

# INSA Process

## Comment Handling & Proposal Generation

21<sup>st</sup> June 2010

This document details the process that the INSA Secretariat will follow to ensure the efficient handling and processing of comments on the Naval Ship Code (including the Code and the Guide).

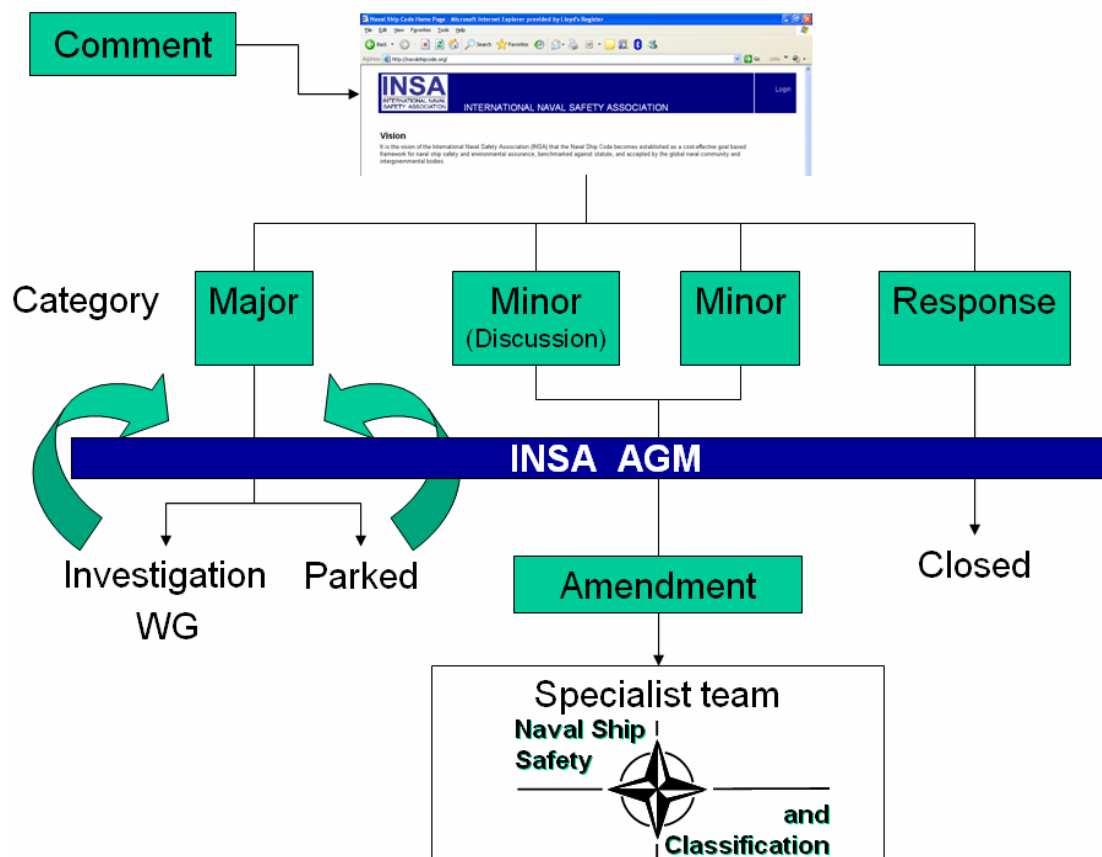


Figure 1: Comment Handling Process

### Comments

Comments from INSA participants should ideally be input directly by the participant into the INSA website, providing as much background information as possible. The comment will be logged against the participants name and assigned a unique number.

Alternatively, comments can be emailed to the Secretariat and they will input them on behalf of the originator. This may be necessary if a participant does not have access to the INSA website or if an organisation that is not an INSA participant has comments on the Naval Ship Code.

Comments may either be in the form of issues only (although a suggestion of the potential way forward from the originator is encouraged) or as a proposal to change or add to a section of text.

Comments must be submitted by the end of July for processing and discussion at the October Annual General Meeting (AGM).

## **Comment Category**

The Secretariat will undertake a technical review of all submitted comments and assign them a category as follows:

- *Major* – The issue requires further investigation and discussion with participants as it may have a high impact on a single chapter or affect a number of chapters. It may not be clear how the proposed issue will fit with the concept of operations of the Navies that participate in INSA.

Background information on each Major issue will be distributed to all participants prior to the AGM where they will be discussed. It may then be assigned to a working group for further investigation and the development of a proposal, parked for future resolution or dismissed by the participants.

- *Minor (discussion)* – The issue is identified as Minor as it only affects a small section of the document but there is no clear way ahead and the opinion of the participants is required prior to the preparation of a proposal.

Background information on each Minor (discussion) issue will be distributed to all participants prior to the AGM where they will be discussed. If the way forward is agreed by the participants at the AGM, the secretariat or one of the participants may be tasked to write the proposal for agreement at the subsequent AGM.

- *Minor* – The issue affects a small section of the document and the secretariat is able to prepare a proposal to change the document which will address the issue.

Background information on each Minor issue will be distributed to all participants with the proposal prior to the AGM where they will be discussed if necessary and either accepted or rejected. If the proposal is rejected, the secretariat or one of the participants may be tasked to re-write the proposal for agreement at the subsequent AGM.

- *Response* – The issue does not require a change to the document. The issue may have been raised previously and rejected or changes may be ongoing, in a working group for example, that address the issue.

A response will be provided including background information on the reasons that the issue will not be taken further. The responses will be distributed to all participants prior to the AGM where they can challenge the decision to close the issue without taking further action. If agreed by the participants at the AGM, the issue can be re-categorised as a Major or Minor issue and dealt with accordingly.

## **Proposal Generation**

The Secretariat will write proposals for the Minor issues and will collate and present the information for all other categories of comments received. The Secretariat will also ensure that proposals received directly from participants are correctly formatted and numbered. A standard proposal template will be used and the following numbering system will be applied:

- *09MAJ01* – 2009 Major Issue Number 1
- *09DIS01* – 2009 Discussion Issue Number 1
- *09MIN01* – 2009 Minor Issue Number 1
- *09RES01* – 2009 Response Number 1

When an issue has been assigned a number at a previous AGM, this is to be referenced in the background text of the new proposal but the proposal will be given a new number which relates to the year in which it is presented at the AGM.

## **INSA AGM**

The INSA AGM will generally take place in October each year. The Secretariat will distribute any proposals, working group output and Major & Minor (discussion) items at the end of August. Participants will be asked to comment on the distributed information by the end of September. Where appropriate, the Secretariat will make changes to the proposals based on these comments, using Microsoft Word 'track changes' to indicate the updates and re-send the proposals to all participants by the end of September. At the same time, the Secretariat will also distribute a document containing all the comments received from participants.

Following the AGM, the comments received against the proposals will be reviewed by the Secretariat and, where appropriate, proposals to update the Guide will be developed for the subsequent AGM.

At the AGM proposals will be either accepted or rejected with a potential for re-work of rejected proposals. Working groups may be set up to deal with Major issues or multiple Minor issues affecting a particular chapter.

### **Comment Status**

Following the AGM, the comments section of the website will be updated to show the status of comments agreed during the meeting.

- *[Blank]* – No status yet assigned
- *Closed* – Comment resolved because proposal was accepted or a response was returned with no action – the Secretariat will update the notes section of the website with the outcome for the comment.
- *Assigned to Working Group* – Comment has been assigned to a Working Group for resolution in the forthcoming year.
- *Assigned to Secretariat* – Comment has been assigned to the Secretariat to write a proposal for next years AGM
- *Parked* – Comment was not able to be dealt with at the AGM or proposed working groups for the following year. It will be addressed by a future working group because a technical issue is raised or a sufficient number of comments accumulate.

### **Comment Response**

Following the update of the comments section of the website, the secretariat will respond directly to comment originators whose organisations are not participants of INSA with the outcome to the issue that they raised.

### **Publication of Amended Code**

Proposals for changes to the Naval Ship Code which are accepted at the AGM will be processed by the Secretariat.

Accepted proposals will be compiled as a list for distribution to participants and also consolidated into the current version of the Naval Ship Code to produce an updated version of the Code.

The Secretariat will deliver the updated version of the Code to the INSA Chairman within two months of the AGM (nominally end December) who will liaise with the NATO specialist team to get the updated version reviewed and approved. A new version of the code will be published in April of each year on the NATO website.