

Standard format for documents

(for proposals regarding amendments to a legal instrument)

Title of agenda item

Title of proposal, setting out the question

Transmitted by ...

Summary

Executive summary: This description outlines the proposed objective (amendment, information only; etc.)

Action to be taken: Reference is made to the paragraphs of the legal instrument to be amended.

Related documents: Other key documents are listed.

Introduction

Motive/developments, which justify the amendment.

Proposal

Description of the proposed amendment, including amended text of paragraphs and consequential amendments.

Justification

Cost: What are the cost implications?

Feasibility: Which economic sector or public service is concerned by the proposed amendments?

What are the consequences in terms of advantages and disadvantages?

Is a transitional period required?

Impact: Will the proposed amendment have any implications, for example in terms of reduced fuel consumption or increased insulating capacity?

Enforceability: Once implemented, can the amendments be observed or monitored?
