

ESIF CONTRIBUTION

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Title: Terms of Reference for the
ESIF *Emergency Services Messaging Interface Task Force*;
version 2

Executive Summary

This document provides the Terms of Reference for the ESIF Task Force that will be responsible for addressing the *Emergency Services Messaging Interface – Next Generation Needs* Issue (i.e., ESIF Issue 34) and responsible for providing the associated deliverables; ESIF Issue 34 was formally accepted by ESIF on July 14, 2004.

ESIF Emergency Services Messaging Interface Task Force **Terms of Reference**

Task Force Name: ESIF Emergency Services Messaging Interface Task Force

Task Force Mission/Scope: Address ESIF Issue 34 (that was formally accepted by ESIF on July 14, 2004) and provide all associated deliverables.

Task Force Duration: From July 14, 2004 to the 3Q2005 ESIF meeting; or when ESIF Issue 34 is moved to Final Closure (which ever is sooner).

Task Force Meetings: It is expected that the Task Force will meet as part of the regularly schedule quarterly ESIF meetings. In addition extensive use of virtual meetings and email discussions will be utilized between regularly scheduled quarterly ESIF meetings. Interim face-to-face meetings will be utilized as needed.

Task Force Method of Operation: ATIS Operating Procedures and ESIF standing rules provide overall operating procedures and rules. The Task Force will operate in Consensus mode (per the ATIS Operating Procedures). The Task Force will provide status reports and proposals to ESIF (plenary) for consideration and approval. Many (or all) of the Task Force proposals to ESIF (plenary) will be directly associated with the development of American National Standards, thus *Appendix A of the ATIS Operating Procedures* (i.e., *ATIS Procedures for the Development of American National Standard*) will apply during the segment of the ESIF plenary meeting when the Task Force report is being provided. This includes quorum rules, voting, and the application of Roberts Rules of Order (per *Appendix A of the ATIS Operating Procedures*).

Task Force Participants: Task force participation is open to ESIF Members, critical Liaisons (e.g., NENA Members), and Industry Experts (as designated by the ESIF Chair).

Task Force Co-Chairs:

- Mike Fargano, Qwest, ESIF Industry Advisor;
Michael.Fargano@Qwest.com, 303-896-3618.
- Mike Nelson, Intrado, mnelson@intrado.com, 720-864-5157

Informational 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* (see <http://www.atis.org/ATISop122203.pdf>) 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.

Informational 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.

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

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.

Informational 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