ASC X12 Administrative
Policy and Procedure

Distribution of Meeting and Other Informative Materials Policy

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1 Distribution of Meeting and Other Informative Materials

1.1 Introduction

The ASC X12 Steering Committee is responsible for this policy/procedure and publishes it for the benefit of the members of ASC X12, its subcommittees, task groups, and interested individuals from the general public who actively participate in ASC X12.

Organizations and individuals agree to be bound by these policies when they apply for membership and when they renew an existing membership.

Suggestions for improvements to this document are welcome. They may be submitted at http://changerequest.x12.org.

1.2 Background

ASC X12 distributes many types of information to different audiences, sometimes information is shared publicly and in other cases information is a privilege of membership. This policy and the associated procedures define the audience and distribution methods that ensure proper and consistent distribution of materials which are presented in context and with necessary supporting information.

1.3 Distribution Attributes by Type of Material

The following may not be a complete list of materials. If other materials not included on this list are identified, distribution must follow the spirit of the requirements listed here.

When any question related to the appropriate distribution of such materials arises, the subcommittee chair must initiate a Steering discussion before distributing the material in question.

1.3.1 Permissible Materials and Distribution Types

Type of Materials	Distributed To	Push Option	Notes
Agendas/Schedules	Members/non-members	Y	
Referral Letters	Members/non-members	Y	
Announcements	Members/non-members	Y	
Work Item List	Members	Y	Broadcast distribution limited to TAS members. Other subcommittees may distribute via pull distribution methods.
Minutes	Members/non-members	Y	
Report Back Info	Members	Y	Broadcast distribution limited to TAS members.
Shared Work Info	Members	Y	Broadcast distribution limited to TAS members.
Work in process within a SC	Members	N	
Work in process across SCs	Members	N	
Work ready for internal review within a SC	Members	N	
Work ready for internal review across SCs	Members	N	
Work ready for public review	Members/non-members	Y	
Internal presentations	Members	N	This includes presentations compiled, prepared and presented by ASC X12 representatives under the ASC X12 brand.
Information not originated within ASC X12 (aka External information)	Members/non-members	Y	This may include presentations, white papers or other information compiled and presented by other organizations.

1.4 Additional Distribution Policies

1. Distribution of these materials will be one directional. Broadcast information will be sent out from ASC X12, two way discussions will not be supported.
2. All materials that are pushed to members or non-members will also be available on an ASC X12 web page.

3. Either the Chair of a Subcommittee or the Administration may distribute materials in accordance with this policy.

4. When possible, all materials will be distributed in a protected format to ensure the integrity of the information unless a defined need to manipulate the information has been identified.

5. The Administration will maintain an accurate list of TAS members, per the TAS Constitution. The TAS Chair has the ultimate responsibility to ensure that materials are distributed according to these requirements.

6. The Administration may need to establish and maintain new lists of members and/or non-members to support these policies.

7. The Administration may need to establish and maintain an accurate list of the members of ASC X12 Subcommittees other than TAS. The subcommittee chair has the ultimate responsibility to ensure that materials are distributed according to these requirements.

8. Before distributing information from an internal group or individual, other than the subcommittee chair, or designee, the Administration must vet the information with the appropriate subcommittee chair, or designee, to ensure the information is accurate, complies with ASC X12 policies, procedures and practices (when appropriate) and adds value to the receiving ASC X12 members or non-members. If the Administration cannot determine the appropriate subcommittee chair, they will consult with the ASC X12 Chair.

9. Before distributing information from an external group or individual, the Administration must vet the external information with the appropriate subcommittee chair to ensure the information is accurate, complies with ASC X12 policies, procedures and practices (when appropriate) and adds value to the receiving ASC X12 members or non-members. If the Administration cannot determine the appropriate subcommittee chair, they will consult with the ASC X12 Chair.

1.5 Document History

- 04/30/14 – Initial version approved by the ASC X12 Steering Committee.