



### **RFM Program of Work for Standards - Dec 2015 –Nov 2016**

ASMI is currently finalizing a short term review of the RFM Conformance Criteria V 1.3, Dec 2015. This revision and review is restricted in its scope to address grammar, removal of repetition, and improve specificity of certain clauses to address some of the public comments during the public consultation period and to better facilitate benchmarking standards.

At the same time ASMI has in place a review of the RFM Conformance Criteria V 1.3 to create a new improved RFM Standard. The outcome will be a V2 of the Standard targeted for November 2016.

The scope and geographic application of the proposed V2 RFM Standard will remain unchanged.

The objectives the Standard seeks to achieve remain unchanged and are listed in the RFM Quality Management System. GSSI Benchmarking recognition is a new objective and is currently underway.

ASMI has been reviewing Procedures and Document Control over the last six months and benchmarking and editing these Procedures to meet GSSI Benchmarking Requirements. All new Procedures and Controls are on the ASMI website.

#### **Seattle Marketing Office**

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## Review Process and Timelines

Stage	Description	Target Date	Participants	Status
1	<b>RFM Committee Meeting.</b> Agreement to the Scope of the RFM Standard Review and Process, review of public comments on V 1.2	May 2015	RFM Committee and open public meeting, Expert consultants	Completed
2	RFM Team, CCC revises the supporting scoring documents for the current Standard	May – Nov 2015	RFM Team, CCC and contracted experts	Completed
3	CCC develops a Standards Revision Plan; including internal and external responsibilities	July 2015	RFM Team, CCC and contracted experts	Completed
4	Circulation of a draft V1.3 to CCC to address grammar, removal of repetition and improve specificity of certain clauses to address some public comments and better facilitate benchmarking standards	Aug 2015	RFM Team, CCC and contracted experts	Completed
5	<b>CCC Meeting</b> to review the V 1.3b Draft. Draft 1.3c approved by CCC subject to agreed edits.	Aug 2015	CCC and contracted experts. Open public meeting	Completed
6	V 1.3c Draft to be Circulated to CCC and interested stakeholders for review and comment	September 2015	RFM Team, CCC and contracted experts	Completed
7	V.1.3c to be circulated to ASMI Board for approval	October 2015	ASMI Board	Completed
8	If Approved at <b>ASMI Board Meeting</b> , new V1.3 RFM Standard posted on ASMI Website and all RFM relevant organizations notified.	Oct -Nov 2015	ASMI Board. Open public meeting	Completed (V1.3 needs to be posted to Website)
9	RFM Team to circulate a potential framework for Draft V2 RFM Standard to CCC for review & comments before webinar	Dec 2015	RFM Team, contracted experts & CCC	Completed

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10	Stakeholder consultations with relevant stakeholders and organizations on options for a V2 RFM Standard	Sept – Dec 2015	RFM Team & contracted experts	Completed
11	<b>CCC Webinar</b> to discuss Draft V2 RFM standard framework initial comments from CCC	Dec 16, 2015	CCC, RFM Team & contracted experts. Open public meeting	
12	Draft V2 RFM Standard enters a development Consultation Phase with the Conformance Criteria Committee and any and all interested parties. RFM Committee meet to discuss V2, March 16	Jan-Mar 2016	CCC, contracted experts, interested parties, public, RFM Comm.	
13	CCC suggestions for the V2 RFM Standard based on the consultations & comments	Jan-Mar 2016	CCC, RFM Team, contracted experts,	
14	<b>CCC in-person meeting</b> to continue working on Draft V2 RFM Standard	March 2016	CCC, RFM Team, contracted experts. Open public meeting	
15	Draft V2 RFM Standard goes out for 60-day public comment period	March - April 2016	RFM Team, public and interested stakeholders	
16	<b>CCC in person meeting</b> to review public comments on Draft V2 RFM Standard and make necessary changes	June – August 2016 (in person Meeting July)	CCC, RFM Team & contracted experts. Open public meeting	
17	<b>CCC Webinar.</b> CCC reviews public comments and makes necessary changes	Aug-Sept 2016	CCC, RFM Team, contracted experts. Open public meeting	
18	RFM Team, CCC develops the support scoring documents for the new V2 standard	Aug – Oct 2016	RFM Team, CCC and contracted experts	
19	Binders for ASMI Board Meeting	Early Oct 2016	RFM Team, contracted experts	
20	<b>ASMI Board Meeting.</b> Draft V2 RFM Standard presented to ASMI Board for approval	October 2016	ASMI Board. Open public meeting	
21	Revised V2 RFM Standard posted on ASMI Website and all	Nov 2016	RFM Team	

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	RFM relevant organizations notified.			
22	Training and communication commences for new V2 RFM Standard	Nov 2016 – Q1 2017	RFM Team and contracted experts	

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