



Document Number:	IMTC1001	Date:	7 July 2010
Working Group:	Requirements	Status (draft, approved, obsolete):	Approved
Title:	Approval of Official IMTC Documents		
Purpose:	Policy document		

Summary

This document specifies the procedure to approve official IMTC documents. It also defines the IMTC document naming and numbering system.

Document history

Revision	Date	Description
1	17 June 2004	Initial version (not published as IMTC1001)
2	7 July 2010	Second version - Completed at IMTC Board meeting on 20 May 2010 and submitted for members approval

1. Introduction

Each document being submitted to the IMTC approval process shall contain a statement defining the classification of the document for which IMTC approval is being requested. Classifications include Technical Specifications, Implementation Guidelines, Error Reports and policy documents.

The title of each document should be concise, unique and meaningful. The date of the formal approval of the document along with a record of revisions shall be clearly indicated.

Changes to Official IMTC Documents, other than those changes that are purely editorial, shall follow the same procedure as defined below for a new document.

2. Activity Group Ballot Approves a Committee Draft (CD)

When an Activity Group deems that a Working Document is technically stable, any Member may propose that the document be put forward for Committee Draft (CD) ballot by a vote of Activity Group members. Documents may be put forward for CD ballot at a formal meeting of the Activity Group, or by other means (e.g. teleconference, e-mail) subject to prior notification of the Activity Group members. A simple majority of members voting is required to proceed to the next stage although the Activity Group should endeavour to obtain consensus. Each Member organization represented shall have a single vote.

3. General Member Ballot of the CD

The Activity Group shall forward an abstract of the document to the IMTC Secretariat and may provide an accompanying explanatory report outlining the history of the draft. If there are any technical objections that it has proven impossible to resolve, the explanatory report should explain why. The IMTC Secretariat shall notify IMTC members of the CD ballot via the e-mail reflector. This notification shall contain the document abstract and details of how to obtain the document from the IMTC website. Ballot papers shall be electronically forwarded by the IMTC Secretariat to the principle representative of each Member company. Members shall respond to the IMTC Secretariat within a period of 6 weeks, indicating whether they support the proposal and providing a list of technical comments. Members submitting a 'No' vote shall provide a list of amendments required to change their position to a 'Yes' vote. Members submitting a 'Yes' vote may provide a list of suggestions for consideration by the Activity Group. A simple majority of votes returned is required for the document to become a Membership Approved Draft.

The IMTC Secretariat shall compile a list of comments received in the ballot and forward it to the Activity Group for review. If a majority vote is not obtained, the Activity Group should seek to address these comments before resubmitting the document for CD balloting.

4. Activity Group Edits and Ballots for Final Approval

The Activity Group shall prepare a new draft (if required) addressing the comments returned in the Membership Ballot. No technical additions or changes shall be made to the document at this stage other than those identified in the ballot. The Activity Group may reject amendments requested by members who voted 'No' in the Membership Ballot. A simple majority vote of the members voting in the Activity Group is then required for final approval.

There is no designated time period between a document being approved as a Membership Approved Draft and final approval in the Activity Group.

5. Document Naming & Numbering System

Approved IMTC documents shall be assigned a number from the IMTC Control document numbering space. Documents shall be numbered consecutively, beginning with IMTC1002. IMTC1001 is the approval procedure that defines the IMTC naming, numbering and approval procedure.

If a previously approved document has been made obsolete by a new document, the new document shall be assigned a new number from the numbering space and indicate which document it obsoletes. The old document shall be labeled as obsolete and modified to indicate the document that replaces it. Editorial and typographical changes may not require approval of a new document and should be addressed by issuing a Corrigendum document. A corrigendum contains corrections to an already published IMTC document and is published as a separate document that contains only corrections. A Corrigendum shall be identified by the word "Corr." followed by a consecutive number beginning with 1 and shall be preceded by the number of the approved IMTC parent document. For example, IMTC1001 Corr. 1, represents a Corrigendum 1 to approved document IMTC1001.

IMTC Control documents and its associated Corrigendum documents shall be posted to the IMTC website and the public FTP.
