

Statutory Instrument Practice

Circular No.4 (03)

Date of Issue: 28 August 2003

PRODUCTION OF STATUTORY INSTRUMENTS USING THE SI TEMPLATE

Purpose

1. This circular advises:
 - a. the availability of version 2.4 of the SI template;
 - b. a new e-mail address to be used for queries regarding use of the SI template;
 - c. a new requirement to provide additional contact information with the letter sent to TSO for SIs produced using the SI template; and
 - d. the new procedures to be followed where accelerated printing timetables may be required for instruments produced using the SI template.

Background

2. The SI template has been developed for authoring Statutory Instruments and has been in live use since November 2002 for the production of Statutory Instruments. The template which is compatible with Word 97 and later versions of Word, has all the necessary features and styles built in to enable the production of a facsimile of an SI document with the exception of those containing graphics or complex tables or formulae. Departments have found considerable benefits from using the template resulting in the production of consistent documents, eliminating the need for production and checking of printer's proofs and enabling the earlier publication of instruments.

New version of the SI template

3. A new version 2.4 of the SI template including a revised User Manual and Reference Guide, can be downloaded from the HMSO website at:

www.hmso.gov.uk/services/si_template.htm

To access the site you will also need to enter the following details:

The username which is: sitemplate

The password which is: carr3t

Detailed instructions about replacing an existing version of the SI template can also be found within the FAQs which are also available on the download page.

4. The new version of the template incorporates a number of improvements in the validation routines:

- validates that numbered paragraphs (including those within Long Quotes) have valid numbering;
- validates that Long Quotes and nested Long Quotes have matching pairs, and use the correct style;
- an error message is produced if superscript ordinals are used for dates;
- validation produces an error if a Title is not found, unless in combination with a Resolution paragraph;
- error message is produced for incorrect use of lower level headings;
- a warning message is produced for dashes other than em-dashes found at paragraph ends, and for use of 'straight' quotes; and
- hidden text (i.e. when tracked changes has been used) will cause an error message.

The new version also enables images to be inserted using an Image insert button, following strict image format rules defined in the User Manual.

5. Although there were a number of initial teething problems with the validation of instruments using the SI template resulting in delays in production, the release of version 2.3 of the template overcame most of these and few of the instruments now being produced are failing validation. The latest release should further assist in elimination of remaining problems.

6. Experience has suggested that where problems have arisen these can be speedily resolved if TSO can liaise directly with the individual responsible for drafting/production of the instrument. As a result departments are now asked to provide contact details in their letter to TSO, for the person with whom TSO should liaise to resolve any validation problems which arise. A revised version of the standard letter to TSO containing instructions for printing and publication (Statutory Instrument Practice – Forms and Precedents FP 13) is attached at Annex A to this circular.

7. Queries regarding use of the SI template should now be addressed to sisupport@theso.gsisup.co.uk rather than the SI delivery mailbox (sid@theso.gsisup.co.uk.) which should now only be used for receipt of templated texts for printing.

Accelerated printing timetables for instruments

8. The SI template enables savings in the total time required to produce an SI. Despite this there may still be occasions when the time allowed for printing (see para 3.4.3 and Table E of Statutory Instrument Practice) is too long and that an accelerated timetable may be required. In such circumstances departments should give TSO as much advance notice as possible of their requirements so that they can ensure the necessary resources can be allocated in advance.

9. This is particularly important in the case of SIs produced using the SI template as arrangements need to be made to validate the templated text and for subsequent printing. In such circumstances departments are now asked to advise their contact at TSO of details of the instrument and when they expect to send this to HMSO for registration. In the unlikely event that the SI fails validation on receipt at TSO then this will require to be returned to the department for correction. Although printing can be proceeded with, the department will still be required to provide a validated text before an html version of the instrument will be available for release on the HMSO website. A flowchart at Annex B illustrates these arrangements.

Enquiries

10. Any enquiries regarding the content of this circular should be addressed to:

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FP 13 – Letter to TSO containing instructions for printing and publication

Parliamentary and Statutory Publishing Section
The Stationery Office Limited

Date.....

Dear Sir / Madam

[TITLE OF INSTRUMENT/DRAFT]

1. A Press Copy of the above [instrument/draft instrument] is attached, and it is requested that copies should be printed and sold on behalf of the Queen’s Printer of Acts of Parliament.
2. Copies should be available in the Printed Paper Office and the Vote Office, and be on sale to the public on [insert date].
3. The number of copies required by [insert name of department] is [insert quantity] and [an order form/order forms] covering these requirements [is/are] attached.
4. The Statutory Instrument [has /has not] been drafted using the SI Template. [Any queries regarding the validation of the templated text should be referred to [insert name and telephone number of contact].]
5. The particulars for the Statutory Instrument issue lists are as follows:
 - 5.1 Number:
 - 5.2 Subject(s):
 - 5.3 Title:
 - 5.4 Enabling Powers:
 - 5.5 Made On:
 - 5.6 Laid before [Parliament/House of Commons] on:
or
Not to be laid
 - 5.7 Date of commencement:
 - 5.8 Effect on existing legislation:
Amending:
Revoking:
 - 5.9 Superseding draft published on:
 - 5.10 Territorial Extent:

Yours faithfully

for [title of responsible authority]
or
Clerk of the Privy Council

PROCESS FOR TEMPLATED SIs WHERE ACCELERATED PRINTING TIMETABLES ARE REQUIRED

