1 Definitions of Terms Used

This section provides definitions and abbreviations for a number of terms used in this document.

Accredited Standards Committee X12 (ASC X12)
Accredited by ANSI in 1979, ASC X12, Electronic Data Interchange, is a voluntary standards group charged with developing American National Standards for electronic data interchange.

American National Standard (ANS)
An American National Standard for Electronic Data Interchange is a standard that has been approved by the ASC X12 Committee and has successfully gone through the ANSI specified, public review process and has been approved by the ANSI Board of Standards Review to be an ANS.

American National Standards Institute (ANSI)
A national coordinator of voluntary standards for the United States. ANSI approves a standard only when it has verified evidence presented by the standard developer that those materially affected by the standard have reached substantial agreement (consensus) on its provisions.

ASC X12 Board
A group of elected leaders who oversee the business affairs of ASC X12.

ASC X12 Standard
A specific standard approved by ASC X12, which may or may not be intended for subsequent submission to ANSI for consideration as an American National Standard.

Ballot
Submission of a document or data maintenance to X12 members for approval. A ballot can be in either electronic form or hardcopy.

Ballot Comment Response Letter
A written communication from the subcommittee responsible for the balloted item, addressing comments received from X12 members.

BSR
Board of Standards Review. The ANSI board responsible for approving proposed standards as American National Standards.
**Commenter**
An ASC X12 member who votes to "approve with comment" or "disapprove with comment" on a letter ballot.

**Consensus**
Consensus is established when substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

X12 members are the final approval body for CICA Templates and guidelines. Consensus may only be achieved when, after X12 vote and comment resolution, minimum approval percentages are met as specified later in this document. Approval of dpANS by X12 is specified in the OPM.

**Correction**
Any modification that is made to remove an error or mistake in communication of a work item. A correction can result in a substantive change as defined later in this Glossary. Faults in the original design and intent of the developer(s) are excluded from this category.

**Data Maintenance (DM)**
Term used to describe the X12 processes of evaluating, approving and recording revisions to the standards based on Work Requests. DM is the term used to identify a Work Request after a DM number has been assigned. See Work Request, DM Number.

**Design Rules and Guidelines**
ASC X12 Design Rules and Guidelines is an X12 publication intended to assist standards developers in establishing uniformity in CICA Template design and maintenance efforts. Part I contains rules that must be adhered to; Part II contains additional design suggestions which should be followed.

**DM Number**
Number assigned by the Secretariat to each Work Request received to identify the item in the standards database for tracking and audit purposes.

**DM Status Report**
Lists the current status of all open DMs.

**Document Control Number**
Number assigned by the Secretariat to all X12-related documents and correspondence, for tracking purposes, which is posted to the document by the author, before it is distributed.
Draft Proposed American National Standard (dpANS)
An X12 Guideline which has been approved by the developing subcommittee and the ASC 
X12 Steering Committee, as a candidate for American National Standard status. Notification 
to ANSI of such approval, as a draft proposed American National Standard (dpANS), initiates 
a public review process, which, after comment resolution and ANSI approval, leads to 
publication of a new or revised American National Standard.

Electronic Data Interchange (EDI)
Exchange of computer processable data in a standard format between organizational entities.

Extensible Markup Language (XML)
A markup language that defines a set of rules for encoding documents in a format that is both 
human-readable and machine-readable. It is defined in the XML 1.0 Specification produced 
by the W3C, and several other related specifications, all gratis open standards. (Source: 

Guideline
An X12 Guideline may be developed to disseminate the technical and logical concepts 
reflected in standards approved or under development. Guidelines are not standards nor 
intended to be used as such; they are developed, approved, published and maintained in a 
fashion similar to CICA Templates.

Interpretation
An official clarification of a standard consisting of a letter to the interpretation requester, 
developed by the ASC X12 subcommittee with maintenance responsibility for the standard in question.

Letter Ballot
A vote executed in writing, at or between Standards Development meetings. Such ballots 
may be executed electronically or on paper. Paper based ballots may be executed in person 
or via postal mail.

Meeting
A synchronous assembly for the purpose of conducting business. Meetings may be conducted 
virtually (for example, via teleconference, webinar or collaboration session) and/or at a physical 
location (for example, at a hotel or other conference facility).

Annual Meeting
A meeting called by the ASC X12 Board annually for the purpose of conducting ASC X12 
business. May be held in conjunction with a Standards Development Meeting.
Standards Development Meeting
A meeting called by Steering for the purpose of conducting Standards development activities. There are two types of Standards development meetings, Standing and Interim.

- **Interim Meeting:** a meeting scheduled between Standing Meetings as needed to accommodate work load and publication time-lines. Interim meetings may be scheduled at regular intervals or may be one-time sessions. Interim meetings generally include a single session for Steering, a subcommittee, a task group or a work group.

- **Standing Meeting:** a meeting called by Steering based on a pre-determined cycle. At least one Standing Meeting shall be held each calendar year in conjunction with the ASC X12 Annual Meeting. Standing meetings include sessions for all Subcommittees and Steering.

**Member**
An organization or individual who has completed an application, paid the applicable dues and been granted ASC X12 membership for a specific period of time. See the ASC X12 Bylaws for more information about ASC X12 memberships.

**Member Representative**
An individual who participates in ASC X12 activities on behalf of an ASC X12 member.

**Notification**
A written or electronic communication required by these procedures.

**Officer**
An elected or appointed leader of an ASC X12 group, including but not limited to Chair, Vice-chair or Secretary.

**Open Forum**
Meeting sponsored by a subcommittee to discuss comments and disapprovals received during balloting of a proposed CICA Template or guideline for which the subcommittee is responsible. The subcommittee or a designated task group attempts to resolve objections to the balloted document at the meeting. Commenters are invited to attend.

**Organization and Procedures Manual (OPM)**
ASC X12-approved document, which explains the organization of the X12 Committee and outlines the procedures required by ANSI for development of American National Standards, CICA Templates, guidelines and interpretations. The OPM is used by ANSI as the basis for the X12 Committee's accreditation.
Organizational Levels
The hierarchy of the organization. (Insert a generic org chart with entries for Steering, Steering task groups, subcommittees, subcommittee task groups and subcommittee work groups).

Procedures Review Board (PRB)
Approval body with responsibility to ensure that due process was followed and consensus was reached during development and maintenance of ASC CICA Templates, dpANSs, guidelines and interpretations.

Procedures Review Board Representative (PRB REP)
Designated subcommittee member assigned primary responsibility to represent the subcommittee on the PRB and for communications between the subcommittee and the PRB.

Project Delegate
Designated subcommittee member assigned primary responsibility for communications between the Secretariat and the subcommittee on development of a particular project proposal.

Project Initiation Notification System (PINS)
An ANSI system used by the Secretariat to notify ANSI and through its public review process other standards developers of the initiation of a new X12 development project expected to lead to approval of a new American National Standard, or revision or cancellation of such activity.

Project Proposal
A written description of a proposed development activity for a new standard or guideline to be developed by an X12 subcommittee and approved by the PRB, which makes it an official X12 work item.

Proposed CICA Template, Proposed Guideline
Working paper that represents the subcommittee’s current position on the document before PRB approval for publication.

Reballot
Resubmission of a document or data maintenance to X12 members for approval; reballot invalidates the prior X12 ballot on the item.

Secretariat
Organization that administers and supports the development and maintenance activities of ASC X12.
Standards Database
Computer database maintained by the Secretariat which records information about and the status of each CICA Template, guideline, interpretation and DM.

Standards Development Workbook
Publication containing all ASC CICA Templates in the CICA Templates database, including data maintenance, which have achieved PRB approval for X12 ballot. Used by X12 subgroups to aid in the development and maintenance of CICA Templates by providing a current "snapshot" of the database and as supporting material for technical ballots. Not intended for implementation.

Standing Document (SD)
Document developed under the aegis of the ASC X12 Steering Committee. SDs may define procedures and policies, list recommendations, and provide other information about the ASC X12 Committee and X12 subgroups and activities.

Status Report
Lists the current status of all X12 Committee development activities and is maintained and published regularly by the Secretariat.

Steering
The ASC X12 Steering Committee: The elected and appointed leaders who oversee operational activities related to the development and publication of Standards and related work products.

Straw Vote
Non-binding straw votes may be executed in any meeting as needed to gain insight on the positions on an issue. Such straw votes can be designated as member-only straw votes or all attendee straw votes.

Subcommittee (SC)
Subgroup of ASC X12 with development and maintenance responsibility for project proposals, CICA Templates, ANSs, guidelines, technical reports, and interpretations within its approved purpose and scope.

Subgroup
A term that can be used to refer to an organizational entity at any level within the X12 Committee, such as subgroup, task group, work group, etc. It is assigned responsibility for work related to the scope or mission of its parent organization.
Subordinate Groups
A group established to support the organization or to facilitate efficient and effective completion of Standards development tasks. The establishing group is responsible for the activities and decisions of the subordinate group.

Examples
Task groups and work groups.

Substantive Change
Any modification that would cause a change in the use of a standard or change the requirements for compliance to that standard.

Task Group (TG)
A subset of an X12 subgroup charged with responsibility for work related to a portion of the scope or mission of the parent organization and for reporting to its parent organization.

Technical Assessment Subcommittee (TAS) (X12J)
The technical review body of X12 responsible for reviewing all new development and modifications to the CICA Templates to ensure adherence to the most recently approved syntax and design rules.

Technical Assessment Subcommittee Representative (TAS REP)
Designated subcommittee member assigned primary responsibility for representing the subcommittee to TAS and for communications between the subcommittee and TAS.

Technical Report
A Technical Report (tutorial or reference model) may be developed by an X12 subcommittee to provide guidance to standards users and software developers regarding usage of CICA Templates or elements of the standards. They are intended to encourage uniform standards implementations. Technical reports do not require approval by the full X12 Committee, but subcommittee approval is required.

Transmittal Form (TF)
Used to record the dates of the review and approval levels achieved for a particular development project. Information about a project is passed between the subcommittee, the Project Delegate, the Secretariat, TAS and the PRB using this form, which is maintained in the standards database.
UN/EDIFACT
United Nations Electronic Data Interchange for Administration, Commerce and Transport. The international EDI standards approved and published under the auspices of the United Nations Economic Commission for Europe.

Work Groups
A subordinate group established by a Task Group to facilitate efficient and effective completion of Standards development tasks. Work groups report to a Task Group.

Work Request (WR)
Form used for requesting revision to an existing CICA Template, for requesting a new X12 development project, or for listing supporting data maintenance for a new CICA Template.

CICA Template
A CICA Template developed under the ASC X12 Organization and Procedures Manual and Standing Document 2, which adheres to ANSI Procedures for the Development and Coordination of American National Standards and is approved by ASC X12 for publication and trial use implementation. Following this trial-use period, the CICA Template revised as necessary, may be submitted to ANSI for approval as an American National Standard (ANS).