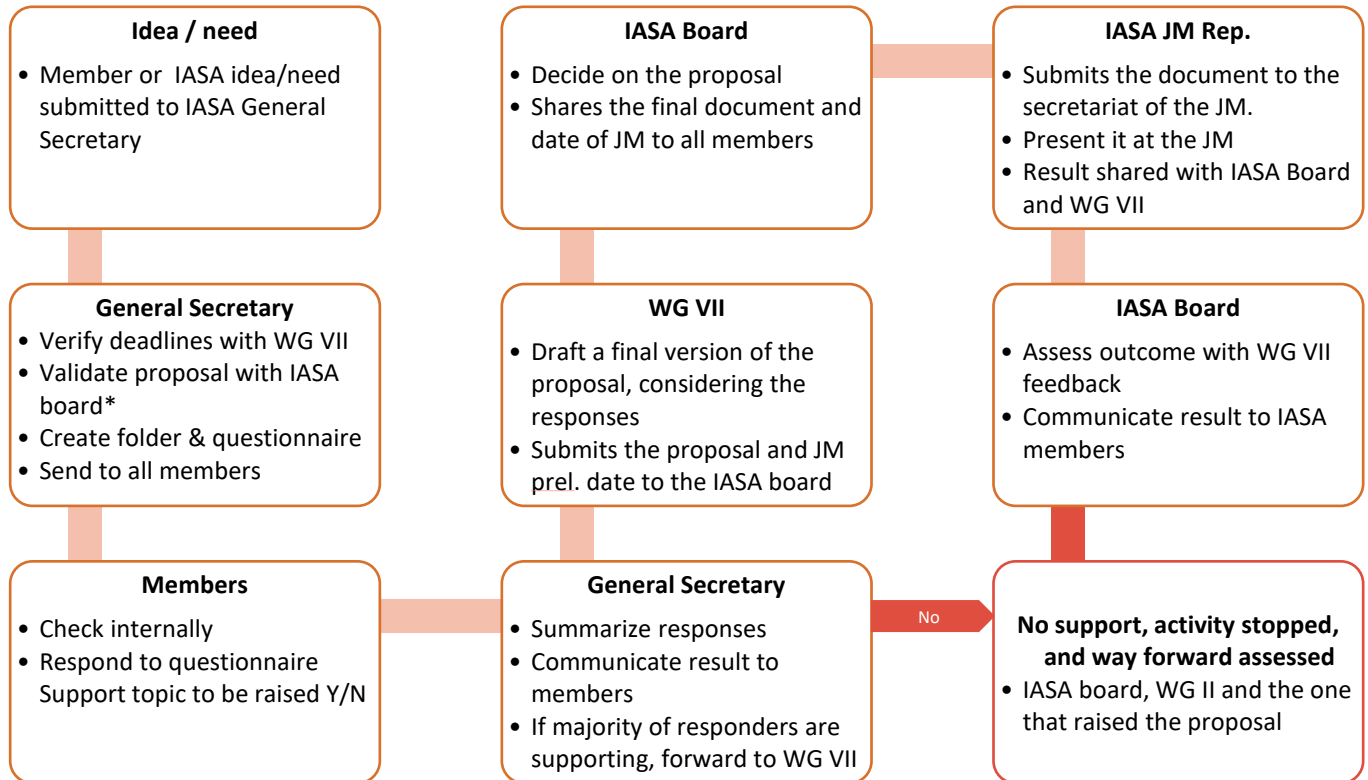


Process WI – Creating and submitting changes to Joint/WP-15

Purpose

Describe the workflow in managing a proposal of change to ADR/RID/AND, from idea or defined need to submitted proposal.

Flowchart



**If idea/need is identified part of a board meeting, step 1 and 2 is combined and noted in the minutes of meeting.*

Document and information management

- Document and related information shall be stored in SmartSheet, Member Area.
- The General Secretary is responsible to manage the folder structure and access to relevant persons.
- To enable a structured information gathering from the IASA members, a SmartSheet questionnaire form should be used.

Change log

“Flow chart for JM” decided in 2022 has been generally updated to clarify whom and what in the flow chart.

Second step, the activity is moved from WG VII to the IASA general secretary.

Third step in this flowchart is new for clarification purposes.

Forth step is indirect new, part of collecting and communicating previously part of WG VII.

Sixth step, the activity is moved from President to IASA Board.

Eight step, the activity is moved from President to IASA Board

Adjusted box, on how to manage if a proposal is not supported by members or by the Joint meeting.

Added paragraph regarding document and information management



Previous flowchart, for reference

Appendix 1 : Flow chart for JM (april 2022)

