

Cape Town Convention Academic Project

Facilitating the study of the Convention on International Interests in Mobile Equipment

Reporting Process – administrative and other non-judicial activity

1. After receiving a completed report on administrative and other non-judicial activity from a relevant party (using the form on the database, the ‘report’) **submitted via email to kyleb22@uw.edu copying jawool@uw.edu**, the Project will perform a *prima facie* review as to whether the report appears factual in nature and otherwise conforms with the specified terms of reference. The report must not include opinion, speculation, or commercial or proprietary information or materials. It should include relevant official government documents, including written opinions or orders from the administrative agency, if publicly available. If the initial report does not appear to meet these requirements, it will be returned to the submitting party for revision.
2. If the report appears to satisfy such requirements, the Project will (a) assign the report a reference number, and (b) contact the relevant administrative entity and the other parties identified in the initial report requesting their comments on the report (using the form on the database, ‘comments’) **submitted via email to kyleb22@uw.edu copying jawool@uw.edu**. Comments will be reviewed against the terms of reference set out above. Comments not appearing to meet those criteria will be returned to their submitter for revision.
3. Comments appearing to meet the terms of reference will be circulated to all relevant parties, and all parties will have an opportunity to comment on such comments.
4. After all relevant parties have submitted their comments (or indicated that they do not want to participate), the Project will analyse the report and comments and attempt to harmonise them into a single draft summary (‘summary’). The Project may proceed with a summary without the comments (or indication of desire not to participate) of all relevant parties based on the facts and circumstances, but in all cases will provide such parties with at least three weeks to reply or indicate their intent to reply.
5. The Project will circulate the draft summary to all relevant parties. The relevant parties will be asked to approve the summary or explain any objections. If there are objections (within a three-week period), the Project will prepare a new draft summary attempting to address such objections.
6. If all relevant parties reach a consensus that the draft summary is acceptable or no responses are provided within a three-week period, it will be finalised and added to the Project database.
7. If the relevant parties are unable to agree on a summary, the initial report and all subsequent comments will be added to the Project database.