1. STUDBOOK KEEPER sends updated studbook to the PMC.

2. PMC STUDBOOK ANALYST returns validated studbook and supporting materials to **STUDBOOK KEEPER** with comments for improvement.

3. STUDBOOK KEEPER returns improved studbook to the PMC. **STUDBOOK KEEPER & SPECIES COORDINATOR/POPULATION MANAGER** decide mode of planning (i.e. in person, via email) and the PMC finalizes the planning date.

4. PMC POPULATION BIOLOGIST creates a draft breeding and transfer plan and sends it to the species coordinator for comments.

5. SPECIES COORDINATOR/ POPULATION MANAGER comments on draft and returns it to PMC.

6. PMC incorporates S.C./P.M. corrections and sends a draft breeding and transfer plan to institutional representatives and the AZA website for the 30-day comment period.

30-DAY COMMENT PERIOD

7. SPECIES COORDINATOR/ POPULATION MANAGER receives IR comments on draft and compiles them for the PMC.

8. PMC revises breeding and transfer plan if necessary.

9. PMC sends finished plan to all institutional representatives and to AZA website.