

## Issue

1. This paper sets out the policy covering communications between the Performance Indicators Steering and Technical Groups. It also defines the process for onward publication of Technical Group papers and minutes.

## Outcomes

2. The members of the PITG are invited to review and comment on this policy.

## Discussion

### Policy

#### Communications from PITG to PISG

3. The Chair of PITG is the sole member of the group that sits on PISG, although both groups share a single secretariat. As such it is the responsibility of the Chair of PITG to represent the discussions, conclusions and recommendations of PITG to PISG.

4. The draft minutes from each PITG meeting will be provided to PISG at their following meeting. These minutes shall be written in such a way as to capture the discussions held in addition to the decisions and actions. They will present an accessible narrative while providing a complete and accurate record of the technical group's considerations.

5. In addition to the minutes PITG will consider on a case-by-case basis what other forms of representation to PISG are appropriate. This may include copies of particular PITG papers (either in original draft form or modified following discussions), papers drafted specifically for PISG, or in less common circumstances statistical material to illustrate a particular issue.

#### Communications from PISG to PITG

6. It is the responsibility of the Chair of PITG to relay summaries of the discussions, conclusions and actions arising from PISG meetings to the PITG.

7. Copies of draft PISG minutes will be provided to PITG at their following meeting.

8. Publication of PITG minutes, papers and other evidence

9. It has been agreed that both groups will operate in a transparent manner. All PISG papers and minutes will be published upon approval of PISG, unless they are deemed to contain confidential or sensitive material. Similarly all PITG minutes and papers will be published unless there is confidential or sensitive content. In addition, PITG papers which represent policy in development or work in progress may have publication delayed until such time as the work has been deemed completed or the issue resolved. At each PITG meeting, approval for publication of the papers from the preceding meeting(s) will be sought. The recommendation to publish will then be made to PISG.

10. On a case-by-case basis, PITG may recommend to PISG that other material forming the evidence base to support policy or methodological decisions be published. Alternatively, PISG may request that PITG prepare further evidence for publication. In both cases, PISG will be responsible for approving publication.

### **Implementation**

11. It was agreed at the July PISG meeting that publication of papers and minutes would commence from that meeting onwards. Therefore the papers and minutes of the November PITG meeting will be the first to be covered by the policy.