Instructions

To use this comment *pro forma* please observe the following requests. Your conformity will help make consolidation, review and disposition of all comments much easier.

1. In the header, add the document title that your comments apply to.
2. For the column “REF#”, choose a three or four letter abbreviation for yourself or the entity which you represent and use that in the ‘Ref #’ column plus a two-digit sequential number (e.g. ‘XYZ 01’, ‘XYZ 02’, etc.). **PLEASE DO** **NOT** make this an auto number. If you believe your comments will exceed 99 in total please use a three-digit number from the start;
3. **If you wish to submit comments anonymously** use ‘AAA’ as your name abbreviation. The program manager will assign a cryptic code that will enable you to be uniquely identified within Kantara but in the public consolidation of comments your anonymity will be preserved. Note however that a WG cannot follow up with an anonymous commenter. Only choose this option if you feel you must.
4. Indicate in Column 4 whether your comment is **E**ditorial or **T**echnical;
5. Indicate the document reference for your comment by citing the clause and also the Line # and/or paragraph (‘P.’)/sentence (‘S’.) where the relevant text **starts**;
6. Describe the problem you perceive and propose a solution in Column 6.
7. Save your completed comment *pro forma* in the same format and filename suffixed with ‘+’ and your three or four letter abbreviation, and then submit it exclusively to: secretariat@kantarainitiative.org

Disposition of Comments - Draft Recommendation Review Period

**Document or Set Title:**

**Document Status:** Draft for Public Review

**Originating Work Group:** IAWG

**Comment Review Period Closing Dates:** July 17th

**Submitted to Leadership Council:**

**Leadership Council Comments:**

**Reference Key:** SAC\_4.6.0

**Submitted Comments:** add your comments in the table below using the instructions on page 1. Please make sure you indicate which document you are commenting on in the chart below.

| Ref # | Clause | Line # | E/T | Observation / Comment / Request | Proposed Clarification / Change | WG’s Accepted Disposition |
| --- | --- | --- | --- | --- | --- | --- |
| XYX 01 |  |  |  |  |  |  |
| XYZ 02 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
|  |  |  |  | Just keep adding! |  |  |