

1.	19 June 2015	Invitation to federations to nominate short listing representatives to attend resolution shortlist selection meeting – closing date 1 September 2015
2.	1 July 2015	Resolution submission forms received by federations and WIs.
3.	11 September 2015	Closing date for resolution submissions. Public Affairs & NFWI-Wales conduct initial research on resolution longlist.
4.	25 September 2015	Resolution longlist circulated to resolution shortlist federation representatives and all federations.
5.	25 September 2015	Federation short listing representatives notified of details of resolution shortlist selection meeting.
6.	30 September 2015	Federation representatives* meet to compile shortlist of resolutions, supported by NFWI trustees and staff as appropriate. NFWI solicitor consulted.
7.	15 October 2015	Federations notified of resolutions selected at resolution shortlist selection meeting.
8.	Oct/ early Nov 2015	Public Affairs & NFWI-Wales prepare notes on resolutions selected for shortlist.
9.	Week of 1 Nov 2015	Short listed resolutions, paragraphs of essential facts and points, and selection slip appear in November issue of <i>WI Life</i> .
10.	3 Feb 2016	Deadline for federation resolution selection results to be returned to the NFWI (at least 10 working days before February Board meeting).
11.	Mid Feb 2016	NFWI Board of Trustees meets to finalise list of resolutions for 2016 Annual Meeting agenda, based on the number of selections from WI members.  Annual Meeting resolutions sent to federations after meeting.
12.	March 2016 mailing	Annual Meeting resolutions briefings and wording sent to federations, WIs and WI Advisers.
13.	April 2016 issue of <i>WI Life</i>	Annual Meeting resolutions published in <i>WI Life</i> .

Friday 6 May 2016 – Deadline for resolution amendments and urgency resolutions sent to the NFWI

\* members nominated by federations to attend the resolution shortlist selection meeting