Open 3P standard change process

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Open 3P Standard Change Process

1. Purpose of this document

The Standard Change Process is a standardised procedure that enables changes to the Open 3P data standard to be made. It outlines how requests for changes are made, in what format and the procedure for considering and implementing those changes. It sets out the functional relationship between the interim Standard Custodian Board (iSCB) and the Data Standard Holding Body (DSHB) and mechanisms for representation within the Standard Change Process by the wider packaging value chain.
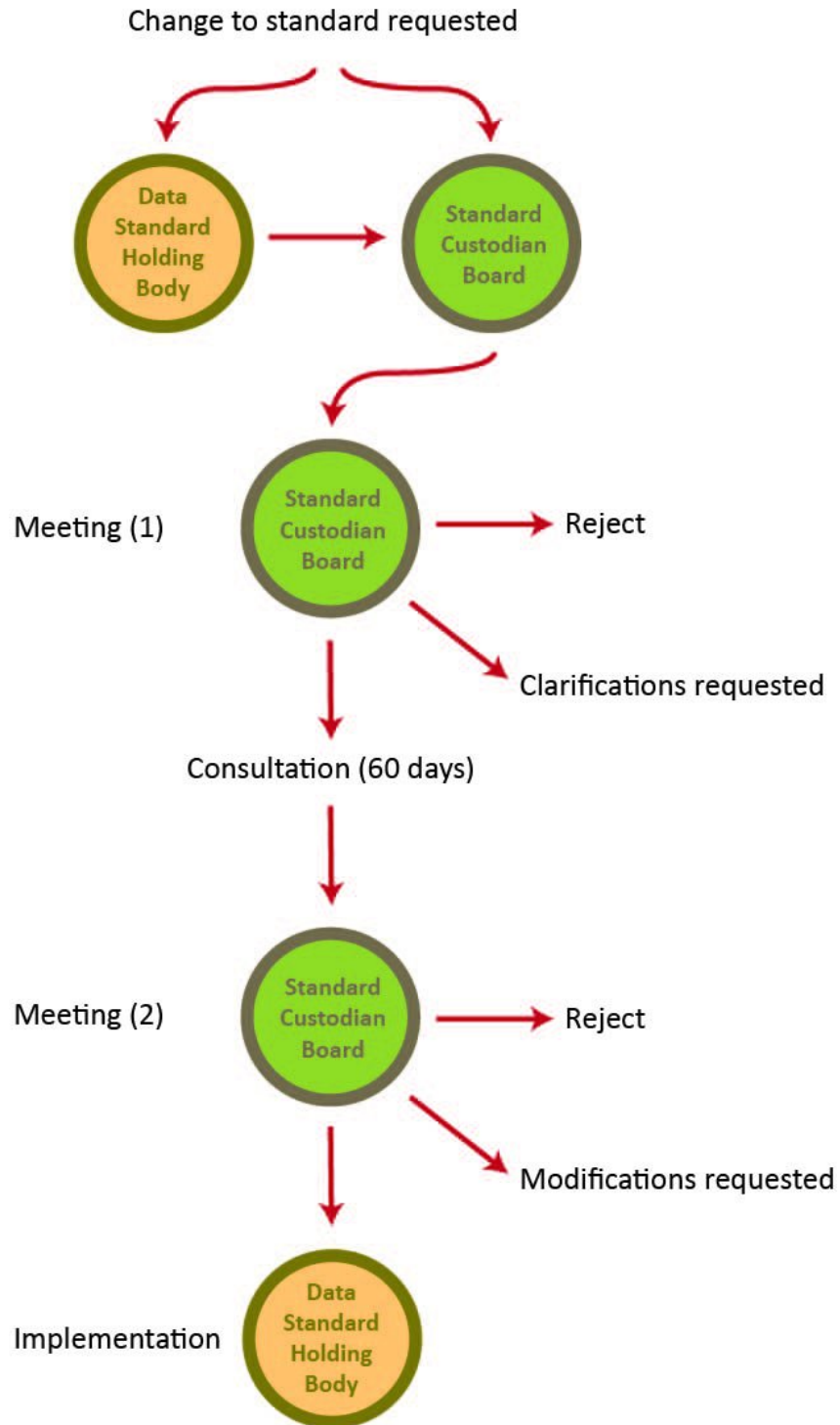
As changes to the data standard can sometimes have unintended and adverse consequences the process necessarily can take many months to go from proposal to approval and implementation and enables different perspectives and interests to be represented.

2. Process outline

1. Change to standard is proposed either directly to the iSCB or through the DSHB to the iSCB
2. iSCB meeting (1) change discussed and if agreed proposal put to consultation
3. Consultation closes and responses prepared for iSCB meeting (2)
4. iSCB meeting (2) discusses responses and makes decision on implementation.
5. If agreed DSHB implements changes.

STANDARD CHANGE PROCESS

Change to standard requested

Data Standard Holding Body → Standard Custodian Board

Meeting (1)
Standard Custodian Board → Reject

Standard Custodian Board → Clarifications requested

Consultation (60 days)

Meeting (2)
Standard Custodian Board → Reject

Standard Custodian Board → Modifications requested

Implementation
Data Standard Holding Body

4. Process detailed

This process covers substantive changes to the Open 3P data standard that will have a potential impact on the standard user base and direction and intent of the data standard itself.

Changes will take place over at least two meetings of the iSCB and at its quickest take 4 months to complete the decision making process from board notification to tasking of DSHB to implement changes.

1. Change to standard is proposed through the following routes:
    1) Directly to the iSCB
    2) To the iSCB via the DSHB
    3) By the DSHB data team
2. Proposal to change must take place in standardised form and must include the proposers organisation, the purpose of the change, the case for the change including any supporting evidence and impact analysis and the technical details of the change. This information must be submitted to the iSCB secretariat 28 days before the next board meeting. At this point the iSCB can request the DSHB technical team assess the impact of any proposed changes
3. iSCB meeting takes place where the proposed change is discussed. The board can make three decisions based upon the proposal
    1) Reject the proposal outright
    2) Request clarifications from the proposer
    3) Accept the proposal for consultation
4. Responses are sent to the proposer with reasons for decision. If the request is rejected the proposal cannot be re-submitted for 12 months unless there are substantive changes to the proposal. If clarifications are requested then proposer has 60 days to resubmit the proposal with clarifications. If proposal is accepted, the proposal is circulated for a 60 day consultation period to the Open 3P data standard user group and posted online at www.open3p.org
5. After the consultation is closed responses are collated and along with the proposal by the secretariat 28 days prior to the next iSCB meeting
6. At the iSCB meeting the proposal and consultation responses are discussed. The board can make three decisions based upon the responses
    1) Reject the proposal outright
    2) Request modifications to the proposal if merited
    3) Accept the proposal for implementation
7. Responses are sent to the proposer with reasons for decision. If the request is rejected the proposal cannot be re-submitted for 12 months unless there are substantive changes to the proposal. If modifications are requested the proposer can modify their proposal based on the responses from the consultation and advice of the iSCB and DSHB. If the proposal is accepted after consultation a change request is sent to the DSHB with a request for time to implement and this then sent with the response from the iSCB to the proposer
8. iSCB tasks the DSHB to implement changes to the standard and the decision circulated to the Open 3P standard user group and posted on www.open3p.org