

DISCLAIMER: This document was agreed at the CG-53 meeting.

Revised procedure for the maintenance of the list of frequently used sentences in the SPC	
Date of agreement: 22 September 2022	Classification: PUBLIC
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1. Background

During the CG-25 meeting the CG members agreed to create and publish a list of frequently used sentences in the SPC (from now on 'the list').

In light of the experiences gathered after the first practical implementation, it was considered that the procedure for the maintenance of the list should be updated and therefore a revised procedure was agreed at the CG-38 meeting.

A further revised procedure taking into consideration the experiences of the previous updates and the changes in commenting platforms (which includes the switch from S-CIRCABC to Interact Portal) was proposed and shared with both MSs and ASOs for commenting before the CG-53 meeting. The received comments were taken into consideration.

The CG agreed on the revised procedure at the CG-53 meeting on 22 September 2022.

The revised procedure is applicable immediately, i.e., it is applicable for the next update of the list that will take place in 2023.

2. Agreed revised procedure for maintenance of the list of frequently used sentences for the SPC

The list of frequently used sentences for the SPC (from now on 'the list'), as published on ECHA's website, will be updated once every two years. The process will be initiated in January of uneven years and the updated list will be published in July of that same year.

The Member States and stakeholders will be given the opportunity to propose concrete amendments of the list. All proposals for amendment of the list should be accompanied by a justification. These amendments may include proposals to:

- amend the wording of an existing sentence
- remove an existing sentence
- add a new sentence (for the available product types).

The following steps will be followed to revise the list:

Step	Task	Description	Actor and timeframe
1.	Reminder to MSs and stakeholders	The SECR reminds all participants of the collection of proposals for amendment of the list.	SECR At the regular CG meeting taking place before the update
2.	Launching of collaborations for collection of	The SECR launches a collaboration via Interact Portal for MSs and stakeholders, respectively, to collect the proposals.	SECR Before 16 January

	proposals		
3.	Collection of proposals	<p>MSs and stakeholders (from now 'initiators') gather proposals¹ and include them in the commenting table of the collaboration.</p> <p>MSs should keep in mind that for any proposals made by them they will take the lead role in the update process (i.e., checking comments from other MSs, proposing a compromise in case of diverging views).</p>	MSs, Stakeholders Before 1 February
4.	Closure of the collaboration launched for stakeholders and incorporation of stakeholder proposals into the collaboration for MSs	The SECR closes the collaboration launched for collecting proposals from stakeholders and incorporates the proposals into the collaboration that was launched for MSs.	SECR Within 1 week
5.	Commenting	<p>MSs provide comments on the proposals for amendment of the list as provided by other MSs and stakeholders.</p> <p>In case of proposals made by stakeholders, MSs will be invited to flag their support of the proposal. The MS that flags its support first, takes over the initiator role for that proposal. Stakeholder proposals where no MS flags its support, will not be taken forward.</p>	MSs Before 1 March
6.	Initiators provide responses to comments	<p>In case no comments were received on a proposal, it is considered accepted and agreed.</p> <p>In case comments were received on a proposal, the initiator provides responses on the comments received, including a revised proposal, if necessary.</p>	Initiators Before 16 March
7.	Bilateral discussions	The initiators and MSs continue bilateral discussions with the aim to resolve any open issues.	Initiators and MSs Before 1 April
8.	Indication of open issues	In case no agreement was reached regarding the proposed amendment during the bilateral discussions, the initiators indicate in the collaboration the remaining open issues (by highlighting them in yellow) and inform the SECR about them.	Initiators Before 8 April
9.	Discussion of open issues at a regular CG meeting	<p>The initiator presents the open issue at the next regular CG meeting.</p> <p>In case no agreement is reached regarding the proposed amendment at</p>	Initiators At the first regular CG meeting following 8 April

¹ MSs and stakeholders are invited to already start to collect any proposals for further amendments as soon as the updated list is published in the ECHA webpage. So, that any feedback can be provided before 1 February of the year when revision of the list takes place.

		the CG meeting, the proposal will not be implemented.	
10.	Launching of the collaboration for collecting translations	The SECR launches a collaboration via Interact Portal for the collection of translations of the agreed amendments of the list.	SECR Within 2 weeks after the regular CG meeting
11.	Translations	MSs provide the translations. ²	MSs Within 1 month after the collaboration is launched
12.	Publication of the list	The SECR finalizes the list and publishes the updated list of the sentences and their translations on ECHA's website. ³	SECR Before 1 August

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² Regarding the official languages that are shared by two or more countries, by default, the following MS will be responsible for the checking of the translation:

- Dutch: The Netherlands
- French: France
- German: Germany
- Greek: Greece
- Swedish: Sweden

Where relevant, MSs sharing the same language will collaborate in the review of the translations.

³ Translations of sentences will only be provided for those languages where MSs have provided them. Translations provided outside the deadline can only be included in the list during the next update.