

## ESIF TF34 APPROVED

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**Title:** ESIF TF34 Project and Letter Ballot Issuance Framework

**Previous Title:** Considerations for ESIF TF34 Generated Letter Ballots – use of *Draft American National Standard for Trial Use*

### Executive Summary

This document provides an overview of the Letter Ballot (LB) process and provides the framework for the issuance of ESIF/TF34 LBs to coordinate the entire set of TF34 deliverables. The framework makes use of the *Draft American National Standard for Trial Use* for both ESMI and EISI as a way to coordinate the Letter Ballot and American National Standard publication process – in addition to allowing for appropriate trials, testing, and analysis before standardization.

## **Considerations for ESIF TF34 Generated Letter Ballots – use of Draft American National Standard for Trial Use**

### **Basic Principles**

See the attachments for information regarding basic principles. [The first three attachments are derived from the TF34 Terms of Reference (ToR, document ESMI-002, <http://www.atis.org/esif/docs/Public-Contributions/ESMI-002.pdf>):

- Attachment 1: American National Standards Development in ATIS
- Attachment 2: Comparison of Non-ANS and ANS Issue Status/Steps (in ATIS)
- Attachment 3: American National Standard Life Cycle
- Attachment 4: Points of Information: Draft American National Standard for Trial Use

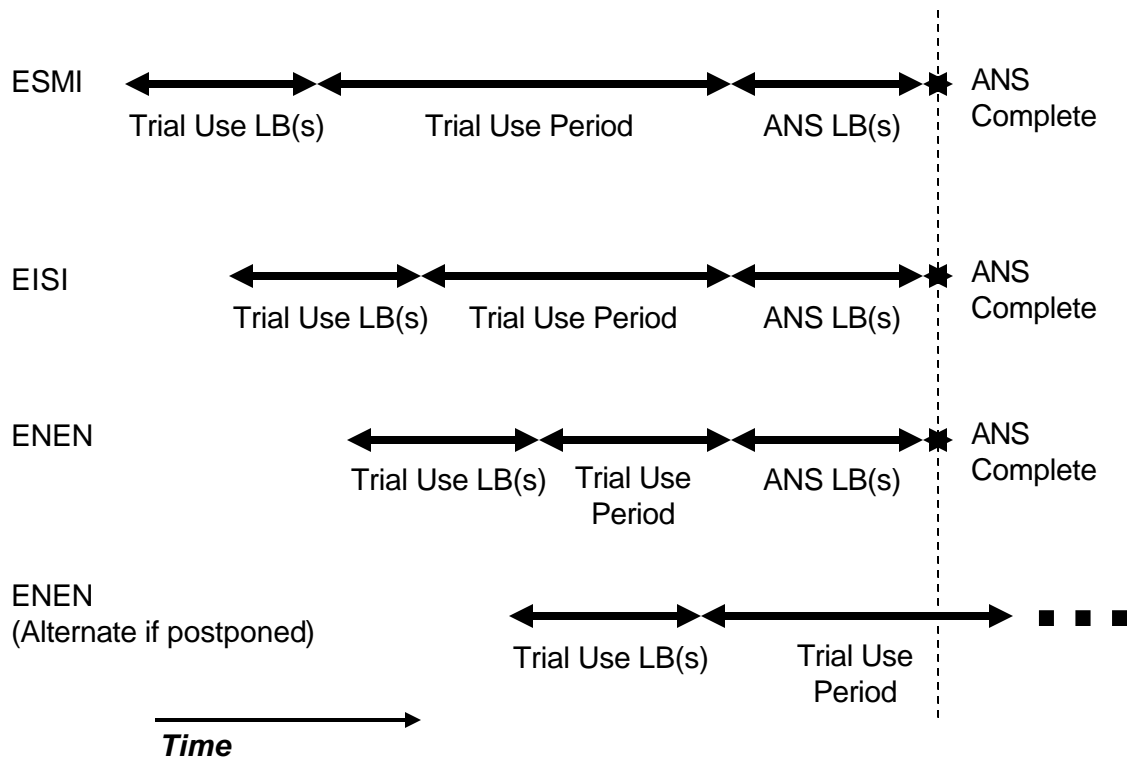
### **Background and Considerations for ESIF TF34 LBs and Publication**

- The general plan was for ESMI and EISI to be initially published as a full ANS (not Trial Use standard).
- ESMI will very likely be ready for LB before EISI.
- EISI schedule will likely change.
- Stakeholders expressed that they would like to have the ESMI and EISI LBs and ANS publications coordinated. The rationale being that the Pre Publication Letter Ballot review process of ESMI caused some misunderstandings with stakeholders because they were not made aware of EISI and the larger picture of TF34 work.
- There is engineering rationale to LB and publish a document when it is ready (to get the standard out in the public so interested parties can start to experiment with implementations – with reasonable confidence that the standards track is valid).
- There is project management rationale to LB and publish a document when it is ready (so we can smooth the TF34 resource load out regarding the LBs and comment resolution process).
- Rationale for *Draft American National Standard for Trial Use*: (1) The change in technology is significant from current 911 messaging technology to the new set of standards; (2) Coordination of the final document set may be needed (to synchronize the publication of the set of documents as full ANS).

## Resolution and Path Forward

- Issue the Letter Ballot for ESMI as a *Draft American National Standard for Trial Use* when it is ready with 12 to 18 month trial duration. (This assumes that ESMI will be ready for LB first).
- Issue the Letter Ballot for EISI as a *Draft American National Standard for Trial Use* when it is ready with the appropriate trial duration to complete the trial period when the ESMI trial period is complete.
- For ANS – issue both ESMI and EISI LBs at the same time (to move from Trial Use to ANS).
- ENEN LB will be accommodated – as appropriate.
- Whenever a Pre Letter Ballot review or official Letter Ballot is issued, it should contain clarifying information in (or with) the cover letter that provides appropriate informational attachments/pointers, such as TF34 Overview (or architectural companion document) and overall project plan (with target dates) so that the larger picture of ESIF/TF34 work can be made clear.
- A Generic Gantt Chart example follows:

### Generic Gantt Chart – Trial Use LB Issuance (with ANS Coordination)



## Attachment 1: American National Standards Development in ATIS

The following are key points regarding ANS development in ATIS:

- ANS development procedures are in *Appendix A of ATIS Operating Procedures* and are based on the *ANSI Essential Requirements: Due process requirements for American National Standards* (see ANSI website, <http://www.ansi.org/>)
- Secretariat is responsible for all interactions with ANSI (e.g., regarding ANSI review)
- *Interest Categories*: Producers, Users, General Interest
- *Approved Actions*:
  - The Letter Ballot process is utilized
  - Approvals of, substantive changes to, and interpretations of all Standards shall be considered approved when all of the following conditions have been met:
    - At least 50 percent of the members have returned their letter ballot.
    - At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
    - All negative votes with reasons have been addressed in accordance ATIS Operating Procedures.
- *Editorial changes* to Standards may be decided by a majority of the members present at a regularly scheduled meeting of a Forum or Committee or by letter ballot.

## **Attachment 2: Comparison of Non-ANS and ANS Issue Status/Steps (in ATIS)**

The following table provides a general comparison of key Non-ANS and ANS status/steps for ATIS Issues.

| <b><u>Key Non-ANS Issue Status/Steps</u></b> | <b><u>Key ANS Issue Status/Steps</u></b>   |
|--|--|
| <b>Active</b>                                | <b>Active</b>  |
| <b>Initial Closure</b>                       | <b>Letter Ballot (Initial)<br/>(and related Comment<br/>Consideration)</b>   |
| <b>Initial Pending (Optional)</b>            | <b>Optional 1<sup>st</sup>, 2<sup>nd</sup>, ... Default Letter<br/>Ballot(s)<br/>(and related Comment<br/>Consideration)</b> |
| <b>Final Closure</b>                         | <b>Final Closure (Publication Request)</b>   |

The above information is provided for comparison/educational purposes and it should be noted that the mapping is not perfectly aligned (e.g., regarding duration of steps). For a Non-ANS Issue, the left column applies. For an ANS Issue, the right column applies.

### **Attachment 3: American National Standard Life Cycle**

The following are key points in the life of an American National Standard:

- Draft Proposed American National Standard (dpANS) – Mature working document (e.g., in the ballot process)
- *Optional:* Pre-Publication version of American National Standard (or Pre-Publication version of Draft ANS for Trial Use) – The publicly available version of the final dpANS (or a lightly edited version of the final dpANS) that has completed and passed all balloting, completed all comment consideration, and is recommended for publication by the consensus body. Pre-publication version availability is an option of the consensus body and/or Secretariat, driven by industry needs.
- *Optional:* Draft American National Standard for Trial Use – Formally published (and time limited) document for the purpose of gaining implementation experience and removing uncertainty.
- American National Standard (ANS) – Formally published document by an ANSI accredited organization (e.g., ATIS) that used the *ANSI Essential Requirements: Due process requirements for American National Standards* as the foundation and requirements for due process during document development.
- *Optional:*
  - ANS Interpretation (one or more) – A document that provides the formal response to a formal interpretation request regarding an ANS
  - ANS Supplement (one or more) – Addendum to ANS
  - ANS Revision (one or more) – Update and reissue ANS
  - ANS Withdrawal – Remove document as an ANS
- Five-Year Review of ANS resulting in one of the following:
  - ANS Reaffirmation – Reissue the ANS (after review) with no changes.
  - ANS Revision – Update and reissue ANS
  - ANS Withdrawal – Remove document as an ANS

**Attachment 4: Points of Information:  
Draft American National Standard for Trial Use (a.k.a., Trial Use Standard)**

1. **To get a Trial Use standard approved is the ATIS Letter Ballot process required? Yes.** ATIS requires the Letter Ballot process (not the “ATIS non-ANS Issue Closure” process).
2. **Is another Letter Ballot required to move the document from Trial Use standard to ANS? Yes.** A *new* Letter Ballot is required.
3. **Is a Trial Use standard guaranteed to become an ANS? No.** Per above, the Trial Use standard must be approved by a new Letter Ballot to move forward as an ANS.
4. **Is there a maximum (and/or minimum) duration for the Trial Use period? Yes (for maximum).** The maximum is *36 Months (per ANSI procedures for all industries)*. There is no minimum duration – but a reasonable choice should be made.
5. **Are there expectations that proposed changes to the Trial Use standard (based on various interested party trials, testing, and analysis during the trial period) will be brought into ESIF/TF34 as contributions for consideration? Yes.** This is a common expectation regarding Trial Use standards.
6. **Is there an expectation that ATIS, ESIF, TF34, or some other organization will oversee and manage all trials, testing, and analysis during the trial period? No.** *As an option*, there can be various types of forum based (or centralized) management of trials, testing, and analysis.
7. **Can the Trial Use period be extended (after the Trial Use standard is approved)? Yes.** However the maximum Trial Use period of 36 months still applies.
8. **Can the Trial Use period be shortened (after the Trial Use standard is approved)? Yes.** This usually means that the committee/forum feels that the Trial Use standard is ready to be Letter Balloted as an ANS sooner than was expected.
9. **Is a Trial Use standard appropriate when there is an emergency (i.e., urgent) situation regarding the standards development process? No.** This is not appropriate per ANSI and ATIS procedures.