

Glossary Subcommittee Process for Adopting Definitions

12/02/2003 Draft

- 1.** An REQ/RGQ subcommittee chair or the designated representative submits a request to **establish a new definition(s)** and/or to **change an existing definition(s)** to NAESB and the Glossary Subcommittee (GS) co-chairs. The request for definition(s) should include: 1. the subcommittee's proposed definition(s), and 2. the date required. NAESB posts the proposed definitions as a workpaper on both the REQ and RGQ GS pages on the NAESB website.
- 2.** If the request involves **changing an already established definition**, a GS co-chair flags the term in the master glossary as "under reconsideration as of xx/xx/xxxx" and then forwards the updated master glossary to NAESB. NAESB posts the updated master glossary to the REQ and RGQ GS pages on the NAESB website.
- 3.** 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 an email notification 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.
- 4.** During the GS meeting, the GS discusses and reaches a consensus regarding definition language. Definitions are prioritized and worked based on the date required.
- 5.** After a GS meeting, a GS co-chair communicates adopted definition(s) and the status of any other outstanding terms to the chair(s) of the subcommittee(s) who initiated the request via email. The GS also sends an updated master glossary to NAESB. NAESB posts the updated master glossary to the REQ and RGQ GS pages on the NAESB website.