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1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 9:05 AM Eastern

Chris Osbourn called the meeting to order at 9:05 AM

2. Approval of Minutes from December 18, 2019 Executive Board Meeting

MOTION
John McDonough moved to approve the December 18, 2019 Executive Board Meeting Minutes
Karla Houston seconded
Motion Carried

3. Liaison Reports:

- a. American Association of Motor Vehicle Administrators (M. Pritchard)
No report.

- b. Federal Motor Carrier Administration – FMCSA (Jenny Guarino, Scott Valentine)
Jenny Guarino FY 2025 CMV safety grant priorities has been posted to the Grants.gov site. Webinar Jan 28 1:30-3:00 PM

Tuesday 8-12 Research Priorities session during TRB is in Salon B.

- c. Federal Highway Administration – FHWA (Bob Pollack)
Bob Pollack reported that FHWA and NHTSA are collaborating on mapping the MIRE FDE data elements for all States. The mapping will show if the States have the FDE available in their roadway inventory. They will hold two webinars—the open one will be in February to describe the mapping and other outreach efforts. States will be encouraged to go through their Division Offices to get more information or assistance.

FHWA is also working on an effort to determine lives saved, injuries prevented, and B/C of various infrastructure countermeasures. Mark Starnes is the lead. He has been working with several States and will be releasing a report soon.

- d. Governors Highway Safety Association – GHSA (Johnathan Adkins)
No report.

- e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)
No report.

- f. International Association for Chiefs of Police (Domingo Herraiz)
No report.

- g. National Governors Association - NGA (Kalyn Hill)
No report.

77 h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
78 Luke Johnson reported that the Secretary announced the Automated Vehicle
79 policy last week. It involves 38 US Government departments. NHTSA has a new
80 acting administrator, James Owens. In NHTSA the data modernization process is
81 complete with the release of the 2018 CIS data in September. NHTSA is aiming
82 to have the releases in September (CIS), October (FARS), and November (CRIS)
83 each year.

84
85 TRB sessions
86 #1123: NHTSA has a session on International Data and Programs on Monday
87 #1749 and 1765: Behavioral Safety and Data sessions by NHTSA on Wednesday
88

89 NHTSA is pleased to have released the Fatality and Injury Reporting Tool in
90 October. It combines FARS and CRIS data going back 15 years.

91
92 Luke provided a website

93
94 TR101 is still pending, but should be live online by the Forum.

95
96 Funding for the last year of the current contract with ATSIP is in the works. We
97 are looking at the next contract.

98
99 John McDonough asked if NHTSA has done anything with regard to the
100 automated vehicle definitions in MMUCC. Luke said that NHTSA will continue
101 to revisit the dynamic data element annually at the Forum. If the SAE
102 recommended definitions change, NHTSA will bring that to the Forum. MMUCC
103 6th Edition is already being worked on, so if changes do come in they can be
104 included in the next review.

105
106 John McDonough said that some of the early adopters of the automated vehicles
107 data elements from MMUCC are experiencing some misalignments of their
108 examples with the SAE / MMUCC definitions. They could use more concrete
109 examples to avoid this. Luke made note of it and suggested contacting Sarah
110 Weissman Pascual directly

111
112 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
113 No report.

114
115 j. SAE International – Emerging Mobility (John McDonough)
116 This has ended—remove from future agenda

117
118 k. Transportation Research Board – TRB (Bernardo Kleiner)
119 No report

120 4. Past President’s Report: Cory Hutchinson
121 Cory is standing up the nominating committee

122
123

- 124 5. 1st Vice President’s Report: Juliet Little
125 Juliet said she has no report.
126
- 127 6. 2nd Vice President’s Report: Patrick Dolan
128 Patrick said that the call for papers opens on February 1st and ends on April 1st. They are
129 finalizing the AV and exposition contracts. There are three companies interested at the
130 Platinum level. Karla sent an email before Christmas and got several positive responses.
131 Trying to boost law enforcement involvement in the Forum this year. The plenary session
132 speakers are being lined up.
133
134 The group had a discussion about recruiting good sessions on specific hot topics. Karla
135 suggested having a sample justification letter that would help people get approved to
136 attend the Forum. Tara said she would prepare an example.
137
138 Rhonda asked if the exhibits are lasting longer than in the past. Karla said she is
139 interested in extending. We could at least stay open until after the last break on Tuesday.
140
- 141 7. Treasurer’s Report: Hadi Shirazi
142 Hadi Shirazi provided the monthly treasurer’s report through December 31, 2019. Copies
143 of the report are attached to the members’ copy of these minutes.
144
- 145 Hadi noted that the spreadsheet handed out at the meeting had an error. The corrected
146 version was reviewed for approval.
147
- 148 Hadi and Tara Casanova Powell said that we are now electronically connected to the
149 insurance.
150
- 151 We have renewed our registration with the Minnesota Secretary of State and our bank
152 (Chase) is requesting that we hold our account in the State where we are registered. Right
153 now, the account is in Louisiana because that’s where it was opened originally.
154
- 155 Tara asked for a comparison between this year end and previous year end. Hadi said he
156 glanced at it and it appears that are within 2% of last year. He will provide comparisons
157 in a spreadsheet.
158
- 159 Bob Scopatz said that multiple addresses and contacts is going to cause us problems in
160 the future. MN doesn’t like our POC being in a different State so Tara can’t be listed as
161 primary. The bank is telling Hadi they don’t want our accounts in the state where we are
162 incorporate.
163
- 164 **MOTION**
165 **Bob Scopatz moved to approve the December 2019 Treasurer’s Report as amended**
166 **by Hadi Shirazi.**
167 **Patrick Dolan seconded**
168 **MOTION CARRIED**
169
170 Hadi agreed with Tara’s point about the inconvenience and confusion regarding having

171 our corporate locations spread out across the country. Chase Bank is convenient if we can
172 centralize in one spot. We can register in Virginia because that is where Tara is located.
173 The Treasurer and bank should be in one place. Tara and officers will inquire about this
174 and report back to the Executive Board.

175
176 Hadi said he is working with the auditor. He is working with Tara to bring together the
177 required information. The audit will cover 2019 and begins this month. Cory asked if the
178 auditor will make recommendations as to having two-person signatures on the checks.
179 Hadi said that there has to be one treasurer and one signature. He will recommend other
180 things. As we have it now, we have two people with signature authority but there will
181 only be one signature required to issue a check.
182

183 8. Executive Director’s Report: Tara Casanova Powell

184 Tara and Chris Osbourn led a discussion of the following issues.

185 a. TSASS support.

186 TSASS runs all of our administrative support for the organization, maintaining
187 and hosting our websites, and on-site support for the Forum. TSASS will cease
188 operations at the end of calendar year 2020. Tara is drafting an RFP to cover the
189 services. The draft was emailed and handed out at today’s meeting. Chris asked
190 the group to provide feedback on any changes. Need our input by Friday January
191 17, 2020. Hope to release the RFP by the end of January.

192
193 Pete d’Oronzio said that maybe we should split the RFP into multiple pieces. We
194 may find that some vendors could do only portions. Tara said that we have that
195 option in the RFP, but maybe it needs to be more prominently stated.

196
197 Chris suggested a temporary committee be formed to review proposals as needed.
198 The following people have offered to help review proposals as they come in from
199 vendors:

200
201 Pete d’Oronzio; Hadi Shirazi, Cory Hutchinson, Karla Houston, Chris Osbourn

202
203 TSASS will keep supporting things through this year’s Forum and then transition
204 over to the new vendor.

205
206
207 b. TSASS proposal

208
209 Chris Osbourn suggested we (a) understand that we pay TSASS month-to-month
210 so we end this agreement later in the year; (b) remove sections 6 and 8 from the
211 proposal. Jill Hall said that would be an annual cost of just about \$68,000 but the
212 actual cost would depend on when the contract transitions to the new vendor. Bear
213 in mind that some of the activities are not active on an even level of effort
214 throughout the year. There will be some costs that the full amount might be spent
215 before/during the Forum versus others that would be a standard cost each month.
216

217 **MOTION**

218 **Bob Scopatz moved that we approve the TSASS proposal on a monthly**

219 **payment basis removing sections 6 and 8.**
220 **Juliet Little seconded.**
221 **MOTION CARRIED**

222
223 c. Call for Committee Chairs

224
225 Previously, we approved the committee structure. We are still looking for chairs
226 and members. Tara said that the Forum supporting committees, in particular, are
227 weak. We have volunteers to help, but the chair(s) aren't filled. These would work
228 with the Forum chair but should not be the same person chairing the support
229 committees. Forum Logistics, Forum Program, and Proceedings committees all
230 need chairs. The ideal would be to have continuity from year-to-year. Bob
231 Scopatz suggested prevailing upon one of the people who volunteered to be a
232 member to take on the chair job.

233
234 Bob Scopatz volunteered to chair the Proceedings Committee
235 Eric Tang volunteered to chair the Program Committee
236 We don't have a volunteer to chair the Forum Logistics Committee (note: Karla
237 suggested that we look for a local person to serve)

238
239 Rhonda Stricklin asked if Jamie isn't already serving as logistics chair for this
240 year's Forum. Tara reported that Jamie has asked to not serve as a chair for a
241 committee, she is not currently the logistics chair.

242
243 **MOTION**

244 **Karla Houston moved to accept the chairs as listed in Tara's document as of**
245 **today's discussion**

246 **Juliet seconded**

247 **MOTION CARRIED**

248
249 d. Revised Organizational Structure

250
251 Tara implemented changes based on the comments received. We should vote on
252 the structure as sent out this week by Jamie Whelan. Chris Osbourn said that
253 some of the items require an amendment to the Constitution, so we can't just vote
254 to implement it. The motion would have to include that provision. The vote would
255 normally happen at the Forum, but we could have the vote before the Forum and
256 implement earlier.

257
258 Bob Scopatz mentioned that if we are going to have to amend the Constitution,
259 we should take that opportunity to incorporate in a different state if that is the
260 decision. The reason being that if the governing documents change, we would
261 have to resubmit them for review in Minnesota (where we are incorporated now).
262 We might as well just go through the incorporation process elsewhere with the
263 new documents.

264
265 Tara will amend the structure document to make the Forum Program Chair to be
266 appointed versus being voted on and tied to the 2nd VP position. Bob Scopatz
267 suggested that the President should appoint the program chair for two years out,

268 not the current or N+1 year (unless there's a vacancy). Tara said that the
269 President's term will change to 2 years, with eligibility for an additional term in
270 the same office.

271
272 **MOTION**

273 **Bob Scopatz moved that we approve moving forward with the proposed**
274 **organizational structure reflected in the document circulated by the**
275 **Executive Director as revised by discussion at today's meeting.**

276 **Cory Hutchinson seconded**

277 **MOTION CARRIED**

278
279 The group agreed that Tara will circulate a revised organizational structure
280 document reflecting the discussion from today's meeting (Tara sent the revision
281 during the meeting). The group further agreed that the Constitutional Committee
282 will draft the necessary revisions to implement the structural changes.

283
284 e. Support for the Forum

285
286 The group discussed ways to get more involvement from States that are going to
287 host the Forum. The support should come from the host State but maybe could
288 come from ATSIP as well. The program chair should also have support from their
289 own State, but we recognize that may not happen. What we are hoping to do is
290 replicate the levels of support that we've received from some States (like TN and
291 LA). It is much better than when the host state isn't actively contributing and
292 participating.

293
294 f. Strategic Plan

295
296 We have not worked on this since August. Staci Hoff asked, as chair of the
297 Strategic Planning committee, if there was anything she should do. Tara said that
298 the next step is for all of the Executive Board members to look at the August
299 version of the Strategic Plan. There are things in there that we've already
300 completed. We should all agree on what is in there and what should be revised.
301 She asked if all Executive Board members respond before the February Executive
302 Board meeting.

303
304 g. Forum Elements

305
306 Can we develop a "young professionals" element in the organization? Tara
307 mentioned reaching out to graduate students and others who are new to the field.
308 One thing would be to start a young professionals track at the Forum. We could
309 also set up a section of the website with a discussion board and highlighting
310 young professionals. Can we set up some sort of sponsorship for the Forum?
311 Karla Houston said that she's noticed that the poster sessions seem to be
312 populated by young professionals. It seems to be a second-class participation. If
313 we advertised it and gave them a separate session or track, it'd be very good. We
314 have to be careful to make sure they get a slot, but also not bump things submitted
315 by others.
316

317 Chris asked the various Forum committees to consider this very quickly and make
318 decisions or suggestions in time to impact the call for abstracts that goes live on
319 February 1st.

320
321 h. Annual Report

322
323 ATSIP must create an annual report. Chris Osbourn said that it should be a
324 deliverable for the Executive Director compiled from submissions from the
325 committees. Karla suggested that Tara send out a template that each committee
326 chair, the treasurer, and the secretary complete and return to her.

327
328 It will go out to the membership, it can go out on the web and our social media.

329
330 It can also be a marketing piece. Karla suggested that it could go out to potential
331 attendees and sponsors.

332
333 Tara suggested that the annual report should be done on a calendar year basis.

334
335
336 9. Committees:

337 a. Membership Committee (Kellee Craft):

338 i. New Membership Applications: Member Level

339 1. Matthew Williams

340
341 **MOTION**

342 **Eric Tang moved to approve Matthew Williams at the member level.**

343 **Staci Hoff seconded.**

344 **MOTION CARRIED**

345
346
347 b. Communications and Public Relations (Stacey Manware)

348 Stacey asked if we have an ATSIP booth at other conferences. We could resurrect
349 this idea if there's a way to cover costs. Chris Osbourn said that is something he'd
350 like to see us do. We do have people attending those other conferences already.

351
352 Stacey also said that her hope is to put together communications targeted to
353 specific groups of people based on topics of interest to those groups. She asked
354 for ideas on which groups we could develop specific highlights for.

355
356
357 **MOTION**

358 **xx moved to remove the newsletter subcommittee as a formal part of the**
359 **Communications and Public Relations committee.**

360 **xxx seconded.**

361 **MOTION CARRIED**

362

- 363 c. Best Practices Committee (Staci Hoff)
364 No report.
- 365 d. Awards Committee (Eric Tang)
366 Would like to work on setting up a lightning round session for students.
367
368 Eric is working on the call for award submissions.
369
- 370 e. Outreach Committee (Rhonda Stricklin)
371 The committee will continue to produce webinars as they have in the past.
372
- 373 f. Program Chair Committee (Karla Houston)
374 No report.
375
- 376 g. Sponsor/Exhibitor Committee (Karla Houston)
377 Much of this has been covered earlier in the meeting.
378
379 As we look at new sponsors and new sponsor ideas, Karla would welcome people
380 who have contacts with a particular potential sponsor to take the lead in recruiting
381 those organizations. She can support it or take the lead if that's the best way.
382
383 Tara said she has a 1-pager that we can send to prospective sponsors/exhibitors.
384 Karla has a longer document to share as well.
385
386 Chris said that sponsorships are extremely important to helping us cover our
387 costs. We really need to strengthen those relationships to sustain the efforts.
388
- 389 h. ANSI Standards Review Committee (John McDonough)
390 John McDonough provided a detailed report. It is attached to these minutes.
391
392 John presented the results of the ANSI Audit of the D16 process. ANSI looked to
393 see if we adhered to the standards of accreditation for an ANSI standard. They
394 also included recommendations on how we can improve our process. John began
395 by thanking Jill Hall for establishing our process over the past several years.
396 There are some items that we (ATSIP) has to address in order to close out the
397 audit successfully. John, Jill, and Joan Vecchi have drafted changes to address the
398 non-compliance issues as required. We will hope to vote on the changes in the
399 February ATSIP Executive Board meeting. John's understanding is that we can
400 vote as a blanket item that we accept all the changes, not have to vote on each
401 item separately.
402
403 The drop dead date is March 30th so if we can vote as a Board in February, we
404 should be fine—after the vote, we will merge the changes into the ANSI D16
405 procedures document. This does not require input of the consensus body. It can go
406 straight to the ATSIP Executive Board for a vote.
407
408 There are several non-mandatory suggestions from ANSI that we can consider
409 and those can be handled separately.

410 We are on a 5-year update cycle for D16. There is also a desire to keep D16,
411 MMUCC, and FARS aligned. We want to keep the ANSI D16 update process in
412 line with the ANSI requirements and the updates to those other
413 systems/guidelines.

414 Tara suggested that ATSIP should more effectively market our role in ANSI D16.
415 It is a much bigger deal than is obvious from our own website and internal
416 knowledge among members. We should include it more visibly in our website—
417 add ANSI discussion board, add to featured items section—our communications,
418 and at the Forum (up to including it in a plenary each year or a general session as
419 a training opportunity led by John).

420
421 i. Strategic Planning Committee (Staci Hoff)
422 Covered earlier in the meeting.

423
424 j. Nominating Committee (Cory Hutchinson)
425 Cory thanked the group for approving the nominating committee. He has sent the
426 members an email asking them to identify people who could be considered as
427 candidates for at-large positions.

428
429 k. Constitution Committee (Patrick Dolan)
430 Patrick has marked up the organizational structure document to reflect what needs
431 to change in the Constitution. The articles of incorporation and the Constitution
432 have to be aligned.

433
434 10. Future Forums:

435 a. 2020 Forum – Nashville (Patrick Dolan)
436 See the earlier discussion.

437
438 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
439 Contracts are in place
440 Sladjana is the Forum chair for San Diego.
441 Sladjana reported that she is reviewing documents and reaching out to people in
442 California to get their help.
443 Chris asked if Sladjana could prepare the “Save the Date” card / notice and Chris
444 could have it printed out in TN for handing out at the Forum in Tennessee.

445
446 c. 2022 Forum
447 Contracts are in place for Denver.
448 We need a Forum chair for Denver...would like to have that person selected
449 before the Nashville Forum.
450 The STRAC in Colorado is very interested. The committee chair is looking to
451 support the conference.

452
453 11. Old Business

454 No items.

455

456 12. New Business

457 No items.

458

459 **13. Next Executive Board meetings:**

460 **February 19th at 2PM Eastern, 1 PM Central; Noon Mountain; 11 AM Pacific**

461 14. Adjourn

462

463 **MOTION**

464 **Juliet Little moved to adjourn**

465 **Karla Houston seconded**

466 **MOTION CARRIED**

467

468 Chris Osbourn closed the meeting at 2:53 Eastern time.

469

470

471

472 Submitted as Draft for review on 1/21/2020 as Draft for Review by Bob Scopatz, Secretary

473 Submitted as Draft for Approval reflecting comments received through 1/29/2020

474 Approved by a vote of the ATSIP Executive Board on 02/19/2020

475

476 ANSI report provided by John McDonough

477 **ANSI Audit Summary**

478 The audit is part of the ANSI Essential Requirements: Due Process Requirements
479 for American National Standards (“ANSI Essential Requirements”). The purpose
480 of an audit is to verify compliance with the criteria for accreditation and to verify
481 that the standards developer's procedures and practices continue to be consistent
482 with the current ANSI Essential Requirements. Further, the audit may produce
483 suggested changes in practice or procedure when, in the opinion of the auditor,
484 such changes would result in more efficient or effective standards development
485 operations.

486 ANSI Essential Requirements Brief Summary

487 Apply to activities related to the development of consensus for approval, revision,
488 reaffirmation, and withdrawal of American National Standards (ANS).

- 489 1. **Openness:** Participation shall be open to all persons who are directly and
490 materially affected by the activity in question.
- 491 2. **Lack of dominance:** The standards development process shall not be
492 dominated by any single interest category, individual or organization.
- 493 3. **Balance:** The standards development process should have a balance of
494 interests.
- 495 4. **Coordination and harmonization:** Good faith efforts shall be made to
496 resolve potential conflicts between and among existing American National
497 Standards.
- 498 5. **Notification of standards development:** Notification of standards activity
499 shall be announced in suitable media...
- 500 6. **Consideration of views and objections:** Prompt consideration shall be
501 given to the written views and objections of all participants...
- 502 7. **Consensus vote:** Evidence of consensus in accordance with these
503 requirements and the accredited procedures of the standards developer shall
504 be documented.
- 505 8. **Appeals:** Written procedures of an ANSI-Accredited Standards Developer
506 (ASD) shall contain an identifiable, realistic, and readily available appeals
507 mechanism...
- 508 9. **Written procedures:** Written procedures shall govern the methods used for
509 standards development and shall be available to any interested person.
- 510 10. **Compliance with normative American National Standards policies and**
511 **administrative procedures**

512 **Status & Findings**

- 513 • Submission of audit documents July/August

- 514 • Received audit results in October and coordinated with ANSI in
- 515 meetings and by documents submission in October and November.
- 516 ○ Post audit conference call on October 24, 2019
- 517 ○ Audit response submitted November 12, 2019
- 518 ○ Final response coordinated with ANSI auditor submitted
- 519 November 27, 2019
- 520 ○ Current audit decision received back from ANSI on December
- 521 9, 2019
- 522 • Findings → see document

523 • Next Steps - ATSIP Procedures / Board Vote before March

- 524 • To close audit, ATSIP needs, revise, approve revisions, and submit
- 525 modified procedures by March.
- 526 • There are changes that have already been drafted by Joan and
- 527 reviewed by John McDonough and Jill Hall to address the audit items
- 528 identified to correct non-compliance → see document
- 529 • Propose that we send these out prior to the next ATSIP meeting and
- 530 vote at the February meeting.

531 • Other ANSI Recommendations

- 532 • These are not required but should be considered for implementation
- 533 with the next revision to D16. → see next page.

534
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Suggestions:

1		The auditor suggests that ATSIP consider revising its procedures as follows:
1a	7	The auditor suggests that ATSIP revise its Procedures to add a cover with title and ANSI approval date prior to the Table of Contents.
1b	7	The auditor suggests that ATSIP revise Section 3.2 of its Procedures to clarify the duties of the Standards Review Committee in greater detail within the Procedures.
1c	7	The auditor suggests that ATSIP revise Section 4.1 of its Procedures to develop participation criteria for the Consensus Body and Standards Review Committee.
1d	7	The auditor suggests ATSIP clarify the third and fourth sentences of Section 8.6 of the ATSIP Procedures. In the opinion of the auditor, they are not clear as written.
1e	7A	The auditor suggests that ATSIP add to its procedures a trigger for filing a PINS form for a new ANS and the revision of an existing ANS.
1f	7B	The auditor suggests that ATSIP add a requirement to its procedures to send follow-up e-mails requesting immediate return of the ballot to all members whose votes have not been received ten

		calendar days before the ballot closes. The auditor notes that ATSIP did do follow up emails to members whose votes had not been received.
1g	7B	The auditor suggests that ATSIP consider shortening the current minimum of thirty days, but no longer than sixty days ballot period allowed for standards committee ballots by Section 5.7.4 of the ATSIP to just 30 days. A shorter ballot period, 30 days, could shorten the time necessary to finalize a standard.
1h	7D	The auditor suggests that ATSIP revise Section 5.8.3 of the ATSIP Appeals Policy to include the requirement that the appellant receive a written decision. This would allow for improved communication with the appellant.
2	7	The auditor suggests that ATSIP consider including a copy of the ATSIP Procedures on the general ATSIP website so the public could access the Procedures. The Procedures are currently posted to the Discussion Board portion of the website. In addition, the auditor suggests that, ATSIP consider including an explanation of the ANSI and ATSIP standards development and approval processes on the ATSIP web site.
3	7	The auditor suggests that ATSIP may wish to provide training to volunteers on key requirements of consensus processing. Training is beneficial to the participants and can assist in ensuring that the requirements for obtaining consensus are met efficiently and effectively.
4	7	The auditor suggests that ATSIP retain original records at its headquarters rather than with a contractor or volunteer member of the consensus body and further suggests that the records should be backed-up. Although ATSIP was able to provide documentation for this audit, the potential for loss of documentation exists when committee leadership and membership changes.
5	7	The auditor suggests that ATSIP participate on the ANSI Organization Member Forum (“OMF”). Participation is a benefit of ANSI membership and will provide ATSIP with an opportunity to provide input into proposed changes in ANSI policies and procedures and to have advance information of these changes for implementation. The OMF typically allows participation via teleconference.
6	7	The auditor suggests that ATSIP consider implementing a project tracking system in order to ensure all steps of the standards development process are completed and to track the status of standards projects.
7	7	The auditor suggests that ATSIP file under Public Law 108-237, The Standards Development Organization Advancement Act of 2004 (HR 1086). Information on this filing can be found on the ANSI website. Additionally, ATSIP can contact the Federal Trade Commission and Department of Justice if it has any question on filing.
8	7B	The auditor suggests that ATSIP consider exploring additional ways in which electronic media, including online voting, can be used in the standards development and approval process. The use of electronic media can increase the efficiency and reduce the cost of the standards development process.
9	7B	The auditor suggests that ATSIP develop, for inclusion with all letter ballots, an explanatory page addressing administrative matters, including ballot approval, resolution of ballot comments, handling of negative votes, and appeals. This material assists the members of the consensus body in understanding the consensus process and the expectations of them as members of the consensus body.
10	7B	The auditor suggests that ATSIP develop a stand-alone ballot form that includes the opening and closing dates for all letter ballots (rather than just listing them in the transmittal letter), the approved ATSIP voting options, and an attachment form for the submittal of any comments, etc.
11	7B	The auditor suggests that ATSIP develop a comment resolution matrix template. Such a template is a convenient and efficient way to record each comment, its disposition, and the rationale for the

		disposition. In addition, it is a convenient and efficient way to provide such information to objectors and to include in recirculation ballots of unresolved objections.
12	7B	The auditor suggests that ATSIP consider conducting the consensus ballot and public review period simultaneously in order to make the process more efficient and reduce the length of time required to obtain evidence of consensus. The auditor acknowledges that any comments received from the consensus ballot or public review that result in a substantive change to the draft document would require a second consensus ballot and public review. ATSIP currently submits the standards for public review after the consensus body vote. In those instances where no substantive changes are made in the draft standard, the time necessary to obtain consensus will be shortened.
13	7B	The auditor suggests that response letters to public review commenters clearly indicate that unless a continuing objection is received by a specific date, the comment will be considered resolved. Unlike votes for consensus body members, a public review commenter who has received a formal response from ATSIP may be considered resolved if no continuing objection is received. Any continuing objections received should be handled in accordance with clause 2.6 of the <i>ANSI Essential Requirements</i> and be provided to the members of the consensus body with an opportunity to respond, reaffirm or change their vote.
14	7B	The auditor suggests that ATSIP clearly indicate on recirculation ballots the purpose of the ballot (i.e. substantive changes, unresolved objections) and that unless a response is received, the prior ballot vote will be maintained. This practice will eliminate confusion about why a ballot is being issued and the status of any prior votes – including negatives.

541

542