

UDC / MDMA Issue Procedures

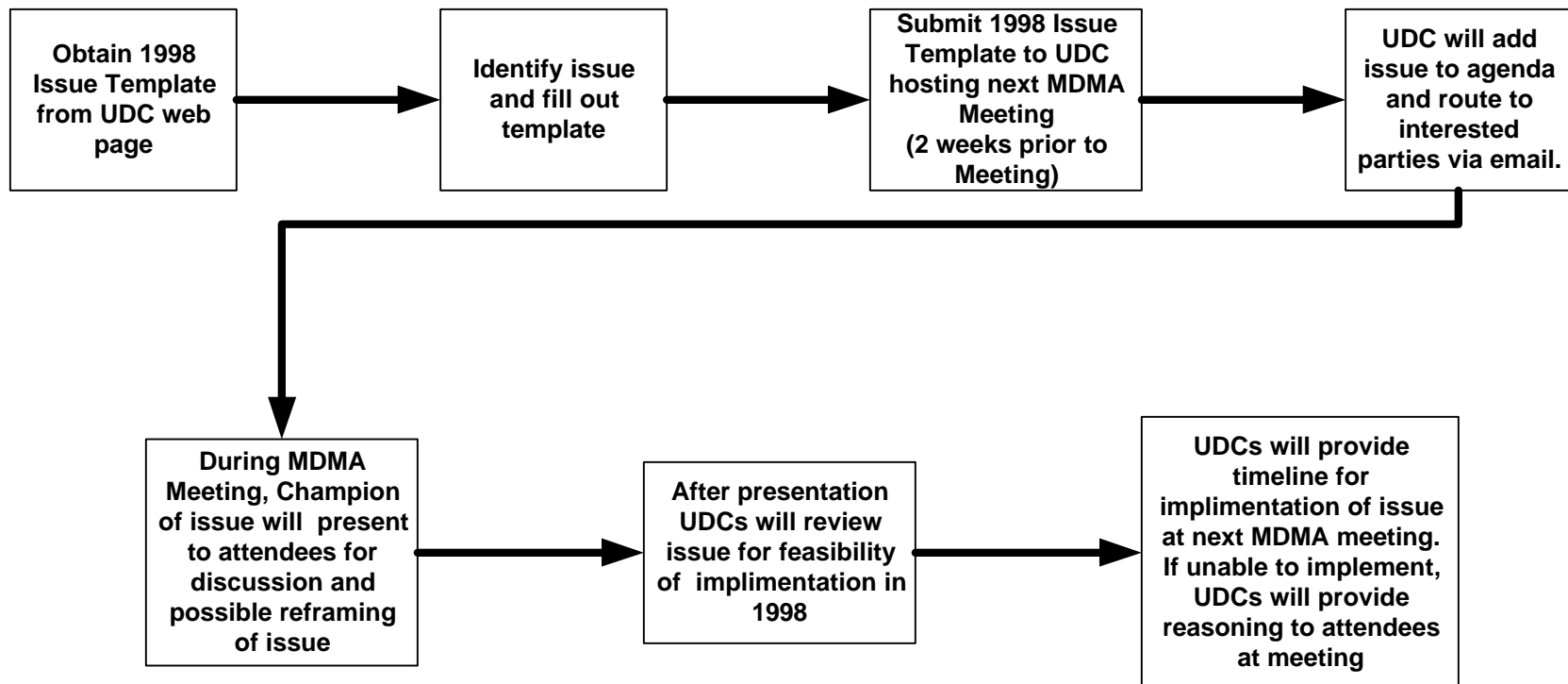
Process

- Issue Template will be posted at each of the UDCs Web Page
(Note: Initial routing of template will be provided via Email until UDCs can post template to web page)
- Issues must be framed and submitted to UDC hosting next MDMA meeting 2 weeks in advance of meeting.
 - ◇ Template contains:
 - * Issue Statement
 - * Three (3) Alternatives
 - * One (1) Recommendation
 - * Name of Champion
- UDC will Email issue to interested parties for review prior to MDMA meeting.
(Note: Email listing was developed at March MDMA meeting.)
- UDC will add issue to agenda for presentation by champion at next MDMA meeting
 - ◇ Upon completion of presentation, discussion will take place amongst all attendees for clarification of issue and possible reframing.
- UDCs will review issue for feasibility of implementation in 1998
 - ◇ At following MDMA meeting, UDCs will present whether or not issue can be implemented. If unable to implement, UDCs will provide reason
 - ◇ Issues which cannot be implemented in 1998, but have sound reasoning will be returned to the champion, for submittal to the appropriate Permanent Standards Working Group (PSWG)

Groundrules

- Issues presented must address 1998. Issues requiring implementation after 1/1/99 must be submitted to the appropriate PSWG for consideration.
- Issues presented to UDC host after the 2 week notification process, will be deferred to the following MDMA meeting.
- Templates not filled out completely, will be returned to author
- Champions may seek support of other interested parties for development of issue. However, Champion of issue will present at MDMA meeting
- In consideration to the Champion of issue, discussion of issue will take place at the conclusion of the presentation. However, clarifying questions may be posed as needed.
- The Host UDC will be responsible for ensuring the feasibility of the issue is addressed by all UDCs and a response provided at the following MDMA meeting.

1998 MDMA Issue Process Flow



**UDC / MDMA
Issues Template**

Title: **Provide brief description of Issue**

Background: **Provide any relevant history to issue**

Issue: **Provide brief overview of issue**

Alternative #1 **Provide brief alternative for solution to issue**

Alternative #2 **Provide brief alternative for solution to issue**

Alternative #3 **Provide brief alternative for solution to issue**

Recommendation: **Of the alternatives provided above, provide your recommendation**

Considerations: **Provide any other input which may be of value**

Assigned to: **Champion (this person should be prepared to introduce the issue to the group at the UDC meetings)**
