

INCITS 2022 Symposium

The InterNational Committee for Information Technology Standards - INCITS

INCITS Organization Policies and Procedures

June 2022

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INCITS PBC Chair

Current Status of OP&P

- The revisions to 2022 draft of INCITS OP&P have been made and a draft is ready to be circulated out.
- USNC Annex A is also going to be updated with same changes as noted in INCITS OP&P

Major Changes in 2022 INCITS OP&P

- Expert Group (EG) Voting
- U.S. TAG Letter Ballot Resolution Process
- Note: *These changes are still under review and have not yet been approved.*

Expert Group (EG) Voting

- Clarification that, with the exception of EB EGs serving as U.S. TAGs, all other EGs do not have voting members or formal voting.
- EGs establish consensus by taking informal meeting votes on an individual basis.

EB EGs Voting

New Voting Table 8.6, EB EG Voting Method and Approval Criteria

Executive Board EGs Serving as U.S. TAGs	Voting Method	Approval	Cross Reference
International - Organization/Administrative			
Vote on U.S. Delegation	meeting vote	Majority	7.15
Nomination of Project Editors	meeting vote	2/3 voting	7.13, 7.14
Recommendation on Nomination for WG Convenor, SC Chair	meeting vote	Note 1	7.13

Executive Board EGs Serving as U.S. TAGs	Voting Method	Approval	Cross Reference
International - Standards Processing			
Vote on Contributions, Comments	meeting vote	2/3 voting	7.4
Vote on SC NP (Answers to seven questions)	meeting vote	2/3 voting	7.7.1
Vote on JTC 1 N document (Other than NP or DTR)	meeting vote	Majority	7.4
Vote on CD, PDTR, FPDTR	meeting vote	2/3 voting	7.9
Vote on Draft Technical Corrigenda	meeting vote	2/3 voting	7.4
Recommendation to Executive Board on NP, DTR, DTS, DIS, DAM, FDIS, FDAM	meeting vote	2/3 voting	7.7, 7.10
Submittal of American National Standard to Executive Board as Candidate for JTC 1 Fast Track Procedures	meeting vote	2/3 voting	7.11

U.S. TAG Letter Ballot Resolution Process

- New Procedure (Section 7.11) for resolving any comments submitted with a Negative vote in response to U.S. TAG Letter Ballots
- Applies to only non-accelerated U.S. TAG LBs on:
 - NP
 - CD
 - DIS
 - FDIS
 - DAM
 - FDAM
 - DTR
 - DTS
 - Draft Technical Corrigenda
 - Other SC and JTC 1 Level items

U.S. TAG Letter Ballot Resolution Process

- Determine the need for a Resolution Meeting (RM)
- Conducting the RM
- Actions Resulting from the RM

U.S. TAG Letter Ballot Resolution Process

- **Determine the need for a Resolution Meeting (RM)**
 - U.S. TAG Chair notifying the membership of any Negative votes upon close of a U.S. TAG LB.
 - Negatives votes can be modified in writing as desired by the voter. If all Negative votes have been resolved, no need for RM.
 - Non-substantive or non-actionable comments that could not be resolved do not require a RM – INCITS Secretariat along with U.S. TAG chair makes this decision
 - INCITS Secretariat in consult with U.S. TAG Chair may determine that an international ballot due date precludes the use of an RM

U.S. TAG Letter Ballot Resolution Process

- **Conducting the Resolution Meeting (RM)**
 - U.S. TAG Chair is going to appoint a RM Chair. A negative voter cannot serve as RM Chair.
 - Meeting: virtual or in person, 3-5 calendar days of the LB Closing date, minimum of 1 hour meeting time, availability of negative voters is a priority for RM
 - If the Resolution Meeting develops changes by RM consensus to either (a) the text in the ballot motion, or (b) the balloted text/document referenced by the motion, the meeting attendees should determine by consensus if the changes are substantive or non-substantive. The RM chair should determine consensus.

U.S. TAG Letter Ballot Resolution Process

- **Actions Resulting from the Resolution Meeting (RM)**
 - If the proposed changes are non-substantive, the revised ballot motion or revised text/document can be approved by action of the RM, provided that the current U.S. TAG LB is successful
 - Where proposed changes are substantive or the current U.S. TAG LB is not successful, the current U.S. TAG LB may be set aside, and a new U.S. TAG LB containing the revised text and the RM Meeting Report is going to be issued to the U.S. TAG.
 - RM Meeting Report is required

Thank you