**Proposed Standard Development Process Changes – P5030**

**Formulation and Refinement**

1. New Standards will be proposed by one of the following as the Initiating Authority:
	1. A Framework TWG (if one exists) under its responsibility to identify existing standard(s) appropriate to its theme, or
	2. In the absence of a relevant Framework TWG, an Authoritative Data Steward with authoritative control (ability to provide appropriate validation of data) over a relevant theme data set
2. The initial draft of a data standard will be written
	1. TWG chair and members, or data Steward, compiles the initial draft. The IGC-EC may recommend tools and/or templates to facilitate creation of the initial draft. Recommended tool(s) will help develop the required parts of the standard, will ensure they are captured correctly, and could provide standard verbiage around the different sections of the standard in its initial draft.
	2. TWG leadership and members, or the data Steward along with other interested parties, will meet to review the draft and provide input on the proposed data standard.
	3. The Initiating Authority will ensure that the initial draft is as complete as possible, adhering to the approved guidelines and to the required tests for standards outlined in this document.
	4. All drafts (and appropriate attachments) will be written and submitted as electronic files (MS Word, PDF, MSExcel (if needed), Publisher, etc.) that are readable on a standard State PC
3. The initial draft will be reviewed and approved by the Initiating Authority who will move it forward to the review and approval phase

**Review & Approval**

1. The initial draft of the proposed standard will be sent to the IGC for a period of 14 days (2 weeks) for review
	1. Comments and proposed edits will be sent to the Initiating Authority during the review period
2. At the end of the review period, the Initiating Authority will assess all responses and determine if the proposed edits are considered “minor” or “major”. Based on his/her decision, the following steps will follow:
	1. Major edits
		1. The Initiating Authority will return to the TWG or the interested parties who contributed to the initial draft, to review and consider the proposed edits. They will incorporate edits as appropriate and re-test to ensure all requirements and guidelines in this document are met
		2. The updated draft will again be sent to the IGC for 14 days (2 weeks) for review and comment. The process will continue again with step 2 above, and iteratively until it is determined that only “minor” edits (or no additional edits) are needed
	2. Minor edits
		1. The Initiating Authority will apply the minor edits to the document and ask their draft team to review and approve
3. The Initiating Authority will send the final draft to the Chair of the IGC-EC for presentation to the IGC-EC and for a vote to approve
	1. For a vote of “Not Approved”
		1. A vote of “Not Approved” should only result due to the need for major edits to the proposed standard
		2. The IGC-EC will provide the Initiating Authority with a written response of the reason(s) for the non-approval. This response should include details for the rejection and all proposed changes/updates to make the standard acceptable to be adopted as an approved data standard
		3. The draft is returned to the Initiating Authority for further work and review and the document is returned to step 2.b under “Formulation and Refinement”. above
	2. For a vote of “Approved” (with or without minor edits)
		1. The new standard is presented to the ITA and is posted to the ITA documents site
		2. The new standard is announced to the State GIS community at large using the appropriate listserv(s) and recommended for adoption
		3. Response to questions and training are provided by the TWG or Authoritative Data Steward (as needed)

Process diagram is shown below:

