Working Group Report - 2019

***[Working Group Name]***

|  |
| --- |
| **Instructions :**Working Group Chairs are requested to use the structure outlined in this template to develop their Working Group Report for the 26th APLMF meeting (6-8 November 2019, in Halong City, Viet Nam). 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 should be **completed and returned** to the Secretariat **by 4 October 2019** to 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 meeting.Your powerpoint presentation 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 prior to the meeting.You may wish to use the Powerpoint Template – this can be found on the meeting page website under Templates.**NOTE:**  **Remove the instruction boxes from your final document before submission** |

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

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

# SECTION 2 – Key activities of 2018/19

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

# SECTION 3 – Future focus - Recommendations

|  |
| --- |
| *Proposed programme for further work (for next year and out years)* |

# SECTION 4 – Future focus – emerging issues

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