PCN #	PCN Name	Effective Date
13-003	Community Review Period Determined by Working Group	15 Feb 2013

Background:

Add efficiencies to the GSMP process specifying that Community Reviews may be flexible in there duration.

Change to Section:

6.4.6. Community Review

Several steps of the GSMP 4-Step Process specify that a draft document (such as a draft Business Requirements Analysis Document, draft GS1 Standard, etc.) is to undergo community review and revision by the Working Group. Community Review refers to a specific sequence of steps to be carried out by the Working Group and the GSMP community, as defined below. The community review process gives all voting members of the GSMP community an opportunity to propose changes to the document before it is complete. While Working Group members may also submit comments during community review, it is preferable if Working Group members raise their concerns during the finalisation process that precedes community review.

The process for community review is as follows:

Community review begins after the Working Group finalizes a Community Review Draft and completes a successful Group Virtual Vote to begin community review. The Working Group shall agree on the period to be allowed for the submission of comments by the community not less than 21 days. Please note the following exceptions apply and only require 14 days: EANCOM Code Values and GS1 SML Code List changes. The period can be extended if warranted by the size or complexity of the document to be reviewed, if the period would span a period of expected absence by many community members. : at least 30 days, but longer if warranted by the size or complexity of the document to be reviewed, if the 30 day period would span a period of expected absence by many community members, or any other reason. The Working Group may also vote to extend the comment submission period after it has already commenced.

The Working Group Facilitator (or Working Group Document Editor, if one has been designated), prepares a Community Review Draft by accepting all prior changes to produce a fair PDF copy with line numbers. This document shall be clearly marked as a Community Review Draft. (Use of PDF with line numbers provides a consistent basis for all comment submitters to indicate where they propose changes.)

The Working Group Facilitator posts this draft to the GSMP Community Room that is designated for community reviews, along with a comment submission form Section 5.5. The Working Group Facilitator sends a community announcement using the established community announcement mechanism; this announcement shall indicate that a community review is beginning, and include the draft, instructions for submitting comments (either a comment spreadsheet or the Community Room comment tracking function), the comment submission form, and the date and time by which comments are to be submitted.

Any member of the GSMP community may review the Community Review Draft. If a community voting member wishes to submit comments on behalf of his or her organisation, he or she may do so following the instructions provided, prior to the close of the review period. If the submitting organisation has not opted-in to the Working Group, the organisation must sign a comment submission form or else their comments shall be rejected by the Working Group Facilitator and not shared with the Working Group. Comments from opted-in organisations do not require a comment submission form (see section 5.5).

Following the close of the review period, the Working Group Facilitator consolidates all comments into a single spreadsheet (if comment spreadsheets are used).

The Working Group reviews each comment, and decides how to address it. A comment may be addressed by accepting the proposed change, adopting a different change, or deciding that no change is warranted. In each case, the resolution of a comment shall be decided by consensus of the Working Group (see Section 5.7), and recorded in the spreadsheet or Community Room area.

After all comments are reviewed, the Working Group Facilitator (or Working Group Document Editor, if one has been designated) edits the draft according to the comment resolutions.

The draft is now complete, and ready for a Community eBallot to advance to the next stage. The comment resolutions (spreadsheet or Community Room comment function) becomes part of the permanent archive of the Working Group, and serves as a record that due process was followed. The comment resolutions shall be posted to the GSMP Community Room that is designated for community reviews, so that all community voting members may review the comment resolutions prior to casting their votes.