

Notes on the Process for submitting comments on CAP699

1 Introduction

Developing and submitting comments on CAP699 serves an important purpose which, if done well, contributes to improving training and proficiency outcomes through making and maintaining effective guidance.

To achieve these aims comments must be valid and stated cogently in a professional manner. They may eventually be made public in a Comment Response Document (CRD).

Developing and submitting good quality comments can be **very** time-consuming for a large document but well-considered draft inputs from commenters can contribute greatly to an efficient process. Commenters and focals can assist if the following guidelines are used.

2 Responsibilities of Commenters:

- Provide accurate comments, highlighting any issues where guidance might need to be confirmed or reviewed.
- Provide supportive comments where we agree with the publication but are aware that other commenters might not agree.
- Write the comment, using objective language, write in full sentences, take care with tone etc.
- Use the comment form as supplied and follow the guidance notes in the example in 2.1.
- Submit the comments by the deadline.

2.1 Example Completed Comment (with Guidance Notes)

Commentor:	A N Other, GSS
Page No:	4
<p>Paragraph No: 3.27</p> <p>Comment:</p> <p>This unit may be misaligned and may sit better under the AWM role</p> <p>Justification:</p> <p>Clarify the justification for the comments or rationale for the response</p> <p>Proposed Text (if applicable):</p> <p>add a new sub-paragraph</p> <p>"(-) the actions to be taken with regards to declarations".</p>	

Enter name & organisation (for internal use).

Enter page number of the document to assist collation.

Enter the full paragraph reference. If the same comment needs to be made against several paragraphs, try to make it in a form that is appropriate to an earlier, higher-level paragraph. If this is not possible, repeat the comment in separate entries against appropriate paragraph(s).

Write the comment for an external audience i.e. be diplomatic, however irrational you consider the proposal.

- Avoid repetition; summarise (if at all) just sufficiently to make the point briefly and cogently.

Try to enter a good justification, at the very least include something like "Clarity required." Never leave this blank.

A proposal helps the case but leave this blank if there is none.