

**Administrative Instruction
ICC/AI/2004/002**

Date: 04 February 2004

FORMAT FOR ADMINISTRATIVE INSTRUCTIONS

Section 1

Purpose

1. The purpose of this instruction is to set out a format for all Administrative Instructions issued pursuant to Section 3 of **ICC/PRESG/G/2003/001** in order to ensure uniformity in the issuance of instructions.

Section 2

General

- 2.1. The procedures for the promulgation of all Administrative Instructions are contained in Administrative Instruction **ICC/AI/2004/001**.
- 2.2. In order to ensure uniformity and to clearly distinguish Administrative Instructions from other issuances, the following guidelines must be adhered to:
 - (a) Use the Microsoft Word Template for all Administrative Instructions that is available on the Intranet.
 - (b) Use Palatino Linotype font.
 - (c) The title of the document should be centred, bold, and in size 12pt.
 - (d) Headers should be underlined and have size 12pt, sub headings should be underlined and have size 11pt. Headers and sub headings should be centred. The body text should be typed in regular font and have size 10 pt.

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- (e) The document should be divided into Sections. Each Section should have a heading covering the main topic. Individual provisions on the same topic should be grouped under the same number (i.e. "1.1."; "1.2." etc). Sub provisions on the same issue should be grouped in alphabetical order (i.e. "(a)"; "(b)" etc).
 - (f) Provisions should, as a general rule, consist of as few sentences as possible. Sentences should be concise, clear and appropriately expressed. They should be drafted in direct indicative or imperative mood. Use of jargon as well as descriptive words should be avoided.
 - (g) Important information such as the authority under which an Administrative Instruction is issued, the date of entry into force, prior instructions which are superseded or amended should always be included.
 - (h) In choosing the date for promulgation, care should be taken that the instruction is available to those concerned when it enters into force.

Section 3

Final Provisions

3. This Instruction shall enter into force on 04 February 2004.



Bruno Cathala
Registrar