

## Country consultation for Regional Standards and other NAPPO documents

Country consultation for NAPPO documents follows the same process irrespective of the type of document - a Regional Standard, a Science and Technology, a Discussion Document, or some other document developed by a NAPPO Expert Group or by the NAPPO Advisory and Management Committee. The period of country consultation is sixty (60) days as approved by the NAPPO Executive Committee in June of 2023.

### Country Consultation steps.

1. The NAPPO Executive Director (ED) obtains the final draft document from the Expert Group Chair.
2. The NAPPO Secretariat, in consultation with the NAPPO Advisory and Management Committee (AMC), confirms the dates (start and finish) for the consultation period.
3. The NAPPO Secretariat reviews (Technical Director (TD) or ED), formats (TD or ED), and translates (Translator/Interpreter) the document(s) and places them in the Country Consultation folder under the appropriate year.
4. The AMC determines which EG member will be responsible for collecting comments in their country.
5. The designated member of the EG, alongside a member from the AMC for that country work together and are **responsible for the coordination of country consultation comments in their country.**
6. The AMC consults with the EG to identify all stakeholders that should be involved in the country consultation.  
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7. The NAPPO ED drafts a letter of congratulation/information to the EG and distributes the document to the NAPPO AMC and to the Expert Group before opening the country consultation.
8. The materials are uploaded to the NAPPO website and include the following:
  - a. Final document in Word format
  - b. General instructions for stakeholders
  - c. Table with points of contact in each country
    - i. Comments from within the NAPPO region must be sent to the designated EG and AMC members.
    - ii. Stakeholders outside the NAPPO region must send their comments to the NAPPO Executive Director.
9. Comments may be received from technical experts, industry and state/provincial representatives, regional organizations, and foreign governments, as appropriate.
10. Industry review should be coordinated through the appropriate Industry Advisory Group (IAG) representative. **The AMC member for that country ensures that this is coordinated.**

### Types of comments – please note, comments without explanation will not be considered.

#### 1. GENERAL

General comments apply to the entire document. Some things to think about when reviewing the document might be:

- Does the document address the subject accurately, completely and in a logical fashion?

- Does the document have practical value?
  - Do the sections make sense?
  - Is the material presented in a logical sequence? If not, might you suggest a different sequence? If so, why?
  - If changes/edits are suggested, please indicate the alternative presentation/spelling/sequence, and please provide the reason for the suggested change.
2. **TECHNICAL/SCIENTIFIC** - These comments cover conceptual problems, scientific errors, technical adjustments, etc. Alternate wording should be suggested, and a detailed explanation should be provided to facilitate review by the EG and AMC. Please ensure that an appropriate scientific or technical reference is provided in your comment, as appropriate.
3. **EDITORIAL/WORDING ISSUES** – language/wording may be improved to clarify or simplify the text. However, the meaning must not change. Please provide enough detail to assist the EG and AMC in understanding the comment and proposed change in wording.
- Examples:
- a. a term in the text is thought to better fit in the definitions section of the standard/document, if there is one
  - b. a sentence needs to be consistent with wording used elsewhere in the text
  - c. a more appropriate synonym could be used
  - d. the language could be simplified.
4. **TRANSLATION ISSUES** – These comments are specific to cases where the version in one language is thought to be correct, but the translation appears to be incorrect. Please indicate the suggested change and the reason for the suggestion.