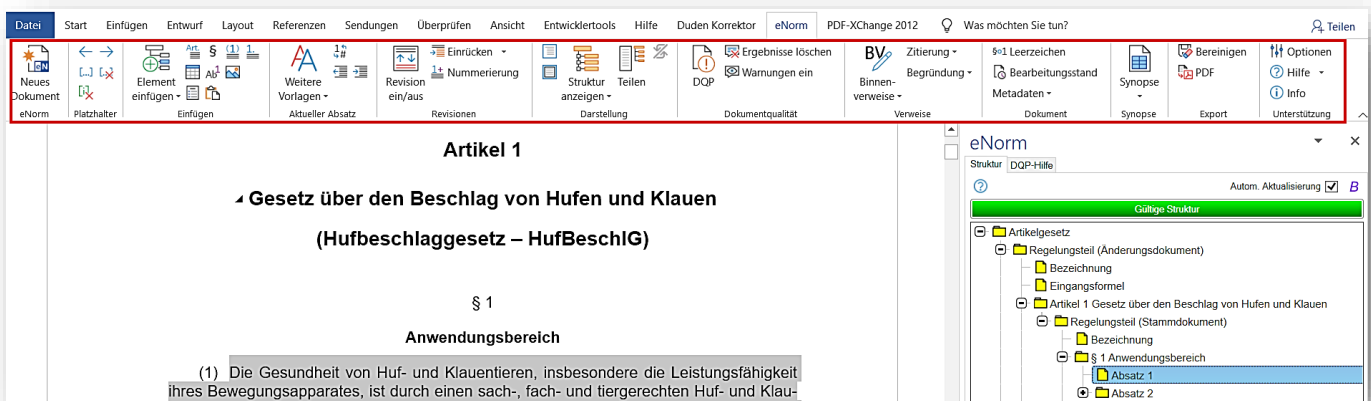


Software Designed to Aid Drafting of Legislation

When it comes to preparing and coordinating draft laws, the **eNorm software** offers a wide range of functions to help ensure compliance with editorial and formal requirements. This results in a higher quality of draft laws and also simplifies the workflow in the legislative process.

The functions provided by eNorm are based on the guidelines set out in the **Manual for Drafting Legislation** and in the Joint Rules of Procedure of the Federal Government, as well as the customary procedures of federal lawmaking.

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The main functions of eNorm are:

- **Document templates** for new principal acts or amending legislation, and formulation tools that set out the compulsory components of a draft bill in the correct sequence
- **Guidance for inserting and restructuring** text passages
- **Search and link to the Federal Law Database** and the Manual for Drafting Legislation
- **Dynamic structural layout** also allowing a split view of the operative provisions / explanatory memorandum
- Creating **dynamic internal references** that automatically adapt according to changes in the draft
- Generating and updating an **automatic structure of the explanatory memorandum**
- **Automated quality control** to detect structural problems and possible violations of formal requirements and to assist in correcting any violations
- Automatic generation of **synopses** for parliamentary voting
- **Export in an XML structure** for promulgation and documentation

The programme is designed with accessibility in mind and generates easily accessible Word and PDF documents.

eNorm is an **add-in for Microsoft Word**, the most commonly used word processor in the federal administration, making it a user-friendly and easy-to-use solution.

eNorm is made available free of charge to the federal ministries and the *Bundesländer*. Over **90 %** of the Federal Government's legislative projects are currently implemented with eNorm. The German Bundestag uses an adapted version of the programme.

A **central eNorm user support service** has been set up for federal employees. This is provided by the developers of the eNorm software, DIaLOGIKa:

Tel.: +49 800 68 58 433
e-mail: enorm-support-extern@bmj.bund.de

Monday to Thursday: 9:00 a.m. – 6:00 p.m. *
Friday: 9:00 a.m. – 4:00 p.m.
* during weeks when the Bundestag is in session: Tuesday and Wednesday until 8:00 p.m.

Further details about eNorm and the central eNorm user support service, as well as **manuals, training documents, video tutorials and FAQs** are available at www.enorm.bund.de.

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