Regulatory Policy Submission Outline

1. Executive Summary

- Brief overview of the proposed policy or regulation.
- Objectives and desired outcomes.
- Summary of key recommendations.

2. Background and Rationale

- Context and need for the policy/regulation.
- Relevant legal or policy framework.
- Stakeholder concerns and considerations.

3. Objectives

- Clear statement of policy/regulation goals.
- Alignment with agency mandate or strategic plan.

4. Policy/Regulatory Proposal

- Detailed description of proposed measures or changes.
- Scope and applicability.
- Implementation timeline.

5. Stakeholder Engagement

- Summary of consultations and feedback.
- List of stakeholders consulted.
- Incorporation of stakeholder input.

6. Impact Assessment

- Analysis of potential impacts (e.g., economic, social, environmental).
- Risks and mitigation strategies.
- Cost-benefit analysis, if applicable.

7. Implementation Plan

- Steps and timeline for implementation.
- Roles and responsibilities.
- Resources required.

8. Monitoring and Evaluation

- Key performance indicators.

- Methods for monitoring and reporting.

- Review and feedback mechanisms.

9. Appendices

- Supporting documents.

- References.

- Glossary or definitions, if necessary.