

EDI Standards Governance Policies

Supports the Strategic Goal to: *Persevere the Integrity of IAIABC Standards and Provide Excellent Support to our Members and other Stakeholders*

Rule / Governance Policy	Control	Steward	Stakeholder(s)	Participant(s)	Governance Goal(s)
A jurisdiction that has not adopted an IAIABC Standard (not using it actively) or demonstrated earnest intent to adopt a standard may not request changes to a standard.	New Agreement: A written commitment between a Jurisdiction and the IAIABC which outlines the steps toward implementation and associated timeframes.	IAIABC EDI Director	EDI Community	EDI Committee & Implementation Team	3. Protect the needs of stakeholders 8. Ensure that the benefit of a change supports the cost of development and administration
EDI members must abide by the guidelines pertaining to release management and the established implementation timelines.	<i>IAIABC Release Management Process and Implementation Guidelines</i>	EDI Council	EDI Community	EDI Committee IAIABC EDI Director	3. Protect the needs of stakeholders 4. Promote consistency across standards 6. Ensure transparency of processes and rules
EDI Committee members are required to be in good standing to have a voice in the Standard setting process.	New Guidelines: <i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Community	EDI Committee EDI Council	1. Enable better decision-making 3. Protect the needs of stakeholders
A deviation from an IAIABC Standard and or a implementation timeline is prohibited and may be interpreted as an act of noncompliance. Consequences of noncompliance may include: • Suspension of voting rights • Inability to request a change to an EDI Standard • Inability to serve in a leadership position	New Guidelines: to define deviations from an standard or implementation timeline that will be included in <i>Policy on Deviations from Standards</i> New Process: Create a process to manage deviations from a Standard	EDI Council	EDI Community	EDI Committee & Implementation Team IAIABC Board	3. Protect the needs of stakeholders 4. Promote consistency across standards 6. Ensure transparency of processes and rules 7. Establish ownership and accountability (decision heirarchy)
A jurisdiction adopting an IAIABC Standard, transitioning to a new release / version or implementing XML should utilize the IAIABC Implementation Best Practices Guideline.	New Guidelines: create a new reference, <i>IAIABC Implementation Best Practices Guideline</i> , to provide jurisdictions with recommended best practices associated with implementing an IAIABC standard. Suggested best practice areas: • Implementation approaches • Review of State tables & specifications • Industry communication requirements • Review & selection of test parameters • Trading Partner testing • Success criteria	EDI Committee - Implementation Team	Associate / EDI Members	EDI Council IAIABC EDI Director	3. Protect the needs of stakeholders 4. Promote consistency across standards
Use of IAIABC Standards must comply with the Intellectual Property policy.	<i>Intellectual Property Rights Policy</i>	IAIABC EDI Director	IAIABC	Board	3. Protect the needs of stakeholders
All documentation associated with a Standard must be accurate and include all approved changes that resulted since the prior publication.	Issue Resolution Request Process	IAIABC EDI Director	EDI Community	EDI Committee	5. Ensure alignment with the goals and mission of the organization 6. Ensure transparency of processes and rule
Updates to Standards are to be published annually according to the established publication schedule.	Issue Resolution Request Process	IAIABC EDI Director	EDI Community	EDI Committee	5. Ensure alignment with the goals and mission of the organization 6. Ensure transparency of processes and rule
Changes to EDI Standards must adhere to the established change management process.	Issue Resolution Request Process	IAIABC EDI Director	EDI Community	EDI Committee	6. Ensure transparency of processes and rules 7. Establish ownership and accountability (decision hierarchy) 8. Ensure that the benefit of a change supports the cost of development and administration
Changes that have been approved for inclusion to a standard are required to be adopted within the specified time limits.	New Guideline: <i>Release Management Process and Implementation Guideline</i> Issue Resolution Request Process	IAIABC EDI Director	EDI Community	EDI Committee EDI Council	3. Protect the needs of stakeholders 4. Promote consistency across standards
Conflicts or disagreements related to EDI Standards governance policies that the EDI Council is unable to resolve will be escalated to the Board	EDI Standards Governance Policies New Process: Create an escalation process	Board	EDI Community	EDI Council IAIABC EDI Director	3. Protect the needs of stakeholders 6. Ensure transparency of processes and rules 7. Establish ownership and accountability (decision heirarchy)

Committee Organization Governance Policies

Strategic Goal: Provide Excellent Support to our Members and other Stakeholders

Rule / Governance Policy	Control	Steward	Stakeholder(s)	Participant(s)	Governance Goal(s)
EDI Committee leadership is comprised of one Chair and one Vice Chair	<i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Committees	EDI Committee Leaders	1. Enable better decision-making 7. Establish ownership and accountability (decision hierarchy) 9. Provide a structure to guide effective leadership
At least one EDI Committee leader must be a US Jurisdictional Member of the Association Noted Exception: EDI Council Chair and Vice Chair must be a jurisdiction	<i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Committees	EDI Committee Leaders	1. Enable better decision-making 2. Reduce operational friction and confusion 3. Protect the needs of stakeholders
Committee leaders and members must submit an application form and be approved by the President of the Association	<i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Committees	EDI Community IAIABC President	6. Ensure transparency of processes and rules 9. Provide a structure to guide effective leadership
Additional Vice Chair appointments must be approved by the EDI Council	<i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Committees	EDI Council	9. Provide a structure to guide effective leadership
Expectations of Committee Leaders: 1. Lead discussions and facilitate consensus building 2. Publish meeting agendas in advance of committee meetings 3. Hold a minimum of 4 committee meetings per year (2 face to face at Forum and Convention) 4. Attend / lead committee meetings 5. Ensure that the meeting stays on topic with agenda / meeting objectives 6. Publish meeting minutes following committee meetings 7. Document committee decisions and action items within meeting minutes and include associated timelines 8. EDI Committee leaders are expected to attend all Joint Committee Council meetings and report on relevant committee activities and work items 9. EDI Committee leaders are expected to attend scheduled EDI Council meetings and report on committee activities and outstanding work items	<i>IAIABC Committee Handbook</i>	IAIABC EDI Director	EDI Committees EDI Council Joint Committee Council	EDI Committee Leaders	1. Enable better decision-making 2. Reduce operational friction and confusion 3. Protect the needs of stakeholders 6. Ensure transparency of processes and rules 7. Establish ownership and accountability (decision hierarchy) 9. Provide a structure to guide effective leadership
Expectations of Committee Members: 1. Committee members are expected to collaborate and be open to all proposed solutions while working toward a uniform decision and group consensus in a timely manner 2. Committee members are expected to partner with each other and conduct themselves in a professional manner that is reflective of the IAIABC Committee Values Statement included within the IAIABC Committee Handbook 3. Committee members are expected to support committee agendas and adhere to the time limits that are established for each agenda topic	New Guidelines: for shared values / ethics and to establish the committee member expectations (e.g.: what is their role and responsibilities) to be included within the <i>IAIABC Committee Handbook</i>	EDI Council	EDI Community	EDI Committee Members	1. Enable better decision-making 2. Reduce operational friction and confusion 3. Protect the needs of stakeholders 4. Promote consistency across standards 7. Establish ownership and accountability (decision hierarchy) 8. Ensure that the benefit of a change supports the cost of development and administration
Conflicts or disagreements related to Committee Organization governance policies that the EDI Council is unable to resolve will be escalated to the Board	Committee Organization Governance Policies New Process: Create an escalation process	Board	EDI Community	EDI Council IAIABC EDI Director	3. Protect the needs of stakeholders 6. Ensure transparency of processes and rules 7. Establish ownership and accountability (decision heirarchy)