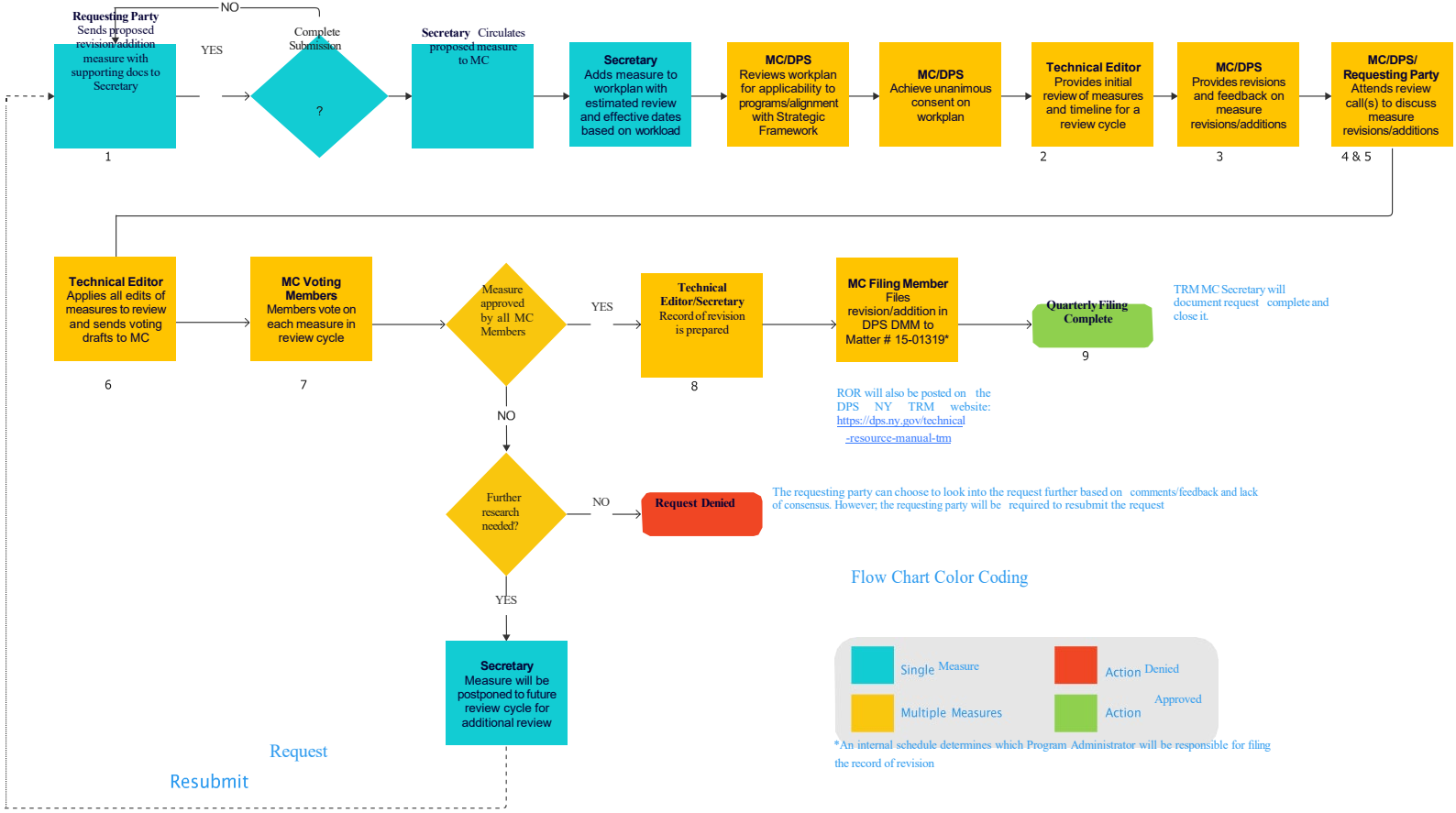
X. Appendix D. TRM MC Workflow Process

TRM MC Revisions/Additions Process

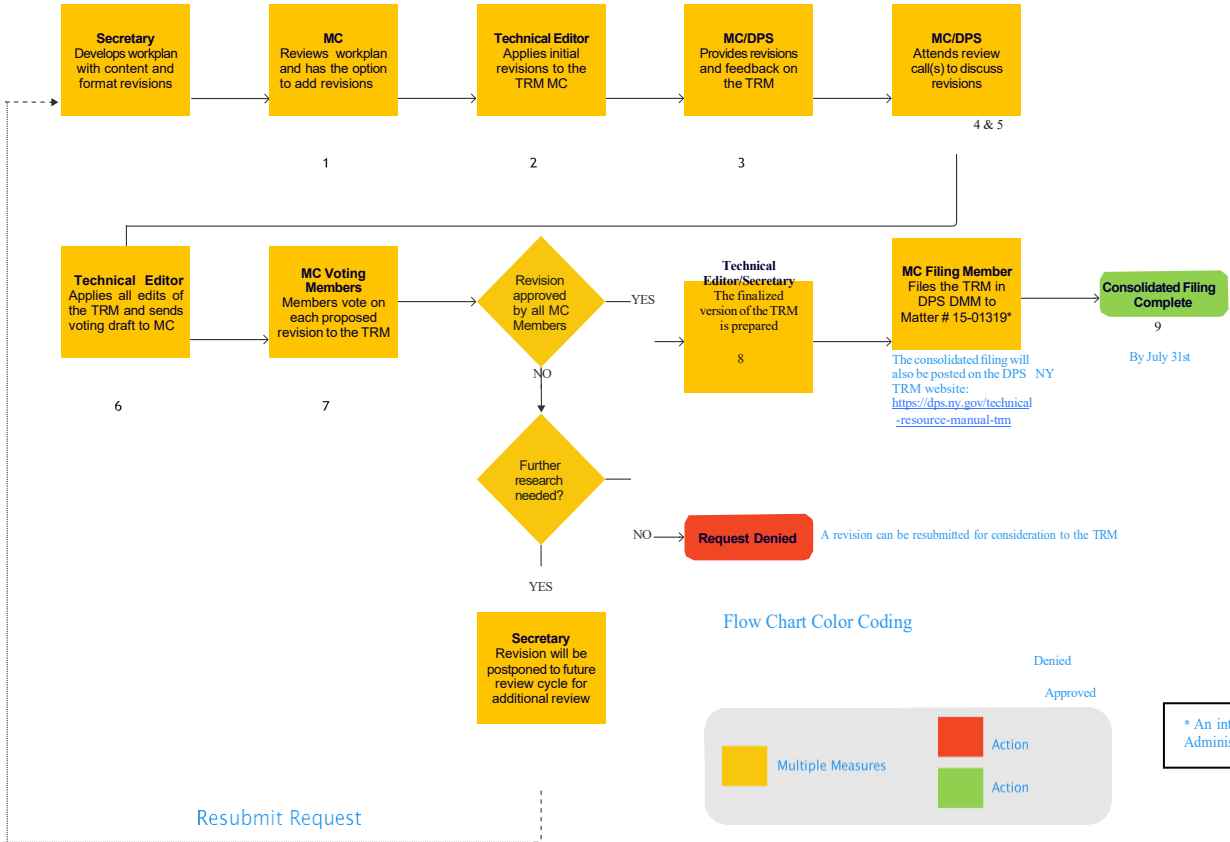
Third party/external entities can submit their requests to the committee following the same steps. The revisions and additions process starts with the beginning of every quarter.



Flowchart Representation	Milestone	Est. Time Frame
1	Deadline for measure submitting measures to be included in revision cycle	Up to 10 business days prior to initial revisions
2	Workplan review and vote for approval	~1 week
3	Initial Revisions to MC/DPS	~1 Month
4	MC/DPS Review Comments Due	~1 Month
5	MC/DPS Review Call	The following Tuesday
6	Optional Follow-up Call	The following Tuesday
7	Final Drafts to MC for Voting	~3 business days
8	MC Voting Due	4 business days or more
9	ROR Documents to filing MC member	~3 business days
10	ROR Filed by filing MC member	~3 business days

TRM MC Consolidated Filing

The consolidated filing inserts all records of revision from the year into the TRM. It also serves an opportunity to include other global updates, such as addressing type-os, broken links, addition of custom measures, and adoptions of standards.

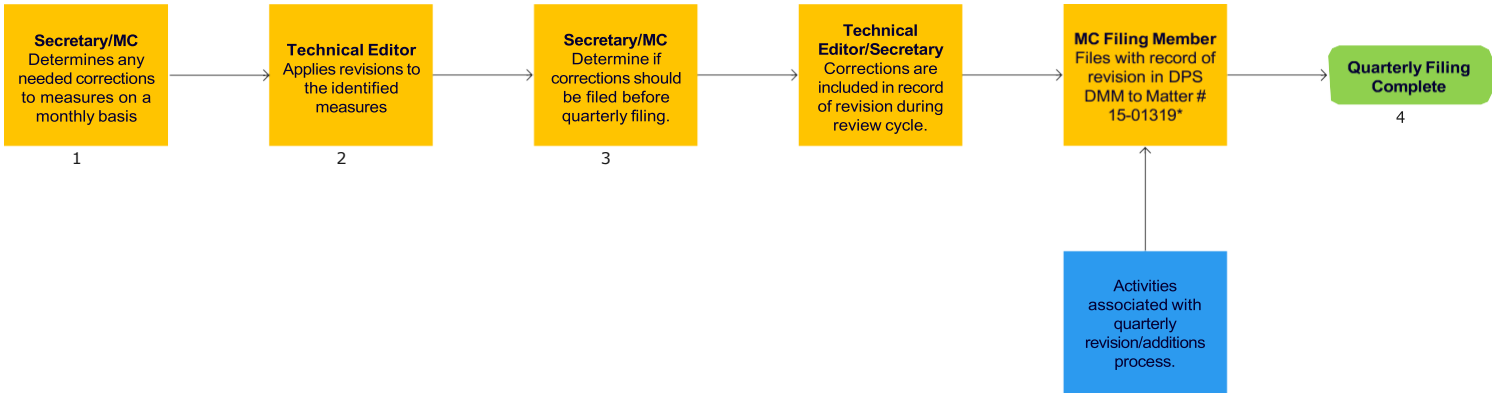


* An internal schedule determines which Program Administrator will be responsible for filing the record of revision.

Flowchart Representation	Milestone	Est. Time Frame
1	Deadline for measure revisions to be included in the consolidated filing	Up to 10 business days prior to initial revisions
2	Initial Revisions to MC/DPS	~1 Month
3	MC/DPS Review Comments Due	~2 Weeks
4	MC/DPS Review Call	The following Tuesday
5	Optional Follow-up Call	The following Tuesday
6	Final Draft to MC for Voting	~3 business days
7	MC Voting Due	4 business days or more
8	Consolidated Filing Documents to Filing Member	~3 business days
9	Documents Filed by Filing Member	~3 business days

TRM MC Corrections Process

A correction consists of small edits that fix type-os, erroneous information, outdated references, and broken links.



Flow Chart Color Coding

*An internal schedule determines which Program Administrator will be responsible for filing the record of revision

Flowchart Representation	Milestone	Est. Time Frame
1	Determines corrections in a month	Beginning of each month
2	Applies revisions to the identified measures	~1 week
3	Posts lists of corrections on website	~1 week
4	Correction included with record of revision filing	End of quarter