SOG-IS Recognition Agreement
Joint Interpretation Library Working Group
Policies and Procedures

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Subject: JIL document submission and approval process

Introduction

1 This procedure describes the process of how the Joint Interpretation Working Group (JIWG) will handle the submission of documents that are created by subgroups e.g. JHAS, ISCI or JTEMS and how these documents shall be provided.

2 It shall be noted that *communication lines are always via email between the chair of a subgroup and the chair of the JIWG*. As there is no group email address for the JIWG members, it is discouraged that members of a subgroup get directly in contact with the JIWG (members) on JIWG related topics.

Submission and approval process

3 The process, in short, is that after subgroup approval, the chair of a subgroup sends an email to the JIWG chair with the version of the document the subgroup wishes to be approved by the JIWG. The JIWG chair distributes the document to all members and it will be discussed (and most of the time approved) at the next JIWG meeting. Also an editor is appointed who will do the necessary formatting and conversion. After approval, the JIWG chair will submit it to the webmaster for publication on the www.sogis.eu website if the confidentiality of the document allows it and, if appropriate, to the CCDB for approval as a CC Supporting Document.

4 The following subsections describe the process in more detail.

Initiation phase

5 In most cases the need for a new JIL document is discussed and agreed at the yearly plenary meeting. This also applies for existing JIL documents that need updating.

6   It is recommended that the JIWG is informed as soon as possible if work is started on any new JIL documents or updates that have not been agreed at the yearly plenary meeting. This allows the JIWG to plan for their approval process and avoids unnecessary surprises and delays.

Development phase

7   The creation of a new JIL document or update shall be done in most cases by a subgroup, but if needed the JIWG may create a JIL document themselves.

8   The CBs participating in a subgroup can provide input or feedback to the editor(s) in the subgroup, but this must be seen as a national scheme contribution and not as a JIWG position.

9   After one or more rounds of commenting on draft versions of the JIL document, the whole subgroup must agree on a final draft version that can be submitted to the JIWG for approval. Note that the version number has to clearly identify the draft status of the document in order to avoid misunderstanding between the final draft submitted to the JIWG and the approved version.

10   It is recommended that the subgroup chair gives advance notice to the JIWG chair in order to coordinate the date that the final draft will be submitted for JIWG approval.

Approval phase

11   After the JIWG chair receives the final draft of the JIL document he/she will distribute it to all JIWG members for comments.

12   If the JIL document is distributed 2 weeks (or more) before a JIWG meeting takes place it will be on the agenda for discussion. Also a JIWG member will be appointed as editor for making changes based on JIWG comments and the necessary formatting and conversion to an official JIL document.

13   Depending on the size and complexity of the JIL document the JIWG will strive to approve the document at their first meeting. In some cases further commenting rounds or meetings will be necessary to get the document approved. In exceptional cases the document may be rejected and sent back to the originating subgroup for revision.

14   The chair of the originating subgroup will be informed of the approval of the JIL document and any content changes due to JIWG commenting process.

Publication

15   After approval, the JIWG chair will submit the final JIL document to the webmaster for publication on the www.sogis.eu website if the confidentiality of the document allows it and, if appropriate, to the CCDB for approval as a CC Supporting Document.

16   The individual members of the JIWG are responsible for informing the certifiers and labs of their national scheme that a new (version) of a JIL document is available.