



# **Coordination Committee Meeting 27/06**

# Agenda:

- River at a Glance report: first draft
- Scheduling first meeting of Remote sensing task group

# Points of Discussion

1. Uniformity in River at a Glance report
  - a. Common template for Cover page
  - b. Font type and font size (for text and headings)
  - c. Order of contents
  - d. Numbering of Headings, sub-headings, sub-sub-headings etc.
  - e. Symbolology of elements in maps (Legend entries)
1. Stakeholders list
2. Scheduling remote sensing task group meeting

## **Order of Contents:**

- a. Cover
- b. Preface
- c. Table of contents
- d. List of Figures
- e. List of Tables
- f. Acronyms and Abbreviations
- g. Introduction followed by contents
- h. References

## **Numbering:**

1. Heading 1 (Introduction)
2. Heading 2
  1. Sub Heading 1
    1. Sub sub-Heading 1
    2. Sub sub-Heading 2
  2. Sub Heading 2
3. Heading 3

# Meeting 27/06: Takeaway points

- Ensure at least one representative from each institute participates in progress meetings. If Institute Coordinator is not available due to other engagements, he/she should ensure that someone else from the team attends.
- Share consolidated “River at a Glance” report by Monday, 01 July 2024.
- Share “River at a Glance” reports among institutes and review reports from other basins to facilitate learning and improvement.
- A record of meetings held between institutes with time, date and participants, should be kept and shared with cGanga for submitting to NRCD.
- Common format for cover page for reports will be shared by cGanga.

# Meeting 27/06: Takeaway points

## Cont...

- Update stakeholders list by Monday, 01 July 2024
- Website development:
  - page source of website is freely available from [cganga.org](http://cganga.org) website and using Wordpress the website can be replicated
  - cGanga can take responsibility of website development and one person from each institute can contribute to the team.
- Schedule a task group meeting for coming week.
- Complete the pending editions of Pragyambu.