X3 Overview

Overview Objectives

To Provide Essential Knowledge of Procedures
and Process

To Enhance Effectiveness of Organization

To Provide a Forum for the Exchange of Ideas
and Experiences

Welcome to the X3 Overview

* *Introduction to the "Big Picture"*
  X3
  X3 Management Committees
  X3 Technical Committees
  X3 Secretariat

* *National Organizations*
  ANSI
  U.S. TAG for ISO/IEC JTC1 (JTC1 TAG)

* *Other Standards Organizations*

* *International Organizations*
  ISO/IEC JTC1
  ITU-TS

* *Importance of Operations and Procedures*
  in Producing Technologically Sound
  Information Technology Standards

* *Where to Find Written Guidelines*

X3

Accredited Standards Committee*
X3, Information Technology**

Operating under the procedures of the

American National Standards Institute (ANSI)

** Name change, pending approval by ANSI

In the United States, standards are developed three ways:

1. Canvass Method
(Department of Defense for Ada)

2. Accredited Standards Committee
(X3 - X9 - X12)

3. Accredited Standards Developing Organizations
(IEEE)

X3,
Information Processing Systems

*Scope:

Standardization in the field of information technology which encompases storage, processing, transfer, display, management, organization, and retrieval of information.
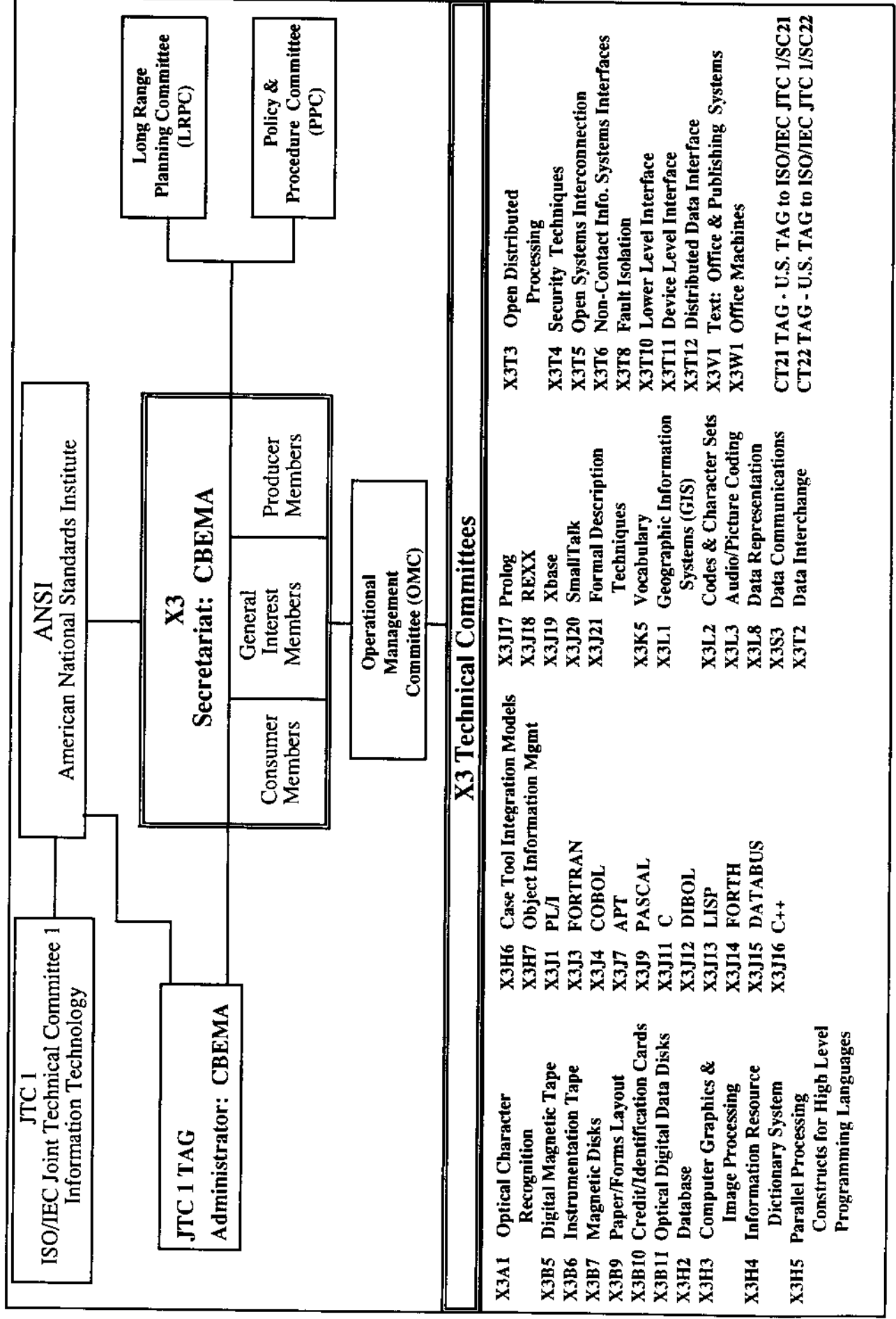
All X3 participants at any level have three responsibilities

Attempting to reach *consensus*. ANSI will not approve the standard if consensus does not exist.

Producing *technically sound* standards which will be used because of their technical and economic merit.

Assuring that *due process* is achieved and *documented*.

X3 Organizational Chart

JTC 1
ISO/IEC Joint Technical Committee 1
Information Technology

JTC 1 TAG
Administrator: CBEMA

ANSI
American National Standards Institute

Long Range Planning Committee (LRPC)

Policy & Procedure Committee (PPC)

X3
Secretariat: CBEMA

Consumer Members	General Interest Members	Producer Members

Operational Management Committee (OMC)

X3 Technical Committees

X3A1	Optical Character Recognition
X3B5	Digital Magnetic Tape
X3B6	Instrumentation Tape
X3B7	Magnetic Disks
X3B9	Paper/Forms Layout
X3B10	Credit/Identification Cards
X3B11	Optical Digital Data Disks
X3H2	Database
X3H3	Computer Graphics & Image Processing
X3H4	Information Resource Dictionary System
X3H5	Parallel Processing Constructs for High Level Programming Languages
X3H6	Case Tool Integration Models
X3H7	Object Information Mgmt
X3J1	PL/I
X3J3	FORTRAN
X3J4	COBOL
X3J7	APT
X3J9	PASCAL
X3J11	C
X3J12	DIBOL
X3J13	LISP
X3J14	FORTH
X3J15	DATABUS
X3J16	C++
X3J17	Prolog
X3J18	REXX
X3J19	Xbase
X3J20	SmallTalk
X3J21	Formal Description Techniques
X3K5	Vocabulary
X3L1	Geographic Information Systems (GIS)
X3L2	Codes & Character Sets
X3L3	Audio/Picture Coding
X3L8	Data Representation
X3S3	Data Communications
X3T2	Data Interchange
X3T3	Open Distributed Processing
X3T4	Security Techniques
X3T5	Open Systems Interconnection
X3T6	Non-Contact Info. Systems Interfaces
X3T8	Fault Isolation
X3T10	Lower Level Interface
X3T11	Device Level Interface
X3T12	Distributed Data Interface
X3V1	Text: Office & Publishing Systems
X3W1	Office Machines
CT21	TAG - U.S. TAG to ISO/IEC JTC 1/SC21
CT22	TAG - U.S. TAG to ISO/IEC JTC 1/SC22

X3 Membership (33)

Producers (16)

3M Company
AMP
Apple Corp
AT&T/NCR
Bull HN Information Systems
Compaq Computer Corp
Digital Equipment Corp
Hewlett-Packard
Hitachi America

IBM
Sony America
Storage Technology Corp
Sun Microsystems
*Texas Instruments, Inc.
Unisys
Xerox

Consumers (12)

Boeing
Dept of Defense
Dept of Energy
Eastman Kodak Company
General Service Administration (GSA)
GUIDE International
Hughes Aircraft Co.

National Communication
    Systems
Northern Telecom
Recognition Tech Users Assn
Share
Wintergreen Info Systems

General Interest (5)

AICCP
American Nuclear Society
National Institute of Standards and Technology (NIST)
Neville & Associates
*Sybase, Inc.

* Pending fulfillment of membership requirements

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X3 Week

X3 meets three times each year

Jan	Feb	March	April	May	June
July	Aug	Sept	Oct	Nov	Dec

Activities

Two-day meeting
Membership Dinner

X3 History (1960-61)

1960 ISO Meeting

Sweden recommended new ISO Technical Committee for Information Processing with the USA as Secretariat.

US Meeting: US recommended formation of US committee on computer standards

Manufacturing Trade Associations including CBEMA (then known as BEMA) attended

X3 formed in September, 1960: Two initial areas of work were identified, codes and COBOL

1961 First organizational meeting in February, 1961

CBEMA accepted Secretariat responsibility

X3 established under ANSI procedures

X3 had simple structure

Original name "Computers and Information Processing"

Areas of work:

OCR, MICR, Data Transmission, Codes, Programming Languages, Terminology, Problem Definition and Analysis

X3 History (1969-1984)

1969 X3 Reorganization.

Two standing committees added (SPARC and IAC)

Technical committees aligned under new categories (hardware, software and systems)

1979 Fee structure established.

New Secretariat committee added (SMC)

1980 X3 Reorganization

Previous "X4" committee on Office Systems merged with X3. X3 Title changed to "Information Processing Systems"

1984 More changes for X3

ISO/TC97, our international counterpart, restructured along "systems lines"

Application for accreditation under new ANSI procedures filed

Some restructuring of X3 to align with ISO/TC97

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X3 History (1985)

1985 X3 Restructure

X3 restructuring approved at February 1985 meeting

Formal policy established on the equal importance of domestic and international standardization

SC TAG Subcommittees formed which report directly to X3

SPARC given responsibility for management of ALL project issues, domestic and international

SMC moved from Secretariat line responsibility to X3

Restructure resulted in the merger of some technical committees

ANSI granted accreditation to X3.

X3 History (1986-93)

1986 25th Anniversary

X3 celebrated its 25th anniversary and its Secretariat sponsor, CBEMA, charged the committee with Focusing on the Future. "FF" revised all X3 management.

1987 Organizational Changes

IAC was disbanded; the JTC1 TAG was formed
SPARC and SMC were given additional assignments
The Strategic Planning Committee (SPC) was formed with its first meeting held in 1987.

1990 Greater International Focus

ANSI approved procedures for concurrent processing of national and international standards; X3 published implementing procedures in May and began training in July.

1991 30th Anniversary

X3 celebrated its 30th anniversary with a special meeting including discussions on the future of U.S. IT standardization and presentations from experts within the standards arena.

1992 New Memorandum of Agreement

ANSI and the U.S. TAGs to JTC1 implemented a new agreement, under which the JTC1 TAG approves all U.S. positions on New Work Items (NPs) and Draft International Standards (DIS)

1993 Reorganization

With the adoption of new procedures, X3 implemented a new management committee structure. These management committees are the Operational Management Committee (OMC), the Long Range Planning Committee (LRPC) and the Policy and Procedures Committee (PPC).

Special Features of X3

X3 has always been innovative in its management of the development of a standards developing body. Information technology standards are complex.

The total span of information systems and component standards covers a wide range of expertise.

Each Technical Committee of X3 requires unique (and expert) members, but each also requires a more demanding and interrelated planning mechanism.

Special Features of X3

Criteria for Consensus:

X3 has stringent procedures for reaching consensus.

- *Ballot on Draft Proposed American National Standard (dpANS) Is Taken at the End of the Public Review Period:*

  The final ballot on a dpANS is taken when the public review period has ended so that all X3 members are aware of public sentiment on the document.

- *Reconsideration Ballot:*

  One negative vote on an X3 letter ballot causes circulation of the objection to X3 members for a 10-day period, giving each an opportunity to change his/her vote based upon the negative comment(s), thus allowing all of X3 to consider minority opinions.

- *Four-month Public Review:*

  X3 has adopted a four-month public review as opposed to the 60-day period required by ANSI.

Special Features of X3

Management Tools

X3 requires that its technical experts facilitate coordination with other standards activities:

- ### *Development Plans:*

  Plans are developed to make the best use of time and to notify all parties of committee schedules. Necessary for budget and project management.

- ### *Liaison Assignments:*

  Ensures a complete exchange of information between concerned parties. Allows for "early warning" of potential overlap or duplication of effort. Encourages joint cooperative effort from the beginning of the project.

- ### *Project Editors:*

  One person is assigned to maintain each (draft) document. This allows distribution of work among all TC participants, timely updating of the draft standard, speedy publication and final editing.

Special Features of X3

Developing U.S. Consensus:

X3 actively seeks new participants in its activities and reviews *all* comments from the public before approving a standard.

• Press list:

An extensive press list is maintained. Announcements of new projects, formation of new Technical Committees, commencement of public review periods and other matters of interest are sent to 200+ trade publications; via hard copy and electronic distribution.

Widest possible circulation of activities is attempted.

• Public comments circulation:

All public review comments received on draft proposed American National Standards (dpANS) are immediately circulated to all X3 members and TC officers. This allows X3 to analyze the public interest prior to voting on final approval of the dpANS.

X3 Challenges

*Closer alignment of national and international standards development

*Streamlining of all procedures while protecting our accreditation -- meeting legal requirements and assuring documentation of due process

*Aggressive training program for officers

*Continuing training program for the entire committee on domestic and international issues

*Maintaining consistent, responsive leadership in a rapidly changing industry

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Advisory Committees

X3 has assigned specific responsibilities to a group of management advisory committees.

**Operational Management Committee
(OMC)**

**Long Range Planning Committee
(LRPC)**

**Policy and Procedures Committee
(PPC)**
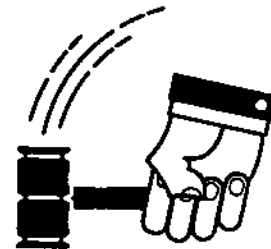
Advisory Committees

OMC

OMC is responsible for managing the international and domestic program of work. This includes reviewing Annual Reports, new project proposals and draft standards. In addition, OMC appoints technical subgroup officers.

LRPC

LRPC was created to provide a strategic overview of Information Technology standards and standards organizations, looking five years or more ahead for developments that may affect the process of standardization.

PPC

PPC has responsibility for developing (for X3 approval) new or revised procedures and policies.

X3 and Advisory Committees

X3

Chairman	*James Converse (Kodak)*
Vice Chairman	*Don Loughry (Hewlett-Packard)*
Meetings:	*Two-day meetings, three times a year (6 days)*

OMC

Chairman	*William Rinehuls (Dept of Defense)*
Vice Chairman	*Thomas Frost (AT&T)*
Meetings:	*Three-day meetings, six times a year (18 days)*

LRPC

Chairman	*Carl Cargill (Sun Soft)*
Vice Chairman	*(currently open)*
Meetings:	*Three-day meetings, four times a year (12 days)*

PPC

Chairman	*Ken Zemrowski(AICCP)*
Vice Chairman	*(currently open)*
Meetings:	*Three-day meetings, four times a year (12 days)*

Legal Liability

Possible violation of anti-trust rules is an important consideration in standards development.

ANSI procedures have been developed to minimize anti-trust exposure, and are generally accepted.

There are two cases that resulted in procedural changes:

Case: *"Hydrolevel"*

Description: *Hydrolevel went out of business because of the interpretation that their product was not in conformance with an American Society of Mechanical Engineering (ASME) Standard.*

Issue: *No management controls by SDO on interpretations of its standards*

Results: *1) Officer issuing interpretation and his employer settled out of court. Amount of damages paid is unknown.*

                   2) ASME, as secretariat, lost at all levels of litigation through the Supreme Court. Treble damages by ASME to Hydrolevel was $7 million.

                   3) ANSI required accredited standards developers to institute management controls for the interpretation of standards.

Case: *"Allied Tubing"*

Description: *NFPA final draft standard (NEC) that excluded PVC Conduit*

Issue: *A member of NFPA standards activity, Allied Tube (a manufacturer of steel conduit), led effort to have many "new" members join NFPA (legally) in time for final ballot on this standard. NFPA membership rules for voting on its draft standards allowed for this "stacking" for vote.*

Result: *Allied Tubing and NFPA (Secretariat) were sued by Indian Head Corporation (a leading of manufacturer of PVC tubing). NFPA asked Indian Head Corporation to please drop them from litigation and they agreed. Allied Tubing lost at the Supreme Court. The Supreme Court ruled that treble damages in the amount of $11.4 Million be awarded to Indian Head Corporation.*

In light of this case, ANSI has asked its accredited standards developers to institute management controls and review their procedures to guard against possible abusive situations.

CBEMA

The Secretariat (sponsor) for X3 is the Computer and Business Equipment Manufacturers Association (CBEMA). CBEMA is a 76-year-old trade association representing leading industry manufacturers that collectively generate 5% of our nation's GNP and employ over 1.2 million people in the United States.

CBEMA provides the legal and financial entity necessary for the X3 program. CBEMA maintains administrative and managerial support for the program, as well as the necessary office space and technology required.

Members of CBEMA

3M
AMP Incorporated
Apple Computer, Inc.
AT&T
Bull HN Information Systems, Inc.
Compaq Computer Corporation
Dictaphone Corporation
Eastman Kodak Company
Fujitsu America, Inc.
Hewlett-Packard Company
Hitachi Computer Products
    (America), Inc.
IBM Corporation
Information Handling Services
Lexmark International, Inc.
Multigraphics, a Division of AM
    International, Inc.
NCR Corporation
Panasonic Communications &
    Systems Company
Sony Corporation of America
Smybol Technologies, Inc.
Tandem Computers, Inc.
Tektronix, Inc.
Xerox Corporation

CBEMA Program Structure

CBEMA operates on a annual program and budget approved by the Board of Directors. The Plans and Programs Committee manages the execution of the current program and develops the upcoming year's program. The staff manages expenditures under the current year's budget and develops a budget to support the upcoming year's program.

Board of Directors

Long Range Planning Committee

Executive Committee

Meeting Development Committee

Nominating Committee

Program and Budget Committee

Plans and Programs Committee

Performance and Compensation Committee

Public Policy Committees	Industry Committees	Educational Councils	Industry Support
Committee for Action on Public Policy	Standards Program Management Committee	Chief Tax Executives	Industry Marketing Statistics Cmte
Government Procurement	Environment and Safety Mgmt Committee	Export Controls	Communications Advisory Committee
International Issues	Ergonomics Subcommittee	Human Resources	
Proprietary Rights	CBEMA/UL Liason Committee	Physical Distribution	
Tax	TOP Vendors Group	Service Management	
Telecom	X3 Secretariat Program		

X3 Secretariat

There are ten positions in the X3 Secretariat. The department directly supports some committees (e.g., X3), participates in other committees (e.g., PPC), processes standards, provides training to officers and committees, and disseminates information to the X3 community.

The same personnel perform these functions for the JTC1 TAG Administrator, which is also held by CBEMA.

* 1100+ X3 standards projects

* 164 approved ANSI standards

* 3000 volunteers

* 3000 documents circulated each year

* 500 letter ballots each year

The department communicates on a regular basis with the officers and members of 79 subgroups, other secretariats, ANSI, the press, the public, legal contacts and other parties.

X3 Secretariat

All members of the X3 community are encouraged to call or write to the X3 Secretariat as the need arises. Here are the direct telephone numbers of the staff and their areas of responsibility.

Director, X3 Secretariat	*Jean-Paul Emard*	*202-626-5740*
Manager, Standards Processing	*Kate McMillan*	*202-626-5742*
Coordinator National Standards	*Lynn Barra*	*202-626-5738*
Coordinator International Standards	*Barbara Bennett*	*202-626-5743*
Coordinator Concurrent Processing	*Debbie Greco*	*202-626-5746*
Manager, Accredited Committees	*Joanne Flanagan*	*202-626-5737*
Coordinator, Accredited Committees	*Jennifer Touchet*	*202-626-5739*
Manager, Technical and Member Services	*Daniel Arnold*	*202-626-5747*
Coordinator	*Katrina Gray*	*202-626-4741*
Secretary	*Ernesto Perdomo*	*202-626-5748*

The address for the department is:

X3 Secretariat, CBEMA, 1250 "Eye" St NW, Suite 200, Washington DC 20005-3922

Standing Documents

X3 maintains a number of "standing documents" (X3/SDs) that are descriptive, procedural or administrative in content.

Copies of the standing documents are available to anyone at no charge from the Secretariat (202-626-5739).

X3/SD-0, Information Brochure.

X3/SD-1, Master Plan.

X3/SD-2, Organization , Rules and Procedures

X3/SD-3, Project Proposal Guide

X3/SD-4, Project Manual
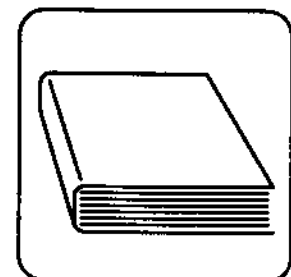
Standing Documents

X3/SD-5, Standards Criteria

X3/SD-6, Membership and Officers

X3/SD-7, Meeting Schedule and Calendar

X3/SD-8, Officers' Reference Manual

X3/SD-9, Policy and Guidelines

X3/SD-10, X3 Subgroup Annual Report

X3 Membership Fees

CLASSIFICATION	FEES
Voting Members	
Manufacturer/Government	$7500
User, Class A*	$5500
User, Class B**	$1500
Organizations	$4500
Observer	$2500

Classification A: User organizations listed in the "Fortune 500" (Industrial or Service).

Classification B: User organizations that do not appear on the Fortune 500.

Technical Committee Fees

Membership Class	Fee
Technical Committee Membership (One principal and one alternate)	$300

Task Group Membership
    (One principal and one alternate)
    (No charge for task groups if the
        organization has a principal on
        the parent TC)
	$300

Additional Alternates	$300
Observers	$300

Study Groups
    Membership
    Observers
	
	$25
	$12.50

International Program Fee

In accordance with the direction of X3 and the JTC1 TAG,

all participants in committees that develop positions on behalf of the U.S. National Body shall support the international program through payment of a $300 annual fee collected ANSI.

National Organizations

American National Standards Institute (ANSI)

ANSI is the coordinator of the voluntary standards system in the United States, and represents the U.S. in the voluntary international standards developing organizations.

U.S. TAG for ISO/IEC JTC1 (JTC1 TAG)

The JTC1 TAG is the group that develops U.S. positions for ANSI (as the U.S. member body) on the proposed ISO/IEC JTC1 program of work and proposed standards. As of February 1992, this includes approval of all U.S. positions on New Work Items (NPs) and Draft International Standards (DIS).

The JTC1 TAG membership includes standards development organizations (SDOs) that have work related to the work of JTC1.

The JTC1 TAG Administrator is CBEMA.

Related National Standards Developing Organizations

X9 *Financial Services*

Secretariat: American Bankers Association (ABA)

X12 *Electronic Business Data Interchange*

Secretariat: Data Interchange Standard Association (DISA)

T1 *Telecommunications*

Secretariat: Exchange Carrier Standards Association (ECSA)

IEEE *Institute for Electrical and Electronic Engineers*

The Computer Society, the Communications Society

MUMPS* Users Group

*Massachusetts General Utility Multi-Programming System

Ada* - Department of Defense (DoD)

*Ada is a registered trademark of the U.S. government, ADA Joint Program Office

EIA *Electronics Industry Association*

AIIM *Association for Information & Image Management*

NISO *National Information Standards Organization*

ISO/IEC JTC1, Information Technology

This is a joint committee between the International Standards Organization (ISO) and the International Electrotechnical Commission (IEC) that serves as the international voluntary standards organization which develops standards in information technology.

(ITU-TS) *(formerly CCITT)*

The International Telecommunication Union - Telecommunication Standardization (ITU-TS) is a treaty organization whose countries are represented by their governments. In the case of the U.S., this is the State Department.

The purpose of ITU-TS is to study technical, operating, and tariff questions and to issue recommendations on them with a view to standardizing telecommunications on a worldwide basis.

Regional Organizations

Standards Developers

CEN/CENELEC
ETSI
ECMA

Workshops

NIST
EWOS
etc.

Consortia, e.g.,

Object Management Group
Open Software Foundation
UNIX International
X Consortium
X/Open
UNICODE

Companies

User Groups

Government

Academia

Professional Societies

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X3 Procedures

● *Tools of the Trade for X3 and X3 Subgroups*

❶ *Membership Rules*

❷ *Officers*

❸ *Agendas*

❹ *Document Distribution*

❺ *Document Registers*

❻ *Meeting Schedules*

❼ *Minutes and Action Items*

❽ *"Two-Week Rule"*

❾ *Voting*

❿ *Development Process*

X3 Procedures

66 *The object of these procedures is to achieve a consensus of the participants rather than some minimum ratio of approvals versus objections to produce technically sound standards which will be used because of their technical and economic merit and to assure that due process in developing these standards is achieved.* **99**

From the foreword of the X3/SD-2, Organization, Rules and Procedures.

❶ Membership Rules

X3

Eligibility:

Participation in Standards Activities of X3 is open to all directly and materially affected interest(s).

Establishing Membership:

Application for membership in X3 shall be made in writing to the X3 Secretariat. The prospective member shall demonstrate a continuing and valid interest in the work of X3. A representative shall attend a regular X3 meeting as an observer and reaffirm the organization's interest. Upon approval, membership privileges start at the beginning of the next meeting attended.

Termination of Membership:

Memberships will be terminated after being warned in writing of one of the following conditions:

1. *Both the principal and alternate do not attend two out of three successive meetings, or*

2. *Both the principal and alternate do not return ballots from two successive mailings, or*

3. *Appropriate service fees are not paid within the time specified by the Secretariat.*

❶ Membership Rules

Management Committees

OMC and LRPC

Voting membership is open to U.S. domiciled organizations directly and materially affected by the scope of X3 that are willing to participate regularly and pay the designated service fee.

PPC

Voting membership is open to any organization with voting membership on X3 that is willing to participate regularly and pay the designated service fee.

❶ Membership Rules

X3 Subgroups

Applications shall be made in writing to the respective Chair or to the X3 Secretariat, (preferably to both).

Applicants shall state their qualifications - how they are directly and materially affected by the activity, and affirm a willingness and ability to participate actively.

The prospective member shall attend the first of these meetings as an observer and reaffirm interest in the work of the subgroup.

Membership becomes effective with attendance at one of the next two successive meetings. Voting privileges begin with the opening of that meeting.

In the case of newly-formed subgroups, all membership requirements apply except that voting rights are immediately granted to all present at the organizational meeting.

❷ Officers

X3 Technical Committees and Task Groups

Main Goal:

> *The timely and orderly development of standards, both national and international*

Officers Appointed by OMC:

Chairman

Vice Chairman

International Representative

Officers Appointed by the Subgroup Chairman:

Secretary

Vocabulary Representative

Project Editor(s)

Liaisons

Head of Delegation to international meetings

Other positions (e.g. ad hoc chairmen)

❷ Officers

X3 Technical Committees and Task Groups

OMC appoints chairmen, vice chairmen and international representatives for 3-year terms.

- The process begins with a call for volunteers issued by the Secretariat.

- Candidates must submit specific documentation in support of their candidacy (see 5.4.2 in X3/SD-2).

- When there is only one candidate, a 30-day OMC letter ballot is issued.

- When there is more than one candidate, the X3 Secretariat shall provide the subgroup Chair with an advisory ballot requesting the individual subgroup members to express their preference. The result of this ballot is confidential and advisory to OMC.

  OMC is informed of the results and takes final action in executive session.

Duties of Officers*

Chairman

Presides at meetings, ensures that the Program of Work is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies and procedures of the X3 standards program; prepares the required reports; and ensures that the administrative duties are fulfilled.

Vice Chairman

In the absence of the chairman, performs the duties of the chairman. Acts as subgroup administrator (controls and distributes documents, prepares meeting notices and agendas, maintains records of attendance, letter ballot results, etc).

Secretary

Records and transcribes the minutes.

For more detail, see X3/SD-8, Officers' Reference Manual.

❷ Officers

Duties of Officers

International Representative

Responsible for all interaction between the U.S.
TAG and the corresponding ISO/IEC JTC1
subcommittee and/or working groups. Reviews
and distributes international documents,
prepares U.S. votes and positions, establishes
suspense control for required documents.

Vocabulary Representative

Contribute to and receive from X3K5 all
proposed vocabulary changes.

Duties of Officers

Project Editor

> Maintain the document, making timely changes as agreed by the subgroup. Prepare document according to the appropriate style guide, and plan the schedule for document transmission, review and approval periods. Report the status of the document at each subgroup meeting.

> *Work must be delegated to ensure rapid progression and timely interaction with the ANSI Technical Editor and Secretariat staff.*

> *Chairmen, Vice Chairmen and International Representatives should carefully consider the potential workload before also assuming Project Editor positions.*

13th Draft

Proposed American National Standard
Magnetic Tape and Cartridge
for Information Interchange

18-Track, Parallel, 12.65 mm (1/2 in.), 1491 cpmm (37 871 cpi)

Group-Coded Recording

15 May 1988

(ASC X3 Project no. 487/488)

Revision History

1st	Draft	X3B5/85-017, 018	04	January	1985
2nd	Draft	X3B5/85-030, 031	31	January	1985
3rd	Draft	X3B5/85-075, 076	19	April	1985
4th	Draft	X3B5/85-182, 183	16	October	1985
5th	Draft	X3B5/86-001, 002	06	January	1986
6th	Draft	X3B5/86-054, 055	07	March	1986
7th	Draft	X3B5/86-122, 123	01	May	1986
8th	Draft	X3B5/87-037, 038	11	February	1987
9th	Draft	X3B5/87-072, 073	08	April	1987
10th	Draft	X3B5/87-099	21	May	1987
11th	Draft	X3B5/87-238	13	November	1987
12th	Draft	X3B5/88-044	09	February	1987

❸ Agendas

Rules for the preparation of agendas:

Timing:

Should be prepared and distributed four weeks prior to the meeting

Detail:

Should include detailed action statements and document references and may include project numbers

Goal:

Should allow committee members to come to meetings well-prepared and ready to progress the work.

❸ Agendas

Sample Agenda

Draft Agenda

DOC: Number

X3 Subgroup
Location
Date: Time

On this agenda, * indicates the document has not been produced as of document distribution. <u>Underline</u> indicates action needed.

Project			
	1.0	Attendance	
↑	2.0	Approval of Draft Agenda	(X3B5/89-114)
	3.0	Distribution of Documents	
↓	4.0	Approval of Draft Minutes	(X3B5/89-078)
	5.0	Chairman's Report	
(653)	6.0	Helical Scan Cartridges	*
(217)	7.0	<u>Five-Year Review of ANSI/ISO 4341</u>	(X3B5/89-115)
	.		
	.		
	.		

Document Number

④ Document Distribution

Document Numbers:

All X3 and X3 subgroup documents shall be numbered.

Document Distribution:

All documents shall be distributed on a regular basis to the membership.

Documents for action at a meeting must be in the possession of the members at least two weeks prior to the meeting, so that members have time to prepare.

Document Registers:

The register must include the committee, the number assigned, the date assigned, the author, the submitter and the document title.

➃ Document Distribution

The Secretariat is required to maintain a complete file of all X3 and X3 subgroup documents. To satisfy that requirement, all X3 subgroups must send copies of all committee documents to the X3 Secretariat.
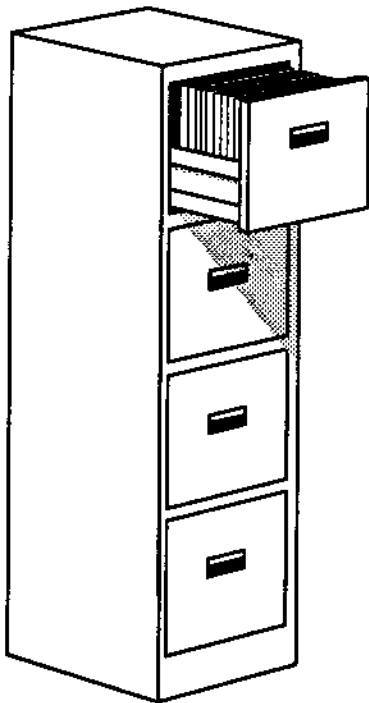
The Secretariat also reviews these documents as time permits.

❹ Document Distribution

Accredited Standards Committee*
X3, Information Processing Systems

Doc No:
Date:
Project:
Ref Doc:
Reply to:

⑤ Document Registers

Secretariat document registers contain the document number, the committee distribution, the date, the X3 project number (where applicable), the author and the document title.

1. Document Number

The format is X3/89-0001. (89=year, 0001=chronological assignation.

2. Committee Distribution

Documents are distributed to one or more subsets of the X3 community, and are coded accordingly on the register.

X = Principals (and paid Alternates)
O = OMC
L = LRPC
P = PPC
T = Technical Committee Chairs

3. Date

4. X3 Project Number

5. Author

6. Title

⑤ Document Registers

Sample: X3 1991 Document Register

X3 Number	Other Ref Number	Doc Date	Due Date	Author	Proj No.	Title
X3/93-34 X O	JT/91-11 JTC1 N1119	12/11/92				JTC1 Calendar
X3/93-46 O		01/02/93	02/08/93			Transmittal of OMC LB 200: Approval of the Appointment of X3B5 Chairman

Sample: 1987 X3B5 Document Register

Doc #	Date Assigned/Distributed		Project Number	Title (Author/Date/Subject)
87-001	1/5	1/21		Steinbrenner (12/31/86) Final Doc Register
87-002	1/5	2/3		Steinbrenner (1/5/87) X3B5 Membership
87-003	1/6	1/16	566/657	Steinbrenner (1/6/87) Letter to Rosscomp Intent to Terminate Projects

⑥ Meeting Schedules

Meeting Schedule:

X3 Subgroups meet anywhere from one to six times per year. A one-year schedule should be produced at least six months in advance.

Meeting Locations:

X3 Subgroups may meet at the X3 Secretariat headquarters in Washington, D.C., or at a member's home office. (Maximum capacity at CBEMA for a committee is 20.)

Meetings should be rotated among the members to allow everyone the convenience of a local meeting.

Meeting Notice:

A meeting notice should be sent out four weeks in advance. It should include details about the meeting room, hotel reservations and local transportation.

❼ Minutes and Action Items

Minutes:

X3 and all X3 subgroups are required to produce minutes of their meetings. Minutes must be distributed within four weeks of the end of the meeting.

Content:

Minutes should accurately reflect the actions of the meeting, along with summaries of motions, records of votes, and six additional items spelled out in the SD-2 (Section 4.3.6).

Action Items:

A list of individual "homework assignments" to be completed by members before the next meeting.

❽ "Two-Week" Rule

"Two-Week Rule"

The two-week rule states that documents for action at a committee meeting must be in the hands of the members two weeks prior to that meeting to give them time to review and prepare in advance.

A document that is mailed late or distributed at the meeting may be considered, but only in the absence of objection.

This rule protects members from making hurried decisions on documents they have not had time to study.

⑨ Voting

✳ *Who votes?*

Principal

Alternate (in lieu of the principal)

✳ *One Member - One Vote*

One exception is permitted. In X3 only, approved dual representation is allowed.

✳ *No Proxies*

✳ *Voting in Absentia*

A written note may be submitted by an absent member provided that it is given to the chairman prior to the vote taken at that point on the agenda.

❾ Voting

Voting methods are generally chosen by the chairman unless otherwise required by the SD-2. These methods are usually one of the following:

Letter Ballots (30 days)

Roll Call Vote

Count of Hands

Voice Vote

Unanimous Consent

⑨ Voting

Voting by Ballot:

Ballot results must always be reported in writing.

Letter Ballots:

30 Days (or, for X3 only, 6 weeks)

We recommend printing letter ballots on colored paper so they are easily identifiable.

Accelerated Letter Ballots (International Issues)

For X3 only. Less than 30 days Always printed on gold paper.

Reconsideration Ballots

For X3 only. If a negative is cast, X3 members have 10 days to reconsider their original votes. Always printed on pink paper.

Default Letter Ballots

For X3 only. 30 days. The requirement to respond is placed on the members. This kind of ballot is used on issues such as the approval of new Task Groups when the request to form one is not part of a project proposal.

⑨ Voting

X3 Ballots

Ballots may be faxed to our office (202-638-4922 or 628-2829).

Votes may be called in (202-626-5738 or 626-5746).

In either case, the original signed copy of the vote must follow.

Due dates on letter ballots must be honored!

⑨ Voting

Letter Ballot Responses

X3 Subgroups (30-day)

Affirmative

Affirmative with Comments

Negative with Reason

Conditional votes are not permitted

Abstention votes are not permitted on technical issues

X3 Voting

Affirmative

Affirmative with Comments

Negative with Reason

Abstention with Reason

Negative votes without reason, and abstention without reason are counted as "No response" and can result in jeopardy

We recommend printing letter ballots on colored paper so they are easily identifiable.

⑨ Voting

Sample X3 Subgroup Letter Ballot

Accredited Standards Committee
X3, Information Processing Systems

Doc:
Date:
Project:
Ballot Period: 30 days

Ballot closes: NOON   Date

Subject:

Statement:

Question:

Always complete this block.

Name_____

Signature _____

Date_____

⑨ Voting

All X3 subgroups are required to attempt to resolve negative votes.

If negatives exist, attempt to resolve them by making changes. Document these attempts.

If the changes are substantive, the subgroup must vote again on the decision to forward the document.
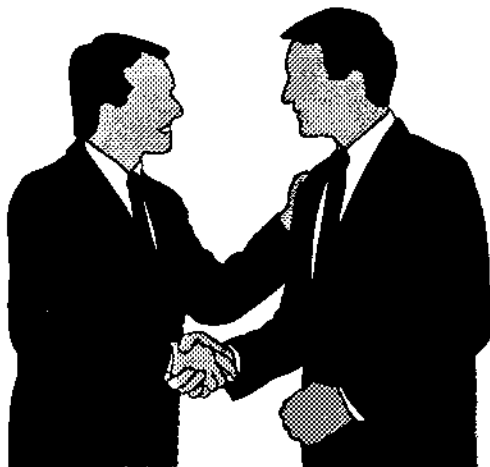
Two-thirds Rule: Example One

Voting Membership:	**36**
Majority:	**19**
Vote:	
Affirmative:	**19**
Negative:	**9**
N/R:	**8**
Total:	**28**
2/3:	**19**

Two-thirds rule is met.   *Pass=YES*

Affirmatives Must Be More Than Half

19 = More than Half
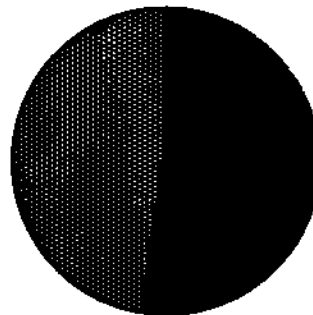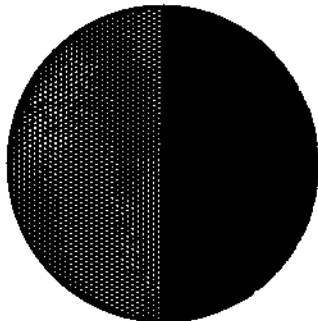
Affirmatives must be at least 19
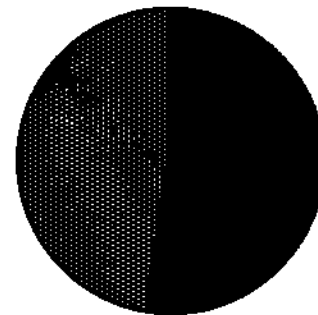(2/3 of those voting)

19 = 2/3 Majority
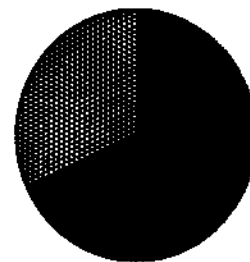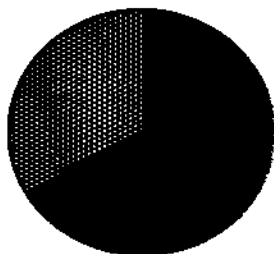
Two-thirds Rule: Example Two

Voting Membership:	36
Majority:	19
Vote:	
Affirmative:	19
Negative:	17
N/R:	0
Total:	36
2/3:	24

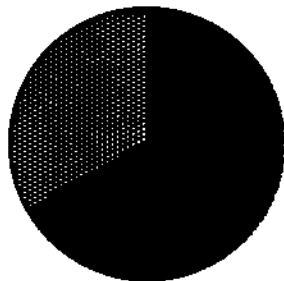*Two-thirds rule is not met.. Pass=NO.*
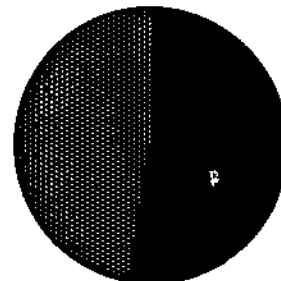
Affirmatives Must Be More Than Half
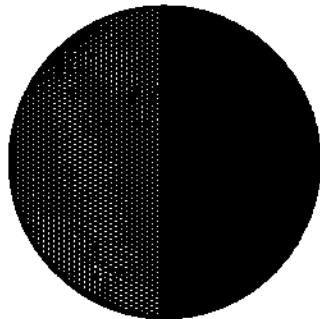
19 = More than Half

Affirmatives must be at least 24
(2/3 of those voting)

19 = Less than 2/3 Majority

⑩ Development Process

X3 Milestone Summary for Type D and I Projects

Planning Phase

0   **Development and submission of project proposal**

1   **Preliminary OMC review**

2   **OMC determination of the next action**
               (e.g., study further or recommend approval to X3)

        *3   **Study group is formed if required**
        *4   **SG recommendation forwarded to OMC**

5   **X3 approval and announcement of new project**

> *Note:*   *For Type I projects , milestones 1-5 apply before processing continues according to section 5.8 of the X3/SD-2*

Development Phase

6   **TC develops work plan and begins liaison work**

7   **TC develops draft proposed standard**

8   **Draft proposed standard is reviewed by all liaisons and balloted by coordinating and developing TCs**

9   **Consideration of comments, resolution and approval**

10   **TC forwards required documentation to Secretariat**

11   **OMC compliance review**

⑩ Development Process

Approval Phase

12	dpANS forwarded for public review, pre-edit and to X3 for advance review

        *13 TC consideration & action on public review comments and subsequent public review

14	X3 ballot on dpANS and resolution of comments

        *15 X3 default ballot on unresolved X3 negatives

16	Submission of dpANS to ANSI/BSR
17	ANSI BSR review / approval / appeal period
18	Final copy forwarded to ANSI for final review and publication

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19	Potential submission of approved American National Standard for JTC1 fast track (requires another public review and approval by the JTC1 TAG)

Maintenance

Maintenance Phase (Section 5.2)

Five Year Review

Every five years an American National Standard must be reviewed. One of the following actions is *required:*, even if a revision is underway but not complete

> Reaffirmation
>
> Revision
>
> Withdrawal

Defect Management

Defect management procedures exist for the following conditions:

a) rapid amendment for which proper use of a standard(s) is dependent upon rapid promulgation of errata or amendments as defects are detected, and

b) rapid promulgation of clarifications or commentary

Submission of a defect report may result in one or more of the following:

> Erratum to the standard (mistake)
>
> Amendment to the standard (change or addition)
>
> Interpretation to the standard (clarification)

Right of Appeal

Any directly or materially affected interests have the right to appeal any administrative, technical or procedural actions or inactions directly to the Secretariat.

They may also appeal any action or inaction of the X3 Secretariat to ANSI through the Information Systems Standards Board (ISSB), the Board of Standards Review (BSR) and, eventually, the Standards Council.

The appeals procedure is required by ANSI procedures. It is important for the protection of interested parties in the standards process.

(It does not replace the process of bringing administrative matters to OMC.)

Right of Appeal

Appeals shall be addressed promptly. Involved parties must be allowed to participate. Records shall be maintained and available.

Appeals must be in writing to the X3 Secretariat within 30 days. The X3 Secretariat must respond in writing to the appeal within 30 days.

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action.

The Secretariat has the burden of demonstrating that X3 and the X3 Secretariat took all actions in compliance with the procedures (X3/SD-2).

If the appellant and the Secretariat cannot resolve the issue(s), a hearing shall be scheduled for the appeal.

The hearing panel shall consist of three individuals who have not been directly involved in the matter in dispute.

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Right of Appeal

Decisions

The appeals panel shall render a decision in writing within 30 days.

The panel may find for the appellant, specifying action to be taken by the X3 Committee or the Secretariat.

The panel may find for the X3 Secretariat with an explanation.

The panel may find that new material has been introduced requiring reconsideration.

Further Appeal

Further appeal including a full record of the complaint and action can be requested and referred to ANSI.

Glossary

ANSI	American National Standards Institute
BSR	ANSI Board of Standard Review
CBEMA	Computer and Business Equipment Manufacturers Association
CEN	European Committee of Standardization
CENELEC	European Committee of Electrotechnical Standardization
dpANS	Draft Proposed American National Standard
ECMA	European Computer Manufacturers Association
ETSI	European Telecommunications Standards Institute
EWOS	European Workshop on Open Systems
IAC	International Advisory Committee
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronic Engineers
ISO	International Organization for Standardization
IT	Information Technology
LRPC	Long Range Planning Committee
MICR	Magnetic Ink Character Recognition
NFPA	National Fire Protection Association
NIST	National Institute of Standards and Technology
OCR	Optical Character Recognition
OMC	Operational Management Committee
PPC	Policy and Procedures Committee
SDO	Standards Developing Organization
SG	Study Group
TC	Technical Committee
TG	Task Group

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