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Status :  
Note :

## AGREED CHANGES FOR SGFS N100

## 1. R-/C-Tables

The input for these tables is strongly related to the individual workprogrammes of the workshops. In history it appeared that changes of the workprogrammes by the workshops were not automatically visible to the SGFS Secretariat.

This means that many contents of these tables became obsolete, not complete or even incorrect.

Only inputs of which the updates are fully visible to the SGFS Secretariat shall be in N100.

Therefore the R- and C-Tables will be removed.

To make the ongoing activities within the workshops visible to the SGFS membership, the Programmes of Work of the three workshops and any other submitter will be submitted as SGFS document.

## 2. Incorporation of Proposed Taxonomy Changes

N100 also contains a register (chapter 8) with references to Taxonomy Change Proposals which did not yet pass the complete approval process. However the stage within the approval process (from submission to publication in TR10000) is unclear.

The register will be replaced by a new table next to the A- and S-Tables. This new Table, Table T, includes all Taxonomy proposals that have not been formally approved yet, or that have been approved but not yet published in the next edition of TR10000. Therefore it is to be noted that items that have not been formally approved yet are included for advance information only and may subsequently be removed if they do not get approved. Inclusion of a taxonomy item in this table does not imply any preliminary approval that could be taken in consideration in a ballot response.

The Table T will contain 5 columns: Profile Identifier, Title, Related SGFS Document, Date of Submission and Status.

Four different statuses can be recognized:

IH : Independent Harmonized Taxonomy Change Proposal  
(ref: SGFS Procedures, cl.3.2)

CB : Combined Taxonomy/DISP Ballot (ref: Procedures, cl.3.3)

A : Approved Taxonomy but not yet in TR10000

SB : Separate Taxonomy Ballot (ref: Procedures, cl.3.4)

## 3. Summary Descriptions

Information whether a Summary Description is still up to date is in many cases not visible to the SGFS Secretariat.

There is difficulty in ensuring that appropriate text is both submitted at the right time, and maintained in line with the progression of the ISP.

Therefore the Summary Descriptions as they are now in N100 will be removed.

However, there is still a need to attach to N100 a small description or an abstract of the profiles. This executive summary of the scope and purpose of the profile will be required within the Explanatory Report. This summary should be written so that it can be clearly understood by a broad audience including people not familiar with details of standards. It should be in the form of an abstract of about a third of a page in length and suitable for publication in N100. The SGFS procedures on the contents of Explanatory Reports, clause 4.2 d) 1), will be change in accordance with this proposal.

#### 4. Joint Use of A/B and F-Profiles (N100, clause 5)

Maintaining a table on this subject appears to be very useful. However, the input for that table is not automatically visible to the SGFS Secretariat. Again the editor of N100 can not judge whether the input of this table is complete, uptodate or correct. Therefore strict procedures between the SGFS Secretariat and the workshops should be made when this table will be incorporated in N100.

#### 5. N100 as Standing Document.

As it is expected that after the Washington meeting some SGFS documents will be referred to as "Standing Document", also N100 will become a Standing Document, i.e. SD4. Each time when a revised version of SD4 will be submitted, it will have a new SGFS N number. So during the Washington meeting "N100" will pass away.

