

Proposed Process Subcommittee Agenda items:

1. Eliminate GISB logo from “Updated Work Papers” dated June 5, 1998 as posted on the GISB Homepage. It is not a GISB document.
2. Add an Agenda item to revise both Sections “2.1.1 Requests:” and “2.1.2 Disposition of Requests:” in the “Procedures for Adopting Standards” GISBOP dated August 18, 1997.

The redlined proposed revision reads as follows:

2.1.1 Requests: Any written request ~~or recommendation~~ relative to developing or adopting a standard or revising an existing standard shall be submitted to the Executive Director. Such request ~~or recommendation~~ shall include information sufficient to meet the form requirements established by the Executive Committee ~~and or other appropriate subcommittee(s)~~.

2.1.2 Disposition of Requests: The Executive Director shall refer the request ~~or recommendation~~ to the Triage Subcommittee and to the Executive Committee. The Executive Committee shall determine whether the requested standard is within GISB’s scope. If the request is deemed within the scope of GISB (as determined by a procedural vote requiring a majority of Executive Committee members present and voting) then the Executive Committee should make a recommendation for the processing of such request including the priority to be assigned to such request.

2.1.2.1 Guidelines for Disposition of Requests and Establishment of Task Forces and Subcommittees: In making a recommendation for disposition of a request, both the Executive Committee and the Triage Subcommittee should be guided by the following principle: All requests which purport to 1) add a standard to the GISB Standards Book, 2) add one or more data elements to the standards book or to a standards manual, 3) change the usage of one or more data elements, or 4) change the relationship of a data element to one or more other data elements should first be reviewed by a subcommittee or task force with a business practice charge (i.e., a subcommittee or task force identified within the “Development Tier” of the GISB organization). To the extent the Triage Subcommittee makes a recommendation to the Executive Committee for disposition and priority of the request, the Executive Committee will review such recommendation. The Executive Committee may follow the recommendation of the Triage Subcommittee or it may substitute its own recommendation for disposition of the request, and, if so, may refer the request for further processing to the appropriate subcommittee(s) of the Executive Committee, or to the Executive Committee itself, if no appropriate subcommittee(s) exists. In the latter case, the Executive Committee may elect to establish a subcommittee or an ad hoc task force to consider the request. Where established, the Executive Committee should indicate the voting rules to be followed by such task force (ex. balanced, simple majority, or other)

and whether such task force is a “Development Tier” task force. Where such task force is a Development Tier task force, and absent operating procedures specified and adopted by the Process Subcommittee and the Executive Committee for such task force, such task force shall operate under the procedures set forth herein applicable to the Business Practices Subcommittee authorized subcommittees of the Executive Committee. Where such task force is not a Development Tier task force, and absent operating procedures specified and adopted by the Process Committee and the Executive Committee for such task force, such task force shall operate under the procedures set forth herein applicable to authorized subcommittees of the Executive Committee.

Discussion of intent of changes:

The removal of “recommendation” is to update or operating practices. A recommendation is now generally referring to a request which has passed through the appropriate subcommittee(s) and/or task force(s) and is ripe for Executive Committee action.

The addition of the Triage Subcommittee is to reflect current practice and to conform with the “Procedures for Standards Development and Maintenance” dated August 18, 1997.

The addition of guidelines for disposition is intended to ensure that all requests for standards which if adopted would have a business practice effect get a business practice review by a duly charged task force or Subcommittee. It has been our experience that all data elements, their usage, and their relationship to one another do have such an effect on either the sender or the receiver of the information. Occasionally it has an effect on both.

Finally, the addition of the language regarding the “charge” of the established task force and its operating procedures is to both make clear what authority the task force has and to provide it with identified working procedures in the absence of procedures specified and adopted through the normal Process and Executive Committee channels.

As a final note, the dating of the GISBOP should reflect the words “Adopted to be effective as of _____”. This should allay any fears that the changes are in some way intended to reverse or compromise the ad hoc procedures followed by the EII group when they had a very large number of requests submitted directly to them and not through the normal process. In fact, it should be possible in the future to have the ability for the chairs of a task force request that Triage meet on an accelerated basis, develop its recommendations and have the EC vote by notational ballot in the event there is a need to process a future influx of requests which need immediate processing. This would in no way be inconsistent with our procedures which have no time frame specified.