

**CoRWM Procedures for Formulating Advice**

<b>Type of advice</b>	<b>Evidence base</b>	<b>PSE</b>	<b>Comments</b>
1: Informal verbal	Based on evidence and information from general meetings, documents, correspondence, international experience, professional knowledge and experience.	None usually	Typically advice given during meetings, usually by individual members. Not a CoRWM view.
2: Informal written	Based on evidence and information from general meetings, documents, correspondence, international experience, professional knowledge and experience.	None usually	Views from task group or individual members, not a CoRWM view. Could involve members of CoRWM outside task group. Example: informal comment on draft Government proposals to promote invitation to communities.
3. Formal written: responses to consultations	Meetings and correspondence with specific stakeholders where appropriate. Evidence and information from general meetings, documents, correspondence, international experience, professional knowledge and experience.	Mainly with a limited range of stakeholders to check scope, collect evidence and check accuracy of facts.	Extent of PSE may depend on time frame. All formal responses to consultations are approved by CoRWM plenary and are a CoRWM view.

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4. Formal written: position papers	Meetings and correspondence with specific stakeholders where appropriate. Evidence and information from general meetings, correspondence, documents, international experience, professional knowledge and experience.	Mainly with a limited range of stakeholders to collect evidence, check accuracy of facts and seek views on proposed conclusions.	Position papers have conclusions but not recommendations to Government. When approved by plenary position papers are a CoRWM view.
5. Formal written: reports to Government on specific topics, with recommendations	Meetings and correspondence with wide range of stakeholders and public. Review of published documents, international experience etc.	Wide range of PSE including website, e-bulletin, specific PSE events (workshops), bilateral meetings. PSE may take place at a number of stages during development of draft report and proposed conclusions and recommendations. It includes factual checking with selected stakeholders.	<p>Most extensive staged process.</p> <p>Final version of report is approved by plenary and is a CoRWM view.</p> <p>Government responds to reports, if possible within 3 months of receipt.</p>
6. Formal written: documents with recommendations to Government, other than reports	Any of those shown for items 1-5.	Wide range of PSE including website, e-bulletin, specific PSE events (workshops), bilateral meetings. PSE may take place at a number of stages during development of draft document and proposed conclusions and recommendations. It includes factual checking with selected stakeholders.	<p>Most extensive staged process.</p> <p>Final version of document is approved by plenary and is a CoRWM view.</p> <p>Government expected to respond.</p>
7. Formal written: urgent recommendations to Government	Evidence already available to Committee.	None.	<p>Document containing recommendation published after submission to Government.</p> <p>Government expected to respond.</p>

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8. Annual Report	Evidence collected during year by any of the methods shown for items 1-5.	As 6 if report contains new recommendations. As 4 if report does not contain new recommendations.	As 6 if report contains new recommendations. As 4 if report does not contain new recommendations.
9. Work programme	Review of issues from previous programme, key organisations work programmes, meetings with selected stakeholders.	Draft proposals circulated by website and e-bulletin for public and stakeholder comment. PSE at draft and second draft stages.	Extensive staged process. Final version of proposed work programme is agreed at plenary before submission to Government for approval to proceed.

Note

Public and stakeholder engagement (PSE) is undertaken to gather the views of others and thus inform the Committee. The views expressed in CoRWM's documents are the Committee's own.