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ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

World Forum for Harmonization of Vehicle Regulations

One-hundred-and-forty-fourth session
Geneva, 11-14 March 2008
Item 2.2 of the provisional agenda

COORDINATION AND ORGANIZATION OF WORK

Programme of Work and Documentation

Guidelines for the Preparation and Submission of Documents to WP.29 and to its
Subsidiary Bodies

Note by the Secretariat */

This document contains a proposal to harmonize the preparation of documents to be transmitted to WP.29 and its subsidiary bodies (GRs). This document is based on the “Guidelines on the Preparation and Submission of Documentation”, published by the Documents Management Section of the UNOG conference Services Division. It replaces TRANS/WP.29/1042.

*/ In accordance with the programme of work of the Inland Transport Committee for 2006-2010 (ECE/TRANS/166/Add.1, programme activity 02.4), the World Forum will develop, harmonize and update Regulations in order to enhance performance of vehicles. The present document is submitted in conformity with that mandate.

GUIDELINES FOR THE PREPARATION AND SUBMISSION OF DOCUMENTS TO WP.29 AND TO ITS SUBSIDIARY BODIES

The World Forum for Harmonization of Vehicle Regulations (WP.29) and its six Working Parties are dealing annually with about 1 100 documents (working documents and informal documents) with a total number of about 11,297 pages. The preparation and submission of these documents is the task of the secretariat. The number of documents and also the number of pages are increasing every year (in average by 6 per cent per year) and are resulting in an increased burden for the secretariat.

The efficiency of the work of the secretariat depends largely on the time which is necessary to spend on the documents received in order to transmit them, in due form, to the bodies concerned.

This document aims to facilitate the preparation and submission of documents by the secretariat, respecting the editing rules (see the annex to this document) based on the “Guidelines on the Preparation and Submission of Documentation”, published by the Documents Management Section of the UN Conference Services Division. These Guidelines and more detailed information on the preparation and submission of documentation can be consulted at the following UN website: <http://conf-serv.unog.ch/DocsControl/home.html>

The usual procedure for WP.29 working documents is that, in a first step, a proposal is transmitted to the Working Party concerned as an informal document. After a first consideration, the Working Party either rejects the proposal or decides to resume its consideration at one of its next sessions. For the latter purpose, the experts of the Working Party are requested to clarify their position on the proposal and the secretariat is requested to prepare and distribute the proposal as an official working document. If the official working document is adopted by the Working Party, it will be submitted for consideration to WP.29 and/or to one of its Administration/Executive Committees. However, a proposal can also be addressed directly to WP.29 and, in some cases, an official working document is not preceded by its informal version (e.g. corrigenda to existing Regulations).

For the preparation and submission of documents, the proposals should arrive to the secretariat in electronic form (as a MSWord file via e-mail or other electronic means). In the case of informal documents, the deadline is one week and, in the case of official working documents eleven weeks before the session of the body concerned. Specimens for both, informal and working documents, are attached as Appendices 1 and 2 to this document. Informal documents which are not intended to be prepared later on as official working documents may also be transmitted as PDF formatted files.

Forum or Working Party:	Secretary's email address:	Informal document		Working document	
		format:	deadline <u>1</u> /:	format:	deadline <u>2</u> /, <u>3</u> /:
WP.29	juan.ramos.garcia@unece.org	MSWord/PDF, see Appendix 1	1 week	MSWord, see Appendix 2	11 weeks
GRRF, GRPE	romain.hubert@unece.org	MSWord/PDF, see Appendix 1	1 week	MSWord, see Appendix 2	11 weeks
GRB, GRSG	paul.rabar@unece.org	MSWord/PDF, see Appendix 1	1 week	MSWord, see Appendix 2	11 weeks
GRSP, GRE	Edoardo.gianotti@unece.org	MSW Word/PDF, see Appendix 1	1 week	MSWord, see Appendix 2	11 weeks

The documents prepared by the secretariat are published on the website of WP.29 (<http://www.unece.org/trans/main/welcwp29.htm>) and, in the case of official working documents, translated into the official languages, then published and distributed.

With regard to the drafting of reports to the sessions of WP.29 and its Working Parties, the secretariat has been instructed by UN Documents Management Section that such reports are subject to the 16-page limit rule. As part of the secretariat's efforts to reduce the length of session reports, only facts and decisions by the Working Parties will be reproduced in the reports (it is no longer possible to reproduce all the different positions of the delegations during the discussion). As all session documents, as well as the Working Parties' decisions for their follow-ups, have to be mentioned in the report, the secretariat is exploring all possible efforts to reduce the number of documents tabled during the session. For that purpose, delegates and experts are kindly requested to assist the secretariat in that effort by submitting in due time:

- documents of high quality (see above-mentioned guidelines);
- documents of high potential for adoption (e.g. in order to prepare a common position proposal, the document should be circulated for comments and support to the main interested players of the Working Party concerned, before its transmission to the secretariat).

1/ in weeks before the session. Documents transmitted to the secretariat after this deadline will be posted on the website after the session concerned.

2/ in weeks before the session. The secretariat cannot assure the translation of documents transmitted between 11 and 10 weeks before the session. Documents transmitted to the secretariat less than 10 weeks before the session will not be translated into the other official languages. During the summer holidays in August and at Christmas time, the deadline might vary by an additional period.

3/ the UN guidelines on the preparation and submission of documentation establishes that the agenda of the sessions and a forecast of documents for the session be submitted 12 weeks before the session. In consequence, it is highly recommended to submit proposals for official documents 12 weeks before the session.

Annex

EDITING RULES

Format of documents

The following elements should be taken as a basis for the preparation of informal or working documents intended to be transmitted to WP.29 or one of its subsidiary bodies:

Page size: ISO A4 paper size (210 mm x 297 mm)

Page setup: Sections start with new pages;
Headers and footers with "different odd and even pages" through the whole document and, in addition, the first section with "different first page";

Margins top margin: 2 cm
bottom margin: 3.5 cm
left margin: 3 cm
right margin: 1.5 cm
header margin: 1 cm
footer margin: 3.5 cm
mirror margins

Printing font: Times New Roman, 12 pts, regular (the text in tables/figures might be different)

Paragraphs: Alignment justified, indentation 0 cm, spacing 0 pts, single lining

Content and structure of documents

Please note the following aspects and structure when preparing a document:

- the text of the proposal should be edited in as simple a way as possible, i.e. formatting codes should be as basic as possible;
- the text of the proposal should be clear and unambiguous, and the length should be as short as possible;
- indicate the title of the document and mention the delegation which will transmit the document to the secretariat;
 - in case of a Corrigendum: include in the title: Corrigendum to the
 - in case of a Revision: include in the title: Revised proposal for
- indicate in a first paragraph the purpose of the proposal by referring, if possible, to specific existing documents or amendments to regulations;
- in the case of draft amendments to an existing regulation, indicate under a first section entitled "PROPOSAL" your proposed text for amendments by marking the modifications to the existing text in **bold** characters; the amendments should be listed in the same order of the paragraphs to the existing text of the regulation;
- indicate the rational or justification of your proposal in a second section entitled "JUSTIFICATION";
- the document should be concluded by 5 centered dashes (e.g. "- - - - -");
- if a paragraph has more than one sentence, each dot is followed by two blanks;

- all paragraphs should be separated by an extra line;
- abbreviations are permitted, but should be mentioned explicitly the first time that they are used.

If formatting codes are used in the proposal, the following conditions have to be taken into account.

Use:

- UPPERCASE letters for titles and headings only;
- Title case for sub-titles and sub-headings;
- Underline for definitions or important words (e.g. table x, figure y);
- **Bold** style to mark in revised proposals modifications to the original text;
- ~~Strikethrough~~ effect to mark the deletion of the original text;
- only "straight quotes" (no "smart quotes");
- the automatic footnote function of MS Word, when footnotes are called for. Footnotes should be numbered continuously, underlined and followed by a dash (i.e. 1/ or */);
- capital letter, if you refer to a specific annex or appendix (e.g. see Annex 7 or Appendix 9) (in English only);
- page numbers should be generated through the header/footer function of MS Word by using the automatic page numbering;
- tabulation: left margin at 0, tab set at every 1.2 cm;
- at the end of a line before and after numbers, the special formatting feature " " (= Shift+Ctrl+Spacebar) to avoid the following line starting by a number as well as an automatic return between the number and its unit (in MSWord the formatting marks "¶" should be in modus "show").

Avoid:

- italic style,
- highlighted or coloured text.

Do not use:

- automatic numbering system (neither automatic bullets),
- automatic contents,
- links and/or cross-references to other parts of text in your document,
- the hyphenation feature of MS Word,
- a special format for quotation matter in the manuscript.

There are even small differences in the presentation of a text depending on the language used:

	English language	French language
After the end of a sentence and before starting a new subsequent sentence:	insert two blank-spaces after the dot	insert one blank-space after the dot
The abbreviation % :	should be written in full text "per cent"	can be used
Numbers and their units should be written in the format as follows:	1,234.56 min ⁻¹	1 234,56 min ⁻¹
Subparagraph numbering:	should be followed by a final dot (e.g. paragraph 1. or 1.2.3.)	should not be followed by a final dot (e.g. paragraph 1. but 1.2.3)

Specimens for an informal document and a working document are given in Appendixes 1 and 2 to this annex.

Appendix 1

SPECIMEN FOR THE SUBMISSION OF AN INFORMAL DOCUMENT

Informal document No. GR....-...-....
(... GR..., ... 200...,
agenda item ...)

Transmitted by the expert from ...

PROPOSAL FOR DRAFT AMENDMENTS TO REGULATION No. xx

Note: The text reproduced below was prepared by the experts from ... in order to

A. PROPOSAL

Paragraph x., amend to read:

"x. A "vehicle" means:
...."

B. JUSTIFICATION

Ad paragraph x.:

The definition of

Appendix 2

SPECIMEN FOR THE SUBMISSION OF AN OFFICIAL WORKING DOCUMENT

**UNITED
NATIONS**

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**Economic and Social
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Distr.
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ECE/TRANS/WP.29/GR.../200.../...
... 200...

ENGLISH
Original: ENGLISH
ENGLISH AND FRENCH ONLY

ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

World Forum for Harmonization of Vehicle Regulations

Working Party on ... (GR..)

..... session

Geneva, - 200...

Item ... of the provisional agenda)

Agenda item title

Subtitle

Title of the document

Proposal for draft amendments to Regulation No. ...(i.e. Proposal for ...)

(insert here short title of the Regulation)

Submitted by the expert from ... */

The text reproduced below was prepared by the expert from ... in order to It is based on a document without a symbol (informal document No. GR...), distributed at the ... GR... session. The modifications to the existing text of the Regulation are marked in **bold** characters.

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A. PROPOSAL

Paragraphs x. to y., amend to read:

"x.
.... the **prescriptions as specified** in

y. according to **provisions** of Annex z, paragraph ... "

Paragraph x.x., the word "may", correct to read "shall".

Paragraph x.x.y., should be deleted (including the reference to footnote */ and footnote */).

Paragraphs x.x.z. to x.y.z. (former), renumber as paragraphs x.x.y. to x.y.y.

Insert a new paragraph x.y., to read:

"**x.y. The results of the test have to**"

Annex z,

Paragraph x., amend to read (deleting the last subparagraph):

"x. The number of"

B. JUSTIFICATION

This document aims
