

## **Language of Proposed Recommendation Processing (Standards Adoption)**

Last Modified 1/8/02  
Last reviewed 1/8/02

1. A request recommendation and its comments, if any, are presented to the Executive Committee (EC) for a vote. The EC discusses and possibly modifies the recommendation and then takes a 17/2 vote on the recommendation.
2. The Standards Request Log and/or Clarifications Log are updated to reflect the results of the EC 17/2 and procedural votes. The updated logs are posted by the NAESB Office on the NAESB Web site.
3. If the recommendation fails the EC 17/2 vote, no further action is necessary by NAESB.
4. If the recommendation passes the EC 17/2 vote, and it has not been processed by Information Requirements (IR) and Technical Subcommittees, it is sent to those subcommittees where the completion of the work (fully staffed) occurs. When completed, the chair of the Technical Subcommittee sends the fully staffed recommendation to the NAESB Office no later than 12:00 p.m. (Central Clock Time) on the business day before the industry comment period is scheduled to begin. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
5. The NAESB Office posts the fully staffed recommendation on the NAESB Web site and sends out a request for industry comment for a period of time as specified in the GISB Operating Procedures (GISBOPs). The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
6. The NAESB Office creates an ECA Recommendation which reflects the recommendation as approved by the EC. The NAESB Office should create the ECA Recommendation by doing the following:
  - take the recommendation and add the moniker at the end of the request number to show that it is EC approved (ECA) and the date of the EC Action. For example, if a recommendation for request R97001 is brought before the EC, modified and approved by a 17/2 vote on 11/5/01, then the as approved recommendation is annotated as R97001-ECA-110501; and
  - only include the contents of section 3 from the recommendation form as approved by the EC (inclusive of any modifications the EC might have made during the approval process). This should also include updating the 'Summary' section to reflect the EC's actions.

This document is posted as an attachment to the corresponding EC Minutes, both of which should be posted within seven business days of the EC meeting. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).

7. By a procedural vote, as part of the EC review of the previous EC meeting minutes, the EC approves the ECA Recommendation. The ECA Recommendation is posted, in addition to the previously posted recommendation(s), on the NAESB Web site.
8. The NAESB Office posts the ballot due date and the corresponding ECA Recommendation(s) on the NAESB Web site Ratification Page. The ratification due date is also reflected on the NAESB Calendar that is posted on the NAESB Web site.
9. The Member Ratification ballot and the corresponding ECA Recommendation(s) are sent out by the NAESB Office for member ratification within five business days of the the approval of the ECA

Recommendation for a period of time as specified in the GISBOPs. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).

10. The Membership Ratification Voting Record is posted by the NAESB Office on the NAESB Web site within 3 business days of the ratification due date. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
11. If the ECA Recommendation fails the membership ratification, no further action is necessary by NAESB.
12. If the ECA Recommendation passes the membership ratification, the NAESB Office updates the ECA Recommendation by doing the following:
  - modify the moniker to reflect its ratified status and the date of the ratification. Using the example in #5 above, if R97001-ECA-110501 is subsequently member ratified on 1/15/02, it would then be referred to as R97001-MR-011502; and.
  - incorporate, if appropriate, the new NAESB standard numbers.

The NAESB Office then posts this MR Recommendation to the Final Actions on the NAESB Web site within 7 business days of the ratification due date.

13. The Final Actions are used to update the NAESB standards manuals which should be published annually on July 31. Errata and corrections may be published as required. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).