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Dear JTC 1 National Bodies and Subcommittees,

The JTC 1 and SWG-Directives Secretaries have received numerous inquiries concerning the transition from the current JTC 1 Directives to the JTC 1 Supplement, specifically the move from FCD to DIS in the normal 5 stage process. We have given this transition much thought, and realize that when the changeover is executed, there will be some confusion and a period of adjustment will be required from JTC 1 members, National Body staff, and JTC 1 Committee Secretaries.

The office of the JTC 1 Secretariat is committed to making this transition as easy as possible, and for that reason, the changeover will be executed as follows:

- Any project already under the five stage development process as of 1 July 2010 will continue under the existing CD/FCD/FDIS process for a period of one year.
- Any project initiated after 1 July 2010 will be processed according to the rules outlined in the JTC 1 Supplement which specifies a development track of CD/DIS/FDIS.

As of July 2011, ALL projects, regardless of when they were initiated, will be moved to the CD/DIS/FDIS development track. The FCD stage will no longer be an option. This one year transition will provide the time necessary for everyone to become acclimated to the new processing rules. Harmonizing on one set of processing stages will minimize confusion and reduce the complexity created when committees have several paths for advancing their projects. A one year transition plan ensures that all of JTC 1's program of work will be meeting the expectations of ISO and IEC for following the common Directives.

NOTE: If a subcommittee chooses to migrate to the new development track on 1 July 2010 for all of its projects, that decision will be implemented.

Again, we are committed to making this transition as easy as possible for the JTC 1 community. To assist with the transition, we will be offering one-day training sessions for committee officers and National Body staff. The first of these one-day sessions will be held at BSI for three consecutive days on 14, 15 or 16 June 2010. If you wish to attend one of these sessions, please inform the SWG-Directives Secretary ([sseitz@ansi.org](mailto:sseitz@ansi.org)) and specify which date you wish to attend. Additional dates and venues, possibly North America in September and Asia in July, are being considered.