Transport Regulation Revision
Quality plan
Quality plan to implement the 2015 revision process for the IAEA transport regulations

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Introduction

This booklet is intended as instructions for the revision process for SSR-6. Each revision process will start with this generic outline; however the booklet is designed to be a living document, to be updated as the cycle is progressed.

Although this booklet sets out how the process should be carried out it is important to note that it is not essential that the exact process contained in this booklet should be followed to achieve the desired outcome. For each of the revision cycles the process could be varied due to changes to external constraints etc. In updating the document achieving the outcome should be the major driver.

The process of revising SSR-6 will make use of many standard processes (such as how to hold a TM), and so will not elaborate on the details.

One of the important distinctions between this process and others is the clear separation of review and revision. This process is only implemented if a revision is called for as a result of one of the review processes.
Recommended Schedule

The following outline schedule is set out as guidance as to the preferred times for major actions. However, many of these are subject to external constraints (for example the meeting dates for TRANSSC will be subject to room availability), and these must be considered in setting the dates.

<table>
<thead>
<tr>
<th>#</th>
<th>Activity</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>1</td>
<td>Submission of the DPP to Coordination Committee</td>
<td>1 July 2015</td>
<td>25 July 2015</td>
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<tr>
<td>2</td>
<td>Coordination Committee approve DPP</td>
<td>25 July 2015</td>
<td>25 August 2015</td>
</tr>
<tr>
<td>3</td>
<td>Preparation of papers for TRANSSC 31</td>
<td>25 August 2015</td>
<td>1 September 2015</td>
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<tr>
<td>4</td>
<td>Committees comment on DPP</td>
<td>1 September 2015</td>
<td>30 October 2015</td>
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<tr>
<td>5</td>
<td>TRANSSC 31, WASSC, RASSC and NUSSC approve the final DPP</td>
<td>30 October 2015</td>
<td>20 December 2015</td>
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<tr>
<td>6</td>
<td>Submission of the DPP to the CSS</td>
<td>20 December 2015</td>
<td>10 January 2016</td>
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<td>7</td>
<td>CSS comment on DPP</td>
<td>10 January 2016</td>
<td>10 March 2016</td>
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<tr>
<td>8</td>
<td>CSS Approve DPP</td>
<td>10 March 2016</td>
<td>20 March 2016</td>
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<tr>
<td>9</td>
<td>Preparation of initial draft</td>
<td>July 2015</td>
<td>20 March 2016</td>
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<tr>
<td>10</td>
<td>Submission of First Draft to Coordination Committee</td>
<td>20 March 2016</td>
<td>31 March 2016</td>
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<tr>
<td>11</td>
<td>Coordination committee review first draft</td>
<td>31 March 2016</td>
<td>10 April 2016</td>
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<tr>
<td>12</td>
<td>Preparation of papers for TRANSSC 32</td>
<td>10 April 2016</td>
<td>10 April 2016</td>
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<tr>
<td>13</td>
<td>Committees comment on first draft</td>
<td>10 April 2016</td>
<td>10 June 2016</td>
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<tr>
<td>14</td>
<td>TRANSSC 32, WASSC, RASSC and NUSSC approve the first draft for 120 day review</td>
<td>10 June 2016</td>
<td>30 June 2016</td>
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<tr>
<td>15</td>
<td>CSS coordinator supplied draft for 120 day review</td>
<td>30 June 2016</td>
<td>10 July 2016</td>
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<tr>
<td>16</td>
<td>120 day review</td>
<td>10 July 2016</td>
<td>30 November 2016</td>
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<tr>
<td>17</td>
<td>Take into account member state comments (at TRANSSC 33?)</td>
<td>10 November 2016</td>
<td>30 December 2016</td>
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<tr>
<td>18</td>
<td>Submission of Final Draft to Coordination Committee</td>
<td>30 December 2016</td>
<td>10 January 2017</td>
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<tr>
<td>19</td>
<td>Coordination committee approves start of the publication process</td>
<td>10 January 2017</td>
<td>20 January 2017</td>
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<tr>
<td>20</td>
<td>Preparation of papers for TRANSSC 34</td>
<td>20 January 2017</td>
<td>10 February 2017</td>
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<tr>
<td>21</td>
<td>Preparation for TRANSSC 34</td>
<td>10 February 2017</td>
<td>20 April 2017</td>
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<tr>
<td>22</td>
<td>TRANSSC 34, RASSC, WASSC and NUSSC approve publication ready text</td>
<td>20 April 2017</td>
<td>20 June 2017</td>
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<tr>
<td>23</td>
<td>Submission of the Final draft to the CSS</td>
<td>20 June 2017</td>
<td>1 August 2017</td>
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<tr>
<td>24</td>
<td>CSS comment on Final Draft</td>
<td>1 August 2017</td>
<td>30 September 2017</td>
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<tr>
<td>25</td>
<td>CSS endorses final draft for publication</td>
<td>30 September 2017</td>
<td>20 October 2017</td>
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<tr>
<td>26</td>
<td>Director General approves final draft for publication</td>
<td>20 October 2017</td>
<td>10 January 2018</td>
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<tr>
<td>27</td>
<td>Board of Governors approves the final text for publication</td>
<td>10 January 2018</td>
<td>10 March 2018</td>
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### Schedule

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>OPTION 2 – NO OVERLAP</strong></td>
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<tr>
<td>1 Submission of the DPP to Coordination Committee</td>
<td>1 November 2015</td>
<td>1 December 2015</td>
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<tr>
<td>2 Coordination Committee approve DPP</td>
<td>1 December 2015</td>
<td>1 January 2016</td>
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<tr>
<td>3 Preparation of papers for TRANSSC 32</td>
<td>1 January 2016</td>
<td>1 February 2016</td>
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<tr>
<td>4 Committees comment on DPP</td>
<td>1 February 2016</td>
<td>1 May 2016</td>
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<tr>
<td>5 TRANSSC 32, WASSC, RASSC and NUSSC approve the final DPP</td>
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<tr>
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<tr>
<td>11 Coordination committee review first draft</td>
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<tr>
<td>12 Preparation of papers for TRANSSC 30</td>
<td>10 February 2017</td>
<td>15 February 2017</td>
</tr>
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Two options are provided.
Option 1 is the compressed fast option, but still utilises TRANSSC 33 in the role of a “revision panel”. This would feed into the June meeting in an even year (2016) for the 21st Edition of the UN Orange Book.
Option 2 is longer and utilises TRANSSC 33 and TRANSSC 35 in the role of “revision panels”. This would feed into the first meeting in a UN biennium for the 22nd Edition of the UN Orange Book.
TRANSSC 29 (Fall 2014) should, on the basis of the initial scoping of the review process, consider which option is more appropriate. Further options can be developed with longer timescales should a more comprehensive revision be required. It is also possible that the second option could be extended to include an interim “UN update addendum” and to involve more integration between IAEA and UN.

Quality plan to implement the 2015 revision process
1. Submission of the DPP to Coordination Committee

*Who is involved in this activity:*  
The Secretariat

*What is the purpose of this activity:*  
Providing the DPP for review

*How will this be achieved:*  
By forwarding to the SSCS.

*When should this take place:*  
Two weeks before the Coordination Committee.

*Input required for this activity:*  
A fully complete DPP for the documents requiring change. This should identify the timescale for document production, the issues that will be dealt with in the revision and the proposed publication means (amendment, new edition etc).

*Output from this activity:*  
None

*Resources:*  
A draft DPP.

NOTES  
SPESS Step 2a  
This marks the start of the standard Agency document revision process.
2. Coordination Committee approve DPP

**Who is involved in this activity:**
The Coordination Committee

**What is the purpose of this activity:**
Review, revise (if required) and approve the draft DPP

**How will this be achieved:**
At their meeting.

**When should this take place:**
At their meeting.

**Input required for this activity:**
A fully complete DPP for each document requiring change. This should identify the timescale for document production, the issues that will be dealt with in the revision and the proposed publication means (amendment, new edition etc).

**Output from this activity:**
An updated approved DPP.

**Resources:**
A draft DPP.

**NOTES**
SPESS Step 2b
This marks the start of the standard Agency document revision process.

One important issue to note is that revisions every two years have caused concern amongst some in the past. It has been the case that one agency meeting has considered a request for a DPP while the next has considered the revisions coming from a previous DPP. In other words the revision process was attempting to revise documents that had not been finally approved. As a result, when this revision process is underway there will be no review process.
3. Preparation of papers for TRANSSC

Who is involved in this activity:
The Secretariat.

What is the purpose of this activity:
To present the DPP for approval by TRANSSC and other committees.

How will this be achieved:
Committees web site.

When should this take place:
This activity must be complete at least 2 months prior to the first committee meeting.

Input required for this activity:
The Coordination Committee approved DPP.

Output from this activity:
The DPP is loaded on the “drafts for comment” web page.

Resources:

NOTES
SPESS Step 3a
4. Committees comment on DPP

Who is involved in this activity:
TRANSSC, WASSC, RASSC and NUSSC.

What is the purpose of this activity:
To obtain committee comment on the draft DPP.

How will this be achieved:
By correspondence (exceptionally at the meeting).

When should this take place:
At the latest 3 weeks before the first committee meeting.

Input required for this activity:
The draft DPP as accepted by the Coordination Committee.

Output from this activity:
TRANSSC, WASSC, RASSC and NUSSC comments on the DPP.

Resources:
A draft DPP

NOTES:
SPESS Step 3b
It is possible that these committees meet either before or after TRANSSC.
5. TRANSSC, WASSC, RASSC and NUSSC approve the final DPP

Who is involved in this activity:
TRANSSC, WASSC, RASSC and NUSSC

What is the purpose of this activity:
To approve the draft DPP, taking into account comments.

How will this be achieved:
Normal discussion process.

When:
At the first committee meetings of an even numbered year.

Input:
The draft DPP and the comments (which should be available to committee members three weeks in advance of the first committee meeting).

Output:
An approved DPP for submission to the CSS.

Resources:

NOTES:
SPESS Step 3c
6. Submission of the DPP to the CSS

Who is involved in this activity:
The Secretariat

What is the purpose of this activity:
Providing the DPP for review

How will this be achieved:
By placing on the CSS web page.

When should this take place:
Two months before the CSS.

Input required for this activity:
A fully complete DPP for the documents requiring change.

Output from this activity:
None

Resources:
A draft DPP.

NOTES
SPESS Step 4a
7. CSS comment on DPP

Who is involved in this activity:
CSS

What is the purpose of this activity:
To obtain comment on the draft DPP.

How will this be achieved:
By correspondence (exceptionally at the meeting).

When should this take place:
At the latest 3 weeks before the CSS meeting.

Input required for this activity:
The draft DPP.

Output from this activity:
CSS comments on the DPP.

Resources:
A draft DPP

NOTES:
SPESS Step 4b
8. CSS Approve DPP

Who is involved in this activity:
The CSS.

What is the purpose of this activity:
Approval of the DPP

How will this be achieved:
By discussion

When should this take place:
At the meeting of the CSS.

Input required for this activity:
The TRANSSC approved DPP which includes the proposed publication method.

Output from this activity:
An approved DPP

Resources:
TRANSSC approved DPP.

NOTES:
SPRESS Step 4c.
9. Preparation of initial draft

Who is involved in this activity:
The Secretariat with appropriate support.

What is the purpose of this activity:
To incorporate any proposed text from issue identification papers into a new draft of SSR-6 and TS-G-1.1.

How will this be achieved:
This may be achieved through use of a consultants meeting, or at a meeting of TRANSSC. The results will be collected in a set of documents in line with document control.

When should this take place:
This activity must be complete at least 2 months prior to the first committee meeting. Recommended date is mid Nov of an even year.

Input required for this activity:
The issue identification forms and a copy of the regulatory and guidance documents in editable format.

Output from this activity:
A revised set of documents (SSR-6, TS-G-1.1) incorporating all of the issues where text has been provided.

Resources:
An editable version of the documents (normally at rev 0) is essential. Also, input from drafting experts such as technical editors and legal drafters may be helpful. A short consultants meeting may be required.

NOTES:
SPESS Step 5
Once an issue has been identified and agreed upon it is appropriate that it is dealt with. Where text needs discussion/development the secretariat may establish a CS or similar to improve the proposal to permit its inclusion. The Secretariat will not develop text, but will rely on input from MS experts.
10. Submission of First Draft to Coordination Committee

*Who is involved in this activity:*  
The Secretariat

*What is the purpose of this activity:*  
Providing the First Draft for review

*How will this be achieved:*  
By forwarding to the SSCS.

*When should this take place:*  
Two weeks before the Coordination Committee.

*Input required for this activity:*  
A first draft for the documents requiring change.

*Output from this activity:*  
None

*Resources:*  
Draft document.

**NOTES**  
SPESS Step 6a
11. Coordination committee review first draft

Who is involved in this activity:
The Coordination committee

What is the purpose of this activity:
Review the first draft of the document(s) for approval to go to 120 day comment.

How will this be achieved:
N/A

When should this take place:
At their next meeting. Allow two weeks to supply documents to the Coordination Committee.

Input required for this activity:
A complete draft of the revised documents dealing with all of the issues, and a copy of the DPP. If possible a table of changes.

Output from this activity:
Approval to go forward with 120 day review.

Resources:
The competed drafts of the regulations and advisory material addressing all issues identified.

NOTES:
SPESS Step 6b
12. Preparation of papers for TRANSSC

Who is involved in this activity:
The Secretariat.

What is the purpose of this activity:
To prepare papers which will allow TRANSSC to resolve comments by the Coordination Committee and other Standards committees.

How will this be achieved:
Placing the draft on the committees web page.

When should this take place:
This activity must be complete at least 2 months prior to TRANSSC.

Input required for this activity:
Complete drafts of the documents, as submitted to the coordination committee, along with any comments from the Coordination committee.

Output from this activity:
The output is a consolidated set of documents suitable for comment by the committees and use at the TRANSSC meeting.

Resources:
A short consultants meeting may be required.

NOTES:
SPESS Step 7a
13. Committees comment on first draft

Who is involved in this activity:
TRANSSC, RASSC, WASSC and NUSSC members.

What is the purpose of this activity:
To ensure TRANSSC members are prepared for the meeting.

How will this be achieved:
Review the issues and other papers

When should this take place:
To be complete at least three weeks before the first committee meeting.

Input required for this activity:
The first drafts produced by the secretariat.

Output from this activity:
Committee members are expected to generate knowledgeable opinions.

NOTES:
SPESS Step 7b
14. TRANSSC, WASSC, RASSC and NUSSC approve the first draft for 120 day review

Who is involved in this activity:
TRANSSC, WASSC, RASSC and NUSSC.

What is the purpose of this activity:
To resolve comments from the Coordination committee and the committee members.
To approve the documents for 120 day review.

How will this be achieved:
By discussion at the meetings

When should this take place:
At the next meetings of the committees

Input required for this activity:
The first draft of the documents as approved by the coordination committee.
Copies of comments by committee members and the Coordination committee.

Output from this activity:
An updated draft of the documents which takes into account the comments and is suitable for 120 day review.

Resources:
The first draft of the documents.

NOTES:
SPRESS Step 7c
It is important to note that this is only the first draft of the document.
15. CSS coordinator supplied draft for 120 day review

Who is involved in this activity:
The CSS coordinator.

What is the purpose of this activity:
Places draft on web page for 120 day comment.
Circulates letter to missions informing them of comment period.

How will this be achieved:
Using the standard agency approved process.

When should this take place:
Within one month of the final committee meeting.

Input required for this activity:
Draft of documents as produced by TRANSSC 4.

Output from this activity:
Web page with draft(s) and comment forms.

Resources:

NOTES:
SPESS Step 8a
16. 120 day review

Who is involved in this activity:
Member States.

What is the purpose of this activity:
Provides comments on the drafts.

How will this be achieved:
On the standard IAEA comment forms by whatever process is adopted in the member state.

When should this take place:
During the 120 day period.

Input required for this activity:
The draft documents on the IAEA web page.

Output from this activity:
A set of comments on the draft documents from each state wishing to make them.

Resources:
Drafts and comment forms from the IAEA web site.

NOTES:
SPESS Step 8b
Member states are expected to solicit input from appropriate people in their country, and to supply the comments on the standard forms. It is suggested that member states should provide a first quality control on the comments in a manner appropriate to their country.
17. Take into account member state comments

Who is involved in this activity:
The Secretariat with appropriate support

What is the purpose of this activity:
To account for member state comments and notes resolution on standard IAEA comment forms.
To produce the final draft of the documents.
To send forward the documents for consideration for publication.

How will this be achieved:
Consider and resolve all member state comments on comment resolution forms.
The Secretariat will create a set of draft documents on the basis of the completed forms.

When should this take place:
Recommended dates are mid to end November of an odd year.

Input required for this activity:
The 120 day draft and the collated comments from member states.

Output from this activity:
A final set of draft documents taking into account the resolution of member state comments.
Completed comment forms including resolution of issues.

Resources:
120 day draft of documents in editable form.
Collated set of member state comments.

NOTES
SPRESS Step 9
It should be noted that this activity is not required to take place in a TRANSSC meeting, but that it may do so. It is acceptable for other meetings (e.g. a revision panel) to be called to carry out all or part of this process.
18. Submission of Final Draft to Coordination Committee

Who is involved in this activity:
The Secretariat

What is the purpose of this activity:
Providing the Final Draft for review

How will this be achieved:
By forwarding to the SSCS.

When should this take place:
Two weeks before the Coordination Committee.

Input required for this activity:
A final draft for the documents requiring change.

Output from this activity:
None

Resources:
Draft document.

NOTES
SPESS Step 10a
19. **Coordination committee approves start of the publication process**

*Who is involved in this activity:*
The Coordination committee.

*What is the purpose of this activity:*
To approve the final document to move forward to the publication process.

*How will this be achieved:*
N/A

*When should this take place:*
At their next meeting.

*Input required for this activity:*
The final draft of the documents under review.

*Output from this activity:*
An approval to move forward to the publication process.

*Resources:*
The final draft.

*NOTES:*
SPESS Step 10b
It may be best if technical editing had taken place before the Coordination committee sees the draft.
20. Preparation of papers for TRANS SSC

Who is involved in this activity:
The Secretariat.

What is the purpose of this activity:
To make a collated collection of comments from member states available to committee members.

How will this be achieved:
This is likely to be achieved through use of a consultants meeting. The secretariat may use spreadsheets or databases to collate comments. The output will be by normal paper distribution means.

When should this take place:
This activity must be complete at least 2 months prior to the first committee meeting.

Input required for this activity:
Member state comments on the IAEA comment form.

Output from this activity:
The output is a consolidated set of comments suitable for use at the committee meetings.

Resources:
A short consultants meeting is likely to be required.

NOTES:
SPESS Step 11a
21. Preparation for TRANSSC

Who is involved in this activity:
TRANSSC members.

What is the purpose of this activity:
To ensure TRANSSC members are prepared for the meeting.

How will this be achieved:
Review the issues and other papers

When should this take place:
Prior to TRANSSC.

Input required for this activity:
The consolidated set of issues produced by the secretariat.

Output from this activity:
TRANSSC members are expected to generate knowledgeable opinions.

NOTES:
SPESS Step 11b
22. TRANSSC, RASSC, WASSC and NUSSC approves publication ready text

Who is involved in this activity:
TRANSSC, RASSC, WASSC and NUSSC.

What is the purpose of this activity:
Review the final document for publication and approve (potentially with comments).

How will this be achieved:
Through discussion at the committee meetings

When should this take place:
At the committee meetings

Input required for this activity:
Final draft and comments by member states and technical editors.

Output from this activity:
A publication ready version of the documents

Resources:
Draft documents and all comments

NOTES:
SPRESS Step 11c
Technical editing must have taken place prior to this meeting.
23. Submission of the Final draft to the CSS

Who is involved in this activity:
The Secretariat

What is the purpose of this activity:
Providing the final for review

How will this be achieved:
By placing on the CSS web page.

When should this take place:
Two months before the CSS.

Input required for this activity:
A fully complete set of documents requiring change.

Output from this activity:
None

Resources:
Final draft documents.

NOTES
SPESS Step 12a
24. **CSS comment on Final Draft**

*Who is involved in this activity:*
CSS

*What is the purpose of this activity:*
To obtain comment on the draft documents.

*How will this be achieved:*
By correspondence (exceptionally at the meeting).

*When should this take place:*
At the latest 2 weeks before the CSS meeting.

*Input required for this activity:*
The draft documents.

*Output from this activity:*
CSS comments on the documents.

*Resources:*
The draft documents

*NOTES:*
SPESS Step 12b
25. **CSS endorses final draft for publication**

*Who is involved in this activity:* CSS

*What is the purpose of this activity:* Endorse the final draft for publication.

*How will this be achieved:* N/A

*When should this take place:* At the meeting of the CSS.

*Input required for this activity:* Publication ready draft.

*Output from this activity:* Approval to publish.

*Resources:* Publication ready draft.

*NOTES:* SPESS Step 12c
26. Director General approves final draft for publication

Who is involved in this activity:
Director General

What is the purpose of this activity:
Approves the final draft for submission to BoG.

How will this be achieved:
Standard clearance process on livelink

When should this take place:
????

Input required for this activity:
Publication ready documents

Output from this activity:
Approved Board paper in all six UN languages.

Resources:
Publication ready documents.

NOTES:
SPSS Step 13a and b
The Director General approves advisory text for publication, but regulatory text must also be approved by the Board of Governors.
The secretariat should send a WP to the UN to indicate the decision of the Director General incorporating all changes.
27. Board of Governors approves the final text for publication

Who is involved in this activity:
Board of Governors

What is the purpose of this activity:
Approves the final draft for publication.

How will this be achieved:
N/A

When should this take place:
At the September meeting of an even year at the latest.

Input required for this activity:
Publication ready documents and if possible a Table of Change.

Output from this activity:
Approval to publish.

Resources:
The publication ready regulatory document in all six languages.

NOTES:
SPESS Step 13b
Board of Governors approval is only required for regulatory text. The Secretariat should inform the UN through an information paper of the Board of Governors decision.