

### **Induction Guide/Desktop instructions**

#### **Action required**

1. To assist with preserving corporate memory from the 2023 Review it was agreed that desktop instructions should be produced. These have been drafted and there is a meeting between the Secretariat and a Commissioner in December to progress this further.
2. At the February 2025 meeting it was agreed that an induction guide should be developed for new Commissioners. The attached draft Induction Guide provides background information about the governance arrangements and links to relevant governance documents.
3. The Commission is asked to consider the draft Induction Guide and provide comments. The desktop instructions will be provided to the Commission at a later date.

**Secretariat**  
**November 2025**