**APPLICATION TO DEVELOP A NEW GUIDE DOCUMENT OR UPDATE AN EXISTING GUIDE**

This form is used to initiate work on a new or existing APLMF Guide document. The Proposer can be a Working Group Chair, a Member or the Secretariat. The Proposer submits the completed form to the Secretariat. The application will be reviewed by the Executive Committee and a response provided within 3 months.

1. **This section is completed by the Proposer:**

**Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposer’s Name/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Details of the Proposed Guide Document:**

(include a synopsis of the contents of the proposed guide, how long will be required to write the first draft of the guide, who will be involved)

* 1. **Rationale for why this Guide Document is needed or why the existing Guide requires amendment:**
  2. **State who will be responsible for drafting or updating the Guide:**

**Name:**

**Economy/Working Group/Secretariat:**

**Email contact:**

1. **This section is completed by the Secretariat:**
   1. **Application approval process:**

|  |  |
| --- | --- |
| **Discussed by Executive on:** |  |
| **Decision by Executive :** |  |
| **Signed by President:** |  |

For additional information about the process refer to [**Procedure for approval of APLMF Guide Documents**](https://www.aplmf.org/development-and-approval-of-guide-documents.html)