Change Request Processing Scheme

The IEC/TC 1 Change Request Processing Scheme is based on the IEC Supplement, Annex SL, and adapted for the particularities of TC 1 and the IEV (additional steps are shown in italics). For IEC/TC 1, the role of "Secretary" in Annex SL is fulfilled by the Terminology Coordinator and VT Convenor. Procedures for the preparation of the IEV parts are provided in the IEC Supplement, Annex SK.

The IEC/TC 1 Change Request Processing Scheme is not applicable to
- the complete revision of existing IEV parts
- the proposal of a new IEV part unless that part comprises terminology taken over from a published IEC document.

Such parts shall be processed using the usual procedures specified in the ISO/IEC Directives, Part 1, and the IEC Supplement, Annex SK.

A TC 1 change request (CR) may comprise one entry or a group of entries related in some way (e.g. derived from a single product committee set of standards).

Each TC 1 CR is treated as a collection of independent CRs as defined in Annex SL, grouped together for convenience. In the spirit of Note 4 in SL.2.2, in the case where the TC 1 CR comprises many items, if some of these are acceptable for continuation with the normal database procedure while others are not, the original TC 1 CR might be divided into two or more new CRs and processed separately. Such new CRs may or may not start at the status level already achieved, depending on whether negative comments have been made.
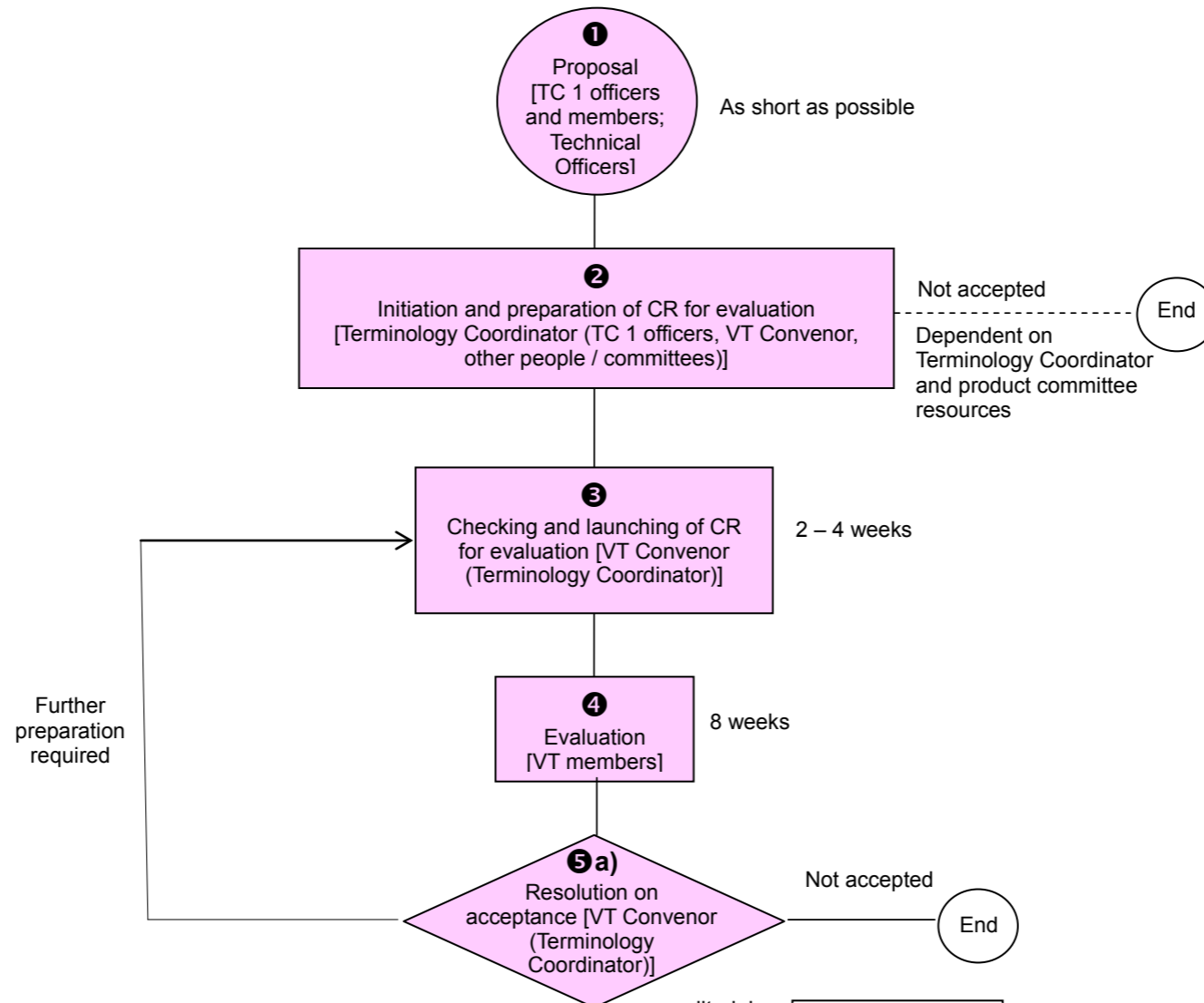
EXAMPLE   Objections are raised to certain entries within a TC 1 CR at validation stage:
- disapproved entries will be withdrawn from the TC 1 CR and become the subject of a new TC 1 CR;
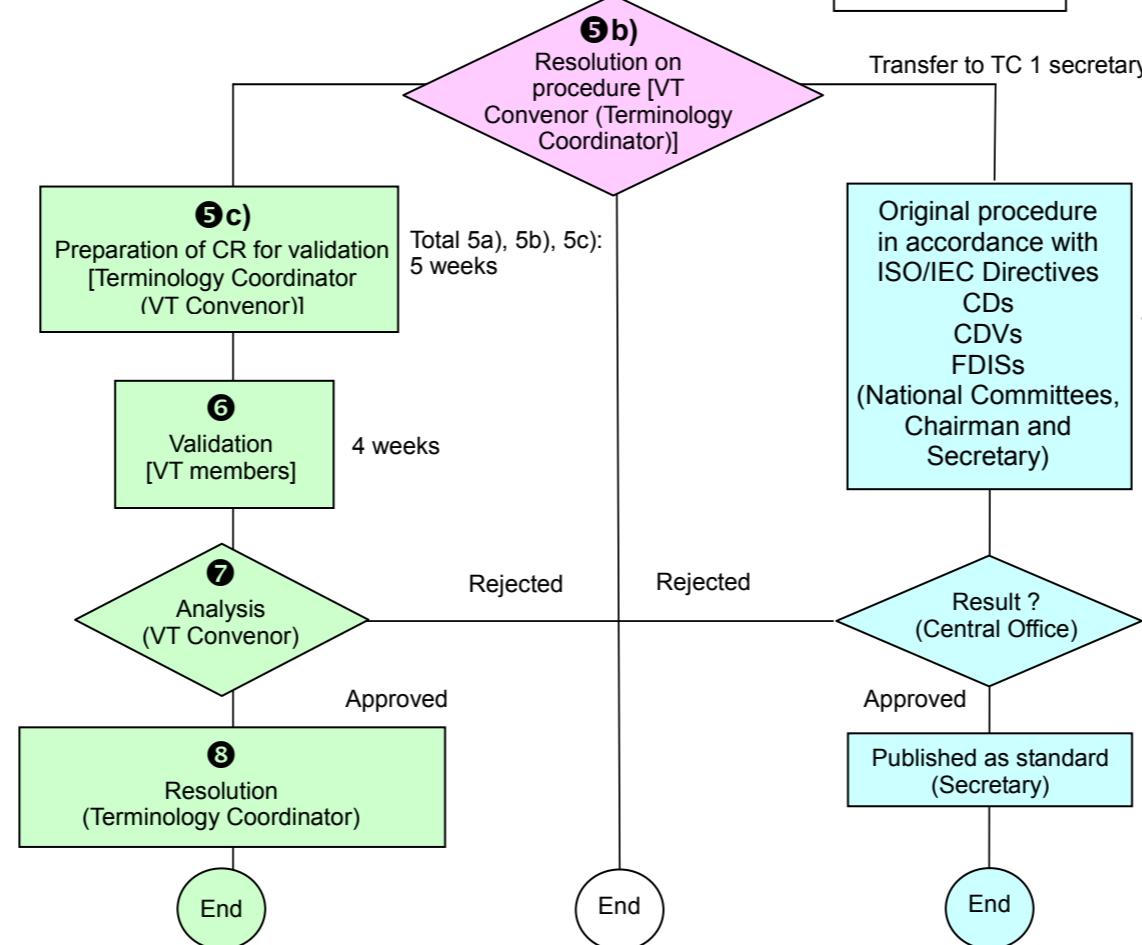- approved entries will go on to publication.

Step	Action (*The actions indicated are those for CRs that are not rejected or withdrawn. For rejected or withdrawn CRs, the stage and dates are completed accordingly at that point in the process when they take effect.*)	Responsible	Duration
1 Proposal	*Where appropriate, submit proposals for prior approval to the responsible National Committee.* *Forward proposals and information regarding their prior approved (when necessary) for change requests (CRs) to the Terminology Coordinator.*	TC 1 officers and members Technical Officers	As short as possible
2 Initiation and preparation of CR for evaluation	Check whether proposals for CRs are complete [identification of the IEV entries impacted*; purpose, description and justification of change; any additional supporting information; all necessary additional elements (e.g. graphics)] and within the scope of the database and valid for further work, or should be rejected. * For new terminology, the VT convenor proposes draft IEV reference numbers. For identical concepts appearing in several IEV parts, consideration is given as to whether the concept should be a fundamental concept under the responsibility of WG 100. For acceptable proposals: Prepare input data (editorial processing of terminological data and addition to IEV maintenance portal) and "*proposed* CR for evaluation" (the form containing links to the items under evaluation, a definition of the type of request, a rationale for the change, a proposal to follow the normal or the extended procedure, the invitation to comment comparable to the commenting on a CD, etc.).	Terminology Coordinator (in coordination as necessary with TC 1 officers, VT Convenor, other people / committees)	Dependent on Terminology Coordinator and product committee resources

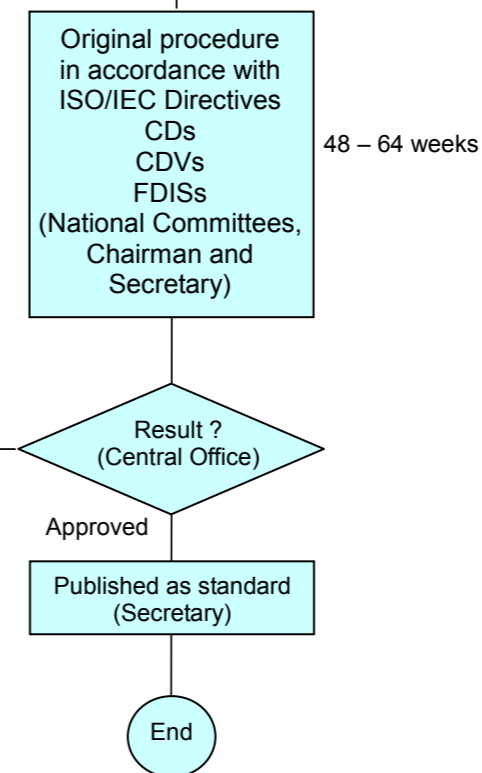| Step	Action (*The actions indicated are those for CRs that are not rejected or withdrawn. For rejected or withdrawn CRs, the stage and dates are completed accordingly at that point in the process when they take effect.*)	Responsible	Duration
	Seek agreement of the product committee(s) [both proposer and, where it is known (see * above), TC/SC/WG responsible for the IEV part likely to be impacted by the CR] on the proposed entries and CR as appropriate and submit to the VT Convenor.		
3 Checking and launching of CR for evaluation	Check, correct as necessary (e.g. change proposal to follow the normal or the extended procedure) and validate "*proposed* CR for evaluation". Set CR to "Evaluation" stage. Add "Requested on" and "Evaluation closing on" dates. Circulate "CR for evaluation" to the VT members.	VT Convenor in coordination as necessary with Terminology Coordinator	2 – 4 weeks
4 Evaluation	Comment on "CR for evaluation" (*detailed instructions provided in: IEV maintenance portal - Description and instructions*).	VT members	8 weeks
5 Resolution and preparation of CR for validation	Observation (by the VT Convenor) on the comments and general opinions of the members of the VT. If required, the VT Convenor (aided by the Terminology Coordinator) might seek assistance from the product committee(s) (*both proposer and, where it is known, TC/SC/WG responsible for the IEV part likely to be impacted by the CR*). Conclusion whether the CR should be - continued with the **normal database procedure**, or - continued with the **extended database procedure**, or - improved and **re-evaluated**. *For CRs continuing under the **extended database procedure**: Transfer of the project to the IEC/TC 1 Secretary.* For CRs continuing under the **normal database procedure**: Prepare (by the Terminology Coordinator) "CR for validation" in the light of the comments submitted and conclusions. Set CR to "Validation" stage. Add "Validation requested" and "Validation closing on" dates. Circulate "CR for validation" to the VT members.	VT Convenor in coordination as necessary with Terminology Coordinator	*5 weeks* (Annex SL = separate steps of 1 week and 4 weeks)
6 Validation	Vote on "CR for validation" (the criteria applied are the same as those for the voting on a normal FDIS) (detailed instructions: IEV maintenance portal - Description and instructions).	VT members	4 weeks
7 Analysis	Analyse voting and decisions, and inform Terminology Coordinator.	VT Convenor	1 week
8 Resolution	Set the CR to "Resolved" stage and add "Resolved on" date. Correct database entries as necessary. Validate database entries in the database.	Terminology Coordinator	2 weeks

Preliminaries
SL.2.2

❶
Proposal
[TC 1 officers
and members;
Technical
Officers]

As short as possible

❷
Initiation and preparation of CR for evaluation
[Terminology Coordinator (TC 1 officers, VT Convenor,
other people / committees)]

Not accepted — — — End

Dependent on
Terminology Coordinator
and product committee
resources

❸
Checking and launching of CR
for evaluation [VT Convenor
(Terminology Coordinator)]

2 – 4 weeks

❹
Evaluation
[VT members]

8 weeks

Further
preparation
required

❺ a)
Resolution on
acceptance [VT Convenor
(Terminology
Coordinator)]

Not accepted — End

editorial
changes

Standard corrected
(Terminology
Coordinator)

— — — End

Accepted

❺ b)
Resolution on
procedure [VT
Convenor (Terminology
Coordinator)]

Transfer to TC 1 secretary

Normal database procedure
SL.2.3

Extended database procedure
SL.2.4

❺ c)
Preparation of CR for validation
[Terminology Coordinator
(VT Convenor)]

Total 5a), 5b), 5c):
5 weeks

Original procedure
in accordance with
ISO/IEC Directives
CDs
CDVs
FDISs
(National Committees,
Chairman and
Secretary)

48 – 64 weeks

❻
Validation
[VT members]

4 weeks

❼
Analysis
(VT Convenor)

Rejected   Rejected

Result ?
(Central Office)

Approved

❽
Resolution
(Terminology Coordinator)

Approved

Published as standard
(Secretary)

End   End   End

IEC/TC 1 Change Request Processing Scheme
(based on IEC Supplement to ISO/IEC Directives, 2013, Figure SL.1)