

## CAN POLICY DEVELOPMENT PROCEDURE

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### **CAN Policy Procedure:**

*This document outlines the online methodology for developing, getting consensus and putting in place specific CAN policies.*

1. Someone keen to develop a policy in a particular area suggests as such to the CAN Policy Co-ordinator. The Policy Co-ordinator seeks endorsement from the CAN Policy Committee.
2. The Policy Co-ordinator puts up an initial draft into the CAN Policies area. If the person suggesting the policy is not already a member of the on-line group: the CAN Policy Development Team, they will need to request membership of the group to gain access. If you want to do that, please send a message to the CAN Policy Development Coordinator (email [policy@can.org.nz](mailto:policy@can.org.nz)), with a copy to the Webmaster (email [webmaster@can.org.nz](mailto:webmaster@can.org.nz)).
3. The Policy Development Team then develops a first draft of the policy. When thought ready, the Policy Co-ordinator notifies the exec that it is available for their review. It will be available online for both groups for a specified period (typically two weeks).
4. The Policy Development Team incorporates comments as it sees fit and any further debate occurs. When thought ready, the Policy Co-ordinator extracts the draft policy, inserts it into the policy template then forwards and issues the policy as a second draft PDF file to the Exec and CAN Forum for a specified period (typically two weeks).
5. The Exec may terminate the policy development process at this stage if it appears that CAN opinions are diverse and if it feels that a consensus policy document, widely supported by CAN members, will be difficult to achieve.
6. Comments are either returned to the Policy Co-ordinator or posted into the on-line version of the draft policy. The Policy Co-ordinator then puts any returned comments into the on-line version of the draft policy.
7. The Policy Development Team incorporates comments and makes changes as it sees fit. When ready, the Policy Co-ordinator extracts the draft policy, inserts it back into the policy template and creates a PDF version of the policy. The Policy Co-ordinator then issues the policy as a provisional policy to the Exec and to the

CAN Forum and changes the status of the online version of the policy to Provisional and uploads the PDF file to the website.

8. The provisional policy will be sent to the editor of ChainLinks for publication, with comments requested from members (or other interested parties) within three weeks of the ChainLinks mail-out.
9. The next [e.CAN](#) (CAN electronic newsletter) will include a link to the provisional policy on the website and request members' comments by a specified date (to coincide with the ChainLinks feedback date).
10. Comments are either returned to the Policy Co-ordinator or posted into the on-line version of the provisional policy. The Policy Co-ordinator then puts any returned comments into the on-line version of the provisional policy.
11. The Policy Development Team modifies the policy as it sees fit, based on responses from CAN members and any other views. When ready, the Policy Co-ordinator extracts the updated policy, inserts it back into the policy template and creates a PDF version of the policy. The Policy Co-ordinator then issues it to Exec to determine whether the policy can be released as a CAN policy. Exec may terminate the policy development process at this stage if it appears that CAN opinions are diverse and if it feels that a consensus policy document, widely supported by CAN members, will be difficult to achieve.
12. When and if Exec endorses the policy, the CAN Policy Co-ordinator uploads the approved policy PDF to the website. The status of the policy is modified to "approved" status. The release of the policy is notified in [e.CAN](#) and [ChainLinks](#), and released to the media and any other known interested parties as needed.
13. Each approved policy will be reviewed annually to see if any alteration is needed.
14. Any approved policy can be substantially revised only by repeating the process above. However, minor amendments (for example, to the supporting information for a policy) may be made by the Policy on-line group.

The CAN Policy Co-ordinator:

- Aims for at least five policies per year to be developed;
- Keeps the policy template up to date;
- Administers the on-line policy development group;
- Keeps in contact with each policy development leader regarding progress and feedback;
- Retains a copy of each significant version of the policy (first draft, second draft, provisional policy and CAN policy) as it is developed; and
- Maintains a record of policy development including the date of issue for each policy, and the names of commentators and whether they were generally supportive of, or opposed to, the policy (if known).