

**Language of Existing Recommendation Processing
(Standards Adoption)**

As of PPRTF Meeting 12/3/01
Last reviewed 12/3/01

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 GISB Office on the GISB Web site.
3. If the recommendation fails the EC 17/2 vote, no further action is necessary by GISB.
4. If the recommendation passes the EC 17/2 vote, and it is 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 GISB Office. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
5. The GISB Office posts the fully staffed recommendation on the GISB Web site and 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 2 and its resulting documents).
6. If the EC approved-fully staffed recommendation was modified by the EC, the GISB Office updates the recommendation and posts it, in addition to the previously posted recommendation(s) for that request, on the GISB Web site.
7. The recommendation as approved by the EC and the corresponding ballot is sent out by the GISB Office for member ratification 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).
8. The Membership Ratification Voting Record is posted by the GISB Office on the GISB Web site. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
9. If the recommendation fails the membership ratification, no further action is necessary by GISB.
10. If the recommendation passes the membership ratification, the GISB Office updates the Final Actions (Standards and/or Interpretations) and posts it on the GISB Web site. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).
11. The Final Actions (Standards and/or Interpretations) are used to update the GISB standards manuals. The Standards Request and/or Clarification logs are updated and posted to reflect this process (See Process 2 and its resulting documents).