

GS Process for Adopting Definitions

- 1.** An REQ/RGQ subcommittee chair or the designated representative submits a request to establish a new definition(s) or to change an existing definition(s) to the Glossary Subcommittee (GS) co-chairs with a copy to NAESB. The request for definition(s) should include: 1. the subcommittee's proposed definition(s), and 2. the date required. NAESB should post the proposed definitions as a workpaper on both the REQ and RGQ Glossary Subcommittee pages on the NAESB website.
- 2.** If the request involves changing an already established definition, a GS co-chair will flag the terms in the master glossary list as "under reconsideration as of xx/xx/xxxx". A GS co-chair will then forward the updated master glossary list to NAESB. NAESB should post this updated list to the REQ and RGQ GS pages on the NAESB website.
- 3.** Prior to the next GS meeting, NAESB should send an email notification to the GS mailing list that includes 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.** The GS communicates definition(s) to the chair(s) of the subcommittee(s) and NAESB by emailing an updated master glossary list to them. NAESB should post the updated master glossary list to the REQ and RGQ GS pages on the NAESB website.