**Committee Note Process Overview**

The main difference between a Committee Note such as we are creating and a normative specification that becomes a Committee Specification and can be advanced to OASIS-wide Standard is that the Committee Note is a Non-Standards Track Work Product.

[*Non-Standards Track Work Products*](https://www.oasis-open.org/resources/tcadmin/stages-in-an-oasis-documents-lifecycle) are documents such as white papers, how-to guides, or promotional sheets that support the promotion and adoption of the specification and the work of the TC. They are by definition non-normative and not subject to the requirements of the OASIS IPR Policy.

A Non-Standards Track Working Draft can be approved as a Committee Note by the TC at any time. Approval requires a Full Majority Vote. A TC always has the option to submit Committee Note Drafts for public review before approving them as Committee Notes. If they choose to do so, the same procedures and approvals apply to them as apply to Standards Track Work Products save that the Committee Note does not need to go through a Special Majority Vote for approval.

The specific stages in the development of a Non-Standards Track Work Product are:

* [Committee Note Draft](http://www.oasis-open.org/policies-guidelines/tc-process#dCNdraft) (optional)
* [Committee Note Public Review Draft](http://www.oasis-open.org/policies-guidelines/tc-process#dCNprdraft) (optional)
* [Committee Note](http://www.oasis-open.org/policies-guidelines/tc-process#dCommitteeNote)

Public reviews are optional for Committee Notes. A TC may approve a Committee Note without public review and request that the TC Administrator publish it to the OASIS Library. Approval of the draft shall require a [Full Majority Vote](https://www.oasis-open.org/policies-guidelines/oasis-defined-terms-2018-05-22#dFullMajority) of the TC. If a TC wishes to conduct public reviews before approving a Committee Note, the same procedures for approval and public review of a Committee Specification Draft as outlined in [section 2.5](https://www.oasis-open.org/policies-guidelines/tc-process-2017-05-26#s2.5) and [section 2.6](https://www.oasis-open.org/policies-guidelines/tc-process-2017-05-26#s2.6) apply.

* A Committee Note is never progressed as an OASIS standard.

A secondary difference between this OASIS Committee Note

Common Alerting Protocol Event Terms List Version 1.0

Working Draft 01 20 June 2019 and a more ordinary Committee Note is that we may have a separate spreadsheet document that the Committee Note refers to as a more easily referenced document.

Otherwise, the TC Approval Process is the same as for any other normative, Standards-Track document. I suggest that we should decide at the outset whether we want to have public reviews prior to TC Approval Ballots when this and successive documents are prepared and ready to be approved.