

ANNEX II

HOW TO MAKE COMMENTS ON D2 OF THE REVISED IRPP BREF

Comments must be entered into BATIS before the deadline set in the letter. This is because BATIS will not allow inclusion/modification/deletion of any comment after the deadline has expired. Until the deadline, only the owner of the comments will be able to read, modify or delete his/her comments in BATIS. When the deadline is reached, the European IPPC Bureau will make all comments available to all TWG and Forum members as soon as possible.

Because using BATIS to make comments requires a BATIS login and password, only formally nominated TWG members can do so. The European IPPC Bureau recognises that some TWG members work with shadow groups composed of experts that are not formally in the TWG. For this reason and in order to ease the process of gathering comments from various sources that do not have a BATIS login, the European IPPC Bureau has implemented a specific function that enables the TWG member to make visible the origin of the comment. All comments and information received will be uploaded onto the BATIS Forum for IRPP, unless you specifically request otherwise.

The European IPPC Bureau strongly encourages the direct use of BATIS to make comments on D2. Commenting by the use of an EXCEL spreadsheet is a method designed mainly for TWG members who work with shadow groups who are not formal members of the TWG. **This option should not be the preferred one**, as it may lead to additional work and, **what it is worst, to wrong allocations of comments if the template is not filled out properly**. That is to say, not using directly BATIS to make comments and using instead the EXCEL spreadsheet, **might risk comments not being properly managed by BATIS if the EXCEL spreadsheet is not filled out properly, with the consequent risk that comments could be lost or it could be difficult to attribute comments to the correct source**. In any case, the latest version of the spreadsheet template has been uploaded to BATIS under the same folder where D1 of the revised LCP BREF is posted. Instructions on how to use the template can be found in the notes within the template. BATIS reads information from particular parts of the sheet into specific data fields. If using this spreadsheet, **please DO NOT add/delete or change anything on the template or merge cells in the template or change the names of the columns or rearrange their order**.

In order to enable efficient handling and analysis of the submitted documents, please take into account the following:

- Submit comments **preferably directly into BATIS using the BATIS Online Reviewer Tool**;
- Provide **the rationale** for each comment (without this rationale, it will be difficult to appropriately take the comment into account);
- State clearly **what** you want changed and **how the text should be modified** (generic comments with no solution suggested, or questions with no answer suggested, are not very helpful and are likely to be rejected);
- When correcting spelling or text errors, please indicate clearly what the error is and distinguish these kind of comments from material changes/documents.

Any supplementary information to fill gaps or to correct inaccuracies should be uploaded in the respective BATIS Forum: Forums >> Intensive Rearing of Poultry and Pigs >> Review of the IRPP BREF >> 16 Information after Draft 2

Please post your documents into the subfolder created with the name of the country or association you are representing, by using consecutive numbers and by clearly indicating to which section of the IRPP BREF the documents refer to.