



NAPPO

North American Plant Protection Organization

Organización Norteamericana de Protección a las Plantas

MEXICO - USA - CANADA

NAPPO Regional Standards for Phytosanitary Measures (RSPM)

RSPM 6

Development and Amendment of NAPPO Standards for Phytosanitary Measures

The Secretariat of the North American Plant Protection Organization
1431 Merivale Road, 3rd Floor, Room 140
Ottawa, Ontario, Canada, K1A 0Y9
October 17, 2011

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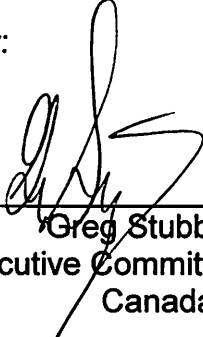
Review

NAPPO Regional Standards for Phytosanitary Measures are subject to periodic review and amendment. The next review date for this NAPPO standard is 2016. This Standard was last reviewed in 2011. A review of any NAPPO Standard may be initiated at any time upon the request of a NAPPO member country.

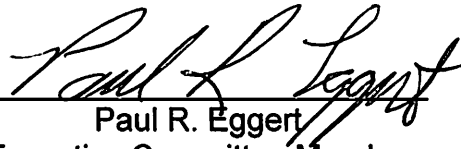
Approval

This Standard was updated and approved by the North American Plant Protection Organization (NAPPO) Executive Committee (EC) on October 17, 2011 and is effective from this date.

Approved by:



Greg Stubbings
Executive Committee Member
Canada



Paul R. Eggert
Executive Committee Member
United States



Javier Trujillo Arriaga
Executive Committee Member
Mexico

Implementation

Implementation Plans (IP) are not required for this standard.

Amendment Record

Amendments to this Standard will be dated and filed with the NAPPO Secretariat.

Distribution

This standard is distributed by the NAPPO Secretariat, to the Industry Advisory Group (IAG) and Sustaining Associate Members (SAM), the International Plant Protection Convention (IPCC) Secretariat, and to other Regional Plant Protection Organizations (RPPOs).

Introduction

Scope

This Standard outlines the process and the format for the development, approval, amendment and superseding of NAPPO Regional Standards for Phytosanitary Measures. It also provides guidelines for the development of Implementation Plans for these standards.

References

IPPC. 2011. *IPPC Procedure Manual*. Rome, IPPC, FAO.

ISPM 5. (Updated annually) *Glossary of phytosanitary terms*. Rome, IPPC, FAO.

RSPM 5. (Updated annually) *NAPPO Glossary of Phytosanitary Terms*. Ottawa, NAPPO.

Definitions, Abbreviations and Acronyms

Definitions of phytosanitary terms used in the present standard can be found in ISPM 5 and RSPM 5.

Outline of Requirements

These guidelines describe the steps involved in the development of NAPPO Regional Standards for Phytosanitary Measures from their initiation to final approval. They also provide a process for amending and superseding existing standards. Specific guidance is given regarding the appropriate content of the various sections of a NAPPO standard.

Requirements

1. Process for Development of NAPPO Standards for Phytosanitary Measures

1.1 Initiation of an assignment to develop a standard

The NAPPO Executive Committee (EC), the Working Group (WG), panels, the Industry Advisory Group (IAG), Sustaining Associate Members (SAMs), or other groups or individuals may identify to the Executive Director (ED) the need to develop a NAPPO Standard for Phytosanitary Measures. The EC may request a written justification that would allow further consideration of the issue prior to deciding that a standard is necessary or appropriate. Once the EC agrees that a standard should be developed, the EC designates an existing panel or assembles a new panel or Technical Advisory Group of experts (TAG) to draft the standard.

The ED advises the appropriate panel or TAG members (“drafting groups”) of the details of the assignment in writing ensuring access to NAPPO documents and available resources. Normally the development of a standard is assigned to panels following the annual meeting with a target date for final approval at the subsequent annual meeting. Timelines for standard development are demanding; therefore, depending on complexity and scope of the issue to be addressed, the EC may extend

this period (see usual timelines in Appendix 1).

1.2 Standard specifications

The first task of the drafting group is to draw up the specifications for the proposed standard.

Specifications for RSPMs are clear and precise guidelines that the drafting group should follow when developing or revising a standard, particularly when the assignment is broad or more detail is required. The purpose is to provide some guidance with regards to defining the scope and understanding the intended purpose of the standard before beginning to draft it.

The specifications could include sections on the justification for the standard, a brief scope, and some idea of the requirements, as well as how these requirements address the objectives set out in the NAPPO Strategic Plan. The specifications should be brief and preferably not exceed two pages in length. They are drafted under the auspices of the NAPPO Secretariat and the Standards Panel after direction is given by the Executive Committee as to the standard's priority. The specifications are sent for review and approval to the Working Group, and then for approval by the Executive Committee.

A format for specifications for RSPMs is given in Annex 3.

1.3 Drafting the standard

The drafting group chairperson establishes a working schedule and meeting dates in consultation with the ED and panel members. Draft documents must follow the NAPPO format (see Annex 1, Format and Guidance on the Preparation of a New NAPPO Regional Standard for Phytosanitary Measures (RSPM)). Each revised draft must highlight the changes to facilitate translation. Where possible, the IPPC Glossary of Phytosanitary Terms should be used. The NAPPO Glossary should be used in the absence of IPPC terminology or definitions. Definitions can be proposed for any new terms not found in a general dictionary or in either the IPPC or the NAPPO glossaries. Explanatory and supporting information should be placed in annexes or appendices to the standard. Consultation with experts within or outside the NAPPO region may take place during this stage and/or at subsequent stages.

1.4 Review of draft standard

Once the first draft of the standard has been completed, it is submitted to the NAPPO Secretariat. The NAPPO Standards Panel will review the draft standard against the initial specifications where applicable, existing IPPC and NAPPO terminology, and for consistency with NAPPO policies and other NAPPO and IPPC Standards. In addition, the Standards Panel may provide other appropriate general comments. Suggested revisions are returned to the drafting group who will prepare the draft for country consultation.

1.5 Translation

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The NAPPO Secretariat is responsible for translation of the documents into Spanish or English. Translation of documents may be done at any point during drafting of a standard at the request of the drafting group. Once the draft for country consultation is complete, the drafting group must submit it to the ED for translation.

1.6 Country consultation

The ED distributes the draft standard to the Working Group and drafting group members, and provides a ninety day deadline for the completion of country consultation. Since procedures for country consultation differ among the three NAPPO countries, a designated member of the drafting group from each country is responsible for the coordination of the consultation in their country. Country consultation includes both internal and external review and need not be limited to the NAPPO region. It consists of consultation with stakeholders, and may include technical experts, industry and state/provincial representatives, regional organizations, and foreign governments, as appropriate. The WG will consult with the responsible drafting group members in identifying all stakeholders to be involved in the country consultation.

For the technical review, the scientific community as well as subject matter experts should be drawn upon. Industry review should be coordinated through the appropriate IAG representatives. In order to obtain as wide an input as possible, the Secretariat will post draft documents on the NAPPO website www.nappo.org/stds_e.htm and advise the IAG and SAMs of the availability of the draft documents for review. Draft standard comments from within the NAPPO region must be sent to the designated member identified on the NAPPO website using the format provided. Stakeholders outside the NAPPO region must send their comments to the NAPPO Executive Director by using the same format. Annex 4 presents the format that stakeholders should use to submit comments.

1.7 Review of comments

Comments from within the NAPPO region should be compiled by the designated member and sent to the panel chair, immediately after the country consultation period is over. Comments from outside the NAPPO region are compiled by the NAPPO Secretariat and also forwarded to the panel chair.

The panel chair then compiles and organizes all comments and forwards them to the drafting group and the Standards Panel (SP). The drafting group in collaboration with the SP will review, analyze and summarize responses to comments. They will prepare a revised version of the draft standard. The Working Group will conduct a final review of the draft standard before submission to the NAPPO Secretariat.

The NAPPO SP and the WG carefully consider the draft standard with respect to consistency with NAPPO and international standards, domestic policies and regulations, and needs. Depending on the subject matter and the number of substantive changes made to the standard, a second round of country consultation may be necessary.

1.8 Drafting the implementation plan

Implementation plans are normally needed for commodity and pest specific standards, but may also be needed for concept standards. An implementation plan is developed for each country. Implementation plans should be developed, as necessary, by the drafting group in collaboration with the Standards Panel, after the standard has gone through country consultation. The steps leading to the preparation and approval of an implementation plan can be seen in Annex 2 and Appendix 1. See Annex 5 (Implementation Plans for NAPPO Standards) for guidance on formatting and developing this plan.

1.9 Approval

The final draft standard and the implementation plans are submitted to the EC in both official NAPPO languages for approval and signature of each EC member.

When approved, original signed copies are distributed by the ED to the EC and the final versions (English and Spanish) are posted on the NAPPO website.

1.10 Implementation of the standard

NAPPO countries may need to make legislative and/or administrative changes to allow implementation of the Standard. If a standard cannot be implemented immediately because national legislation, regulations and/or programs need to be changed, this will be indicated in the implementation plans of the standard.

2. Process for Amending NAPPO Standards

2.1 Request for review

All standards can be reviewed and amended as the need arises. A request for review must be submitted to one of the members of the EC. The EC will discuss the request and designate or assemble a panel, if it supports the request.

2.2 Regular scheduled review

Each NAPPO Standard for Phytosanitary Measures is reviewed every five years. The "Review" section of the standard indicates the next review date. The ED is responsible for monitoring the review schedule.

The WG will carry out the initial review. If the WG decides that an amendment is required, it will recommend to the EC to designate or assemble a panel to prepare the amendment. Even if no amendment is required, the names and signatures of the EC approving the revision will replace those who approved the previous version of the standard, and the date will be changed to the current date

2.3 Drafting an amendment to the standard

See section 1.2.

2.4 Review

For significant amendments or major redrafting of the standard, the review process will be the same as for new standards. See section 1.2.

For minor amendments, the NAPPO Standards Panel will carry out the review.

2.5 Approval

The approval process for significant amendments is the same as for new standards (see 1.9).

2.6 Implementation

Implementation plans for amended standards are developed if required (See Section 1.8).

3. **Process for Superseding NAPPO Standards**

When an International Standard for Phytosanitary Measures (ISPM) has been adopted by the IPPC Commission on Phytosanitary Measures on a topic for which a NAPPO Standard exists, the drafting group, in collaboration with the Standards Panel, will compare them.

If the new ISPM is equivalent to the NAPPO Standard or is more comprehensive than the NAPPO Standard, the SP will recommend to the EC that the NAPPO Standard be superseded by the ISPM. The EC decision will be recorded and the previous NAPPO Standard will be archived and kept as a record, but will no longer be used as a reference.

If the new ISPM is not equivalent to the NAPPO Standard and information would be lost if the NAPPO Standard was removed from active use, the EC may decide to continue to apply its regional standard as well.

This annex was adopted by the NAPPO Executive Committee on October 17, 2011.
The annex is a prescriptive part of the standard.

Annex 1: Format and Guidance on the Preparation of a New NAPPO Regional Standard for Phytosanitary Measures (RSPM)

Using a standard format which closely follows the IPPC format helps streamline the information in the standard and makes it easier to use. It may also facilitate its consideration as a candidate for a future ISPM.

The following text is intended to show the elements of NAPPO Standards for Phytosanitary Measures and to indicate which information goes into each section of the standard. Formatting of the text should remain simple, to allow for easier preparation for NAPPO website publication.

Title Page:

The title page of NAPPO standards has no page number.

NAPPO letterhead is provided by the NAPPO Secretariat.

A NAPPO document number is provided by the NAPPO Secretariat.

The title of the standard is provided by the drafting group.

Content Page(s)

The table of contents of the standard should list all major headings and their page numbers.

Every page except the title page should have a page number in the bottom right corner and footer in the bottom left corner containing the title and number of the standard.

Approval Page

The material under the headings: Review, Approval, Amendment Record, and Distribution, is standardized text for the administration of the standard and is not pertinent to its development. The text will be added by the NAPPO Secretariat prior to approval and does not need to be provided by the group drafting the standard.

The effective date of the standard is its approval date. However, it may not be possible for countries to immediately implement the standard due to the need for regulatory changes or other factors. In these cases, implementation plans will identify the targeted implementation dates in individual countries.

If an implementation plan is required then the following text will be entered:

“See the attached implementation plans for implementation dates in each NAPPO country.”

If an implementation plan is not required then the following text will be entered:

“No implementation plan is required for this standard.”

Remaining Text

The standard may be divided into three parts:

1. Introduction
2. Main text, which describes the contents of the standard; and
3. Annexes and appendices, which provide additional information to the standard.

1. Introduction

This part consists of the following sections: Scope; References; Definitions, Abbreviations and Acronyms; and Outline of Requirements.

The **Scope** is a short statement of what the purpose of the standard is and the subject matter. The scope should mention what is included in the standard, and may mention what is excluded.

An example from the standard on preclearance programs (RSPM 2: 2008):

This standard contains a framework for establishing pre-clearance programs between NAPPO member countries. It describes the advantages and disadvantages of pre-clearance programs and the different types of programs. It lists criteria for consideration prior to establishing such programs; it describes the different levels of pre-clearance and criteria for reducing or terminating these programs.

The **References** section lists documents that are in support of the standard and are mentioned in the text, including scientific publications, where appropriate. The references should be in alphabetical order.

Include documents that are used as principal resources in the development of the standard. The full reference to these documents should be included in this section of the standard, as follows:

ISPM and RSPM titles should be referenced using the publication number, the year of adoption or its last revision, the title in italics, and followed by 'Rome, IPPC, FAO' in the case of ISPMs and by 'Ottawa, NAPPO' in the case of RSPMs. When including more than one ISPM or RSPM in the References section, these should be listed by numerical order. For example:

ISPM 32. 2009. *Categorization of commodities according to their pest risk*. Rome, IPPC, FAO.

Exceptions to this are ISPM 5 and RSPM 5 for which the year of adoption or its last revision should be replaced by "updated annually" as shown here:

ISPM 5. (updated annually). *Glossary of Phytosanitary Terms*. Rome, IPPC, FAO.

RSPM 5. (updated annually). *NAPPO Glossary of Phytosanitary Terms*. Ottawa, NAPPO.

In the body of the text, cross references to other ISPMs or RSPMs should be made using the number of the standard and date of adoption, without repeating the full title, i.e. ISPM X: date (e.g. ISPM 23: 2009). Cross references to ISPM 5 and RSPM 5 should not include the year.

References to the New Revised Text of the IPPC (1997) in the text of a standard should be changed to International Plant Protection Convention (with no date following), because there is only one Convention.

Scientific and other publications and national regulations should be made in alphabetical order and referenced by giving the name of the author or organization first, followed by the year of publication, then the title and other information required to obtain a copy of the publication.

For books and manuals:

DeClerck-Floate, R.A., P.G. Mason, D.J. Parker, D.R. Gillespie, A.B. Broadbent and G. Boivin. 2006. *Guide for the Importation and Release of Arthropod Biological Control Agents in Canada*. Agriculture and Agri-Food Canada Miscellaneous Publications, Ottawa, ON, Canada, 53p.

For articles:

Goolsby, J.A., R.D. van Klinken and W.A. Palmer. 2006. Maximizing the contribution of native-range studies towards the identification and prioritization of weed biocontrol agents. *Australian Journal of Entomology* 45: 276–286.

The **Definitions, Abbreviations and Acronyms** section should include only the relevant terms which are used in the standard. The IPPC Glossary of Phytosanitary Terms and the NAPPO Glossary of Phytosanitary Terms are the main reference documents for the actual definitions. New definitions not already approved by NAPPO or the IPPC can be included and will be adopted and added to the NAPPO Glossary of Terms when the standard is approved. Terms which can be found in a dictionary do not need to be listed.

The reference of definitions, abbreviations and acronyms should only indicate the source. For example:

Executive Committee (EC).- The principal persons or designated alternate, representing the plant protection organization within each of the NAPPO countries (NAPPO).

An example text under this section could be:

Definitions of phytosanitary terms used in the present standard can be found in ISPM 5 and in RSPM 5.

For the purpose of member consultation, this section also contains terms or definitions that are new in the present draft standard. Once this standard has

been adopted, these new terms and definitions will be transferred into RSPM 5, and will not appear in the standard itself.

The **Outline of Requirements** is the summary of the substance or essence of the standard.

Example from RSPM 21:

“This standard addresses the role of identifier and complexities of identification, sample preparation, diagnostic principles and diagnostic support as they relate to morphologically distinguishing teliospores of all bunts and smuts contained in this standard.”

2. Main Text of the Standard

This part may be organized in sections such as “Background”, “Requirements” or “General Requirements” and “Specific Requirements”. Special care should be taken to ensure the use of terms and language that are uniform throughout the standard as well as with other existing standards. The IPPC Procedure Manual (2011) may be used for guidance, particularly where the use of ‘should’, ‘shall’, ‘must’, and ‘may’ is concerned.

The **Background** section could include brief information relevant to the need for a standard.

The main content of the standard could be organized under a section such as **Requirements** or depending on the complexity of the standard could be subdivided into **General** and **Specific Requirements**. Examining existing RSPMs could provide examples of what these sections may contain.

Headings and subheadings for this section should be established in a coherent fashion according to the content of the standard, e.g. chronological, or descending order of priority. Headings, subheadings, and further subdivisions should be numbered with Arabic numbers, not with letters or Roman numerals. Example: 1.1, 1.2.1, 1.3.2.2, etc. In first level headings (e.g. 1), the first letter of each word should be capitalised. For further subdivisions, only the first letter of the title or words requiring capitalization by convention should be capitalized.

The following example is taken from RSPM 3:

1. General Phytosanitary Measures

1.1 Pest freedom

1.2 Systems approach

1.2.1. Certification programs

3. Annexes and Appendices

An **Annex** is an official part of a standard (prescriptive) and this should be stated in the header. The following statement can be used:

“This annex was adopted by the NAPPO Executive Committee on [Month day 201-].
The annex is a prescriptive part of the standard.”

An annex adds technical information to the standard and follows the body of the standard. Typically, an annex includes tables, figures, and information which further clarify or provide explanation of the provisions of the standard. It is referred to in the main text of the standard. Annexes to an RSPM are numbered sequentially with Arabic numerals, not with letters or Roman numerals. Page numbering continues from the main body of the standard and does not start again at page 1 for each annex.

Appendices are not official parts of standards. They are provided for information only and are not prescriptive and this should be stated in the header. The following statement can be used:

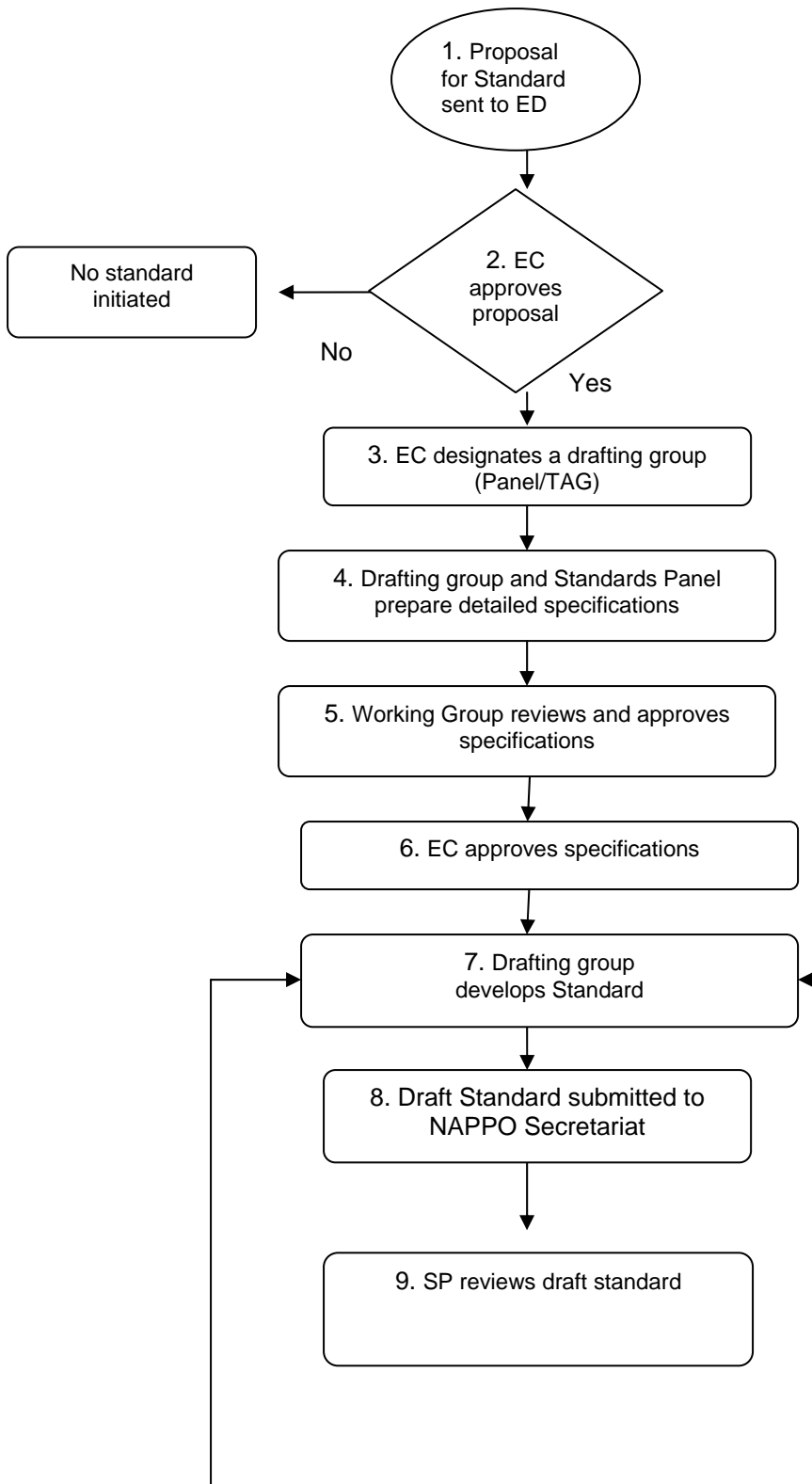
“This appendix was adopted by the NAPPO Executive Committee on [Month day 201-].
The appendix is for reference purposes only and is not a prescriptive part of the standard.”

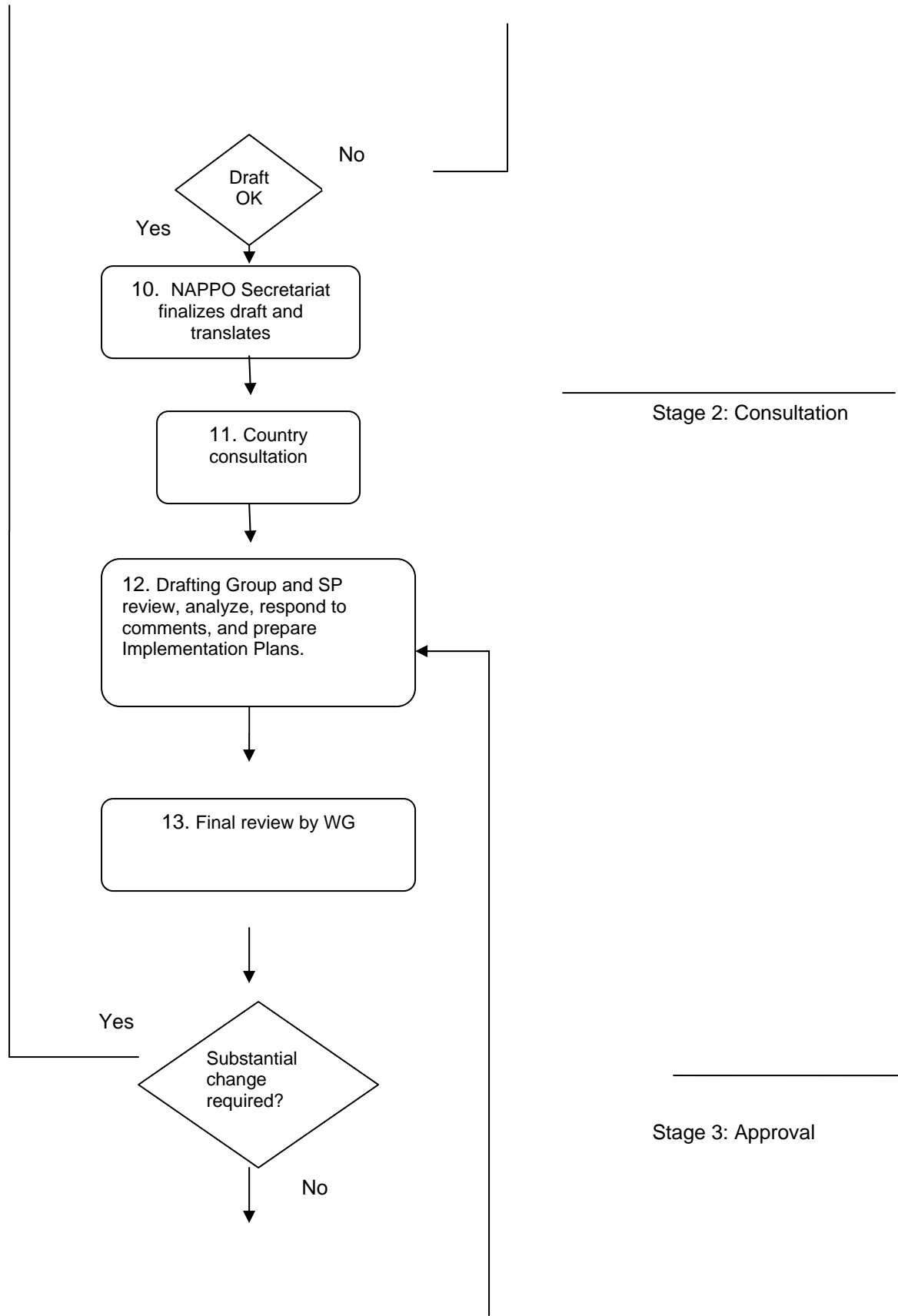
Appendices should be the last component document in a standard. Appendices provide references or further information relevant to the standard, and generally do not require going through the full approval process when revised. Appendixes to an RSPM are numbered sequentially with Arabic numerals, not with letters or Roman numerals. Page numbering continues from the main body of the standard and does not start again at page 1 for each appendix.

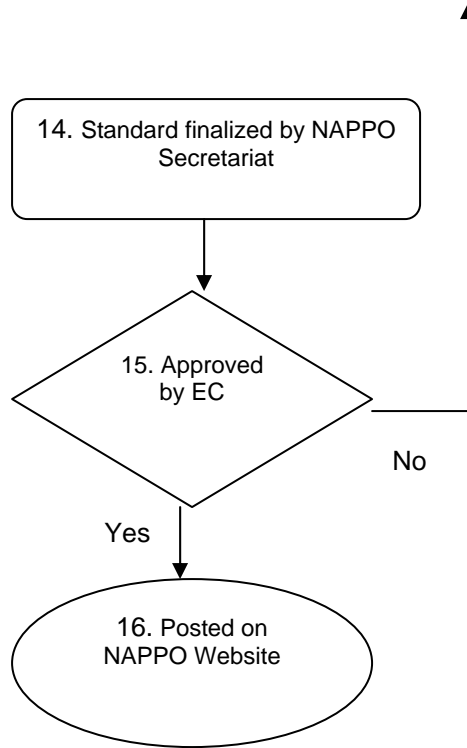
This annex was adopted by the NAPPO Executive Committee on October 17, 2011. The annex is a prescriptive part of the standard.

Annex 2: Flowchart for the NAPPO Standard Setting Process

Stage 1: Drafting







This annex was adopted by the NAPPO Executive Committee on October 17, 2011.
The annex is a prescriptive part of the standard.

Annex 3: Format for Specifications for Regional Standards for Phytosanitary Measures

Specification number

The Secretariat will provide the specification number. It should read "**SPECIFICATION No. X**".

Title or proposed title:

Identify (by agreed or proposed title) the topic of document which is the basis for the specification.

Reason for the standard/Reason for revision:

Describe the reason for preparing or revising the standard.

Relevance to fulfillment of the NAPPO Strategic Plan:

Explain how the standard will address the objectives of the NAPPO Strategic Plan.

Scope and purpose:

Describe the scope and purpose of the standard.

Tasks:

Describe specific needs, what is to be done, i.e. review, revise, update, formulate, etc. and expectations as well as the *modus operandi* for completing the tasks.

Expertise:

Identify the nature of expertise required and the number of experts needed.

Participants:

Identify experts or other individuals involved or proposed in accomplishing the task. [This is often not known at the time the specification is approved]

Approval:

Note the date and session of approval by the EC and the session when introduced into the NAPPO work programme.

References:

Identify discussion papers, draft standards, and other relevant documents or literature (optional)

This annex was adopted by the NAPPO Executive Committee on October 17, 2011.
The annex is a prescriptive part of the standard.

Annex 4: Format for Country Comments on NAPPO Draft Standards

DRAFT RSPM: (TITLE)

NAPPO member countries should use this table for sending their comments to the designated member identified for each draft standard on the NAPPO website and likewise for stakeholders outside the NAPPO region who should send their comments to the NAPPO Executive Director. See instructions on how to use this format at the end of the table. Filling this form will greatly facilitate the compilation of comments by the Drafting Group, Standards Panel and NAPPO Secretariat.

Country: _____ or: non-NAPPO stakeholder (Name & country): _____

1. Section	2. Type of comment	3. Location	4. Proposed rewording	5. Explanation	6. ¹ Accept/Reject	7. ¹ If rejected why?
I. General Comments						
ii. Specific Comments						
2.1 Title of the Draft						
2.2 Introduction						
2.2.1 Scope						
2.2.2 References						
2.2.3 Definitions						
2.2.4 Abbreviations, Acronyms Used in this Standard						
2.2.5 Outline of Requirements						
2.3 Background						
2.4 Requirements						
2. 4.1 General Requirements						
2.4.2 Specific Requirements						
III. Annex						
IV. Appendix						

¹These two columns are to be completed by the respective NAPPO Panel Members.

Instructions for the Use of the Format

Tables of comments will be compiled so that all country comments on each section (or even paragraph) will appear together. The compiled tables will be transmitted to the Standards Panel and likewise for comments provided by stakeholders outside of the NAPPO region.

Please do not add or delete columns and do not change their width.

Title of the columns and expected content:

COUNTRY

- To facilitate compilation of comments, the country name or non-NAPPO stakeholder should be indicated in every row for which a comment is being made
- **This section should always be completed.**
- **The country name should be that of the country submitting the comments. If non-NAPPO stakeholder, please indicate name and country.**

1. SECTION

- This gives the titles of sections as they appear in the draft, plus a row for general comments. If changes are proposed for titles of sections, they should be made in the column "proposed rewording".
- **There should be no empty cells in this column**
- General comments apply to the entirety of the standard. Specific comments apply to a defined section of the draft, which should be clearly identified.
- If several comments are made on several paragraphs of a same section, it is suggested that one or several row(s) should be added. The titles of the section should be repeated in the new rows
- If there is no comment on one section, the other cells in the row should be left empty or the entire row should be deleted.

2. TYPE OF COMMENTS

For each comment on specific sections of the text, governments / non-NAPPO stakeholders are requested to clearly indicate if the comment is considered to refer to:

- a technical/substantive issue with the content of the standard.
- an editorial issue
- a translation issue.

Technical/substantive issue

These are the comments which suggest changes to the meaning of the standard, if the concepts expressed or the technical content is wrong in the view of the country / non-NAPPO stakeholder commenting. They cover conceptual problems, scientific errors, technical adjustments etc. Rewording should be proposed and detailed explanations should be given to facilitate understanding and review by the Standards Panel.

Editorial issue

The ideas expressed are thought to be correct, but the wording could be improved (spelling, vocabulary used, grammar or structure of the sentence) to clarify or simplify the text. **The meaning must not be changed.**

Examples:

- A term appears in the text and is thought to be needed in the definitions section of the standard.
- A sentence needs to be changed to make it consistent with wording used elsewhere in the text.
- A clearer word which does not change the meaning could be used.
- The language used could be simplified

Note: Any change, although minor, which might change the meaning of the text is not editorial and should be classified as technical.

Translation issue

This is limited to points for which the English version is thought to be correct, but appears wrongly translated in the Spanish versions, or vice versa. Examples:

- A term of the Glossary used in the English version has not been given its proper Glossary equivalent in the Spanish version or vice versa.

- A technical term has not been translated with its proper technical equivalent in the plant protection framework
- A quote from another document should have been taken directly from the document concerned but has been retranslated.

3. LOCATION

The place where the comment applies in the section concerned should be clearly identified. It should refer to the text as circulated for country comments. To facilitate compilation of countries / non-NAPPO stakeholders tables, it is suggested that governments / non-NAPPO stakeholders refer to titles, paragraphs, sentences, indents with a standard wording to be used as indicated in the table below. Do not use "page" or "line" as these may vary depending on the word processor used. Examples:

Comment regarding	Wording to be used	Further specification of location
Title of the section	Title	
Rewording of the second paragraph of the section	Para 2	
Rewording of the fourth sentence of the 3rd paragraph of the section	Para 3, sentence 4	
Rewording of the 6th indent of paragraph 4	Para 4, indent 6	
Addition of a new indent after indent 2 in paragraph 7	Para 7, indent 2	Add after indent 2:
Addition of a new indent after the last of a list	Para 7, last indent	Add last indent
Addition of a new paragraph after paragraph 4	Para 4	Add new paragraph after para 4:

4- PROPOSED REWORDING

- Rewording should always be proposed for any changes thought necessary to the text. As relevant, modifications to the current text should appear as revision marks (i.e. text which is added or deleted should appear in a distinct way from unchanged text, for example text added can be underlined and delete text can be ~~struck through~~, as suggested here.
- Suggestions for new paragraphs/indents should be clearly identified as such ("add....").

5- EXPLANATION

This field should always be completed and should include the justification for the comment made. Such explanations are essential and should be sufficient for the Standard Panel to understand the comment and the proposed change.

This annex was adopted by the NAPPO Executive Committee on October 17, 2011.
The annex is a prescriptive part of the standard.

Annex 5: Recommended Format for Implementation Plans for NAPPO Standards

1. Name of Standard

List the name of the standard

2. Country Reporting

List the name of the country

3. Relevant Authority

3.1 Current Authority

Identify which current authority covers or partially covers the standard [If revisions are needed then go to 3.2]

3.2 Revisions to authority

Identify any revisions to existing authority which are required in order to comply with the standard.

4. Obtaining Authority to Adopt the Standard

Provide a brief description of the process required to revise existing authority or draft new authority, as appropriate. Identify the most critical activities and the estimated dates for completion.

Activity

Estimated Completion Date

5. Implementation of Standard

This section is strictly an estimate since the dates are contingent upon factors that the importing country no longer controls, such as the ability of the exporting country to agree to and meet the requirements.

This appendix was adopted by the NAPPO Executive Committee on 17-10-2011 and revised by the Standards Panel on XX-XX-2012.

The appendix is for reference purposes only and is not a prescriptive part of the standard.

Appendix 1: Usual Chronology of Events for the NAPPO Standard Setting Process (for approval at March and October EC meetings)

EVENT	For March EC approval	For Annual Meeting EC approval	Range of days required
1. Proposal for Standard sent to Executive Director (ED)	October 1	July 15	n/a
2. Executive Committee (EC) approves preparation of draft standard	October 31 (Annual Meeting)	August meeting	n/a
3. Secretariat organizes a drafting group (Panel/TAG)	October 31 – November 15	August	15-30
4. Drafting group and Standards Panel (SP) prepare detailed specifications	November 15 – December 10	September	20-30
5. Working Group (WG) reviews and approves specifications	January WG meeting	October meeting	n/a
6. EC approves specifications	February EC meeting	October meeting	n/a
7. Drafting group drafts standard	February to June	Mid- October– Mar 25	120-150
8. Draft standard submitted to NAPPO Secretariat	Mid-June	March 25	n/a
9. SP reviews draft standard	Summer meeting (end of June - first week of July)	March 26-April 7, electronically	5-15
10. NAPPO Secretariat finalizes draft (editing, formatting, translation)	Second week of July	April 7-21	5-14
11. Country consultation	July 7 – October 7	April 22- July 15	90
12. Drafting group and SP review and analyze comments, respond to comments as necessary and prepare final standard and Implementation Plans.	October (at Annual Meeting) or October to mid January	Mid-July to August	45- 60
13. NAPPO Secretariat does final translation and preparation of Standard by and sends it to the WG.	Mid- January – February	September	30-45
14. Approval by EC	March	October	n/a
15. Standard posted on NAPPO website	April	November	n/a

Note: Some flexibility is possible for the time periods described here, with the exception of the first day of country consultation. If that day is passed, the target approval date will have to be moved to the following EC meeting.