will be circulated to all Individual Customer Contract Managers.

1. **Circulation of DRRs**

**Option 1** – continue as is – CDSP to email DRR to the Contract Management Committee a minimum of 5 clear business days ahead of the CoMC meeting where the DRR will be reviewed/approved.

**Option 2** – CDSP email DRR to all Individual Contract Managers as well as Contract Management Committee a minimum of 10 business days ahead of the CoMC meeting where the DRR will be reviewed/approved. Any comments should be sent to the relevant Contract Management Committee Rep at least 5 business days before CoMC meeting. The Contract Management Committee Rep will collate all responses that it has received and forward onto CDSP at least 3 business days before CoMC meeting. CDSP will provide a response to each comment raised. All comments/responses will be collated and shared at CoMC as part of any discussion regarding the DRR and subsequent approval.

**Option 3** – formalise the process in line with Change Process (ChMC Change Pack). CDSP will circulate the DRR and include a formal template for any representations to be made. All representations will be collated for discussion at CoMC.

Timescales for responses would be agreed prior to issuing the DRR.

Whilst option 3 would offer a structure that is in line with ChMC it would make the process longer and less flexible than Option 2.