

PROPOSED TIMELINE FOR PUBLICATION OF STANDARDS VERSION 1.6

Last Modified: 1/15/02

Last Reviewed: 1/15/02

Step	Date	Event	Notes
1		Last EC Approved Recommendation Voted	This is the latest date an EC meeting can be held during which a standards (fully staffed) vote takes place.
2	At 10 days following the EC meeting in Step 1	EC Minutes prepared and containing EC Approved Recommendations adopted	This is the latest date an EC meeting can be held to adopt Minutes from a prior EC meeting during which a standards vote took place. It may be held by conference call.
3	20 days	Member Ratification	Can be shortened by EC if necessary; preparation of publication materials takes presuming that ratification will take place. If ratification fails, changes can be withheld. A 30 calendar day ratification period incorporates 20 working days.
4	30 days	Changes made to Baseline Document and Proofing	This is an iterative process which may involve "volunteers" and others knowledgeable about specific content revisions. It includes preparation of the Version Notes, Version Cross Reference, Interpretations Cross Reference and proofing of content and format. Implementation Manuals
5		Initial Proofing	May involve "volunteers" and others knowledgeable about specific content revisions
65	5 days	Prepare revised standards in PDF format	This includes the Summary Booklets as well as the Implementation Manuals.
76	3 days	Final Proofing	No content proofing takes place; this is a review of the printing layout and is the last review of media preparation input materials.
87	For all media, 20 days For booklets & PDF web postings, 3 days	Media Preparation	The compilation (3 days) & printing of printed materials (3 days) is the critical event. There is an iterative exchange of materials between the NAESB office and the publication vendor(s) for quality control purposes.
98	07/31/2002	Publication Date	Revised standards are available to members and non-members in all media (e.g. implementation manuals (AKA big books), small summary booklets, CDs, on the NAESB web site, etc.)

Notes:

- 1.) Date refers to a duration of time with the exception of (8) which is a deadline. Each step presumes completion of the previous step.
- 2.) All days, unless otherwise noted, are business/working days.
- 3.) Specific timelines within each step may be set based upon the amount of modifications to a given document.
- 4.) For the Publication Date (8), there is a question as to whether 'all media' should include paper copies of the Implementation Manuals and mass-produced CDs. These materials would be available for download from the web site by that date and an individual CD could be burned or files could be emailed, etc... (will check with NAESB Office for an opinion).