

WORKPLAN FOR CCB STANDARDS REVISION

TASK	ENTITY	2012		2013											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General															
Draft preliminary documents (TOR, Revision procedure,etc)	Secretariat														
Review and Approve preliminary documents	SC														
Publish preliminary documents on website	Sec														
Facilitate process for nominations of SC members	Sec														
Creation of SC	MC														
Propose amendments to the Standards	Sec,SC,MC														
Prepare synopsis of proposed amendments	Sec														
CCB Standards document															
Produce first draft of revision	Sec														
Review and approve first draft	SC														
Approve first draft	MC														
Launch first public comment period	Sec														
Compile comments and responses and prepare second draft	Sec,SC														
Review and approve second draft	SC														
Approve second draft/decide length of second public comment period	MC														
Launch second public comment	Sec														
Compile comments and responses and prepare final draft	Sec, SC														
Review and approve final draft	SC														
Approve final draft and timeline for transition to new version	MC														
Publish revised version on CCBA website. Translate to other languages	Sec														
Rules for Use of the CCB Standards document															
Produce first draft	Sec,SC														
Review and approve first draft	SC														
Approve first draft	MC														
Launch first public comment period	Sec														
Compile comments and responses and prepare final draft	Sec,SC														
Review and approve final draft	SC														
Approve final draft	MC														