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## Transitioning to an ECO CMG

*This check list clarifies the steps required to transition a code maintenance group functioning outside of X12 into an RSC|ECO|CMG and the code list(s) the group maintains into X12 external code list(s). For more information, [click here](#) and view **ECOP06 Transitioning to an ECO CMG**.*

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1. The ECO receives a request to transition a group into a Code Maintenance Group (CMG). The code lists the group maintains may or may not already be X12 External Code List(s) (ECL).
  - a. The group continues to operate under their previous policies and procedures as they transition, until they reach the step in the transition that requires adoption of new policies or procedures.
2. The ECO reviews the transitioning group name, purpose and scope, charter or equivalent, and any other governance policies.
3. The ECO reviews the code set name and description for any code set currently maintained by the group.
  - a. The ECO may recommend or require changes to the code set name(s).
  - b. The ECO may recommend or require modification to the code set description(s) to ensure clarity or consistency with other external code list descriptions.
  - c. The ECO may recommend separating a code set into multiple code sets if the codes in the code set are being used for different purposes or if necessary to effectively manage and maintain the code list.
4. The ECO determines the type of code maintenance group which will maintain the code set(s).
5. The ECO may assign the code lists to an existing CMG or create a new CMG. If assigning to an existing CMG, the transition process stops here. If a new CMG will be established, continue through the checklist.
6. The ECO assigns a CMG number (CMG##) and CMG name, which may be different than the transitioning group's name.
7. The ECO creates and approves a statement of work for the CMG.
8. The ECO chair appoints the chair of the transitioning group as transition chair of the CMG for a one-year transition term. Thereafter, normal election processes apply.
9. The ECO chair may appoint a vice chair of the transitioning group as transition vice chair of the CMG for a one-year transition term. Thereafter, normal election processes apply.
10. The ECO chair appoints between 5 and 25 constituents to a one-year transition term. Thereafter, appointed constituents will be subject to the established constituent criteria.
11. Staff updates the website to include the new CMG and appointed officers under the ECO subcommittee.
12. The CMG drafts a charter within 4 months, staff will assist with formatting and other administrative work as necessary.
13. The ECO approves the charter, or otherwise, within 4 weeks. Steps 5 and 6 are repeated until the charter is approved.
14. The ECO assigns maintenance responsibility to the CMG and the ECO chair, or a designee, explains the maintenance process steps to the CMG chair.
15. The ECO chair, or designee, and the CMG chair agree on a plan to transition to the CMG maintenance process.
16. The CMG reviews all FAQs and other posted information to identify updates as necessary, such as referring to the X12 product pages, referring to the group as their CMG## or name. Staff will apply the identified updates.
  - a. If the name or description is changed, an FAQ will be posted online describing the change, the reason for the change, and the effective dates for the change.