

## Procedures for Endorsement of CII General Principles and Guidelines

The Conference of International Investigators (CII) encourages the development of general principles and guidelines to uniformly guide the conduct of the various investigative activities by the Investigative Offices of its participating organisations. Although CII-endorsed publications are non-binding on its participating organisations, the CII Secretariat encourages the organisations to adopt or use CII-endorsed publications as applicable within the context of their organisation's regulatory framework and investigative mandates.

The CII Secretariat has developed the following procedures for the endorsement and publication of CII general principles and/or guidelines. These procedures were endorsed by the CII at its 20<sup>th</sup> Conference (2019).

1. Originator(s) of new topics are to submit to the members of the CII Secretariat by e-mail a brief concept note (the names and e-mail addresses of the Secretariat can be found on [www.conf-int-investigators.org](http://www.conf-int-investigators.org)). The proposed concept note should describe the publication's origin (i.e., conference), purpose and use, intended benefit, contributing authors and expected timeline of development. Ideally topics generated from discussions held at an annual CII Conference should be forwarded to the Secretariat within **two** months following the Conference.
2. The CII Secretariat will review the concept note and provide its response to the note's author(s) ideally within **20** working days. The Secretariat may request from the author(s) additional information or suggest refinements to the concept.
3. Author(s) of accepted concepts is/are encouraged to identify other professionals of relevant expertise or experience from a cross-section of CII participating organisations who could contribute to the development of the work. At the very least, authors should solicit comments and feedback from several such professionals on working drafts prior to submitting a final draft for CII Secretariat consideration.
4. The author(s) is/are to submit via e-mail a final working draft to the CII Secretariat for its consideration and comments at least **12** weeks prior to the next annual Conference. The Secretariat may share the draft with other professionals of relevant technical expertise for comments. The Secretariat's comments and approval to introduce and discuss the draft at the next Conference ideally will be given at least **eight** weeks prior to the Conference. In case of diverging views, an effort will be made to reach consensus.
5. At or before this point, the author(s) is/are to request from the Conference's host a suitable time slot or session at which to discuss and clarify the publication with interested Conference participants.
6. Ideally **30** working days prior to the Conference, the author(s) are to circulate a draft publication to all participating organisations for written comments. Comments are to be sent to the author(s) with a copy to the CII Secretariat ideally not later than **10** working days prior to the Conference. The author(s) may decide to prepare an updated version in collaboration with the Secretariat.
7. All draft publications which are sufficiently mature and approved for discussion will be presented and discussed by the author(s) during the annual Conference. The aim is to reach consensus among the participating organisations. The final document should reflect the substance of these deliberations.
8. At its discretion, the CII Secretariat will present the final proposed work to the Conference delegates for endorsement towards the end of the Conference. Each participating organisation is to cast one vote. At least **2/3** of CII member organisations must have cast a vote to establish a quorum. The approval of at least **2/3** of the voting participants is considered sufficient for CII endorsement.
9. Final endorsed publications will be announced and published by the CII Secretariat on the CII website. The author(s) may also disseminate the final endorsed version to CII participating organisations and members and other interested parties. Although endorsed by the CII, the published materials do not and are not intended to bind any Organisation; or confer, impose or imply any duties, obligations or rights on them; or affect their rights and obligations per its rules, policies and procedures including any privileges and immunities afforded to them by international treaty, customary international law and the laws of the respective member state.