

Country consultation for NAPPO documents

General information

Country consultation for NAPPO documents follows the same process irrespective of whether the document is a Regional Standard, a Science and Technology, Discussion or other type of document. The only difference is that for documents OTHER than Regional Standards, the period of country consultation is sixty (60) rather than ninety (90) days. These timelines for country consultation were approved by the NAPPO Executive Committee (EC) in July of 2015.

1. The document, table for comments and instructions are uploaded to the NAPPO website with clear indication of the following:
 - Dates for the country consultation
 - Point of contact in each country.
2. The NAPPO Advisory and Management Committee (AMC) consults with the NAPPO Expert Group (EG) to identify all stakeholders that should be involved in the country consultation.
3. The designated member of the EG from each member country, alongside a member from the AMC for that country are **responsible for the coordination of country consultation comments in their country.**
4. Country consultation includes internal and external stakeholders and need not be limited to comments from NAPPO member countries. It may include technical experts, industry and state/provincial representatives, regional organizations, and foreign governments, as appropriate.
5. Industry review should be coordinated through the appropriate Industry Advisory Group (IAG) representative. **The AMC member for that country ensures that this is coordinated.**
6. Comments will only be accepted when made in the table for comments.
7. Comments from within the NAPPO region must be sent to the designated EG member.
8. Stakeholders outside the NAPPO region must send their comments to the NAPPO Executive Director.

HOW TO USE THE COMMENTS TABLE

- Please do not add or delete columns and do not change column width.

Record your comments in these columns – see example below					Leave these blank	
1. Document section	2. Comment type	3. Precise location – page and line number	4. Proposed rewording	5. Explanation	6. Accept/Reject ¹	7. If reject why? ¹
General Comments on Document	editorial	Page 3 line 43	Seed sead	Incorrect spelling		

1. DOCUMENT SECTION

- This column LISTS the sections as they appear in the document; there is also a row to add general comments.
- General comments apply to the entire document. Specific comments apply to a particular document section.
- If you have several comments on parts of a same section, one or more row(s) can be added to the table. The section title should be repeated in the new row.
- Changes to the section titles should be made in the column "proposed rewording".
- If there are no comments for one document section the entire row should be deleted.

2. COMMENT TYPE

For each comment please indicate if it refers to a technical issue with the content of the document, an editorial issue or a translation issue.

Technical issue - These comments cover conceptual problems, scientific errors, technical adjustments, etc. Rewording should be proposed (in column 4) and a detailed explanation (in column 5) should be provided to facilitate review by the EG and AMC.

Editorial issue - Wording could be improved to clarify or simplify the text. However, the meaning does not change.

Examples of editorial issues

- A specific term is thought to better fit in the definitions section of the document.
- A sentence needs to be consistent with wording used elsewhere in the text.
- A more appropriate word synonym can be used or the language can be simplified.

Translation issue – These comments are restricted to cases where the English and Spanish versions do not match up in translation.

3. PRECISE LOCATION

To facilitate the compilation of comments, please use **the page number and the line number** to identify where your comment belongs.

4. PROPOSED REWORDING

Rewording should be proposed for changes to the text. For example, added text can be underlined and deleted text can be ~~struck through~~.

5. EXPLANATION

This field should include the justification for the comment. Please provide sufficient detail to assist the EG and AMC in understanding the comment and proposed rewording.