

Strasbourg, 13 December 1999

T-AP (99) 19
Adopted version

**STANDING COMMITTEE OF THE EUROPEAN CONVENTION
FOR THE PROTECTION OF ANIMALS
KEPT FOR FARMING PURPOSES (T-AP)**

38th meeting

Strasbourg, 23 – 26 November 1999

HANDLING OF DOCUMENTS

adopted by the Standing Committee on 23 November 1999

Handling of documents

1. All comments will be circulated to all representatives and observers prior to the plenary session if received before the deadline set. Documents received after the deadline will not be translated, but will be tabled. The originator will be expected to raise the relevant points at the appropriate time in the discussions.
2. Recommendations drafted by a Contracting Party (CP) or Working Group (WG) shall be submitted to the Bureau who will consider them before issuing them for discussion at plenary sessions.
3. Documents and comments sent to the Bureau will remain confidential to the Bureau if the originator has requested so. Other documents/comments may be circulated to all representatives and observers if considered advisable by the Bureau or if so requested by the originators.
4. Representatives or observers may submit new documents or documents already sent to the Bureau, for discussion at the next plenary session.
5. Until it is formally adopted, each draft text remains restricted. Therefore, representatives and observers may only use them on their own responsibility, with proper care and information on their current status.
6. Comments received from representatives and observers, as well as summaries of proceedings, even after their formal adoption, remain confidential to the T-AP.
7. The Secretariat can issue only copies of Recommendations of the Standing Committee which have been formally adopted, and, if agreed by the Standing Committee, of triennial reports.