

<Appendix2>Definition of task assignments

	Items	Definition	
a	Name	Pre-notification of task assignment	Task Assignments
b	Primary definitions and purpose	The fundamental and main parts of the contents of task assignments	A complete version of the task assignment, with supplementary information (details that cannot be revealed in advance) added to the pre-notification of the task assignment.
c	Preparation and validation of task assignments	The host organization is responsible for preparing each pre-notification of task assignment. Each pre-notification prepared should be validated by the host organization, the IAF EXCO members and the IAF Secretariat.	The host organization is responsible for preparing and reviewing each assignment, by adding supplemental information and updating the task content based on the advice of IAF member countries on the pre-notification.
d	Items must be included	<p>The content and information of the tasks that will help the contestants to carry out the previous training and to prepare the equipment and tools. These contents do not include the minimum details that can't be announced in advance.</p> <p>The following are the specific items that must be included as a basic and essential part of the pre-notification.</p> <ul style="list-style-type: none"><li>●Name of the skill(s) contest(s)</li><li>●Summary: contest time, task descriptions, details of the modules to be completed, sample tasks</li><li>●Requirements: What the contestants are required to do in the contests</li><li>●Provision on violation of regulations and penalties</li><li>●List of equipment, tools, and materials: Items provided by the host and to be brought by contestants, facilities at the contest site and prohibited items.</li><li>●Safety and Sanitation rules</li><li>●Evaluation criteria</li></ul>	A full version of task assignments (updated pre-notification plus undisclosed content)
e	When to announce	By 6 months before the contest	The host organization should decide when to announce the task assignments taking into account that each delegation has a sufficient time for translation.