

Protocol for the preparation of Reports – National and Regional Groups

A. Substantive content

1. The questions in the Study Guidelines follow the format:
 - I. Current law and practice
 - II. Policy considerations and possible improvements to your current law
 - III. Proposals for harmonisation.
2. Please answer the questions in Section I of the Study Guidelines under your Group's current law. If both national and regional laws apply to your answer, please answer the question separately for each set of laws.
3. Please answer the questions in **all** Sections I to III, unless asked to do otherwise.
4. The most important section is Section III. The answers to these questions provide the basis for the drafting of the Resolution by the appointed Study Committee. To make the Resolution relevant and meaningful, the Study Committee needs a considered and substantive response to the questions in Section III.
5. Please provide reasons with your answers, but keep the answers succinct.
6. The preparation of Reports should not be the task of a single member of your Group. Rather, Reports should be the result of the input and opinion of as many members as possible from your Group who are able to contribute, even if the Report is ultimately prepared by a drafting subcommittee. This also ensures thorough and broad coverage of the topic.
7. It is important that your Reports present a 'real world' view. To assist in this regard, please ensure that any in-house or other industry members in your Group (**Industry Members**) are invited to participate in the preparation of your Reports.
8. Otherwise, at the very least, and in particular in relation to the Section III proposals for harmonisation, please ensure Industry Members are consulted. Please state in the on-line form which industry sector views are included in the Section III proposals for harmonisation.
9. **Please make every effort to state a consensus position of your Group's views on the matters canvassed in your Reports. This is most important in relation to the Section III proposals for harmonisation.**

B. Format

1. Please submit your Reports in English. Please do not submit French, German or Spanish (or other) translations of your Reports.
2. Please do not include long extracts of national or regional laws. Please make any reference to laws by way of website details or preferably hyperlinks.
3. While case references to legal decisions are useful, please do not include long discussions of decisions. Preferably, simply state the relevant legal principle(s) established.
4. Please keep footnotes succinct and to a minimum.
5. Any images included in your Reports should be in high resolution.
6. No summary of your Report is required.

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