

**Agenda Item 28**

**Enclosure 26**

**Paper ETC 26/03**

## **Education and Training Committee**

**COMMUNICATION OF INFORMATION TO  
COMMITTEE MEMBERS**

**from the Secretary**

**for discussion and for decision**

## Communication Strategy with ETC Members

Once the Committee has completed its immediate work establishing standards, requirements, criteria and procedures it needs a long term strategy for communication of information to members.

The proposal is that communications should normally only be in the form of papers for agendas. Only in exceptional circumstances will communications be unrelated to agendas and minutes and be by e-mail alone. The secretariat may continue the process of sending some papers as e-mails and hard copy to give members copies of documents in electronic format where that would be of assistance, but not normally as an alternative to hard copy distribution.

The Committee is asked to endorse this proposal.