



ECO Stakeholders and Constituents

DISCLAIMER

- This presentation is for informational purposes only
- The content is point-in-time information, subject to revision



ECO INFORMATION/TRAINING SERIES

- ECOP01 Overview - ECO Subcommittee
- ECOP02 ECO Stakeholders & Constituents
- ECOP03 Overview – ECL Policies
- *ECOP04 Overview - ECO Code Maintenance Groups
- *ECOP05 CMG Stakeholders & Constituents
- ECOP06 Transitioning to an ECO CMG
- ECOP07 Submitting an ECL Maintenance Request
- *ECOP08 Proposing a new External Code List

* Indicates the Presentation will be available soon



OUTLINE

- Terms, Definitions, & Acronyms
- Background
- Who Can Participate
- Observers
- Stakeholders
- Constituents



TERMS AND DEFINITIONS

- Stakeholder
 - An X12 member that has met the requirements for specific privileges within an X12 group
 - Such requirements are documented in the group's governing documents and may be based on meeting attendance, collaboration participation, self-designation, or other criteria

TERMS AND DEFINITIONS

- **Constituent**
 - An individual, usually a member representative, that has met the requirements for specific privileges within an X12 group
 - Such requirements are documented in the group's governing documents and may be based on formal association with a stakeholder, meeting attendance, participation, self-designation, or other criteria

TERMS AND DEFINITIONS

- Council
 - The elected and appointed leaders who oversee the Registered Standards Committee (RSC)
 - Similar to Steering's oversight of the Accredited Standards Committee (ASC)

TERMS AND DEFINITIONS

- Observer
 - An X12 member representative or a non-member participant with a material interest in a certain X12 group who does not meet the requirements for constituent privileges within that group but is allowed to be an onlooker. Observers do not have voting or speaking privileges, are not eligible to hold office, and are not entitled to participate in online collaborations.

ACRONYMS

- ECL – External Code List
- ECO – External Code List Oversight Subcommittee
- RSC – Registered Standards Committee

BACKGROUND

- The External Code List Oversight (ECO) Subcommittee operates under X12's Registered Standards Committee (RSC) and is responsible for overseeing maintenance of X12's external code lists (ECL)

BACKGROUND

- Related Policies and Procedures
 - ***CAP04 X12 Membership*** details the privileges of each X12 membership category
 - ***CAP12 External Code Lists*** details the corporate policies related to the ECO
 - ***RSC101 RSC Operating Manual*** details specific structure and operating policies of the RSC
 - ***RSC131 ECO Constitution*** details specific policies of the ECO

BACKGROUND

- This presentation describes ECO participants, the responsibilities of ECO stakeholders and constituents, and the steps an X12 member takes to be recognized as an ECO stakeholder, entitled to name an ECO constituent

PARTICIPATING

- Who Can Attend ECO Meetings
 - Observers
 - ECO Stakeholder Constituents
 - Appointed Constituents

OBSERVERS

- Any X12 member representative may attend an ECO session as an observer
- In certain instances, a non-member may be authorized to attend an ECO session as an observer
- Any member representative of an RSC stakeholder may be subscribed to online ECO collaborations as an observer

OBSERVERS

- Observers cannot hold an elected or appointed position within the ECO or any CMG
- Observers do not have voting or speaking privileges at meetings
- Observers who are RSC Stakeholder member representatives may view online collaborations but do not have voting or posting privileges

STAKEHOLDER CRITERIA

- Stakeholder Criteria
 - Be an X12 member recognized as an RSC stakeholder
 - Have a material interest in the ECO mission
 - The member's primary representative identifies a representative who shall participate in two consecutive ECO meetings as the X12 member's observer
 - Attendance at an interim meeting counts as one meeting
 - Attendance at one or more sessions at a Standing meeting counts as one meeting

STAKEHOLDERS

- ECO Stakeholder Privileges and Responsibilities
 - The stakeholder shall maintain their material interest in the RSC's activities or shall resign their RSC stakeholder status
 - The stakeholder shall maintain their material interest in ECO activities or shall resign their ECO stakeholder status
 - Each stakeholder is entitled to one ECO constituent

STAKEHOLDERS

- The stakeholder shall designate a knowledgeable constituent and ensure their active participation
- If a stakeholder has no recognized constituent, the stakeholder's primary representative shall be notified of the vacancy
- If the stakeholder's primary representative does not name a new constituent prior to the second ECO meeting after the notification, the X12 member will be considered to have resigned as an ECO stakeholder
- A stakeholder who resigns can reapply in the future

REQUESTING STAKEHOLDER STATUS

- An X12 member who meets the stakeholder criteria may request recognition as an ECO Stakeholder
- To request stakeholder status, the X12 member's primary representative completes the online stakeholder status request form at <http://www.x12.org/forms/>

REQUESTING STAKEHOLDER STATUS

- Upon receipt of a stakeholder request, the ECO chair shall work with staff to:
 - Validate the X12 member's status as an RSC stakeholder
 - Validate the member's observer has met the attendance requirement
- Upon confirmation of the above, the ECO chair shall present the request to the ECO with a recommendation

REQUESTING STAKEHOLDER STATUS

- The ECO shall:
 - Review the member's statement of material interest
 - Review the ECO Chair's recommendation
 - Vote on the stakeholder status request
- Upon denial
 - The X12 member's primary representative shall be notified of the denial and the reasons supporting the denial; the X12 member's primary representative shall be entitled to submit another request at a later time

REQUESTING STAKEHOLDER STATUS

- Upon approval
 - The X12 member's primary representative shall be notified that the member has been recognized as an ECO stakeholder and shall be advised on the process for naming a new constituent as necessary
 - The X12 member's observer shall be notified they have been recognized as an ECO constituent, with the attendant privileges and responsibilities
 - The ECO chair shall take any other action required to activate the constituent

CONSTITUENTS

- ECO Constituent Privileges and Responsibilities
 - Constituents have the right to vote, speak in meetings, participate in collaboration activities, propose and second motions
 - Constituents may be eligible to hold elected or appointed office, based on the X12 member's membership category
 - Constituents shall participate in at least two (2) of every three (3) meetings to maintain constituent status

CONSTITUENTS

- Constituents shall participate in at least one (1) of every three (3) ECO online collaborations to maintain constituent status
- A constituent who fails to meet the participation requirements shall be considered to have resigned.
- When a constituent resigns, the stakeholder's primary representative shall be notified of the vacancy



APPOINTED CONSTITUENTS

- At start-up, and any time the ECO has fewer than four (4) constituents, the Council chair shall appoint additional constituents to ensure adequate representation
- Each appointee shall serve a one-year term
 - The appointee shall be notified of the appointment and attendant privileges and responsibilities
 - The ECO chair shall take any other action required to activate the constituent

APPOINTED CONSTITUENTS

- Appointees are expected to meet the constituent participation requirements during their appointment
- Appointees who wish to continue as constituents after their appointed term should follow the ECO stakeholders and constituents establishment process during their appointed term

THANK YOU

- If you have feedback or questions regarding the information presented, post them at www.x12.org/forms/feedback
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