Working Group Report - 2017

***[Working Group Name]***

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| **Instructions :**  Working Group Chairs are requested to use the structure outlined in this template to develop their Working Group Report for the 24th APLMF meeting (25-27 October 2017, in Siem Reap, Cambodia). WG Chairs are not obligated to rigidly follow this template, but should endeavour to provide the type and level of information outlined in this document in structuring their report.  Working Group Reports must be **completed and returned** to the Secretariat **by 8 September 2017** as a word document – this will provide sufficient time for the Secretariat to upload your report as a PDF file to the Meeting webpage so attendees can view the reports prior to the meeting. It is expected that all delegates will have looked over and considered the various working group reports prior to the Cambodia meeting.  Your presentation document should be a summary of highlights from your full written report. It would be appreciated if you could provide you final presentation to [secretariat@aplmf.org](mailto:secretariat@aplmf.org) prior to the meeting.  **NOTE:**  **Remove the instruction boxes from your final document before submission** |

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| Report developed by |  |
| Position |  |
| Organisation |  |
| Contact details |  |

# SECTION 1 – Details of the membership of the Working Group

# SECTION 2 – Key activities of 2016/17

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| *Outline progress and activities since the last annual APLMF meeting.* |

# SECTION 3 – Future focus - Recommendations

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| *Future viability of the working group*  *- If you believe the WG should continue – what are the key changes that need to be made to the Terms of Reference to support its continuance?*  *- If you believe there is still work to be done on this topic, but that the work should be continued as a project – detail the project brief, timeline and skills required for an effective project team.*  *- If you believe the working group has run its course, who is the individual who should be named as the ‘expert’ on this topic*  *Proposed programme for further work (for next year and out years)* |

# SECTION 4 – Future focus – emerging issues

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| *Identify emerging issues, risks, resourcing issues, engagement etc., and any proposed solutions for APLMF Executive or members to consider* |