CESNI/TI (20) 67 corr.1

CESNI/TI/ERI (20) 19 corr.1

CESNI/TI/iECDIS (20) 16 corr.1

CESNI/TI/NtS (20) 13 corr.1

CESNI/TI/VTT (20) 16 corr.1

25 February 2021

Or. en fr/de/nl/en Ann. en/-

European Committee for drawing up Standards in the field of Inland Navigation

WORKING GROUP FOR ELECTRONIC REPORTING INTERNATIONAL

WORKING GROUP FOR ELECTRONIC CHART DISPLAY AND INFORMATION SYSTEM FOR INLAND NAVIGATION

WORKING GROUP FOR NOTICES TO SKIPPERS

WORKING GROUP FOR VESSEL TRACKING AND TRACING

**Change request procedure related to RIS standards – Final template – September 2020**

Communication from the Secretariat

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The CESNI/TI Working group agreed, during its meeting in September 2020, on a revised change request (CR) form template.

A CR procedure has also been agreed on and is reproduced in Annex 1.

Annex 2 presents the final version of the form template, taking into account the input of the temporary working groups.

The change request procedure and form template are available online under the following link:

<https://ris.cesni.eu/docs/cr/change_request_form.docx>

The Change request procedure is entering into force from the 3 September 2020.

**Annex 1 to CESNI/TI (20) 67 corr.1**

**Change request (CR) procedure (Edition 1.0 April 2020)**

**For the Inland ECDIS (with exception of the Product Specifications) VTT, NtS and ERI Standard (including related test standards)**

1. National experts send a CR, according to a template, to the Chair of the concerned temporary working group with copy to the CESNI Secretariat (ti\_cesni@cesni.eu).
2. The Chair of the temporary working group sends the CR to the CESNI Secretariat.
3. The CESNI Secretariat registers the CR, and assigns a code as follows: cesniti\_vtt\_20\_CR01\_V0.docx (respectively cesniti\_ERI\_20\_CR01\_V0.docx or cesniti\_NtS\_20\_CR01\_V0.docx). “V” is intended for the version of the CR.
4. The CESNI Secretariat returns the CR to the Chair of the temporary working group.
5. The CESNI Secretariat disseminates the CR to the CESNI/TI temporary Working groups in order to ensure transparency.
6. CRs are distributed in English only.
7. The concerned temporary working group examines the CR according to the current procedure in the temporary working groups.
8. If other temporary working groups (CESNI/TI/NtS, CESNI/TI/ERI, CESNI/TI/VTT, CESNI/TI/iECDIS) are likely to be concerned by the CR introduced within a group, the CESNI Secretariat at the direction of the chair of the initially concerned temporary working group distributes the CR accordingly within the other groups.

**For the Product Specifications for Inland ENCs and bathymetric Inland ENCs (including the Feature Catalogue, Encoding Guide, Presentation Library respectively Portrayal Catalogue)**

1. National experts (from CESNI Member States or else) send a CR through the Inland ECDIS Harmonisation Group Portal. The change request form is available on <https://ienc.gitbook.io/ienc/change-requests>, the Open ECDIS Forum on <https://iehg.centralus.cloudapp.azure.com/login>.
2. The Chair of CESNI/TI/iECDIS transmits the CR to the CESNI Secretariat if the CR is relevant for Europe in particular for the Inland ECDIS Standard (or Inland ECDIS Test Standard).
3. The CESNI Secretariat registers the CR and assigns a second code specific to Europe as follows: cesniti\_iecdis\_20\_CR01\_V0.docx.
4. The CESNI Secretariat fills in a table with all CRs relevant for Europe (with the double numbering CESNI / international). The CESNI Secretariat disseminates this table to CESNI/TI/iECDIS in order to ensure transparency.
5. CRs are distributed in English only.
6. If other working groups (CESNI/TI/NtS, CESNI/TI/ERI, CESNI/TI/VTT) are likely to be concerned by the CR, the CESNI Secretariat disseminates the CR accordingly within the other groups.

**Change request (CR)** 

|  |  |
| --- | --- |
| **Temporary Working group:** Choose an item.**Organisation / delegation:**  | **CR number:** **Version of the CR:****Version Date** |
| **Affected document:** Choose an item.**Name of the document (except for standards) :****Affected edition of the document:** | Article / paragraph(s):      Annex(es):      Appendix(ces):       |
| **Title of change request:**       |
| **Description of change request:**      |
| **Reasons for change request:**      |
| **Estimated / anticipated impact of change request:**      |
| **Issue date:** Click or tap to enter a date.**Name of the author:** **Task of the work programme of CESNI:** Choose an item. | **Decision date:** Click or tap to enter a date.**Decision:**  [ ]  Approved (CR will be integrated in the Standard) [ ]  Rejected (CR will not be integrated in the Standard) [ ]  Withdrawn by the author**Decision made by:** Choose an item. |
| ***Decision motives (if applicable):***      |
| **Information on change requests (CRs):*** Annex 1 to document CESNI/TI (20) 67 corr.1 describes the change request procedure
* Initiating a change request form does not commit to implement the change. First, submit the filled change request form to the Chair of your temporary working group (cc: ti\_cesni@cesni.eu) for review. The title of the document can make a reference to the number of the change request.
* The detailed list of tasks is available in the work programme available under [resolution 2019-II-10](https://www.cesni.eu/wp-content/uploads/2020/01/cesni19_55en_final-1.pdf).
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