



## Appendix B: Proposed electronic petitions work-flow

- Principal petitioner completes an online form with the proposed text of the petition and details;
- Secretariat collects the text and details of the proposed petition, makes recommendations on the petition and includes the proposal in meeting papers for determination by the Committee (aiming for initial determination within four weeks of receipt);
- Principal petitioner is informed of the outcome;
- If approved, the secretariat posts the petition text on the Committee website for a standard period, for example four weeks, during which signatures may be added;
- At the close of the signatures period, the secretariat closes the petition and forwards petition details to the Committee, with recommendation on finding petition in- or out- of order and proposed referral;
- Committee considers the petition and if approved, authorises the petition to be presented and referred to the appropriate Minister; and
- The Committee authorises presentation of responses, as now.