## WORKPLAN FOR CCB STANDARDS REVISION

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