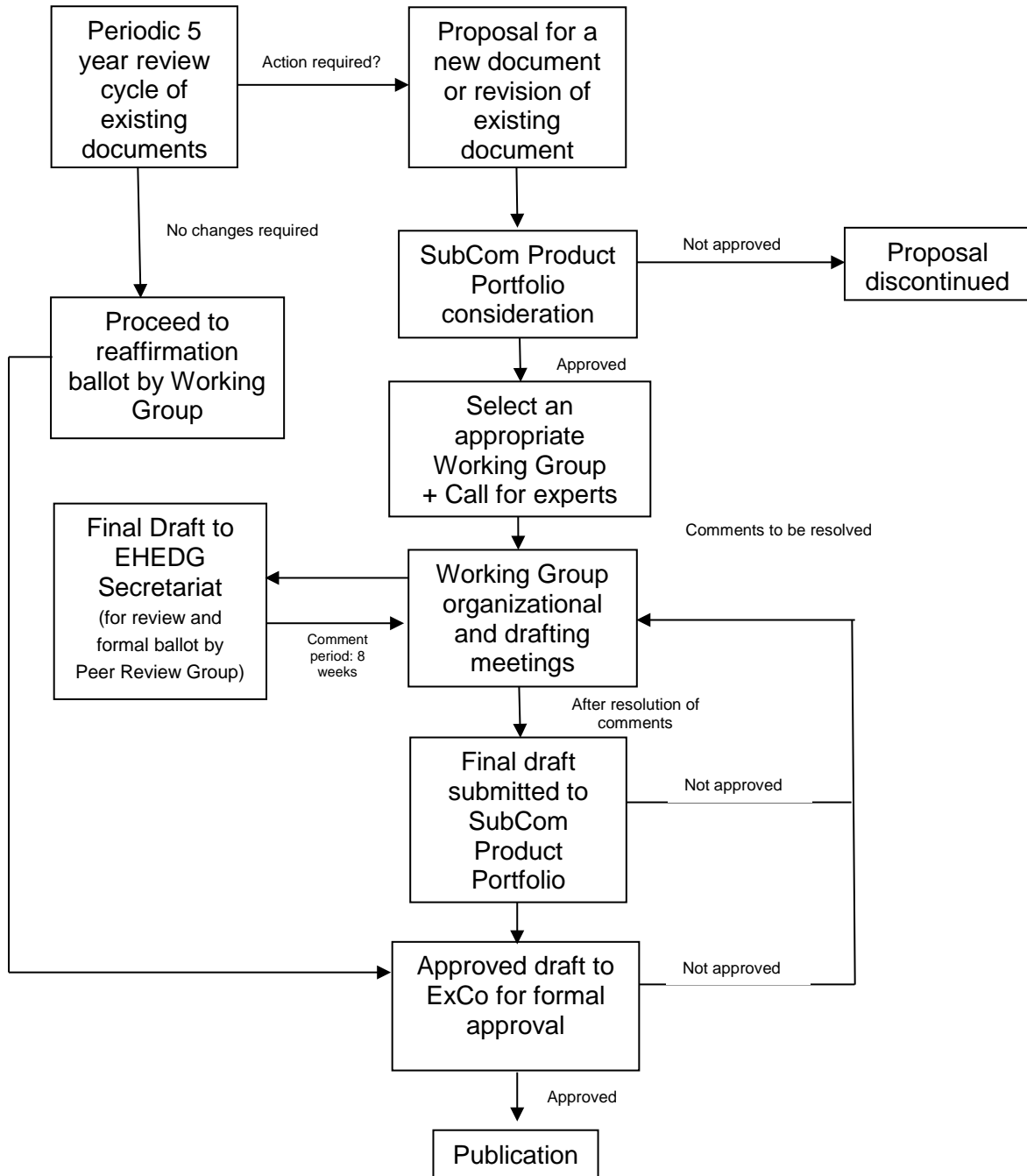


SubCom Product Portfolio

Flow Diagram for EHEDG Document Development
 (Documents include Guidelines, Training Presentations and Certification Schemes)



Notes Concerning the EHEDG Document Flow Process

- STEP 1** The proposer for a new or revision to an existing document shall submit an *EHEDG Document Proposal or Revision of Existing Document* form to the SubCom Product Portfolio for consideration.
- STEP 2** The SubCom Product Portfolio shall review the proposal. Changes or modification to the proposal shall be discussed with the proposer. The proposer shall be notified when the proposal is not accepted by the SubCom Product Portfolio with the reason for rejection.
- STEP 3** The proposer or designated lead author establishes a Working (drafting) Group with a call for experts and coordinates with the SubCom Product Portfolio advisor.
- STEP 4** The Working Group meets as often as necessary based on an approved budget and business plan to establish the document contents, work plan, and timescale. The activities of the Working Group are documented by minutes of the meeting circulated to all members of the Working Group, the SubCom Product Portfolio and the Secretariat.
- STEP 5** The Working Group ballots internally as often as necessary to resolve comments in order to arrive at a final document agreed to by consensus of the entire Working Group. Consensus shall be interpreted to mean a substantial majority of the group agrees with the final draft. Consensus does not mean unanimous agreement.
- STEP 6** The final WG draft is forwarded to the EHEDG Secretariat who will send the document to the members of the EHEDG Peer Review Group for review and a formal ballot for comment and consensus. Comments on the final draft should be submitted to the EHEDG Secretariat for compilation within 8 weeks. The EHEDG Peer Review Group consists of the members of ExCo, the members of SubCom Product Portfolio, all WG and Regional Section Chairmen, and the leaders of the EHEDG Test Institutes.
- STEP 7** After having resolved all comments of the formal ballot by the WG, a final draft of the document plus a compilation of all comments and their resolution is submitted to the SubCom Product Portfolio for approval and comment. If comments are forthcoming, they shall be submitted within 4 weeks and are to be referred to the Working Group to resolve and a new final draft is submitted to the SubCom Product Portfolio.
- STEP 8** The Secretariat circulates the final draft approved by the SubCom Product Portfolio to the ExCo with a recommendation to approve from the Chairman of SubCom Product Portfolio.
- STEP 9** Should the ExCo have comments to the draft, the comments shall be referred back to the Working Group for resolution by the Secretariat and the process will begin again at STEP 7.
- STEP 10** Upon formal approval of the ExCo, the document will be submitted to the Secretariat for formatting and publication.