

PERFORMANCE STANDARD FOR COMPLETION OF BILLS, PROCLAMATIONS, REGULATIONS AND NOTICES

Bills:

A bill includes an amendment bill and it is estimated to take one day to 550 days or more, from the date the instructions are received by the drafters, to complete.

Proclamations:

Proclamation includes amendment proclamation and it is estimated to take one to five days, from the date the instructions are received by the drafters, to complete.

Regulations:

Regulations include amendment regulations and they are estimated to take one to 180 days, from the date the instructions are received by the drafters, to complete.

Notices:

Notices refer to Government Notices and General Notices and they are estimated to take one to seven days, from date the instructions are received by the drafters, to complete.

General observation on delays

Delays in the drafting process occur due to different factors involved in the process, from research, unavailability of electronic version (requires typing of the whole text), delays in fixing appointment for conference with contact persons, delays by contact persons in responding to queries by drafters, the undetermined policy matters that need high authority decision, poor policy formulation, lack of knowledge and expertise by contact persons or sponsors, slowness, incompetency or laziness of drafters, lack of coordination between sponsors and stakeholders, delayed supervision by senior drafters due to other commitments, preceding legislation (that must pass through before the other), etc.

Required Time Lines

Instructions	Complexity	Urgency	Completion
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			period
Bill (new)	Non complex	Not urgent	1 – 2 months
	Less complex	Not urgent	2 – 3 months
	Most complex	Not urgent	3 – 6 months
Bill (amendment)	Non complex	Not urgent	0 – 2 months
	Less complex	Not urgent	2 – 3 months
	Most complex	Not urgent	3 – 5 months
Proclamation	Non complex	Not urgent	1 – 2 days
	Less complex	Not urgent	2 – 3 days
	Most complex	Not urgent	3 – 5 days
Regulations	Non complex	Not urgent	1 – 10 days
	Less complex	Not urgent	10 – 20 days
	Most complex	Not urgent	20 – 60 days
Notices	Non complex	Not urgent	1 – 2 days
	Less complex	Not urgent	2 – 3 days
	Most complex	Not urgent	3 – 5 days

Any **urgent** instructions must be treated with the urgency it deserves and it differs from instructions to instructions taking complexity and size into consideration.