ASC X12 PROCEDURES REVIEW BOARD
MEETING FORMAT, STANDARD OPERATING PROCEDURES,
AND DOCUMENTATION REQUIREMENTS

PRB MEETING FORMAT

NEW MEMBERS AND ALTERNATES
New PRB members and alternates of record will receive a copy of the PRB Charter and other procedural reference material after their appointment to the PRB is announced.

PRELIMINARY AGENDA
At least 30 days before a PRB meeting the Secretariat will distribute the preliminary administrative and technical agendas to all PRB members and alternates. Subcommittee secretaries will receive the preliminary agendas, but not the supporting documentation.

The technical agenda will include those items that qualify for PRB review (approval to publish, approval for X12 ballot/reballot, new project proposals, other) at the time the preliminary agenda is prepared by the Secretariat. Only project proposals will be distributed by the Secretariat in advance with the preliminary agenda. All other documentation will be distributed by the responsible subcommittee at the X12 trimester meeting.

DOCUMENTATION DEADLINE AND FINAL AGENDA
The documentation deadline for submitting PRB agenda items is 3:00 p.m. on Wednesday of X12 week. The final agenda will be developed from the preliminary agenda and all documentation distributed by the responsible subcommittee to the Secretariat and PRB by 3:00 p.m. The final agenda will be distributed by 6:00 p.m. on Wednesday of X12 week. It is the subcommittee's responsibility to prepare and deliver all documentation to the Updating Center for review according to these requirements. It is the Secretariat's responsibility to review all documentation for completeness, signatures, and compliance to SD2 and to note all discrepancies on the final agenda prior to distribution.

THURSDAY PRB MEETING
The PRB meeting will be held from 12:00 p.m. to 1:00 p.m. on Thursday of X12 week. This meeting will be used to discuss issues of general interest to the PRB and to allow each subcommittee the ability to notify other subcommittees of possible common issues. The meeting will also cover technical items, and the agenda will be addressed item by item. To expedite the agenda, an item will be approved if there is no discussion and no objections are made. If there is discussion or objection, a motion will be made and seconded, further discussion will be allowed, and finally a vote will be taken.
MATERIAL DISTRIBUTION/COLLECTION

PRB members are expected to review the preliminary technical agenda and project proposal documentation and bring it with them to the meeting. No duplicate sets of this material will be provided at the meeting.

In order for any item to be addressed by the PRB, complete documentation must be provided to the Secretariat and PRB by 3:00 p.m. on Wednesday of X12 week.

The number of copies required will be indicated in the Updating Center and will vary with the document and type of approval being requested, as well as the number of PRB representatives.

Currently there are 11 PRB members, including one representative from each subcommittee, one from each X12 Standing Task Group, one at-large member, and the PRB Chair. One complete set of documentation is required for the Secretariat and should include the transmittal form with appropriate signatures. Refer to the "Documentation Requirements" section below for the complete list of requirements by document type.

PRB members must collect their own materials from the Updating Center. The PRB member who will represent the subcommittee at the Thursday meeting should collect and review the PRB documentation in preparation for the meeting.

DOCUMENTATION REQUIREMENTS
The electronic submission of all PRB projects is encouraged.

CATEGORY 1: APPROVAL TO PUBLISH

Transaction set/Guideline (Balloted)

0% Disapprovals Remaining After Any Ballot OR
Less Than 10% Disapprovals Remaining After Rebuttal Vote:
  .Transmittal Form X
  .Transaction set/Guideline (marked with corrections, if any) X
  .Vote Change Forms, if any X

3% Or Less Disapprovals Remaining After Ballot (3% Rule):
  .Transmittal Form X
  .Transaction set/Guideline (marked with corrections, if any) X
  .Vote Change Forms, if any X
  .Unresolved Disapproval Comments X X
  .Ballot Comment Response Letter X X

Data Maintenance (Balloted)
  .DM Status Report X X

Interpretation (Not Balloted)
  .Transmittal Form X
  .Interpretation Letter (marked with corrections, if any) X
  .Subcommittee Response to TAS Recommendations, if any disagreement X X
REVISED DRAFT FOR PRB REVIEW

Technical Report (Not Balloted)
  . Transmittal Form X
  . Technical Report (marked with corrections, if any) X
  . Subcommittee Response to TAS Recommendations, if any disagreement X X

NOTE: All appropriate sections of the transmittal form should be completed, including subcommittee and TAS signatures. Any change to the tally after the close of the most current ballot (e.g., to account for changed votes) must be initialed by secretariat staff prior to submission of the transmittal form. The last printed tally shown, or the initialed tally, is considered the final tally. The document submitted must be generated from the Secretariat database. Corrections and clarifications should be clearly marked on the document.

CATEGORY 2: APPROVAL FOR BALLOT OR REBALLOT

Transaction set/Guideline

<table>
<thead>
<tr>
<th>Secretariat</th>
<th>PRB Members</th>
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  . Transmittal Form X
  . Transaction set/Guideline (marked with corrections, if any) X
  . Examples of Use (Required) X
  . List of Changes Since Last Ballot (if any) (Reballot only) X
  . Reason for Reballot Letter (Reballot only) X
  . Subcommittee Response to TAS Recommendations, if any disagreement X X

NOTE: All appropriate sections of the transmittal form should be completed, including subcommittee and TAS signatures. If this was a joint development item, all participating subcommittees should sign off. In the case of joint development responsibility, the PRB will assign future responsibility to one subcommittee before ballot. The document submitted must be generated from the Secretariat database. Corrections and clarifications should be clearly marked on the document.

NOTE: Items for X12 Rebuttal Ballot are not subject to PRB approval.

Data Maintenance
  . DM Status Report X X

CATEGORY 3: NEW PROJECTS FOR APPROVAL

Project proposals submitted to the Secretariat at least 35 days prior to a PRB meeting will be distributed by the Secretariat to PRB representatives and alternates, along with the preliminary agenda. These require no further distribution at an X12 meeting. Other project proposals must be distributed as indicated below.

Project Proposals (Not Previously Distributed)

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<th>Secretariat</th>
<th>PRB Members</th>
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  . X12 Project Proposal Form (as distributed in SD2) X X

NOTE: The purpose and scope should be clearly stated, within the mission of ASC X12, and appropriate for registration with ANSI. For proposed new transaction sets where functional overlap exists with a transaction set currently published or in development, provide sufficient reason for not modifying the existing standard or proposing joint development to satisfy the business need.
NOTE: For any item for which joint development responsibility is assigned, all involved subcommittees must be prepared to assign a project delegate at the PRB meeting.

CATEGORY 4: PROJECT PROPOSALS FOR AMENDMENT, REASSIGNMENT OR WITHDRAWAL

A project proposal may be withdrawn, modified, or reassigned only at the request of the responsible subcommittee. Notification of such action should be submitted to the Secretariat in writing by an officer of the subcommittee. For approval purposes, amended project proposals are treated in the same way as new project proposals.

The following must be submitted to the Secretariat: Amended Project Proposal, Subcommittee PP Withdrawal Letter, or Subcommittee PP Reassignment Letter. Project proposal correspondence must be distributed as indicated below.

Project Proposals Correspondence (Not Previously Distributed)

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<tr>
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<th>Secretariat</th>
<th>PRB Members</th>
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<tbody>
<tr>
<td>.Amended Project Proposal (Revised Purpose/Scope)</td>
<td>X</td>
<td>X</td>
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<td>.Project Proposal Reassignment</td>
<td>X</td>
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<tr>
<td>.Project Proposal Withdrawal</td>
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CATEGORY 5: LIMITED LIFETIME ITEMS

A list of limited lifetime items will be provided by the Secretariat in the preliminary agenda and may be discussed. Items qualifying for this list are documents in publication status for at least three years; these require revision, reaffirmation, or withdrawal by the subcommittee within two years. Items approaching the five-year deadline will be placed on the final agenda for PRB action if necessary.

Project Proposals older than two years and showing no development activity should be withdrawn. "No development activity" is defined as no review conducted by X12J Technical Assessment Subcommittee (TAS) for a draft document. These PPs will be listed in the preliminary agenda for information and discussion by the subcommittee during X12 week. PPs showing no development activity will be dropped from the Secretariat database unless the subcommittee’s PRB rep notifies the PRB at the Thursday meeting that the item is on track for TAS review.
PRB REPRESENTATIVE ROLES & RESPONSIBILITIES

PRB representatives shall:

1. Represent their respective subcommittees on all PRB issues.

2. Understand and be able to perform the PRB’s responsibilities as defined in the OPM, SD2, PRB Charter and this document.

3. Attend all PRB meetings.

4. Review all PRB documents prior to the Thursday 12:00 p.m. PRB meeting during X12 week and be prepared to vote.

5. Ensure that required subcommittee documentation is complete, copied, and distributed to PRB members and the Secretariat no later than 3:00 p.m. on Wednesday of X12 week.

6. Pick up their PRB documentation after 6:00 p.m. on Wednesday of X12 week.

7. Be able to report the results of their respective subcommittee Open Forums and be able to answer any PRB questions with regard to the status of the subcommittee’s projects.