

## New RSC Group Checklist

1. Group submits a request to operate under the RSC. The request shall be submitted online at <http://www.x12.org/forms/request-for-new-rsc-group>.
2. X12 staff gathers more information from the requester if necessary.
3. The Board, operating as the RSC Council, considers the request based on the criteria shown below.
4. If the decision is to deny,
  - a. The RSC Chair shall inform the requester of the decision and the reasons.
  - b. The requester may submit a new request after addressing any concerns stated in the disapproval.
5. If the decision is to approve,
  - a. The Council shall determine whether the new group will be established as an action group within the ICE subcommittee or as a subcommittee.
  - b. The Council shall draft a mission (for a subcommittee) or statement of work (for an action group), consulting with the Parliamentary Subcommittee if desired.
  - c. The Council shall seek Board concurrence of the decision and the proposed mission or statement of work.  
\*Note this step is not necessary during RSC start-up phases 1 and 2.
  - d. Following Board concurrence
    - i. The Council shall vote to approve the establishment of the new group, approve the group's mission or statement of work, assign the group an identifier and name, and activate the group.
    - ii. The Council shall notify the requester of the determination and next steps for the group.
6. Activation of an action group:
  - a. The ICE chair appoints as chair or convener a named representative of an X12 member eligible to hold appointed positions (see *Membership (CAP04)* for more information on eligibility).
7. Activation of a subcommittee:
  - a. The RSC chair appoints as chair or convener who meets the following criteria:
    - i. Is a named representative of an X12 member eligible to hold appointed positions (see *Membership (CAP04)* for more information on eligibility)
    - ii. Is not currently serving as the chair or vice chair of another RSC subcommittee, of the ASC, or of an ASC subcommittee.
  - b. The subcommittee's first task is to develop and approve a subcommittee constitution. X12 staff is available to assist with this activity.

## Consideration criteria

This section is not a checklist, just information

1. Is the group currently operating as an active group outside of X12?
  - a. If so, is the group operating as a legal entity or as a group with no legal standing?
  - b. If as a legal entity, does the group have IP, copyrights, assets or other legalities which could impact operation under the auspices of X12?

2. Do the groups intended activities and deliverables align with the X12 mission and principles and the RSC purpose and scope?
3. Do the intended activities and deliverables fall under another RSC group's mission or statement of work?
4. Do the intended activities and deliverables encroach on another RSC group's mission or statement of work?
5. Do the intended activities and deliverables encroach on an ASC subcommittee's purpose and scope statement?
6. Are there compelling reasons for the group to operate under the RSC?
7. Does it appear that the group will meet X12's requirement that all X12 groups be at least revenue-neutral over time?
8. Do the intended work products align with the X12 business plan?
9. Does the number of organizations or individuals who have committed to participate in the new group appear sufficient to support the necessary activities?
  - a. How many are currently X12 members?
  - b. How many are willing to become X12 members?
10. Are the committed organizations and individuals balanced in regard to the industry sectors affected by the group's intended activities and deliverables?
11. Does the group intend to operate long-term?
12. Confirmation of X12 members with intentions of participating in the group.
13. Confirmation of at least one X12 member representative eligible and qualified to serve as the initial appointed convener.
14. Confirmation of the group's willingness to meet the requirements of an RSC group, including compliance with organizational policies and procedures and conformance to organizational norms.