

**Proposed Recommendation Processing
(Standards Adoption by EC through Final Actions)**

FINAL: 03/01/02

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 or procedural vote, as appropriate, on the recommendation.
2. The NAESB Office creates an ECA/ECF/ECD Recommendation which reflects the recommendation as approved by the EC.
 - ECA – EC approved the proposed recommendation for standards (includes any modifications made by the EC);
 - ECF – EC did not approve the proposed recommendation for standards; and
 - ECD – EC approved the proposal to decline the request.

The NAESB Office should create the ECA/ECF/ECD Recommendation by doing the following:

- Add the moniker at the end of the request number to show the EC action (ECA/ECF/ECD) and the date of the EC action. For example, if a recommendation for request R97001 is brought before the EC 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 may 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 4 and its resulting documents).

3. By a procedural vote, as part of the EC review of the previous EC meeting minutes, the EC approves the ECA/ECF/ECD Recommendation. The ECA/ECF/ECD Recommendation is posted on the Request for Standards or Clarification Request Page, as appropriate, in addition to the previously posted recommendation(s), on the NAESB Web site.
4. 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.
5. For an ECF or ECD Recommendation, no further action is necessary by NAESB.
6. For an ECA Recommendation that 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. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 4 and its resulting documents).

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.

7. The NAESB Office posts the fully staffed recommendation, in addition to the previously posted recommendation(s) on the Request for Standards or Clarification Request Page, as appropriate, on the NAESB Web site. The NAESB Office sends out a request for industry comment for a period of time as specified in the GISB Operating Practices (GISBOPs). The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 4 and its resulting documents).

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 4 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 4 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 #2 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.

Within 7 business days of the ratification due date, the NAESB Office posts the MR Recommendation to the Final Actions and on the Request for Standards or Clarification Request Page, as appropriate, on the NAESB Web site.

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 4 and its resulting documents).