

Statutory Instrument Practice

Circular No.1 (09)

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1. SITEMPLATE – LAUNCH OF VERSION 7

SI template Version 7 will be released on 17 August 2009, and will resolve problems experienced in compatibility with Word 2007. This latest version of the SI template does not contain any new functionality, but has been redeveloped to overcome issues with automatic numbering and restart numbering and is cross-compatible with the following versions of Word:

- Word 2000
- Word 2003
- Word XP
- Word 2007

Because of the necessity to redesign the workings of the numbering, it is important that all users upgrade to this latest version, by installing the template in your usual template area.

We have deliberately renamed the template 'SI7.dot' to differentiate it from the previous versions, called 'si.dot'. It is important that you retain the name 'SI7.dot' when installing the template, and your SI documents should locate the correct template for that document. It will also ensure that when an SI is sent for registration that the correct version of the template will be opened at HMSO.

In addition, users must migrate all current SIs that are in the process of being drafted to version 7 of the SI template. A template tool has been provided to enable you to do this easily, or you may send your SIs to the TSO SI Support team who will undertake the work for you. Full instructions for migrating your SI can be found on the SI template download website.

The following will be available for download on the SI template website from 17 August:

- **SI7.dot** – the latest version of the SI template
- **SI template user manual** – the latest version of the User Manual including information on Word 2007
- **SI Migration.dot** – the tool for migrating SIs into version 7
- **Installing SI template 7 and migrating SIs FAQ** – instructions on installing the new template and migrating your SIs

These will be available as separate files, or together in a zip file at:

<http://www.opsi.gov.uk/si/template>

The User Name and Password remain unchanged as:

username: sitemplate

password: carr3t

If you are unable to download the latest version of the template or have any questions regarding this latest release, please contact TSO through the SI Support Desk at sisupport@theso.gsisup.co.uk.

2. EXPLANATORY MEMORANDA TO STATUTORY INSTRUMENTS

Departments should be aware that, following a request from the House of Lords Merits of Statutory Instruments Committee, when an Explanatory Memorandum which has been previously laid and published, is subsequently corrected that the replacement EM will be published as such on the OPSI website alongside the original EM. This will, however, not apply to any EM which is replaced before laying or in instances where the incorrect EM has been sent to HMSO and this needs to be changed to replicate that which has been laid before Parliament.

Any queries relating to this should be addressed to the SI Registrar (siregistrar@opsi.x.gsi.gov.uk)