

## Memo

TO: Executive Committee  
From: Amali Seneviratne, Staff Liaison to ASC & PC  
Date: 7 October 2019

### **RE: Proposed non-substantial, straightforward drafting amendments to ISAP 4, as a result of a professional editorial review**

As a general practice, ISAPs and the associated glossary are subject to an independent professional editorial review as a final step before we place the final documents on the 30-day Council agenda for adoption.

**The Secretariat completed such a review for the ISAP 4 documents, and wish to (in consultation with Andrew Chamberlain, ASC Chair, and Micheline Dionne, Chair of the ISAP 4 TF) recommend a few non-substantial editorial changes to the proposed final ISAP 4 as marked up in the attached.**

We are proposing these changes following the provisions in paragraph 6.2 of the due process for ISAPs, which reads as follows:

*The Executive Committee has the option, having consulted the ASC, to amend the version presented to Council for voting, if technical and straightforward drafting amendments would, in their view, increase the quality of the ISAP and the likelihood of consensus being achieved at the meeting of the Council. In that case, the revised version, reflecting also any revisions resulting from the final review process described in paragraph 5.6, should be submitted to Council in time to be included on Council's 30-day agenda.*

**Considering that these are non-substantial, straightforward drafting amendments we will be including on the 30-day Council agenda for Tokyo the updated version of ISAP 4 along with a cover memo to Council from EC recommending its adoption, subject to there being no objections from the EC.**

With the agreement of Gabo Hanak, President IAA, we are including the updated ISAP 4 documents and the cover memo to Council as an informational item on the agenda for the 15 October 2019 EC meeting.

*Note: The PC leadership and PC TF on checking due process compliance have been duly informed, and they are in favour of making these changes as proposed.*

#### Attachments:

1. [Cover memo from EC to Council recommending adoption](#) (for 30-day agenda)
2. [Proposed Final ISAP 4](#) (clean version for 30-day agenda)
3. [Markup of ISAP 4](#) showing non-substantial, straightforward drafting amendments made to the 60-day agenda version (Only for EC information, not for the 30-day agenda)
4. [Associated Glossary](#) (For 30-day agenda, same as 60-day agenda version)
5. [Professionalism Committee report confirming compliance with due process](#) (for 30-day agenda, same as 60-day agenda version)