epSOS Change Proposal

Instructions

This is a template to propose changes to *epSOS Specifications*.

Once a *Final Text Change Proposal* is incorporated into the corresponding *epSOS Specification*, it is no longer maintained. Relevant CPs must be submitted against the updated epSOS Specification.

The CP publication process is described in detail at www.xxxx.org

In submitting a new Change Proposal, the submitter should assign the MS Word file an initial filename including the submitters initials, and a few words describing the topic, eg: CP-epSOS-eHealth-<author initials>-<3/4 wordSummary>.docx>. The the expert Committee will assign a name (using the convention described below) when it is accepted for processing.

CPs should be submitted to the the epSOS expert Committee by e-mail at: e-mail@xxx.com

Please complete the following fields in the Change Proposal Summary Information: (a) Title, (b) epSOS Specification(s) affected, (c) submitter name and e-mail address and (d) provide detailed Rationale for Change and Proposed Change. Please fill in the Impact of Change and other fields if known.

**Red text is explanatory. Please delete this preamble and replace the red text below with appropriate responses in black text.**

Tracking information:

|  |  |
| --- | --- |
| EpSOS Specifciation (IS-nnnn or UC-pppp and title) | -XXXXX |
| Change Proposal ID: | CP-<EpSOS >-<number>-<version>.doc (assigned by the EpSOS expert Committee) |
| Change Proposal Status: | Submitted |
| Date of last update: |  |
| Person assigned: | (assigned by EpSOS expert Committee) |

Change Proposal Summary information:

|  |  |
| --- | --- |
| <Specify Change Proposal Title here> | |
| Submitter’s Name(s) and e-mail address(es): | Please provide name and email so we can contact you |
| Submission Date: | Current date |
| Specification numbers (IS-xxxx) affected: | If known at time of submission; enter "None" for purely editorial changes. |
| Use Case Actor(s) and/or Requirement Number affected: | If known at time of submission; enter "None" for purely editorial changes. |
| Section(s) affected: | If known at time of submission |
| Rationale for Change:  Please include an explanation of why this change is needed | |

Formulate the proposed change here, if known at time of submission

Specify what exactly should be changed. When modifying existing text, paste it into this Change Proposal and DO NOT use MS Word change tracking. Manually format all changed text to **bold** and either **underline the new text** or **~~cross out the text to be removed~~**.

When pasting from documents use “Paste Special…”, select “Unformatted text”, and apply the appropriate styles to the text inserted. This avoids importing spurious paragraph formats (which are the cause of significant headaches for editors).

Proposed changes should be introduced with “editors instructions” in a “box” such as:

Replace Section X.X by the following:

or

Add the following section after Section X.X: