

Statutory Instrument Practice

Circular No.1 (03)

Date of Issue: 14 February 2003

SI TEMPLATE

1. Use of the SI template across departments has continued to increase since its introduction for the live production of SIs was announced in SI Practice Circular No.1 (02). It is now providing efficiency gains for departments and enabling the earlier publication of instruments. A number of departments have, however, experienced problems in using the validation process within the template and as a result a new version of the template (version 2.3) has now been released. This is available for downloading from the HMSO website at www.hmso.gov.uk/si/template. The User name and password remain unchanged as follows:

User name: sitemplate

Password: carr3t :

2. The new version of the template contains a complete rewrite of the validation process which will provide users with several benefits:

- Improved efficiency
- Clearer error reporting
- Removal of bug fixes from the previous version.

Further details can be found in the release notes that accompany the template on the website.

3. It is recommended that all users should replace their existing template with the newly released version and that this should be used in future. Completed and partially finished documents created using older versions of the template will function correctly with the new version. The website contains detailed instructions as to how to replace the existing template with the new release.

4. Further improvements in the template are planned with a completely new release (version 3.0) due in March/April 2003.

5. Queries regarding use of the SI template should be addressed to the SI Template Support Desk on Tel: 020 7873 8495 or e-mail: sid@theso.gsisup.co.uk.

LAYING OF INSTRUMENTS

6. Departments should be aware that as a consequence of the change in the sitting hours for the House of Commons, both the House of Commons and House of Lords have changed the times at which they will accept documents for laying.

7. In the House of Commons the Journal Office will be open during the following hours:

Mondays (or other days when the House meets at 2.30pm): 11.00 am to 8.30 pm.

Tuesdays, Wednesdays and Thursdays: 9.30 am to 5.30 pm

Sitting Fridays: 9.30 am to 3.00 pm

Non-sitting Fridays: 11.00 am to 3.00 pm

In exceptional circumstances, documents may be received after the cut-off time by prior arrangement with the Head of Night or Votewriter in the Journal Office (Tel: 020 7219 3320).

8. In the House of Lords the following office hours will apply:

Mondays: 11.00 am to 5.00 pm or the rise of the House, whichever is the later

Tuesdays, Wednesdays, Thursdays and Sitting Fridays: 9.30 am to 5.00 pm or the rise of the House, whichever is the later

Non-Sitting Fridays: 11.00 am to 5.00 pm

Departments should note that the sitting hours of the House of Lords have not changed. The House of Lords Printed Papers Office (Tel: 020 7219 1246) can answer any questions about receipt of documents in the House of Lords.