

## **PROTOCOL FOR PREPARATION OF GROUP REPORTS**

1. A Group Report should be responsive to and follow, so far as possible, the framework suggested by the Working Guidelines for the relevant Question.
2. While case references to national legal decisions are useful, it should not normally be necessary in a Group Report to discuss those decisions (as opposed to stating the legal principle(s) established).
3. National Groups are responsible for the contents, spelling and trilingual Summaries of their Group Reports.
4. Summaries of Group Reports are vital to inform readers quickly what each Group is proposing. Where a reader cannot understand the language of a Group Report, the translation of the Summary may be the only way the reader knows what the Group is proposing. Therefore, care and skill must be applied in order to produce accurate Summaries. The content and length of Summaries will be primarily dictated by the nature of the Report itself, but the following Guidelines should be applied in their preparation:-
  - 4.1 The objective of each Summary is to inform readers what the Group is proposing on the principal issues raised by each Question.
  - 4.2 The Summary should be in accordance with any directions given in the relevant Working Guidelines.
  - 4.3 The Summary should state the main conclusion(s) and proposal(s) of the Group Report, and should be placed at the end of the Report.
  - 4.4 The Summary should not restate the issues raised by the Questions nor the reasons for conclusion(s) and proposal(s).
  - 4.5 It is desirable that the Summary should be as short as practicable; it should preferably not exceed 150 words.
  - 4.6 The language used in the Summary should be clear and concise. The sentences should be short and to the point.

5. Group Reports should:-

- 5.1 be transmitted to the AIPPI Secretariat by e-mail to [mail@aippi.org](mailto:mail@aippi.org)
- 5.2 be Arial, 12 pt font,
- 5.3 have only a single line between two paragraphs or after titles (there should not be two or more lines of spacing, as they have to be taken out again individually for internet publication).
- 5.4 not have underlined text, only bold type.
- 5.5 repeat questions or parts of them in italic type.

Where a National Group is unable to comply with delivery by e-mail or on diskette, the text must be supplied as a clear, top copy (no copies or fax transmissions) without corrections, underlining or footnotes.

6. The heading of Group Reports should be as follows:-

[Name of country  
in English  
in French  
in German]  
Report Q. [number of Question]  
by the [nationality] Group  
[or]  
in the name of the [nationality] Group  
by [Jane X and John Y]  

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[Title of Question]