

“Procedure for approval of APLMF Guide and Administrative Documents”

V3 17-10-21

Step	Guide Documents	Administrative Documents
1	Working Group, Member Economy or Secretariat recommends the development of a Guide document; providing the purpose of the document, a synopsis of its contents, and a rationale of why the Guide document is needed.	Member Economy, Working Group or Secretariat establishes a requirement and brief to develop a proposal, decision paper or procedure document.
2	APLMF approves the development of the Guide document.	President circulates the first draft of the Administrative Document to the Executive Committee, providing 1 month for feedback.
3	The appropriate WG creates the Guide Document and provides the draft to Secretariat. Draft is uploaded to Member Only section of the APLMF website (documents for review)	Secretariat revises and improves the draft based on comments received from the Executive Committee. Draft is uploaded to Member Only section of the APLMF website (documents for review)
4	Secretariat requests comments from members providing a 3 month response time.	Secretariat requests comments from members providing a 3 month response time.
5	Comments sent to WG who amend/improve the draft. Steps 3-4 are repeated until the WG feels that the document has been finalised and is ready for approval of the Forum.	Secretariat improves the document based on feedback/comments received from members. If significant changes are made to a document following consultation, the Secretariat could elect to re-circulate to members for a further period of consultation. Secretariat determines what is significant.

<p>6</p>	<p>Final draft approved by APLMF via on-line vote (with a 1 month response time) or vote at Forum meeting</p> <p>Acceptance criteria will be agreement of >50% of votes cast by full member economies with abstentions and failures to reply not counted as votes cast</p>	<p>Final draft approved by APLMF via on-line vote (with a 1 month response time) or vote at Forum meeting.</p> <p>If a document is not approved the Executive will determine if we repeat steps 5-6 or shelve the project.</p> <p>Acceptance criteria will be agreement of >50% of votes cast by full member economies with abstentions and failures to reply not counted as votes cast.</p>
<p>7</p>	<p>Guide Document is published on the APLMF Website</p>	<p>Final Documents is published on the APLMF website.</p>