

## REQ/RGQ Glossary Subcommittee Process for Adopting Definitions

- 1.** The process of **adopting a new definition** and/or **changing an adopted definition** can be started in one of two ways: 1. The request is submitted to an REQ/RGQ subcommittee. The subcommittee determines if the request should be pursued further; or 2. During the course of an REQ/RGQ subcommittee meeting or an REQ/RGQ Executive Committee meeting, the meeting participants agree that a new definition or a change in an adopted definition is needed.
- 2.** An REQ/RGQ subcommittee chair (or the designated representative) or the Executive Committee submits a request to establish a new definition(s) and/or to change an adopted definition(s) to NAESB and the Glossary Subcommittee (GS) co-chairs. The request for definition(s) should include: 1. the term(s) and the proposed definition(s), and 2. the date(s) the definition(s) is needed from the GS.
- 3.** A GS co-chair assembles the term(s) and the proposed definition(s) into a workpaper spreadsheet prior to the next GS meeting. The GS co-chair also updates the REQ/RGQ Working Glossary. If a proposed definition involves changing an adopted definition, the term is flagged in the REQ/RGQ Working Glossary. Both the workpaper and the updated REQ/RGQ Working Glossary are sent to NAESB for posting on the REQ and RGQ GS pages on the NAESB website.
- 4.** Prior to the next GS meeting, the GS provides NAESB with an email identifying the term(s) to be defined at the next GS meeting. NAESB sends a GS meeting notification email to the GS mailing list that includes these terms as well as links to the REQ and RGQ GS pages on the NAESB website. Interested parties can view the current workpaper(s) on these pages.
- 5.** During the GS meeting, the GS discusses and reaches a consensus regarding definition language. Definitions are prioritized and worked based on the date needed.
- 6.** After a GS meeting, a GS co-chair communicates via email the adopted definition(s) and the status of any other outstanding terms to either the initiating subcommittee or the EC, as appropriate. The GS also emails an updated Working Glossary to NAESB. NAESB posts the updated Working Glossary to the REQ and RGQ GS pages on the NAESB website.