**Problem statement**

The PESC Policies and Procedures currently posted on the web site is Version 1.0.0, dated April 29, 2005. As currently published, a quick review of the documents indicates that the document requires updating, since it no longer represents the structure of PESC. For example, the Steering Committee structure is still defined as consisting of “five individuals,” and the Organizational Chart shows an out-of-date list of workgroups.

Additionally, it would be helpful to new and existing Workgroups to expand the Standards Submission and Approval Process to better define the documents required for an accurate submission, including samples of forms and templates to be used. It would also be appropriate to consider a template for the Implementation Guide to gain consistency across teams, and to help teams complete the Guide.

**Recommendation from the Steering Committee**

Assign maintenance and updating responsibility of the Policy and Procedures manual to the Steering Committee. The Steering Committee would be responsible for an annual review of the document and for making appropriate changes. The changes would be tracked and reviewed by the Executive Director of PESC before submission to the PESC Board of Directors for final approval. Once approved, the updated document will be posted to the PESC site.

**Problem statement**

Currently, it is not understood how submission documents are communicated to the FSA for inclusion in the Registry and Repository (R&R). Tracking the documents from submission to FSA to final posting on the R&R is difficult since the lines of responsibility are not clearly defined.

**Recommendation from the Steering Committee**

Identify a point of contact (POC) for PESC and a POC for FSA for submitting PESC approved standards. The POCs at PESC and FSA would be responsible for ensuring that all documents were accounted for and to resolve any questions that arise. The PESC POC would confirm that the posted documents are accurate as submitted.

The most obvious PESC POC would be the Chair of the Change Control Board since that position oversees the approval of submitted standards and the accompanying documentation.

It is also recommended that the POCs and procedures for incorporating the PESC approved standards into the XML Registry and Repository is documented in the Policies and Procedure Manual.