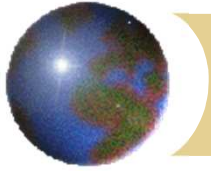


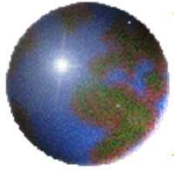


# *Process for the creation of SPDs and PSs*



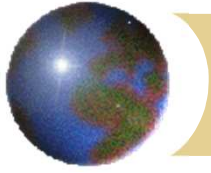
## *What are the Steps?*

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



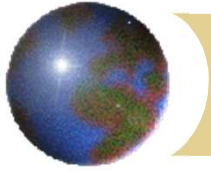
## *Step 2.Regions amend/add SPDs and let the GO know*

- ❖ 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



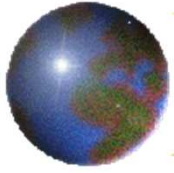
*(cont.) need to keep: how*

- ✚ 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



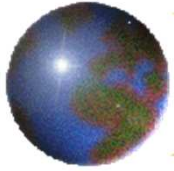
## *Step 5:Reg/Country Select PS: guidelines*

- ✚ 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.)



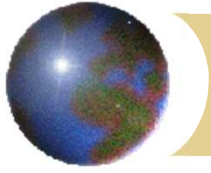
## *(cont.) Reg/Country Select PS*

- ✦ 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*

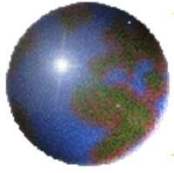
- ✚ The GO will review them with guidelines in mind
- ✚ The GO will send comments to the Regions on the PSs



## *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