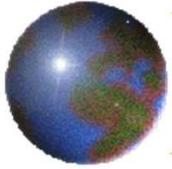


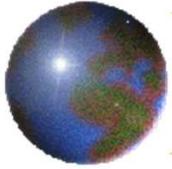


Process for the creation of SPDs and PSs



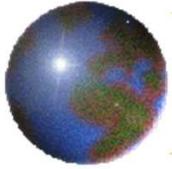
What are the Steps?

1. SPD formatted for SPD software sent to Regional Office
2. **Regions amend/add SPDs and let the GO know**
3. Global Office reviews amendments/additions
4. Regions/Countries Conduct Pre-Surveys
5. **Reg/Country Select PS**
6. **Regions provide Preliminary PSs to the GO**
7. Taking and Compiling pictures
8. Regional meeting to discuss and adopt PSs
9. **Final Review PS/ Send regional PSs to Global Office**
10. GO uses bridge software to create PSs in Toolpack format
11. Translate regional PSs into the 6 official languages
12. GO uploads regional PSs for the first group to the Toolpack



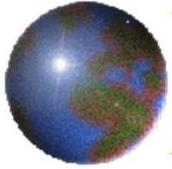
Step 2. Regions amend/add SPDs and let the GO know

- ❖ The software allows Regions to add characteristics
- ❖ So we need to keep track of those changes to:
 - ❑ Continue the effort of harmonizing the SPD with regional inputs
 - ❑ Ring comparison exercise
 - ❑ Future rounds of ICP



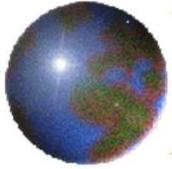
(cont.) need to keep: how

- ✦ Regions send a report to GO specifying:
 - ✦ Which characteristics were added for each SPD
 - ✦ Whether new SPDs per BH are needed
 - ✦ Any other appropriate comments



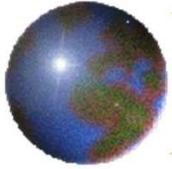
Step 5: Reg/Country Select PS: guidelines

- ✦ Use all the necessary specs to avoid ambiguity
- ✦ Select some characteristics in each section of the SPD (Quantity and Packaging; Source/Destination; Seasonal Availability and Representativity; Product Characteristics.)



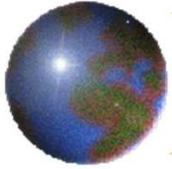
(cont.) Reg/Country Select PS

- ✦ Quality vs. quantity of the specs: Repetitive or generic information does not add value to the description
- ✦ “Source/Destination” requires that the product is either “Domestic” or “Import”
- ✦ Each PS should specify the Unit Of Measure and the Size of Unit (the preferred quantity in the Toolpack)



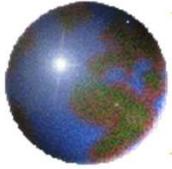
Step 6: Regions provide Preliminary PSs to the GO

- ⊕ The GO will review them with guidelines in mind
- ⊕ The GO will send comments to the Regions on the PSs



Step 9: Final Review PSs/ Send regional PSs to Global Office

- ✦ The Regions will finalize the review of their PSs,
- ✦ and they will send to the GO the final PSs in XML file



Keys to success

- ⊕ This process needs the cooperation and the team work between GO and Regions
- ⊕ Please refer to the GO contact persons
- ⊕ Let the GO know about your needs
- ⊕ A continuous and smooth dialogue is key to the success of multi regional work like ICP