



REPORT OF THE  
3<sup>RD</sup> NATIONAL  
STEERING  
COMMITTEE  
MEETING OF THE  
OPEN  
GOVERNMENT  
PARTNERSHIP,  
NIGERIA

HELD 27<sup>TH</sup> MARCH 2018 AT LADI KWALI HALL, SHERATON HOTEL  
AND TOWERS ABUJA

## **1. INTRODUCTION**

The 3rd National Steering Committee (NSC) Meeting held on Tuesday the 27<sup>th</sup> of March, 2018 at the Sheraton Hotels and Towers. At this meeting, members of the NSC were updated on the implementation of the decisions taken at the Second NSC meeting that held on the 27<sup>th</sup> of November 2017 and the progress report of the commitments of the National Action Plan (NAP).

In attendance were:

1. Abubakar Malami (SAN) – Minister of Justice and State Co-Chair, OGP NSC.
2. Barrister Adebayo Shittu – Minister of Communication.
3. Hajiya Zainab Ahmed – Minister of State, Budget and National Planning and State Incoming Co-chair, OGP NSC.
4. Mr. Arabi Dasuki – Director General, Bureau of Public Service Reforms.
5. Dr. Musa Abubakar – Acting Chairman, Independent Commission for Corrupt Practices and Other Related Offences
6. Barrister Juliet Ibekaku-Nwagwu – Special Adviser to the President on Justice Sector Reforms and OGP National Coordinator.
7. Dr. Tayo Aduloju – Senior Fellow, Nigeria Economic Summit Group and Non-State Incoming Co-chair, OGP NSC.

The following issues were reviewed;

- a) Open Government Week Planning Committee -; (Terms of Reference and the Open Government Week Proposal)
- b) OGP Champions Program-; (Terms of Reference, Selection Committee and funding)
- c) Communication Channels between the Working Groups, the Co-chairs and the OGP Secretariat
- d) OGP Global Summit
- e) Update on the status of the 2018 Q1 Work plan by Group Co-chairs.

## **2. WORKING GROUP MEETING**

The NSC Meeting was preceded by the quarterly Working Group Meeting which held on the 26<sup>th</sup> of March, 2018. The four thematic Working Groups met to give updates on progress made in the implementation of the commitments of the NAP. The

Working Groups deliberated on the confirmation of new Co-chairs or retention of old Co-chairs and the drafting of the Work Plan for the 2<sup>nd</sup> Quarter of the year.

### **3. METHODOLOGY**

The NSC Meeting was a plenary session with remarks and speeches followed by deliberations of the items on the agenda.

### **4. OPENING REMARKS:**

**4.1.** In her opening remarks, the OGP National Coordinator and Special Adviser to the President on Justice Sector Reforms welcomed everyone to the 3<sup>rd</sup> National Steering Committee Meeting while recognizing the Steering Committee Meeting as one of the statutory meetings of OGP which is meant for updating its members on the activities of the Secretariat including what has been achieved and challenges encountered in the implementation stages as well as a medium for collectively proffering solutions.

**4.2.** The Executive Director of Africa Network for Environment and Economic Justice while representing the Non-State Actors Co-chair Mr Edetaen Ojo, appreciated the efforts of individuals who have tirelessly worked to bring progress to the OGP process. He further stated that the OGP platform presented the opportunity for CSOs to engage with the Government at its highest level and appealed to the members of the NSC to remain committed to the OGP process.

**4.3** In his opening remarks, **the Attorney-General of the Federation and Minister of Justice** welcomed everyone to the 3<sup>rd</sup> National Steering Committee (NSC) meeting of the Open Government Partnership. He commended the Secretariat for organizing the NSC Meeting. He stated that the meeting is a reflection that the OGP is indeed responsive to citizens' demands. He felicitated with members of the NSC over Nigeria's recent admission of into the OGP International Steering Committee. He noted that a year had gone by in the implementation of the commitments of the NAP since its approval and as such records of progress made should be kept as Nigeria will be due for an international review this year. He appreciated the development partners; DFID/PERL and Trust

Africa for supporting the Secretariat in organizing the monthly Working Groups Meetings. He informed the members of the NSC that OGP Nigeria would be celebrating the Open Government week parallel to the Global Open Government Week celebrations scheduled to hold from the 7<sup>th</sup> to 11<sup>th</sup> of May 2018. He also informed the NSC members that the OGP Global Summit will take place from 17<sup>th</sup> to 19<sup>th</sup> July 2018 in Tbilisi, Georgia.

**4.4.** In her remarks as the State Incoming Co-chair of the NSC, the **Honourable Minister of State for Budget and National Planning** expressed her delight in being part of a collaborative stakeholder meeting like the NSC Meeting. She further went on to say that the OGP was launched in Nigeria to provide a platform for making government more open and transparent which is evident in the membership composition of the NSC. She encouraged the Secretariat not to relent in documenting efforts made from different MDAs and CSOs.

**4.5.** In his remarks, the **Honorable Minister of Communications** expressed his delight to be at the 3<sup>rd</sup> NSC meeting. He urged the members of the NSC to ensure continuous synergies between Ministries, Departments and Agencies and Non-State Actors to enable better results on the set objectives. He committed to providing support from the Ministry of Communications in the implementation of the NAP. He gave a background brief on the contributions ICT has made to national development stressing that the contribution of the sector to Nigeria's Gross Domestic Product (GDP) has increased from 6.9% in 2012 to 9.8% in June, 2016. Similarly, Foreign Direct Investment in the sector increased from \$32b in 2015 to \$38b in 2016. He explained that through the Economic Recovery Growth Plan (ERGP) the current administration has given fresh impetus into the ICT sector. Some notable projects of the Ministry of Communications with regards to the OGP were given by the Honourable Minister as follows;

- The development of an ICT Roadmap recently approved by the Federal Executive Council which aims to serve as a catalyst for job creation as well as improved efficient and effective service delivery;
- The launching of an initiative that involves the identification of key business processes that relates to service delivery through the e-government department;

- The development of an Electronic Document Management System (EDMS) which would automate the entire processes in the ministry thereby making government to be more transparent, effective and efficient in the delivery of services to the populace;
- The Open Data Initiative of the Ministry which has led to the development of an Open Data Portal in 2015. Through the Open Data Portal, MDAs are to load their non-sensitive datasets on the portal for easy access to citizens in line with the FOI Act;
- The Government Service Portal (GSP) of the Ministry which supports the achievement of most of the commitments of the National Action Plan;
- The development of an e-Government master plan which is awaiting the approval of the Federal Executive Council (FEC);
- The launching of the Government Contact Centre (GCC) initiative aimed at providing easy and convenient ways for citizens to interact with the government.

He also stated that under his watch, the Ministry would align its projects and activities to incorporate the objectives of the OGP. It would continuously leverage on technology in actualization of a transparent government to improve public service delivery thus improving efficiency, transparency, accountability and citizen participation in governance.

## **5. OFFICIAL PRESENTATION OF THE PROGRESS REPORT OF THE NATIONAL ACTION PLAN**

The progress report of the 2017 Open Government Partnership National Action Plan was formally presented at the meeting. Copies of the report were made available to members, observers and the media present at the event

## **6. UPDATES ON THE IMPLEMENTATION OF THE DECISIONS TAKEN AT THE SECOND NSC MEETING**

**The OGP National Coordinator** gave a detailed summary and update on the implementation of the decisions taken at the second NSC Meeting that held in November, 2017.

## **7. ISSUES FOR REVIEW AND APPROVAL:**

The agenda was adopted and the following decisions were taken on each agenda item:

**7.1. The OGP Week Planning Committee;** The Terms of Reference and OGP Week Proposal were reviewed and the following decisions were taken on each.

- a. Terms of Reference:** The Terms of Reference for the OGP Week Planning Committee was reviewed and adopted.
- b. Open Government Week Proposal: The OGP National Coordinator** stated that the Secretariat is proposing to MDAs and CSOs to sponsor activities of specific days connected to their areas of focus citing an example of Ministry of Communication and NITDA sponsoring the day slated for Information and Technology. The sponsorship, she said, will entail paying for the venue, refreshment, media and other needs. She also said that the week would also be an opportunity to showcase and display activities and milestones achieved by MDAs and CSOs.

**Africa Centre for Leadership and Strategic Development (C-LSD)** stated that they will host day four of the week and will bring in sub-national participants.

**Africa Network for Environment and Economic Justice (ANEEJ)** expressed their intent to support the activities of the first day as he said that the focus of ANEEJ is on highlighting and heightening citizens' role in government. They will meet with the Secretariat to discuss on introducing collective action to ensure good governance, introduce alliance for good prosperity to nudge people to support clean property

**The representative of the Ministry of Communications** stated their intent to support the activities of the second day and reminded the OGP Secretariat to send a letter with respect to the expectations of the ministry.

**Nigeria Economic Summit Group (NESG)** expressed their intent to support the activities of the first and fourth day. The incoming Co-chair further stated that

the NESG will host the private sector day (which is the third day). He requested that the two hours be extended to a full day.

**NACCIMA committed to supporting NESG in hosting day one**

**The representative of Bureau of Public Service Reforms** stated their intent to support financially but will revise the proposed activities to find other ways of involvement.

**The representative of BudgIT** expressed their intent in supporting the activities by designing all the materials that will be used for the program.

**Ministry of Budget and National Planning** stated that they will consult with the Minister before any commitment is made to support the OGP Week but will know the level of support that can be given when the budget is approved and passed.

Budget Office, BudgIT and PPDC stated that they will also get back to the Secretariat on possible support.

**The representative from Ebonyi State** stated that the state would come up with activities in line with the proposed activities to commemorate the OGP Week in Ebonyi State.

**The representative from Anambra State** suggested the inclusion of a Sub-National component in the proposed activities of the OGP Week that would be holding in the Nation's capital.

Dr. Tayo Aduloju suggested that the states should have at least a media event to commemorate the week.

**PERL** advised the Anambra state OGP representative to commence creating awareness on OGP on all media platforms in the state without necessarily waiting for a National event.

**Publish What You Pay (PWYP)** suggested that a time frame be set for preliminary activities for the OGP week committee to run with. The preliminary

activities should include a letter requesting for support with agenda and budget attached to it.

**Decision:** The OGP Secretariat will send letters requesting for sponsorship to all the organizations that indicated interest to sponsor the activities of the OGP Week, Development Partners, Ministries, Departments and Agencies by the second week in April. The OGP Secretariat and the Planning Committee will rework the OGP Week Proposal to reflect the suggestions made at the meeting.

## **7.2. OGP CHAMPIONS:**

The Incoming Non-State Actors Co-chair stated that the purpose of the OGP Champions is to drive advocacy and expand the conversation around the OGP Commitments. He also suggested the drafting of a guideline to ensure that activities are in alignment with Communication activities.

The OGP Coordinator stated that the OGP Champions program is designed to encourage government and non-state actors annually to zealously drive the implementations of the OGP Commitments.

**Nigeria Extractives Industries Transparency Initiative (NEITI)** opined that the identification of the OGP Champions would be very demanding. He suggested that high profile individuals with credibility in Politics, Education and other sectors be identified and made ambassadors of OGP as a way of publicizing OGP even before the OGP champions are identified. He also suggested that the Secretariat organizes trainings for media organisations and subsequently form a group on OGP matters from the group trained. This, he stated, would foster the wide dissemination of OGP news and activities.

NACCIMA suggested that the OGP Champions initiative be divided into two categories; OGP Ambassador for high profile individuals with credibility and OGP champions for people who will be nominated and subjected to votes. Funding for this initiative will be clearer when the categories are mapped out.

**Freedom of Information Coalition** highlighted the importance of setting timelines for every process.

The OGP Coordinator posited that with the availability of resources, the OGP Champions program would commence this year. She also suggested a public voting process.

**Accountability Lab** reported that using the Integrity Idol model, the selection criteria would include a nomination process and thorough background check of nominees. The nomination process would be limited to people who have promoted informing citizens of OGP and the implementation of the OGP in Nigeria. This nomination would also engage persons/organizations outside the OGP as this will give them a sense of belonging to the OGP.

**The Co-chair non-state actor** stated that the Secretariat would continue to work with the Dr. Orji and the Accountability Lab to implement the OGP Champions program.

The NSC members unanimously agreed on the following Criteria for selecting the OGP champions;

- There must be due diligence check to ensure that the proposed champion or ambassador is in compliance with OGP principles.
- Must not be in default of tax payment
- Must undergo a training
- The Secretariat will consider having two categories of Ambassadors and champions for the event and reflect it in the proposal.

A resolution was reached to review the Terms of Reference and produce a proposal.

**Decision:** The OGP Secretariat will work with Dr. Orji of NEITI and Accountability Lab to refine the Terms of Reference to reflect the suggestions made at the meeting and produce a proposal which will be reviewed at the next NSC Meeting.

### **7.3. COMMUNICATION CHANNELS BETWEEN WORKING GROUPS, CO-CHAIRS AND THE OGP SECRETARIAT:**

The OGP Coordinator stated that the essence of this is to ensure proper coordination such that the Secretariat is always carried along and is kept abreast of all activities as this would enable the OGP Secretariat track progress made on all commitments. She also informed the members of the NSC that the Secretariat has developed a reporting

template to be used to submit all reports and information which will enable the Secretariat collate and produce progress reports. She further stated that the essence of the co-chair of the working group is to take control of developments within the group and report back to the Secretariat on progress made and that Co-chairs are to inform the Secretariat two weeks ahead of scheduled or proposed meetings.

She also informed that members of the Working Groups are free to disseminate their news via OGP social media platforms.

She reminded members that the Secretariat had earlier sent out the Indicator Reference Sheet and expect all recipients to fill and submit to the secretariat. The Secretariat is willing to send officers to any organization that needs help in filling the template.

**Decision:** The Secretariat will send emails to all Co-chairs as a reminder on the issues discussed on this item, providing the Co-chairs with the official contact information of the Secretariat.

#### **7.4. OGP GLOBAL SUMMIT:**

The OGP Coordinator informed the members of the upcoming OGP Global Summit which will hold in July 2018 at Tbilisi, Georgia. She emphasized the need for early registration as the registration portal would be closed in May 2018. She advised members of CSOS to nominate representatives and source for funding from development partners. She also advised interested MDAs to nominate representatives and compile a list of the representatives which will be further submitted to the OGP Secretariat to enable the compilation of the list of Nigerian delegates to the event.

**Decision:** The OGP Secretariat will send letters to MDAs informing them of the Global Summit, registration and nomination of participants.

#### **8. UPDATE ON THE STATUS OF 2018 QI WORK PLAN BY WORKING GROUP CO-CHAIRS:**

**8.1.** In her presentation as the Fiscal Transparency Working Group State CO-Chair, stated that:

*Commitment One:* A public budget hearing was ongoing at the time the 3<sup>rd</sup> National Steering Committee Meeting was holding. She said that this was the earliest budget hearing in the last five years.

*Commitment Two:* The Bureau of Public Procurement committed to a portal that is supported by Open Contracting. The BPP is in the process of drafting the administrative guidelines and ethical codes mandating application of open contracting system for public contracts. A demonstration was done showing a portal with dashboard for CSOs and template for reporting contracting breaches. This will start with Federal Ministry of Health (FMH, National Primary Health Care Development Agency (NPHCDA), and Federal Ministry of Education (FME), Universal Basic Education Commission (UBEC), Federal Ministry of Power, Works & Housing (FMPWH), Ministry of Petroleum Resources (FMPR), Nigeria National Petroleum Corporation (NNPC) and Nigerian Extractive Industries Transparency Initiative (NEITI).

*Commitment Three:* NEITI published and submitted the 2016 Oil and Gas Audit Report to the Auditor General and the NASS as part of its effort to improve remediation activities.

*Commitment Four:* In pursuance to full compliance of the Addis Tax Initiative, the Federal Inland Revenue Services (FIRS) signed some vital documents on March 13, 2018. FIRS have also set up a committee to work out sensitization on financial institutions.

*Commitment Five:* The latest World Bank Ease of Doing Business Index shows that Nigeria moved up by 24 points. The Federal Ministry of Trade and Investment is partnering with the Federal Ministry of Power and Health as well as other agencies to fully implement this commitment.

**8.2.** In his presentation as the Non-State Actors Co-chair of the Anti-Corruption Working Group, Rev. David Ugolor of Africa Network for Environment and Economic Justice made the following comments;

*Commitment Six:* The Corporate Affairs Commission is currently working on the Annual Returns Forms and needs ministerial approval for implementation. The review of the Company and Allied Matters Act to contain information on Beneficial Ownership

is on-going and OGP, One Campaign and NEITI will ensure that the bill is taken to the Federal Executive Council for further transmission to the legislature.

*Commitment Eight:* A letter will be written to the National Assembly and an advocacy visit to NASS is to be conducted on the Proceeds of Crime Bill.

*Commitment Nine:* The Anti-Corruption working Group will develop a concept note on how to proceed with Nigeria signing the Integrity Pact. They also observed that it will not be feasible to publish a monthly report on asset recovery.

**8.3.** The CO-chairs of the Access to Information Working Group presented the following;

*Commitment Ten:* In order to designate an officer to the FOI desk, the Federal Ministry of Justice wrote 500 letters to MDAs requesting for the appointment of desk officers and establishment of FOI Units. So far, only 105 MDAs have responded and a list of desk officers' data has been uploaded on the FMOJ FOIA portal ([www.justice.gov/FOIA](http://www.justice.gov/FOIA)) and forwarded to the OGP Secretariat. Mr Walter added that Adamawa state has adopted the Freedom of Information Act and the working group will strategize on getting other states to do same.

*Commitment Eleven:* The Federal Ministry of Justice has developed the Citizens Guide to guide FOI and Uniform Mandatory Publication Requirements and circulated same to the members of the working group for comments. With respect to punitive measures against public institutions in breach of the requirements of the FOIA, 250 letters have been forwarded to public institutions encouraging them to comply with S.2 (3) of the FOI Act as well as draw their attention to the PPDC ranking.

**8.4.** The Non-State Actor Co-chair of the Citizens' Engagement Working Group made the following comments;

*Commitment Thirteen:* Centre LSD is currently developing FAQs on Identified Laws and review plan but has completed the FAQs on Open Government Partnership and is ready for dissemination (Check with Chidinma). Government - CSOs roundtable discussion on review of gaps in existing laws held in September 2017. The meeting was convened to validate the report of the research commissioned to review the

relevant laws and legislation around anti-corruption and OGP policy framework in Nigeria.

*Commitment Fourteen:* NITDA called for a meeting with BPP, CAC, NEITI on the mapping of MDAs that already have the technology-based platform for transparency and accountability but only BPP was in attendance. Another meeting will be re-convened shortly to fine-tune the mapping. On creation of Citizen Interaction platform for Government, NOA is engaging Citizens on a regular basis. They have established a platform with CAC and the Ministry of Budget and National Planning. This activity is moving at a slow pace because of low responses from the MDAs. The Working group has resolved to embark on advocacy visits to these MDAs to fast-track this process.<sup>1</sup>

## **9. EXTENSION/NOMINATION OF CO-CHAIRS:**

Flowing from the Working Groups meetings which held the previous day, the Co-chairs of each working group relayed the following information to the members of the National Steering committee.

Fiscal Transparency working Group retained Ministry of Budget and National Planning as the State Actors Co-chair while Publish What You Pay will replace BudgIT as the Non-State Actor Co-chair of the group.

ANEEJ and Asset Recovery Management Unit of the Federal Ministry of Justice were retained as the Co-chairs of the Anti-corruption Working Group.

Access to Information Working Group retained the FOI Unit of the Federal Ministry of Justice as the State Actors Co-chair while Freedom of Information Coalition was nominated to replace Corporate Ethics and Compliance Institute as the Non-State Actors Co-chair.

Centre-LSD and National Orientation Agency were retained by the members of the Citizens Engagement Group as co-chairs.

**Decision:** The OGP Secretariat will update its database based on the changes made and inform members of the Working Group of the changes via email.

## **10. PRESENTATIONS**

The following presentations were made:

- a. Documentary on OGP in Nigeria
- b. Animation on OGP Explainer
- c. Animation on FOI Requests

The members of the NSC acknowledged the support of Trust Africa in the production of the documentary and animations.

Members of the NSC raised their concerns on the clarity of the voice-out of the animations on the OGP Explainer and FOI Requests. They also requested that the animations be replicated in the major Nigerian languages to enable wider reach and understanding of viewers.

**Decision:** A budget should be presented to the NSC members on the replication of the animations on the OGP Explainer and FOI Requests on transcribing them to Pidgin English, Igbo, Yoruba and Hausa.

## **11. CONCLUSION:**

The incoming Non-State Actors Co-chair requested that all Working Groups without progress reports as a result of absenteeism of implementing agencies at the meeting should liaise with the OGP Secretariat for documentation. He encouraged members to indicate and communicate commitment areas where they were experiencing difficulties in implementing. This, he said, would enable better advocacy for implementation.

As a result of the absence of the development partners, the meeting was closed with the agreement that the progress report would be sent to all development partners.

The OGP Secretariat Civil Society Adviser, Stanley Achonu gave the closing remark.

**SUMMARY: ACTION TABLE**

<b>ISSUE RAISED</b>	<b>DECISION</b>	<b>NEXT STEP (S)</b>	<b>RESPONSIBLE PERSON/AGENCY</b>	<b>TIMELINE</b>
<p><b>OGP Week Proposal</b></p>	<p>The OGP Secretariat will send letters requesting for sponsorship to all the organizations that indicated interest to sponsor the activities of the OGP Week, Development Partners, Ministries, Departments and Agencies by the second week in April. The OGP Secretariat and the Planning Committee will rework the OGP Week Proposal to reflect the suggestions made at the meeting.</p>	<p>Send letters requesting for sponsorship to all the organizations that indicated interest to sponsor the activities of the OGP Week, Development Partners, Ministries, Departments and Agencies by the second week in April.</p>	<p>OGP Secretariat</p>	<p>Second Week in April</p>
		<p>Rework the OGP Week Proposal to reflect the suggestions made at the meeting.</p>	<p>OGP Week Planning Committee/OGP Secretariat</p>	<p>Second Week in April.</p>

<p><b>OGP Champions</b></p>	<p>The OGP Secretariat will work with Dr. Orji of NEITI and Accountability Lab to refine the Terms of Reference to reflect the suggestions made at the meeting and produce a proposal which will be reviewed at the next NSC Meeting.</p>	<p>Refine Terms of Reference and Produce a proposal</p>	<p>Dr. Orji, Accountability Lab and OGP Secretariat</p>	<p>Second Week in May</p>
<p><b>Communication Channels between Working Groups, Co-chairs and the OGP Secretariat</b></p>	<p>The Secretariat will send emails to all Co-chairs as a reminder on the issues discussed on this item, providing the Co-chairs with the official contact information of the Secretariat.</p>	<p>Send emails to all Co-chairs as a reminder on the issues discussed on this item, providing the Co-chairs with the official contact information of the Secretariat.</p>	<p>OGP Secretariat</p>	<p>Second Week in April</p>
<p><b>OGP Global Summit</b></p>	<p>The OGP Secretariat will send letters to MDAs informing them of the Global Summit, registration and nomination of participants.</p>	<p>Send letters to MDAs informing them of the Global Summit, registration and nomination of participants.</p>	<p>OGP Secretariat</p>	<p>Second Week in April</p>
		<p>Create list of participants</p>	<p>OGP Secretariat</p>	<p>First Week in June</p>

<b>Extension/No mination of Co-chairs</b>	The OGP Secretariat will update its database based on the changes made and inform members of the Working Group of the changes via email.	Update the Secretariat database	OGP Secretariat	Second Week in April
		Inform Working Groups on changes made	OGP Secretariat	Second Week in April
<b>Presentations</b>	A budget should be presented to the NSC members on the replication of the animations on the OGP Explainer and FOI Requests on transcribing them to Pidgin English, Igbo, Yoruba and Hausa.	Produce a budget for the production of the FOI and OGP Explainer animations in Pidgin, Hausa, Yoruba and Igbo.	OGP Secretariat/FMOJ FOI Unit	April
		Present budget at the next NSC Meeting	OGP Secretariat/FMOJ FOI Unit	July



	<ul style="list-style-type: none"> <li>• <b>Access to Information</b></li> <li>• <b>Citizens Engagement</b></li> <li>• <b>Communication</b></li> <li>• <b>Technology and Innovation</b></li> </ul>
1.30 -2.30 p.m.	<b>Lunch Break</b>
2:30 – 4:00 p.m.	Brief Remarks from Development Partners <ul style="list-style-type: none"> <li>• <b>DFID</b></li> <li>• <b>USAID</b></li> <li>• <b>MacArthur</b></li> <li>• <b>Trust Africa</b></li> <li>• <b>EU</b></li> <li>• <b>World Bank</b></li> <li>• <b>OSIWA</b></li> <li>• <b>ROLAC</b></li> </ul>
4.00 p.m.	Closing Remarks

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<sup>i</sup> A detailed report of each working group is contained in the report of their independent meetings held on 26<sup>th</sup> March 2018