

X3T13 Document Process

1 Purpose

This X3T13 Document Process is to ensure that committee mailings can be processed in an efficient manner and in accordance with the requirements of X3/SD-2, "Organization, Rules, and Procedures of X3". In addition, it provides for consistent format and submission of documents.

2 Document types

The X3T13 technical committee shall have three types of documents; mailings, project documents, and communications documents. Each type has a specified numbering protocol and format.

2.1 Mailings

Mailings are prepared by the Vice chair with the assistance of the Chair. Cutoff for submissions for the mailing shall be one week after the end of a plenary. Additional mailings may also be distributed when deemed necessary by the committee. Mailings shall contain at least the following:

- Announcement for the next two plenary meetings.
- Agenda for the next plenary meeting.
- Status of all projects and project documents.
- Document register for all communications documents since the previous mailing.
- Copies of all new or revised communications documents since the previous mailing.
- Copies of all new or revised project documents since the previous mailing.

2.2 Project documents

Project documents are the draft standards and draft technical reports in process and associated with an approved project.

2.3 Communications documents

Communications documents are all documents, excluding mailings and project documents, distributed amongst members in the process of conducting committee business. They include but are not limited to:

- Memos
- Reports
- Meeting notices
- Meeting agenda
- Meeting minutes
- Proposals
- Presentations

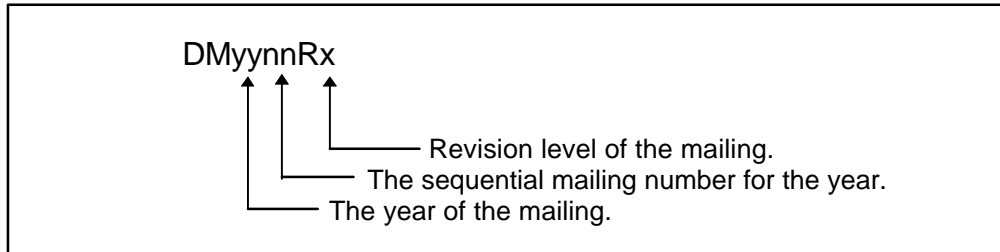
Any document discussed, presented, or referred to at a plenary or working group meeting shall be a communications document.

3 Document numbering

All documents shall be numbered in a prescribed manner.

3.1 Mailing numbering

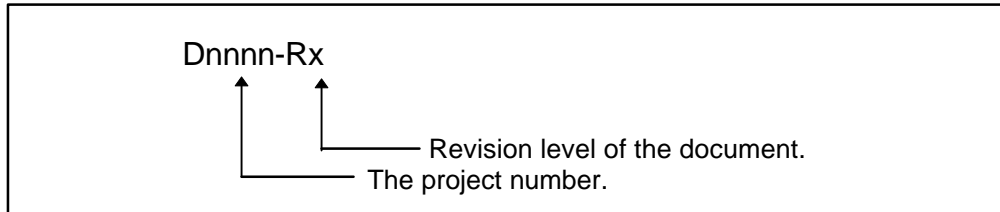
Mailings shall be numbered as follows:



In electronic form, mailings shall generally be zipped and the file name shall be the document number with the extension .ZIP.

3.2 Project document numbering

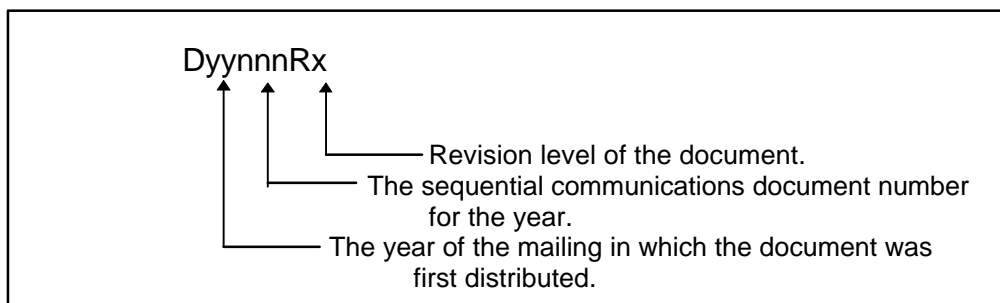
Project document number shall be the project number plus the revision level as follows:



In electronic form, project document file name shall be the document number. The file extension shall be .DOC if uncompressed and .DOZ if zipped.

3.3 Communications document numbering

Communications documents shall be numbered as follows:



All communications document numbers shall be assigned by the Vice Chair. Any member wishing to submit a communications document of any kind to the committee shall contact the Vice Chair to receive a number for the document before submitting the document.

In electronic form, the file name shall be the document number. The file extension shall be .DOC, .TXT, .PPT, or .XLS as appropriate if the file is not compressed. If compressed, the file extension shall be .DOZ, .TXZ, .PPZ, or .XLZ as appropriate. When placing files on the FTP site, files 64 Kbytes and greater shall be compressed. Files less than 64 Kbytes shall not be compressed.

4 Document format

4.1 Project document format

All project documents shall be in Microsoft Word 6. Project document editors shall attempt to format project documents in the format required for publication at the time of the initial draft document. The X3T13 Project Document Format Guideline, D96111 latest revision, provides the guideline for this format.

4.2 Communications document format

All communications documents shall be in electronic form and shall be either text, Microsoft Word 6, Microsoft Powerpoint, or Microsoft Excel documents. If documents are submitted to X3T13 which do not comply with the other provisions of this document process (e.g., a paper only document) the Chair will decide if the document will be accepted for a document number and if it will be included in a mailing by a scanning conversion to one of the standard formats.

All communications documents shall meet the following format requirements:

- The document number shall appear in the header on each page.
- The smallest font in the document shall be 10-point.
- Each page shall have the page number in the footer. If submitted with a cover memo, the cover memo shall be page 1 and the rest of the content shall have sequential numbers, i.e., 2, 3, --.
- The top of the first page shall have the submitters name, company represented, mailing address, phone and fax numbers, email address, date of submission, and the title by which the document is to be referred.
- The first paragraph should contain an abstract or synopsis of the content.
- The document shall not have company logos or other unnecessary graphics that eat up file space.

Annex A contains an example of a communications document.

5 Document submission

The following steps shall be followed to submit a document:

1. Prepare the document in the format described in clause 4.
2. Obtain document number from the Vice Chair and place in the document header.
 - Vice chair Name
 - Address
 - Phone
 - Fax
 - Email
3. Upload document to the X3T13 FTP site. If a submitter does not have FTP write access, the document may be submitted to the Vice Chair on a DOS formatted diskette or via Email as a uuencoded attachment.
 - See X3T13 FTP site usage document for upload procedure.
4. Send message on the ATA reflector notifying members of the document submission, its topic and file name.

If it is intended that a document be discussed at a meeting prior to the next mailing, it is the responsibility of the submitter to provide hard copies for discussion at the meeting.

Annex A
Example of the format for a communications document

The following is an example of the format of a communications document.

Dyynnrnx

To: X3T13 Technical committee
From: Fred Jones
XYZ Corporation
11234 First Street
Anytown, ST USA
Phone: 806 932-0756
Fax: 806 932-0737
Email: fjones@xyz.com
Date: 22 December 1995
Subj: Proposal for new ATA PHOOBAR

Introduction - This document is a proposal for a new ATA PHOOBAR for inclusion in the ATA-4 draft specification.

(Body of document)

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