

Title	Proposal that the Permanent Bureau encourage the use of the project proposal template by project proponents and governments
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Agenda Item	Item II.9.b.
Mandate(s)	N/A
Objective	That the Permanent Bureau share this template with potential project proponents and governments, and that it encourages its use in the development of project proposals.
Action to be Taken	For Decision ☐ For Approval ☒ For Discussion ☐ For Action / Completion ☐ For Information ☐
Annexes	Project Proposal Template
Related Documents	N/A

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I. Context

- 1 Canada is pleased to submit, for the Council on General Affairs and Policy (CGAP)'s consideration, a project proposal template. This template is intended to assist States and organizations in preparing clear and structured submissions for potential inclusion in the work plans of international legal bodies such as the HCCH, the United Nations Commission on International Trade Law (UNCITRAL), and the International Institute for the Unification of Private Law (UNIDROIT). It is designed to be flexible and applicable regardless of how a proposal originates—whether through direct governmental submission, consultations, or other channels. The template was presented to the UNIDROIT Governing Council in May 2025 as well as to UNCITRAL in July 2025.
- 2 The template aims to standardize both the format, and the type of information provided, facilitating HCCH Members' assessment of the relevance, scope, and potential impact of proposed projects. It captures key aspects of a proposed project, including its nature, legal and policy significance, international relevance, and potential for broad impact. This information will help inform CGAP's decisions on future work.
- 3 Canada believes that the adoption of the project proposal template by CGAP would be particularly timely, as it complements the HCCH, UNCITRAL and UNIDROIT Coordination Guidelines. It is hoped that it will serve as a practical tool for the secretariats of the three organizations as they consider ways to coordinate on their respective work programmes.

II. Proposals for CGAP

- 4 In light of the above, Canada puts forward the following C&D for CGAP's consideration:
 - CGAP recognized the practical value of the project proposal template in facilitating the effective development of proposals for future work.
 - CGAP acknowledged that the information provided in the template would help inform its decisions on future work.
 - CGAP recognised that the template would facilitate information sharing among the Secretariats of the HCCH, UNCITRAL and UNIDROIT, and would serve as a useful tool for coordinating their substantive work programmes.
 - CGAP invited the Permanent Bureau to share the template with potential project proponents and governments, and to encourage its use in the development of project proposals.

ANNEX

Project Proposal Template—HCCH, UNCITRAL and UNIDROIT

This template is intended as a guide. Project proponents completing the template should attempt to answer as many of the questions below as possible to assist the relevant organization and its governing body in the evaluation of the proposal.

Title of the Proposal

1. Provide a clear, descriptive title that reflects the subject matter and purpose of the project.

Identity of Proponent and Contact Details

1. Name the proposing State, organization, association, or individual.
2. Indicate whether the proposal is official or personal, and whether it is co-sponsored or endorsed by other entities.
3. Provide contact information, including email address and telephone number.

Nature and Scope of the Proposal

1. Provide a concise overview of the legal issue, proposed work, and relevant policy considerations.

Desirability and Relevance

1. Describe how the project would satisfy a need for harmonization, reform or modernization, if any.
2. Detail interest from governments, practitioners, or stakeholders. Note any likely opposition and why.
3. Identify the potential benefits of and foreseeable concerns with the proposal, if any.
4. Assess whether the resulting instrument or outcome could achieve international consensus or uptake.

Legal and Policy Landscape

1. List any relevant existing legal instruments or frameworks and whether they are in need of improvement.
2. Describe any related ongoing legislative or policy initiatives at the international, regional, and domestic levels.
3. Describe the legal gap that would be filled by the project, if any.
4. Indicate whether the proposal complements or conflicts with existing instruments.
5. Provide information on relevant legal issues common across jurisdictions or legal systems, if any.

Collaboration and Cooperation

1. Specify whether the issue has been, or is currently being, addressed by other organizations.
2. Indicate which organization is best positioned to lead or support this work and explain why.
3. Indicate whether collaboration with another organization (HCCH, UNIDROIT, UNCITRAL) should be considered and in what way such collaboration can add value.