

Report **03.638**
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Committee **CDEM Group**
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CDEM Group Meetings dates for 2004

1. Purpose

To propose CDEM Group meeting dates for 2004.

2. Background

The Terms of Reference for the CDEM Group state that it will hold meetings at such frequency, times and places as agreed for the performance of the functions, duties and powers delegated to it under the Terms of Reference. However, there are to be at least two meetings per year.

It is important that the meetings for 2004 be scheduled to coincide with key dates in the Group Plan preparation. These dates are:

30 April 2004	Strategic component complete
30 September 2004	Operational and administrative components complete
December 2004	Draft Plan approved by CDEM Group

3. Proposed meeting dates for the CDEM Group

It is proposed that the CDEM Group meet on the following dates in 2004:

Thursday 22 April 2.00 PM

Thursday 30 September 2.00 PM

Thursday 25 November 2.00 PM

4. Recommendation

That the CDEM Group meet on the following dates in 2004:

Thursday 22 April 2.00 PM

Thursday 30 September 2.00 PM

Thursday 25 November 2.00 PM

Report prepared by:

Wayne Hastie
Greater Wellington