



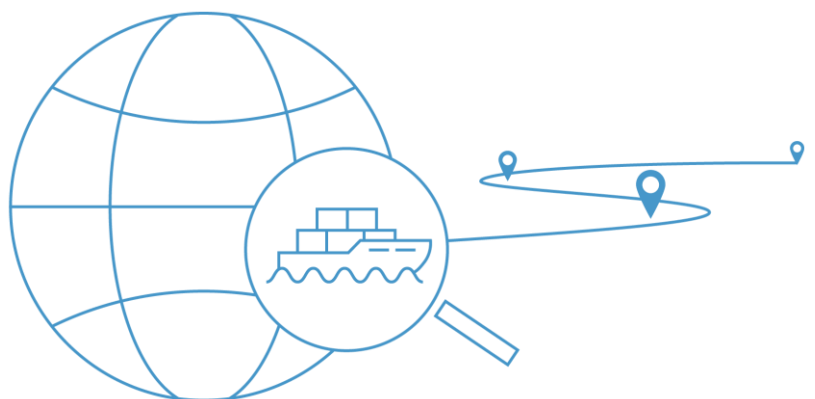
Australian Government
Department of Industry,
Science and Resources

Anti-Dumping
Commission

International Trade Remedies Forum Meeting Minutes

22 July 2022

Anti-Dumping Commission website:
www.adcommission.gov.au



Agenda Item 1 – Introduction and Welcome

Dr Bradley Armstrong PSM, Commissioner of the Anti-Dumping Commission (the commission), opened the meeting, thanked members for attending and individually welcomed the new members to the ITRF (see **Attachment A**-attendee list). Dr Armstrong noted that due to a number of changes in ITRF member representation, the ITRF Secretariat will be reaching out to all members and confirm current representation.

Action Items from last meeting

Dr Armstrong informed the members that Action 1 on finding a pathway for sub-committee recommendations will be considered in Item 6 and Action 2 on the tabling of the Access to Import Data sub-committee concluding report will be considered in Item 7.

Action 3 on the length of the ITRF was addressed with the 22 July 2022 meeting being extended by 1.5 hours from the previous meeting to allow members more time to interact.

Action Item: The ITRF Secretariat to write to all members and confirm current representation details.

Agenda Item 2 – Anti-Dumping Commission update

Dr Armstrong announced that he has retitled the positions of the General Managers (GM) to Deputy Commissioners (DC). This captures the fact that the GM's are the Commissioner's Deputies and that as Deputies they step into the Commissioner role when required. This is an internal change and there will be no impact of the role of either DC for Investigations or DC for Strategic, Legal and Advisory Services.

Operational Update

Caseload

Ms Isolde Lueckenhausen, DC, Investigations, advised that the commission had 57 cases on hand. Of those, 5 were with the Minister. There were 75 measures in force over 20 countries and across 27 different products.

From 31 December 2021 to 30 June 2022 the commission's caseload increased by 30 per cent. This increase can be attributed to 33 case matters being initiated in the first six months of 2022. This was an increase of 83 per cent on the previous six months.

The commission has put resources into clearing a backlog of duty assessments, which in the last 12 months has decreased by 21 per cent. This will free up resources, noting that there will be a number of continuation inquires next year.

In the last 6 months, the commission's caseload has, in addition to the regular types of cases, included a number of complex Anti-Dumping Review Panel (ADRP) review processes.

The percentage of appealable decisions appealed has dropped from a historical average of 41 per cent in the period 1 July 2016 to 31 December 2021 to 33 per cent at the beginning of 2021.

COVID and a surge in winter flu cases continued to place pressure on the commission's resources.

Verifications

Ms Lueckenhausen advised members that domestic onsite verification has resumed. The commission is working towards the resumption of overseas exporter verifications and will publish an Anti-Dumping Notice (ADN) to notify interested parties. The commission will continue to supplement onsite verifications with virtual verifications.

- Mr Luke Hawkins representing Capral welcomed the resumption of onsite verifications and asked how case lengths are tracking for the first 6 months of 2022. Mr Hawkins commented that the previous ITRF minutes noted that the average time for investigations was around 474 days, which was longer than the pre-pandemic time-frames and asked what the current average time was.

Ms Lueckenhausen will provide those figures [473] and noted that case times were a priority issue for the commission but in general, case lengths vary between cases depending on the case and its complexity.

Dr Armstrong also noted that the pandemic has had an impact on the timeframes but the commission expected this to change as some of the initiatives implemented were beginning to yield results, including the:

- establishment of a dedicated verification team
 - purpose built verification suites
 - adoption of a risk based approach to duty assessments
 - establishment of taskforce to focus on duty assessment backlog and
 - partial resumption of onsite verification.
- Mr Russell Weise, representing the Freight Trade Alliance, commented that cases are becoming more complex and this impacts case timeframes. He asked whether the commission had any plans to increase its resources.

Dr Armstrong noted that the commission, as part of the Department of Industry, Science and Resources (DISR) portfolio, receives a portion of DISR's overall funding. The commission will continue to advocate for more funding and will continue to put its case forward with the new Secretary.

Dr Armstrong also noted that the commission does not receive any funding for the work it does to support DFAT in the WTO dispute cases. The commission continues to advocate for funding for the WTO work.

Mr Dene Yeaman, Assistant Secretary, Trade Remedies Law and Disputes Branch at Department of Foreign Affairs and Trade (DFAT), thanked the commission for sharing its technical expertise and for working with DFAT to strengthen Australia's anti-dumping practices to ensure they continue to be robustly defensible. He expressed his appreciation for the commission's dedication to this work and for the significant allocation of its resource, and highlighted the close working relationship between the two agencies.

Mr Andrew Jacenko, Assistant Secretary, Goods and Market Access Branch (DFAT), commented that the WTO cases relating to anti-dumping are becoming more complex and this has added to the demands of the resources for the commission.

Engagement Update

Branch restructure

Ms Jessica Casben, DC, Strategic, Legal and Advisory Services Branch, informed the members that the Strategic, Legal and Advisory Services Branch would be restructured to align the commission's priorities. This ensures the Branch is working optimally and to provide tailored support to the Investigations Branch. Ms Casben noted that this is another example of how the commission is trying to utilise the limited resources available more efficiently. Changes were scheduled to be implemented by 1 August 2022.

Stakeholders

Ms Casben provided an update on the commission's recent domestic and international engagements with stakeholders and site visits. The commission welcomes member suggestions for further stakeholder engagements and site visits.

- Mr Hawkins, asked the commission to provide an update on its staff resourcing and attrition levels.

Ms Casben noted that the commission's attrition levels have improved since the last ITRF meeting on 9 December 2021.

Dr Armstrong added that the commission has been working to provide incentives for staff including flexible working arrangements and development opportunities. The commission has expanded its recruitment net to try to attract candidates outside of Melbourne and Canberra. Staff numbers and contractors were currently in the vicinity of around 100, a significant increase from when he commenced his role in early 2021.

- Mr Chad Uphill, representing BlueScope asked about the commission's plans for staff secondees to be placed in foreign jurisdictions, as was the case prior to the pandemic.

Ms Casben informed the members that the commission had no active plans to resume staff secondments, though it remains open to the possibility if there are clear and targeted objectives aligned with commission priorities and that can be supported by available resources.

ITRF Evaluation Implementation Status: Ms Casben provided an update on recommendations 2, 3 and 4 noting that the other recommendations have been implemented. A detailed implementation status report against all recommendations can be found at **Attachment B**.

- Mr Travis Wacey, representing the Construction, Forestry, Maritime, Mining and Energy Union (CFMEU) asked for an update on the publication of the ITRF Evaluation report.

DISR took the question on notice.

Action Item: DISR to provide an update on the publication status of the ITRF Evaluation report.

Agenda Item 3 – Department of Industry, Science and Resources (DISR) Update

Mr Tim Sill, Acting General Manager of the Trade and International Branch informed members that the department has held introductory meetings with the Minister for Industry and Science, the Hon Ed Husic MP and his Office to provide an overview of the anti-dumping system and to outline his roles and responsibilities. Mr Sill noted that the Minister has been busy engaging with many stakeholders including in the anti-dumping space to hear and better understand their concerns and interests.

Current package of legislative reforms update: Mr Sill informed members that the International Trade Remedies Advisory (ITRA) service merits review reform was implemented in the first quarter of 2022. This reform increased the scope of the ITRA to assist SMEs with merits review processes e.g. appealing decisions of the Commissioner to terminate an investigation, or a decision by the Minister to impose duties. This service is open to SMEs with under 200 employees seeking assistance with merits review. Those seeking judicial review will continue to have to seek assistance privately or self-represent.

Mr Sill informed members that the remainder of the previously announced reforms requiring legislative change were not implemented due to the election being called. The department is seeking the Minister's views on a range of reform priorities, including previously announced reforms. Mr Sill advised that the department cannot comment further on which reforms may or may not be progressed.

Anti-Dumping Review Panel appointments: The department conducted a selection process last year for ADRP members. In April 2022 the then Minister for Industry, Energy and Emissions Reductions, Minister Taylor, appointed 2 new members to the Panel – Mr Frank Schoneveld and Mr Andrew Stoler. Both members have extensive experience in trade law and trade remedies. Former Minister Taylor also reappointed Ms Jacklyne Fisher and Ms Leora Blumberg as members for a further 3 year term. Mr Scott Ellis' appointment to the ADRP ended on 2 May 2022, bringing the Panel membership to six.

- Mr Hawkins enquired as to the status of the reforms prior to the election.

Mr Karl Brennan, Manager, Anti-Dumping Policy at DISR stated that the department was close to finalising an Exposure Draft but with the election of a new government, the new Minister will need to seek policy authority to release the Exposure Draft from the Prime Minister. It is the department's position that a significant amount of work has gone into shaping these reforms; they have broad support across industry, including the ITRF and could be implemented relatively quickly.

- Mr Wacey asked if the delay in circulating the Exposure Draft was the decision of the previous government, or if the department had encountered some other outstanding issues.

Mr Brennan noted that the delays in the implementation mainly occurred due to the drafting complexities as well as the competing priorities of the Office of Parliamentary Counsel.

Agenda Item 4 – Australian Border Force (ABF) Compliance update

Trade compliance: Mr David Henderson, Acting Commander, Trusted Trader and Trade Compliance Branch ABF, advised that:

- In the financial year 2021-22, \$8.2 million in anti-dumping duties were collected. This was an increase from the \$2.3 million recovered last financial year.
 - 20 cases involved Aluminium Extrusions from China and resulted in \$3.6 million revenue recovered;
 - 18 cases involved Precision Pipe and Tube Steel from China and resulted in \$552,000 recovered; and
 - 12 cases involved Hollow Structural Sections from China and resulted in \$374,000 recovered.

Mr Henderson advised that the ABF has recently been focusing on introducing Operation JARDENA, a nationwide specialised operation that aims to: drive criminality away from Australia's supply chain. Other ABF priorities include implementing the 2022 Harmonised System; updating certain tariff classifications; and, engagement with industry. Engagement with stakeholders internationally is also a priority with the Commissioner undertaking the role of World Customs Organisation Asia-Pacific Regional Vice-Chair (2022-2024).

- Mr Hawkins asked which were the main countries involved in avoiding dumping and countervailing duties and the number of infringement notices issued.

The ABF advised members that China accounts for the largest proportion of those unpaid duties followed by Malaysia and the Republic of Korea. Two infringement notices were issued.

- Mr Wiese stressed the importance of greater clarity on measures, and asked if there was a sense on how much non-compliance was deliberate versus accidental due to the lack of clarity and understanding of the rules.

Mr George Binos, Inspector, Trade Compliance and Targeted Response Team at AFB recognised the complexity for brokers.

- Mr Andrew Hudson, representing the Food and Beverage Importers Australia (FBIA) wished to highlight the burden and complexity of the process for brokers and SMEs. He complimented the ABF compliance and refund teams for their awareness of business client needs. Mr Hudson asked for information about the holding of imports at the border.

Mr Binos informed the members that the ABF has recently changed their intervention and auditing processes. The aim is to intervene earlier to prevent non-compliance values accumulating for individual importers.

Dr Armstrong informed members that senior members from the commission, ABF and DISR meet quarterly. Members are welcome to make suggestions on issues of importance to be raised during these meetings, noting that these discussions are confidential.

Agenda Item 5 – Department of Foreign Affairs and Trade (DFAT) update

WTO Disputes

Mr Yeaman, provided an update on the 3 WTO dispute cases with China relating to anti-dumping and countervailing measures. The government continues to advance the disputes but has stated that it is open to pursuing discussions with China to resolve the disputes and find mutually beneficial solutions, consistent with national interests.

DS598 – China – Barley: At Australia's request, a dispute settlement panel was established on 28 May 2021 to consider China's imposition of anti-dumping and countervailing duties on Australian barley. On 3 September 2021, the WTO Director-General selected three panel members to adjudicate the dispute. The Panel will consider written submissions and hold two hearings with the parties before finalising its report and recommendations. Australia is of the view that the initiation and conduct of the anti-dumping and countervailing duty investigations, and the imposition of duties, was inconsistent with China's WTO obligations and is continuing to advance the dispute. A final Panel report is not expected until early 2023.

DS602 – China – Wine: At Australia's request, a dispute settlement panel was established on 26 October 2021 to consider China's imposition of anti-dumping duties on Australian bottled wine. On 8 March 2022, the WTO announced the three panellists that will adjudicate the dispute. The Panel will consider written submissions and hold two hearings with the parties before finalising its report and recommendations. Australia is of the view that the initiation and conduct of the anti-dumping investigation and the imposition of duties was inconsistent with China's WTO obligations and is continuing to advance the dispute.

DS603 – Australia – AD/CVD on Certain Products: At China's request, the dispute settlement panel was established on the 28 February 2022 to hear China's claims on Australia's measures. Discussions between Australia and China, in consultation with the WTO Secretariat, are currently underway with a view to both sides agreeing on a panel to adjudicate the dispute. If agreement cannot be reached either party may request the WTO Director General to compose the panel. Following appointment of the panel, there will be submissions and two hearings. Australia's anti-dumping/countervailing measures system is independent, transparent, non-discriminatory and rules-based. The Government will robustly defend Australia's measures.

Mr Yeaman noted DFAT is working closely with the commission across all three cases.

International Engagement

Mr Jacenko noted Ms Elizabeth Young's contribution and ongoing work with the WTO Fisheries Subsidies negotiations and the adoption of the new WTO Agreement on Fisheries Subsidies at the 12th Ministerial Conference in June. He further noted that DFAT is working towards preparing for a High-Level Dialogue with Indonesia, similar to the Vietnam High-Level Dialogue that was held in April 2022.

Ms Elizabeth Young, Director, Goods and Market Access at DFAT, informed members that DFAT can assist companies to respond to anti-dumping and countervailing cases in foreign jurisdictions and noted a number of cases currently in train.

Agenda Item 6 – Sub-committee update

Compliance and Anti-Circumvention sub-committee update: Mr Arthur Vlahonasios, representing InfraBuild, provided an update on behalf of Mr Matt Condon, the Chair of the Compliance and Anti-Circumvention sub-committee. Mr Vlahonasios advised that the sub-committee had not met since the last ITRF as it was awaiting the commission’s response to the Chair’s Report and in establishing a formal pathway for sub-committee recommendations.

Access to import data sub-committee update: Mr Wacey provided a brief overview of the history of the sub-committee and its role. Mr Wacey outlined the difficulty in progressing the options it had put forward for consideration by the ITRF. As noted in the last ITRF meeting the sub-committee will cease to exist as it had reached its operational limits within the context of its current Terms of Reference. Mr Wacey suggested that a way forward might be for the sub-committee to prepare a final report summarising its work to date, including the options it considered within the existing legislation and its Terms of Reference.

Ms Casben agreed with Mr Wacey’s approach to the final report and recommended also including discussion of options identified by the Committee that sit outside the current Terms of Reference.

Action item: Access to import data sub-committee to prepare a final concluding report with guidance from the ITRF Secretariat as required.

Agenda Item 7 – Formalising processes for ITRF recommendations/sub-committees

Ms Casben noted that at the last ITRF meeting members expressed a desire for clarity and certainty for finalising and putting recommendations to the Minister.

Ms Casben outlined two key objectives to achieve:

- Implementing the recommendation made in the ITRF Evaluation for the Terms of Reference to expand on the legislative requirements of the ITRF; and
- Defining the scope and mechanism of a potential pathway for the recommendations made by the ITRF and related sub-committees.

Although members could decide to address these two objectives separately, Ms Casben suggested there might be utility in combining these issues so that the Terms of Reference will include a formalised process for ITRF and sub-committee recommendations to be presented to the Minister.

Ms Casben noted that a simple formalised Terms of Reference would likely:

- outline the role of members
- outline the role of sub-committees
- make a distinction between government and non-government members
- outline the role of the Secretariat; and
- set expectations as to meeting frequencies and conduct.

Ms Casben informed members that this style of Terms of Reference would likely be relatively straightforward. If adopted by ITRF members, the Terms of Reference would be binding until revised by agreement of all members.

Ms Casben noted s 269ZZYG(4) of the *Customs Act 1901* provides that the Minister may determine the procedures to be followed at meetings of the ITRF. She suggested a simple Terms of Reference was unlikely to require Ministerial approval, though the Minister would be kept informed of its development.

Ms Casben noted that a more substantive Terms of Reference could build on the simple content to include processes for:

- the establishment of the sub-committees
- the conclusion of the sub-committees
- the adoption of recommendations by the ITRF; and
- The formal presentation of adopted matters to the Minister.

To deliver a meaningful pathway forward, members will need to agree on:

- what constitutes 'agreement' i.e. bare majority, majority of different cohorts, 2/3 non-government members present;
- what the scope of 'agreement' is i.e. agree on recommendations presented or that a report reflects all views; and
- the form recommendations and/or reports take to ensure that the ITRF agrees how to present any minority or dissenting views.

Ms Casben noted that this option is likely to require Ministerial approval as it relates to the procedures to be followed at meetings. Ms Casben believes it will be prudent to engage with the Minister at an early juncture

to ensure the proposal is agreeable with the Minister and his priorities, and that it can be progressed. Discussions may continue between sessions.

- Mr Hudson supported the concept of Terms of Reference and for the document to include a process on how recommendations are presented to the Minister. He stressed the need for the Terms of Reference to provide for the ITRF to make recommendations, not simply the its sub-committees and suggested a model similar to the Parliamentary inquiry process be considered where recommendations are accompanied by a majority view as well as any significant dissenting positions.

Mr Wacey agreed with Mr Hudson and observed that adopting a substantive Terms of Reference will be preferable, but noted that trying to reach consensus in the ITRF is difficult due to the varied interests represented including those between government and non-government members. Mr Wacey proposed the option to appoint assistant co-chairs of subcommittee members from industry be considered when drafting the Terms of Reference.

Mr Brennan stated that government members have two purposes on the ITRF: to observe and understand the interests of members and as a resource for members.

Dr Ross Becroft, representing the Law Council of Australia, expressed his strong support for the development of a Terms of Reference noting that it will improve productivity, transparency and the management of expectations of members. Dr Becroft added that he has not formed an opinion yet on whether a process for a pathway forward should be included in the Terms of Reference. He would like to see a document that is broad and flexible so that not many adaptations will be required going forward.

Mr Weise agreed with Mr Wacey that a consensus is difficult to achieve and supports the adoption of a formal framework of capturing different views.

Mr Vlahonasios expressed his broad support and added that he is keen to see the details before he provides any further views. He expressed his support of a 'minority report' model and warned against adopting a consensus approach.

Ms Casben flagged some potential limitations to the substantive Terms of Reference, including:

- it cannot compel the Minister to respond in a certain way or timeframe
- it cannot restrict either the commission or the department's ability to provide advice on recommendations
- Secretariat cannot form the view of the ITRF, it can only present what is agreed by the members.

All members agreed that those limitations were straight forward and acceptable to them.

Ms Casben confirmed with members that there was general agreement to proceed with developing a substantive terms of reference. She noted that the process will be flexible and consultative to incorporate all members' views.

Action items: Secretariat to brief the Minister on the details of this discussion item with a view to taking forward development of the substantive Terms of Reference, subject to the Minister's views.

Agenda Item 8 – Other business

Length of meeting: Ms Casben asked members to reflect on the length of the meeting, noting it had been extended following feedback from the last.

Members expressed their support for the length of meeting.

Proposal to establish sub-committee: Mr Wacey provided a brief overview of the key policy proposals of the Australian Labor Party platform from 2021. He asked members to consider the merits of establishing a new sub-committee to examine those policy proposals and provide advice to the Minister on which reforms are considered to be industry priority. Given the complexity of the anti-dumping system, he advocated for this work to begin early in the new government's term.

Mr Wacey informed members that he held initial discussions with the Minister's Office, and was advised that it will be useful to gauge industry's views.

Mr Hawkins supported Mr Wacey's recommendation in establishing a sub-committee.

Mr Wiese asked whether the Minister's view should be sought before establishing the sub-committee.

In response, Ms Casben noted that all sub-committees have been established by the Chair in consultation with the Minister.

Mr Chris Barnes, representing the Australian Chamber of Commerce and Industry (ACCI), noted that ACCI will need to consult with its members before expressing a view on Mr Wacey's proposal.

Ms Young advised that in regard to the references in the ALP platform document to global safeguards, Australian processes and the starting point for government's consideration of an application from Australian industry for global safeguards resided with DFAT and these procedures were set out on DFAT's website.

AAT case: Mr Wiese wished to bring to the attention of the members the decision by the Administrative Appeals Tribunal (AAT) on aluminium extrusion solar panel mounting kits. He noted that this is the first case that interprets a dumping duty notice and the concept of the goods under consideration. He further added that the case mentions that the goods tariff classification which is often linked to the investigation does not form part of the goods description. This will raise challenges for custom brokers when they are trying to determine what 'the goods' are.

Mr Hudson agrees with Mr Wiese's assessment that this case will increase the uncertainty for brokers on the issue of what are 'the goods'.

Action Item: Dr Armstrong, in his role as the Commissioner, will notify the Minister that there is a strong interest by the ITRF to explore the policy platform and that members will appreciate some insight of his policy priorities.

Agenda Item 8 – Next meeting and closing remarks

Dr Armstrong thanked members for their participation in the meeting and advised that the next meeting will be held at the end of November 2022.

Attachment A – Attendee list

Anti-Dumping Commission	Dr Bradley Armstrong PSM, Commissioner
	Jessica Casben, Deputy Commissioner
	Isolde Lueckenhausen, Deputy Commissioner
	Vivian Chan
	Lachlan Kelly
	Eugenia Karanikolas
Australian Border Force	David Henderson, A/g Commander
	George Binos
Australian Chamber of Commerce and Industry	Chris Barnes
Australian Forest Products Association	Tim Lester
Australian Industry Group	Louise McGrath
Australian Manufacturing Workers' Union	Daniel Nicholson
Australian Steel Association	David Buchanan
BlueScope Steel Limited	Chad Uphill
Capral Limited	Luke Hawkins
Freight and Trade Alliance	Russell Weise
Chemistry Australia	Bernard Lee
Construction, Forestry, Maritime, Mining and Energy Union	Travis Wacey
Department of Foreign Affairs and Trade	Andrew Jacenko, Assistant Secretary
	Dene Yeaman, Assistant Secretary
	Elizabeth Young
Department of Industry, Science and Resources	Tim Sill, A/g General Manager
	Karl Brennan
	Julian Stockwell
	Maria Themistocleous
	Mitch Ratajkoski
	Rosie Wagner
	Douglas Russell
Department of Industry, Science and Resources (International Trade Remedies Advisory Service)	Mark Wright

Law Council of Australia	Ross Becroft
InfraBuild Australia Pty Ltd	Arthur Vlahonasios
National Farmers' Federation	Ash Salardini
Food and Beverage Importers Association	Andrew Hudson
Rio Tinto Limited	Lachlan Smith

Attachment B- ITRF Evaluation Implementation Status

<u>Recommendation</u>	<u>ADC implementation</u>
<p>Recommendation 1: The Minister consider setting out their expectations of the Forum’s work through a Statement of Expectations to the Commissioner of the Anti-Dumping Commission (ADC).</p>	<p>Implemented.</p> <ul style="list-style-type: none"> Former Industry Science and Technology Minister, Christian Porter, and former Minister for Industry, Energy and Emissions Reduction, Angus Taylor, issued Statements of Expectations for the Commissioner in September 2021 and February 2022 respectively. The commission’s management of the ITRF was included in the Commissioner’s responding Statement of Intent. .
<p>Recommendation 2: The ADC and ADPS provide the Forum members with greater transparency on the Forum advice that goes to the Minister; and the ADPS provide regular policy updates to the Forum.</p>	<p>Ongoing implementation.</p> <ul style="list-style-type: none"> ADC and ADPS are providing regular policy update at every ITRF meeting as appropriate. In consultation with the Minister’s office, the ITRF and Secretariat will explore including a process for advice to be provided to the Minister in the ITRF Terms of Reference.
<p>Recommendation 3: The ADC, with the ADPS, and in consultation with the Minister, develop terms of reference for the Forum that expand on the legislated requirements by:</p> <ul style="list-style-type: none"> articulating the requirement for advice to be consistent with World Trade Organization rules and with domestic legislation (except where a change to legislation is proposed) clarifying the ways in which the Forum advises on each of: (a) operation of the anti-dumping system, and (b) improvements to the anti-dumping system. 	<p>In progress.</p> <ul style="list-style-type: none"> The ITRF and Secretariat will develop draft Terms of Reference in consultation with the Minister’s office.

<p>Recommendation 4: The ADC further explore how best to engage a broader range of stakeholder views, including from small business and consumers, whether via Forum membership or other mechanisms.</p>	<p>In progress.</p> <ul style="list-style-type: none"> • The commission continues to consult with stakeholders to explore engagement of small business and consumers. • The commission continues to explore appointments of members to represent small business and consumer groups or seek their involvement with representation less than full membership. • ADC will consider membership ahead of expiration of terms in 2023.
<p>Recommendation 5: The ADC review processes for calling for agenda items and increasing visibility of member papers between formal meetings.</p>	<p>Implemented.</p> <ul style="list-style-type: none"> • The ITRF Secretariat has implemented a new process for calling for agenda items from members. The Secretariat now circulates the agenda 1-2 weeks in advance of an ITRF meeting. • The Secretariat may also circulate member papers at the request of the responsible members.
<p>Recommendation 6: The ADC circulate draft meeting minutes out-of-session soon after a meeting to facilitate their earlier finalisation, endorsement and publication.</p>	<p>Implemented.</p> <ul style="list-style-type: none"> • The commission has implemented a new process for meeting minutes since the July 2021 meeting. ADC circulates the draft minutes for endorsement out-of-session within 2 weeks of the meetings. • Members have 1 week to provide any comments. The minutes are published on the website within a month of the meeting.
<p>Recommendation 7: The ADC clarify for members what information can and cannot be disseminated within and outside of their organisations.</p>	<p>Implemented.</p> <ul style="list-style-type: none"> • The commission has undertaken to inform ITRF members about confidential information that cannot be shared as appropriate.