

## **Language of Proposed Minor Clarifications and Corrections Recommendation Processing**

Last Modified 02/14/02  
Last Reviewed 02/14/02

1. A Minor Clarification and Corrections Recommendation is presented to the Executive Committee (EC) for a vote. The EC discusses and possibly modifies the recommendation and then takes a procedural vote on the recommendation.
2. The NAESB Office creates a MCA/MCF/MCD Recommendation, which reflects the recommendation as approved by the EC.
  - MCA – EC approved the proposed recommendation (includes any modifications made by the EC);
  - MCF – EC did not approve the proposed recommendation; and
  - MCD – EC approved the proposed recommendation to decline the request.

The NAESB Office should create the MCA/MCF/MCD Recommendation by doing the following:

- take the recommendation and add the moniker at the end of the request number to show the EC action (MCA/MCF/MCD) and the date of the EC action. For example, if a recommendation for request M97001 is brought before the EC and approved by a procedural vote on 11/5/01, then the as approved recommendation is annotated as M97001-MCA-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 Minor Clarifications and Corrections Log is updated and posted to reflect this process (see Process 4 and its resulting document).

3. By a procedural vote, as part of the EC review of the previous EC meeting minutes, the EC approves the MCA/MCF/MCD Recommendation. The MCA/MCF/MCD Recommendation is posted, in addition to the previously posted recommendation(s), on the NAESB Web site.
4. The Minor Clarifications and Corrections Log is updated to reflect the results of the EC procedural vote. The updated log is posted by the NAESB Office on the NAESB Web site.
5. If it is an MCF or MCD Recommendation, no further action is necessary by NAESB.
6. The NAESB Office posts the MCA Recommendation on the NAESB Web site and posts a request for industry comment for a period of time as specified in the GISB Operating Practices (GISBOPs). The Minor Clarifications and Corrections Log is updated and posted to reflect this process (see Process 4 and its resulting document).
  - If no dissenting comments are received, the MCA Recommendation is approved.
  - If dissenting comments are received, the MCA Recommendation is returned to the EC for further consideration (step 1). The Minor Clarifications and Corrections Log is updated and posted to reflect this process (see Process 4 and its resulting document).
7. If the MCA Recommendation is approved, the NAESB Office then posts the MCA Recommendation to the Final Actions on the NAESB Web site within 7 business days and on the Request for Minor Clarifications and Corrections page on the NAESB Web site. The Minor Clarifications and Corrections Log is updated and posted to reflect this process (see Process 4 and its resulting document).

8. 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 Minor Clarifications and Corrections Log is updated and posted to reflect this process (see Process 4 and its resulting document).