

Explanation of Changes to ATIS Operating Procedures

ATIS has proposed and accepted the following revisions to ATIS' Operating Procedures (OP). These changes were recommended by ANSI, ATIS' accrediting body, as a result of its regular audit of our processes and procedures. Most of these changes apply to Appendix A, ATIS procedures for the development of an American National Standard.

- Section 10.4.2. – Replace the term “patented inventions” with “essential patent claims” and add a new statement that “participants in the ATIS standards development process are encouraged to bring patents with claims believed to be essential to the attention of ATIS.” (ATIS' Board IPR Ad Hoc is also reviewing these changes)
- Section 13.2.1 – Add a new statement to explain that “the appeal of an inaction can be filed at any time in accordance with clause 2.8 of the ANSI Essential Requirements”
- Section A.2.2 – Add new text to note that materials associated with the development of a standard must be retained until the standard is revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an ANS
- Section A.2.3 – Modify text to clarify that ATIS forums should have sufficiently diverse membership to ensure reasonable balance without dominance by any single interest category, *individual, or organization*.
- Section A.4 – Add new text to provide more information regarding the notification of standards development to explain that
 - The outcome of a PINS deliberation shall be conveyed in writing within 30 days after the conclusion of the deliberation by ATIS to the commenter and to ANSI.
 - Upon submission of the Deliberation Report, ATIS may continue with the submission of the proposed standard for public review. If additional deliberations take place, they should not delay the submission of the proposed standard for public review, and an updated Deliberation Report shall be conveyed within 30 days after each deliberation.
 - Any actions from the deliberations shall be carried out in a reasonably timely manner, but normally should not exceed 90 days following the deliberation.
 - Subsequently, ATIS shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration should ATIS ultimately submit the subject standard to ANSI for approval.
 - Stakeholders who were involved in the PINS deliberation process may also file separate Deliberation Report(s) with ANSI and ATIS within 30 days after conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.
- Section A.7.7 – Add new text to explain that the results of each vote shall be recorded and reported *to the consensus body*.
- Section A.7.9 – Add parenthetical to explain that an “invalid ballot” would include a *vote from non-voting member or non-member*; also add parenthetical to explain that substantive public review comments along with accompany responses and *reasons therefore* should be circulated for the new ballot; and correct typo in the spelling of “commenters.”
- Section A.13.1 – Modify text to clarify that periodic maintenance of a standard includes the review of, and action to revise, reaffirm or *withdraw*, the standard; add new text to explain that “in the event that no decision has been made or action taken regarding the maintenance of an ANS within or approaching five years after its approval, ATIS may request an extension of time to reaffirm or, revise, or withdraw the standard via the BSR-11 form.”

Appendix B was also updated to include the current list of ATIS forums and committees.