

A stage spotlight is positioned in the upper left corner, casting a wide, conical beam of light. The beam starts as a bright white light at the source and transitions through shades of yellow, orange, and red, ending in a soft, glowing blue light at the bottom. The text "IN THE SPOTLIGHT" is centered within the beam in a white, sans-serif font. The background is solid black.

IN THE SPOTLIGHT

IN THE SPOTLIGHT

INTRODUCTION

- In the Spotlight materials are initially presented at an X12 corporate meeting, also known as a General Session
- Each presentation covers one topic, generally at a high-level
- These “quick hits” highlight new features and functions or to remind the audience of things they may have forgotten over time
- X12 welcomes suggestions for Spotlight topics
 - Submit suggestions on X12’s online feedback form at x12.org/feedback



IN THE SPOTLIGHT

LIAISONS

- X12 liaisons are individuals with specific responsibilities related to communication and coordination between X12 and another organization or between two X12 groups
- X12 liaisons are appointed
- X12 recognizes two types of liaisons
 - Internal liaisons are appointed to coordinate between two X12 groups
 - External liaisons are appointed to represent X12's interests to another organization as defined in a formal agreement between the two organizations



IN THE SPOTLIGHT

LIAISONS

- X12's liaison policies are detailed in [X12 Liaisons \(CAP17\)](#)
- There are three types of external liaisons
 - Formal liaisons share information from X12 to another organization and from that organization back to X12
 - Informational liaison responsibilities are limited to collecting information from the external organization and disseminating it within X12
 - Operational liaison positions are filled by X12 staff with authority to enter into agreements and speak on behalf of X12 in matters of corporate and operational interest



IN THE SPOTLIGHT

FORMAL LIAISONS

- Position is established via a formal agreement between X12 & another entity
- Appointed & overseen by the X12 Board
- Represents X12 to an external entity
- Shares information bilaterally
- May be closely aligned with one or more subcommittees
- Sometimes known as an external liaison



IN THE SPOTLIGHT

FORMAL LIAISONS

- One individual can't simultaneously represent X12 to the partner organization and the partner organization to X12
- Participates in the activities of both X12 and the partner organization
- Works closely with X12 staff, committee officers, and subcommittee officers
- May have additional responsibilities based on the formal agreement in place
- Isn't expected to know everything about everything, but knows how to find answers



IN THE SPOTLIGHT

FORMAL LIAISONS

- Speaks on behalf of X12 to and within the partner organization about matters related to ongoing or planned standards development processes or activities that directly impact the partner organization
- Reports back to X12 on meetings and discussions with the other entity, joint projects, and any issues that arise
- Doesn't represent their personal position or their employer's position while operating as X12's liaison



IN THE SPOTLIGHT

FORMAL LIAISONS

→ Qualifications

- Be an X12 member representative eligible for appointment
- Have strong written & verbal communication skills
- Understand the overall X12 organization and policies
- Understand the partner's overall organization and policies
- Have the knowledge and experience needed for the specific role



IN THE SPOTLIGHT

SUMMARY

- Formal liaisons have an important role in X12's successful collaborations with other entities
- Formal liaisons meet specific qualifications
- Formal liaisons have established responsibilities and operate without those guardrails
- Formal liaisons can speak for X12 as defined in the specific agreement between X12 and the external entity



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