



# Indonesia Financial Sector Strengthening Trust Fund (IFSS TF)

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Finance and Markets Global Practice



Schweizerische Eidgenossenschaft  
Confédération suisse  
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Federal Departement of Economic Affairs,  
Education and Research EAER  
State Secretariat for Economic Affairs SECO

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## Meeting Objectives

- ✓ **Present the implementation progress under the Trust Fund from March 2014-February 2015.**
- ✓ **Discuss the next steps for the AWP 2015-2016.**
- ✓ **Present the draft communication strategy of the Trust Fund.**

# Background

## ✓ Trust Fund Objective

- To support the Government of Indonesia to achieve its medium-term growth and poverty reduction goals through the development of a sound, efficient and inclusive financial sector.

## ✓ What does it do

- Provide technical assistances and capacity building activities (studies, reviews, policy advice, training, capacity building, etc.) to the Indonesia's financial sector authorities and related Ministries.
- Key principles: consultative process, demand-driven TA and government ownership of all activities.

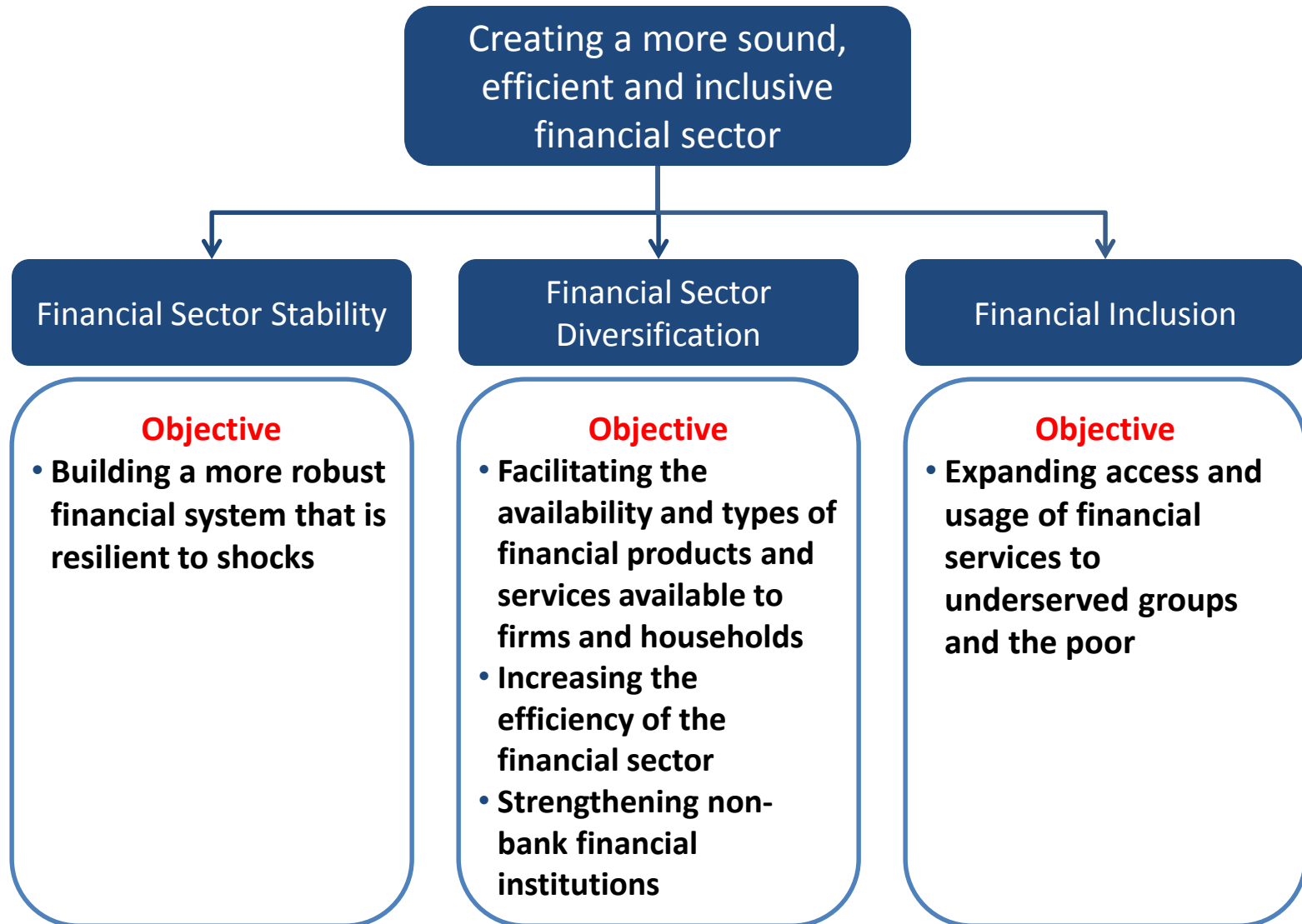
## ✓ Main partners

- **GOI:** CMEA, Ministry of Finance, OJK, Bank Indonesia, Bappenas, LPS, Ministry of Cooperatives and SMEs, among others.
- **Development partners:** SECO and World Bank

## ✓ Initial Financing

- USD 4.5 million
- Trust Fund is 'bank executed'
- Open to additional development partners

# Strategic approach and 3 main pillars



# List of Activities supported by the Trust Fund

Summary List of Activities Annual Workplan 2013-2014 and 2014-2015	Completed/In Progress/To be implemented
<b>Pillar I. Financial Sector Stability</b>	
Activity 1. Review of the legal and regulatory framework of the financial system	In progress
Activity 2. Developing Bank Resolution Tools for LPS	Ongoing
Activity 3. Strengthening of OJK systemic surveillance and crisis management	Ongoing
Activity 4. Developing Risk Assessment Capacity Building at the FKSSK	To be implemented
Activity 5. Gap Analysis of NBF Supervision and Regulation	Completed
<b>Pillar II. Financial Sector Diversification</b>	
Activity 6. Supporting Micro Insurance Development in Indonesia	Ongoing
Activity 7. Improving Regulatory Framework for Bond Market issuance	Completed
Activity 8. Study on the strengthening of the Saving and Loan Cooperatives	Ongoing
<b>Pillar III. Financial Inclusion</b>	
Activity 9. Development of Key Performance Indicators for Monitoring Financial Inclusion Reform	Completed
Activity 10. National Strategy for Financial Inclusion	Ongoing
Activity 11. Improving the Insurance Scheme for Overseas Migrant Workers	Completed
Activity 12. Improved MSME financing through a sharia (Islamic) scheme	Ongoing
Activity 13. Empowering women entrepreneurs in accessing financial services	Ongoing
Activity 14. Improving TabunganKu (Basic Savings Accounts)	Completed
Activity 15. Expanding Access to Finance for Creative Industries	Completed
Activity 16. Financial Education for Migrant Workers	Completed



## Implementation Progress March 2014-February 2015

### General Outcomes

- ✓ The TF continued to operate as a coordinating vehicle of technical assistance from other donors including: AIPEG, IMF, US Treasury, ILO, ADB, and GIZ.
- ✓ Several TF's intermediate outcomes have informed the WB's second DPL on the Financial Sector in 2013 which has mobilized US\$500 million in financing for Indonesia.
- ✓ The TF has supported the Government in areas identified by the 2011 FSAP as a priority. The TF is supporting the preparation of the Government for the 2016 FSAP.
- ✓ Broad dissemination among all TF's members has been conducted through the BOX folder.
- ✓ The TF's structure of three pillars has informed the organizational structure of the new Financial Sector Policy Centre at the MOF.



# Pillar I: Financial Sector Stability

**Main Counterparts:** MoF-FPO, OJK, BI, Bappenas, and LPS.

**Workstream Budget (2014-2015): \$510,000**

Pillar I. Financial Sector Stability	Estimated Cost (USD)
Reform Area I. Upgrading the Legal and Regulatory Framework	270,000
Activity 1. Review of the legal and regulatory framework of the financial system	180,000
Activity 2. Developing Bank Resolution Tools for LPS	90,000
Reform Area II. Enhancing Financial Sector Regulation and Supervision Capacity	240,000
Activity 3. Strengthening of OJK systemic surveillance and crisis management	180,000
Activity 4. Developing Risk Assessment Capacity Building at the FKSSK	60,000

- ✓ **Summary:** The TF has supported the Government in the process of drafting the Financial Safety Net Law that is being discussed in the Parliament. Abundant work conducted under the pillar (D-SIB Framework, bank resolution tools, crisis simulation exercises) has fed the preparation of the new draft Law.



## Activity 1. Review of the legal and regulatory framework

**Focal Point:** FKSSK Working Group on Legal Reform and Mr. Isa Rachmatarwata – Assistant of Minister of Finance, MoF. Coordination with OJK, BI and LPS.

In progress

### Intermediate Outcomes:

- Issuance of the Insurance Undertakings Law
- Preparation of the Financial Safety Net Law by the WG4 of the FKSSK
- Increased capacity of the authorities to conduct a Crisis Simulation Exercise on their own.

### Outputs:

- Capacity building to WG4 on issues such as crisis management frameworks, resolution tools and lender of last resort.
- Supported FKSSK revising the flowchart on managing troubled banks.
- Participated as an observer on two crisis simulation exercises organized by the FKSSK.
- Participated in a workshop organized by the FKSSK to discuss critical issues of the FSN Law.

### Next steps:

- Awaiting for the Parliament to approve the Financial Safety Net Law.
- Identify the next area of engagement.

## Activity 2. Developing Bank Resolution Tools for LPS

**Focal Point:** Mr. Jarot- Director of LPS

In progress

### **Intermediate Outcomes:**

- A general framework of new bank resolution tools has been included on the draft of the FSN Law.
- Increased awareness for LPS on the legal and regulatory gaps following the IADI Core Principle self-assessment.

### **Outputs:**

- Provided inputs to the WG4 on how to include the broad legal framework for new crisis management and bank resolution tools.
- Supported the IADI Core Principle self-assessment which identified gaps and issues to be addressed on the LPS Law revision planned for 2016 according to the PROLEGNAS (2015-2016) list. The report was presented to LPS' high level officials.

### **Next steps:**

- LPS has requested the WB team to support the development of new bank resolution tools (P&A and bridge bank). The team has identified a consultant and is planning to meet LPS soon to identify the dates for the next mission.

### Activity 3. Strengthening of OJK systemic surveillance and crisis management

**Focal Point:** Mr. Imansyah, Head of Strategic Policy Department, OJK.  
Coordination with the FKSSK Working Group on Systemic Impact Analysis.

In progress

#### Intermediate Outcomes:

- Broad consensus has been achieved on some technical aspects of the D-SIB Framework for Indonesia.
- Strong coordination and leadership within OJK on data gathering to build a multi sectoral EWM

#### Outputs:

- Strengthening and refinement the D-SIB Framework prepared by WG1 of the FKSSK.
- Refining several financial stability indices (WG2 of the FKSSK)
- Development of a forward looking EWM for financial distress for OJK
- Capacity building: five workshops on D-SIB Frameworks, one on stress testing and three on EWM for OJK, BI and the other members of the FKSSK.

#### Next steps:

- Finalize the EWM that is being developed jointly with OJK.
- Provide recommendations to BI on a curriculum for macroprudential learning that has recently been prepared by the Macroprudential Department.



## Activity 4. Developing risk assessment capacity building at the FKSSK

**Focal Point:** Mr. Isa Rachmatarwata – Assistant of Minister of Finance, MoF.  
Coordination with the FKSSK Financial Stability Surveillance Working Group.

To be  
implemented

### Intermediate Outcomes:

- No intermediate outcome can be identified yet

### Outputs:

- No outputs have been produced due to the delays in the creation and formalization of the MOF's Financial Sector Policy Center; the recipient of this activity.

### Next steps:

- The team has recently met the Policy Center Director for Financial Stability and is awaiting for a response on the identification of the technical assistance that is a priority for this new unit.

## Activity 5. Gap Analysis of NBFIs supervision and regulation

**Focal Point:** Dr. Muliaman Hadad, Chairman, OJK

Completed

### **Intermediate Outcomes:**

- OJK is in the process of determining the internal organizational structure
- Knowledge on market conduct supervision has been strengthened at OJK

### **Outputs:**

- A joint report with AIPEG providing information and options on how the prudential and market conduct supervision should be arranged within OJK.
- Two capacity building activities on market conduct supervision were provided to OJK supervisors, the EPK commission and the members of the OJK Task Force for Market Conduct Supervision.
- Three edited short notes of the report were prepared in order to amplify the dissemination of the report's recommendations.

### **Next steps:**

- The activity has been completed

# Photos of past events



**Workshop on  
EWM, Stress  
Testing and D-SIB  
Framework.  
September 15-17,  
2015**



**Crisis Simulation  
Exercise.  
December, 2014.**

## Pillar 2. Financial Sector Diversification

**Main Counterparts:** OJK, Ministry of Cooperatives and SMEs, and Bappenas.

**Workstream Budget (2014-2015): USD 470,000**

Pillar II. Financial Sector Diversification	Estimated Cost (USD)
Reform Area I. Supporting Capital Markets and NBFIs Development	320,000
Activity 5. Supporting Micro Insurance Development in Indonesia	200,000
Activity 6. Improving Regulatory Framework for Bond Market issuance	120,000
Reform Area II. Non-Bank Micro Finance Institutions Development	150,000
Activity 7. Technical assistance on the strengthening of the Saving and Loan Cooperatives	150,000

- ✓ **Summary:** strong coordination of stakeholders and the preparation of a micro insurance regulation is ready to be issued by OJK. The corporate bond market study's recommendations are relevant for infrastructure development in Indonesia. The S&L Cooperatives activity has provided recommendations to the RPJM 2015-2019 and to the draft Blueprint of Cooperatives and MSME financing.



## Activity 6. Supporting Micro Insurance development

**Focal Point:** Mr. Mochmad Muchlasin, Director, OJK

In progress

### **Intermediate Outcomes:**

- It is expected that OJK will issue a micro insurance regulation on the second semester of 2015.

### **Outputs:**

- Supported OJK in the preparation of the Micro Insurance Grand Design.
- Drafted the Micro Insurance White Paper.
- Prepared two technical notes on micro insurance for cooperatives.
- Supported the development of an M&E manual for micro insurance.
- Prepared several campaign materials including: a banner, a powerpoint presentation, a video, posters and a socialization manual.
- Conducted a pilot project in the field to test the M&E Manual and to conduct an insurance awareness campaign.

### **Next steps:**

- Prepare a mid-term review report on pilot micro insurance monitoring evaluation.
- A technical report on the mid-term review will be prepared for dissemination purposes.
- Conduct PASMINA 2, an event that aims to facilitate the potential distribution channel for insurance industries and to help further development of the micro insurance industry.

## Activity 7. Improving Regulatory Framework for Bond Market Issuance

**Focal Point:** Mr. Fakhri Hilmi and Ms. Retno Ici, Heads of Department OJK.

Completed

### Intermediate Outcomes:

- The complete study will provide inputs to the work under the Capital Markets Umbrella that will be financed by SECO.

### Outputs:

- An assessment that identified priorities and constraints for the bond market development in primary and secondary markets as well as the issues faced by the Indonesian bond market intermediaries, infrastructure and liquidity.

### Next steps:

- Comments from OJK has been received and is being incorporated in the report.
- Follow-up work will be financed by another SECO supported facility.

## Activity 8. Study on Strengthening of the Saving and Loan Cooperatives

**Focal Point:** Ms. Rosdiana Victoria Sipayung, Assistant Deputy Minister, Ministry of Cooperatives and SMEs and Mr. Adhi Putra Alfian, Director SMEs, Bappenas.

In progress

### Intermediate Outcomes:

- Findings and recommendations of the supply-side survey were submitted to Bappenas as an input for the RPJM 2015-2019 on the S&L cooperatives section.
- Findings and recommendations of the supply-side survey were incorporated in the Blueprint for Cooperatives and SMEs Financing 2015-2019 and discussed with key Ministries.

### Outputs:

- Supply-side (management of S&L cooperatives) and demand-side (members of S&L Cooperatives) surveys. The results of the surveys were presented to Bappenas and Ministry of Cooperatives & SMEs.
- Preliminary policy recommendations tabled and discussed with Bappenas & Ministry of Cooperatives & SMEs.
- Evaluation of the reporting system “KPS online” and in-depth interviews with Ministry officials, secondary cooperatives and information providers.

### Next steps:

- The report will be completed in November 2015
- A final consultation process with Bappenas and Ministry of Cooperative & SMEs will be conducted and then a workshop to disseminate the reports will be held.
- Prepare the technical note identifying and assessing the current various practices of financial reporting employed by S&L Cooperatives.

## Photos of past events



**S&L Cooperatives.  
Disbursement of a loan**



**S&L Cooperatives.  
Transaction through  
SmartCard dan EDC**



**Asuransi Mikro pilot  
project. Manado.**

## Pillar 3. Financial Inclusion

**Main Counterparts:** BI, OJK, MoF, and Office of the Vice President, National Team for Poverty Reduction (TNP2K).

**Workstream Budget (2014-2015):** USD \$585,000

Pillar III: Financial Inclusion	Total USD
Reform Area I. Supportive Policies and Regulations for Financial Inclusion	80,000
Activity 8. Development of Key Performance Indicators for Monitoring Financial Inclusion Reform	30,000
Activity 9. National Strategy for Financial Inclusion	50,000
Reform Area II. Expanding Financial Services for the Underserved Households and MSMEs	430,000
Activity 10. Improving the Insurance Scheme for Overseas Migrant Workers	100,000
Activity 11. Improved MSME financing through a sharia (Islamic) scheme	80,000
Activity 12. Empowering women entrepreneurs in accessing financial services	250,000
Reform Area III. Strengthening Financial Capability and Consumer Protection	75,000
Activity 13. Financial Education for Migrant Workers	75,000

- ✓ **Summary:** the relevance of financial inclusion in the Government has been reflected on the 2014 results of the latest WB Global Findex Survey for Indonesia. According to the survey 36% of adults in the country now have an account at a financial institution or a mobile account, versus 20% of adults in 2011.

## Activity 9. Development of key performance indicators for monitoring financial inclusion reform

**Focal Point:** Dr. Pungky P. Wibowo, Bank Indonesia.

Completed

### Intermediate Outcomes:

- Supported the development of nine financial inclusion KPIs that have been presented in the form of dashboard.
- An M&E Framework for the National Strategy for Financial Inclusion has been adopted by the informal TWG.
- A financial capability survey covering the areas of financial inclusion, financial capability (literacy) and consumer protection was conducted by BI.
- BPS has included an access to banks question on the SUSENAS household annual survey.
- BI has introduced financial inclusion indicators in the Indonesia Financial Sector Statistic (SSKI) that is quarterly updated.

### Outputs:

- Four workshops to BI officials on best international examples and how to develop financial inclusion indicators and an M&E Framework.
- A workshop and a list of survey questions for the TWG relevant for financial inclusion. The TWG later requested BPS to insert several questions in the annual survey.

### Note:

- Follow up assistance will be provided to the Financial Inclusion TWG (Activity 10).

## Activity 10. National Strategy for Financial Inclusion

**Focal Point:** Dr. Suahasil Nasara–MOF; Dr. Pungky P. Wibowo -BI and Ms. Sri Rahayu Widodo- OJK

In progress

### Intermediate Outcomes:

- An informal financial inclusion TWG has prepared and approved a revised version of the 2012 National Strategy for Financial Inclusion.
- Strong ownership from the government and broader involvement of different agencies including TNP2K, BI, OJK, MOF, Bappenas and CMEA have been crucial in this revision.

### Outputs:

- A technical note with comments and suggestions for the update of the National Strategy has been prepared.
- Provided comments to the draft update of the National Strategy for Financial Inclusion.

### Next steps:

- Completing the M&E Framework for the Financial Inclusion Strategy specially the intermediate indicators and the monitoring indicators for the National Strategy Action Plan.
- A capacity building activity for MOF and TWG members will be held on early November 2015.





## Activity 11. Improving the insurance scheme for overseas migrant workers

**Focal Point:** CMEA: Mr. Bobby H. Rafinus, Deputy Minister, CMEA

Completed

### Intermediate Outcomes:

- No intermediate outcome can be identified yet.

### Outputs:

- A draft of the National Action Plan for the migrant's workers protection scheme was developed by the team jointly with CMEA. It comprised 12 proposed activities.

### Next steps:

- As agreed with the CMEA, the team will complete the Literature Study on Welfare Fund as well as the Review of Migrant Workers Insurance Scheme (full report). However, once this is completed this area of work will be closed.

## Activity 12. Improved MSME financing through a sharia scheme

**Focal Point:** Mr. Nasirwan Ilyas, OJK.

In progress

### **Intermediate Outcomes:**

- No intermediate outcome can be identified yet.

### **Outputs:**

- Desk research on the linkage and business models for sharia cooperatives.
- Survey in the form of depth interviews to sharia bank branches, sharia cooperatives and sharia cooperative associations.
- Report titled “Business model, linkages and best practices of sharia MFI in Indonesia”

### **Next steps:**

- In collaboration with OJK, the team will support the International Islamic Financial Conference in November 2015.

## Activity 13. Empowering women entrepreneurs in accessing financial services

**Focal Point:** Ms. Rahma Iryanti – Bappenas; Mr. Wahyu Hartomo– Ministry of Women Empowerment and Child Protection; Ms. Yunita Resmi Sari - BI.

In progress

### Intermediate Outcomes:

- No intermediate outcome can be identified yet.

### Outputs:

- A concept note for this research was completed and agreed with Bappenas.
- A pilot survey was conducted in Yogyakarta and the team agreed to focus on micro and small entrepreneurs.
- A questionnaire set for a demand and supply survey was finalized.
- A field survey (supply and demand) was conducted in 8 provinces and gathered data from 1,500 women entrepreneurs.

### Next steps:

- Finalize the report on Women Entrepreneur Survey in Indonesia tentatively by November 2015.
- Bappenas will host a workshop to share the descriptive results from the surveys to relevant authorities.

## Activity 14. Financial Education for Migrant Workers

**Focal Point:** BI: Dr. Pungky P. Wibowo; National Agency for Placement and Protection of Indonesian Overseas Workers (BNP2TKI): Ms. Lisna Y. Poeloengan

Completed

### Intermediate Outcomes:

- Consensus on a unique national module on financial education for migrant workers has been achieved by BI, Ministry of Manpower, BNP2TKI and OJK.
- Regulation to be revised by the Ministry of Manpower to include financial education as part of the training curriculum for migrant workers.

### Outputs:

- Development of a national module for financial education of migrant workers. There are two versions: a 15 lesson-hour module and a 6 lesson-hour module.
- Update of the module for migrant worker families (BNP2TKI and commercial banks). The team provided a revised structure, a training kit, new material and prepared a new video.
- The team has held several FGDs, ToTs, ToBs and coordination meetings to develop and improve the methodology of the modules.
- Supported BNP2TKI to strengthen their monitoring and evaluation capacity by conducting an M&E workshop and helping implement a survey.

### Next steps:

- Formally submit to the working group the 15 lesson-hour module by the end of October 2015.
- An additional request has been indicated by the client.

## Activity 15. Improving TabunganKu

**Focal Point:** Dr. Pungky P. Wibobo (BI)

Completed

### **Intermediate Outcomes:**

- Basic saving accounts were included in the Branchless Banking Regulation
- Basic saving accounts have been included as one of the six bundled micro finance products launched by OJK at the end of 2014.
- OJK has used the knowledge obtained from the results of the TabunganKu evaluation study to design a student savings account product.

### **Outputs:**

- Preparation of technical notes in English and Bahasa Indonesia to better disseminate the findings of the revision of the TabunganKu product.

### **Next steps:**

- An additional request has been indicated by the client.

## Activity 16. Expanding access to finance for creative industries

**Focal Point:** Ms. Yunita Sari (BI)

Completed

### **Intermediate Outcomes:**

- The results of the study could inform the planned Creative Economy Law under the PROLEGNAS list for 2015-2016.

### **Outputs:**

- A mapping exercise that identified 15 sectors in the Indonesian creative industry.
- The results of the mapping exercise were presented in a mini workshop on February 2014 with relevant BI and MOTCE.
- A study on enhancing access to finance for creative industries in Indonesia (focus on the craft sector)
- A dissemination workshop of the study was held by BI on June 5, 2015 with the participation of the authorities, commercial banks and creative economy players.

### **Next steps:**

- The activity has been completed.

# Photos of past events



**TabunganKu. Survey evaluation of the TabunganKu product.**



**Financial Education for Migrant Workers. M&E workshop for Government officials.**



**Women entrepreneurs in financial services. Enumerator training for survey held in Jogjakarta on May 2015.**



# Allocation of funds per activity under both Annual Workplans

Summary List of Activities Annual Workplan 2013-2014 and 2014-2015	AW 2013-2014 US\$	AW 2014-2015 US\$	Total Amount US\$
<b>Pillar I. Financial Sector Stability</b>	<b>565,000</b>	<b>510,000</b>	<b>1,075,000</b>
Activity 1. Review of the legal and regulatory framework of the financial system	195,000	180,000	375,000
Activity 2. Developing Bank Resolution Tools for LPS		90,000	90,000
Activity 3. Strengthening of OJK systemic surveillance and crisis management	160,000	180,000	340,000
Activity 4. Developing Risk Assessment Capacity Building at the FKSSK		60,000	60,000
Activity 5. Gap Analysis of NBFI Supervision and Regulation	210,000		210,000
<b>Pillar II. Financial Sector Diversification</b>	<b>745,000</b>	<b>470,000</b>	<b>1,215,000</b>
Activity 6. Supporting Micro Insurance Development in Indonesia	215,000	200,000	415,000
Activity 7. Improving Regulatory Framework for Bond Market issuance	210,000	120,000	330,000
Activity 8. Study on the strengthening of the Saving and Loan Cooperatives	320,000	150,000	470,000
<b>Pillar III. Financial Inclusion</b>	<b>670,000</b>	<b>585,000</b>	<b>1,255,000</b>
Activity 9. Development of Key Performance Indicators for Monitoring Financial Inclusion Reform	60,000	30,000	90,000
Activity 10. National Strategy for Financial Inclusion	150,000	50,000	200,000
Activity 11. Improving the Insurance Scheme for Overseas Migrant Workers	65,000	100,000	165,000
Activity 12. Improved MSME financing through a sharia (Islamic) scheme	165,000	80,000	245,000
Activity 13. Empowering women entrepreneurs in accessing financial services		250,000	250,000
Activity 14. Improving TabunganKu (Basic Savings Accounts)	35,000		35,000
Activity 15. Expanding Access to Finance for Creative Industries	95,000		95,000
Activity 16. Financial Education for Migrant Workers	100,000	75,000	175,000
<b>TOTAL</b>	<b>1,980,000</b>	<b>1,565,000</b>	<b>3,545,000</b>

# Portfolio status as of August 31, 2015 (in USD)

## ✓ Financial information summary as of August 31, 2015 (in USD)

Budget Items	Amounts (USD)
Donor Contribution	4,500,000
Administrative Cost Recovery (5% + 35,000)	(260,000)
Technical Oversight and Monitoring	(255,000)
Available to Projects	3,985,000
Allocated to Projects	3,545,000
Unallocated	440,000

## ✓ Disbursement by TF as of August 31, 2015 (in USD)

Activities	Allocated	Disbursed and Committed	Balance
Financial Sector Stability TA Program	1,075,000	661,839	413,161
Financial Sector Efficiency through Diversification of Capital Markets and Non-Bank Financial Institutions	1,215,000	785,198	429,802
Enhancing Financial Inclusion in Indonesia	1,255,000	523,809	731,191
Technical Oversight and Monitoring	255,000	38,970	216,030
Total	3,800,000	2,009,815	1,790,185

## Next Annual Workplan 2015 - 2016

- ✓ **The Annual Workplan will cover the period of **October 15, 2015-September 30, 2016****
  - The AW will focus on the development and implementation of the ongoing activities.
  
- ✓ **Trust Fund Annual Workplanning Cycle**
  - AWP 1 – Covering period of July 1, 2013-October 15, 2014
  - AWP 2 – Covering period of October 15, 2014- October 15, 2015
  - AWP 3 – Covering period of **October 15, 2015- September 30, 2016** (Proposed)



## Dissemination and showcase of activities

- ✓ Most of the materials (presentations, reports, survey questionnaires, etc.) have been uploaded on the BOX folder
- ✓ The team has prepared the following booklet showcasing the outcomes of some of the activities:  
[seco.asuransimikroindonesia.org/main](https://seco.asuransimikroindonesia.org/main)

## Conclusions and Next steps



- ✓ **Preparation of Annual Workplan 2015-2016**
- ✓ **Preparation and distribution of TWG minutes**
- ✓ **Completion of communication strategy**
- ✓ **Next steps**