



## TIA Standards Information Alert #002, First Revision

**TO:** TIA Engineering Committee Leadership & Participants  
**FROM:** TIA Standards Secretariat  
**DATE:** July 6, 2012  
**SUBJECT:** Changes to Online Document Forms and Process

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As part of TIA's positive effort to work with Engineering Committee leadership to facilitate and ensure compliance with the ANSI Essential Requirements (specifically Clause 4.2.1.1) and TIA Engineering Manual (specifically Clause 5.2.3 items 5 and 7), some changes to the online document handling process were implemented March 2, 2012.

ANSI Essential Requirements include specific confirmation for actions related to project initiation, ballot authorization and publication. In all cases, this confirmation is to be documented in meeting reports (see additional guidance in Information Alert #001 on recording votes). For the purposes of initiating document processing, unofficial and draft meeting reports are acceptable. However, the final version will ultimately need to be submitted for legal review.

To ensure that the requirements are being met on a continuous and consistent basis, the online forms for project initiation will allow the selection of the meeting where the vote for action was taken via a drop-down menu. The meeting record will contain links to the available meeting agenda and report. If documentation is missing, then an option to upload the documentation from the form page is available.

Additionally, new functions on the meeting management section have been created to facilitate the uploading of agendas and reports outside of the process for submitting project, ballot and publication requests.

This process will streamline the approval process, as the Committee Administrators will be able to quickly confirm that the action was appropriately documented, and approve the form for continuation. It will also reduce the confusion resulting from an inaccurate entry of the meeting date, assist any efforts to verify the audit trail of any document or project, and reduce the number of requests to locate documents which have not been submitted.

For documentation that was previously submitted, TIA staff has already begun the association process of meeting agendas and reports with meeting records.

TIA Staff will be happy to work with the leadership and Secretaries of the committees and subcommittees to facilitate the completion of and submission of meeting reports for posting in an expeditious manner.

## Summary of Revisions

Original Issue Date: February 27, 2012

Revision 1: July 6, 2012

1. Included clause references to ANSI Essential requirements and TIA Engineering Manual.
2. Added "For the purposes of initiating document processing, unofficial and draft meeting reports are acceptable. However, the final version will ultimately need to be submitted for legal review." This addresses questions separating TIA legal review of the meeting reports from the document required for TIA Staff to take action for document processing.