IN THE SPOTLIGHT

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INTRODUCTION

→ In the Spotlight materials are initially presented at an X12 corporate meeting, also known as a General Session

→ Each presentation covers one topic

→ These "quick hits" highlight new features and functions or 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

PROCEDURES REVIEW BOARD

→ Commonly known as PRB

→ A standing task group established under ASC Steering

→ Established October 1996

→ Responsible for:

- *The integrity of all procedural matters conducted under the oversight of Steering*

- *Specific responsibilities relate to due process, procedural oversight and X12's American National Standards (ANS).*

IN THE SPOTLIGHT

GOVERNANCE

→ The PRB is established and certain of the group's attributes and activities are described in the *Accredited Standards Committee Operating Manual (ASC01)*

→ The PRB purpose and scope is described in *PRB Purpose and Scope (ASC20)*

→ PRB operates under group-specific policies detailed in the P*RB Charter (ASC21)*

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PURPOSE

→ The Procedures Review Board (PRB) is responsible for specific matters related to due process and procedural oversight

- *Ensuring compliance with Accredited Standards Committee (ASC) policies and procedures*

- *Authority over all procedural matters conducted under the oversight of the Steering Committee*

- *Oversight of work intended for submission to the American National Standards Institute (ANSI)*

IN THE SPOTLIGHT

SCOPE

→ Ensuring that due process was achieved in all ASC standard, guideline, technical report and interpretation development and maintenance so all participants have confidence in the fairness of the process

→ Establishing substantial agreement (consensus) was reached by directly and materially affected and interested members of X12

→ Ensuring that all views and objections were considered, and that a concerted effort was made to resolve objections

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SCOPE

→   Coordination of activities related to requests for revisions to the X12 EDI Standards and X12's American National Standards

→   Approving maintenance

→   Facilitating resolution of procedural issues between subcommittees

→   Referring items back to the developing group if due process was not followed

IN THE SPOTLIGHT

SCOPE

→ Approving ANSI public review and publication for member ballot

- *Proposals to create, revise, reaffirm or withdraw an ANS*

- *Proposals ASC Formal Interpretations*

- *Authorizing dpANS for release to the ANSI Board of Standards Review for consideration as ANS*

IN THE SPOTLIGHT

OFFICERS AND CONSTITUENTS

→ Officers

- *The ASC vice-chair serves as PRB chair*

- *A vice-chair may be elected by the group*

→ Constituents

- *The PRB officers*

- *A designated representative from each ASC subcommittee*

- *Up to three at-large representative appointed by the ASC chair*

IN THE SPOTLIGHT

MEETINGS, QUORUM, AND VOTING

→ PRB meets during every standing meeting, after X12J interim meetings, and as needed

→ Quorum for PRB is 50% of the constituents

→ Voting

- *Meeting ballots*

- *Electronic ballots*

IN THE SPOTLIGHT

SUMMARY

→ PRB plays a critical role within the ASC

→ More information about the PRB policies and procedures is online at x12.org/resources/policies-and-procedures

- *The Accredited Standards Committee Operating Manual (ASC01)*

- *The PRB Purpose and Scope (ASC20)*

- *The PRB Charter (ASC21)*

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