**Candidate OASIS Standard – approvals process**

The Candidate OASIS Standard stage is made up of several sequential steps:

1. A Special Majority Ballot indicating the TC's approval to submit the Committee Specification to the OASIS membership for consideration as an OASIS Standard
2. The formal submission request
3. A (minimum) 60-day Public Review
4. Depending on the results of the review:
   1. withdrawing the Candidate OASIS Standard,
   2. a Special Majority Ballot to approve proceeding with the member-wide ballot, or
   3. member-wide 14-day ballot to approve the COS as an OASIS Standard.

Special Majority Ballot Request

1. Only Committee Specifications can be approved as Candidate OASIS Standards. A Special Majority Ballot is required and must be conducted by the OASIS TC Administrator. The TC must first approve a motion to request a Special Majority Ballot which must include the CS number and approval date. The TC must also have received at least three Statements of Use before it can proceed.
2. Upon approval, the Chair or other representative of the TC must notify TC Administration by completing a [Committee OASIS Standard Submission Ballot Request](http://www.oasis-open.org/resources/tc-admin-requests).

"*Statement of Use*", with respect to a Committee Specification, is a written statement that a party has successfully used or implemented that specification in accordance with all or some of its conformance clauses specified in Section 2.18, identifying those clauses that apply, and stating whether its use included the interoperation of multiple independent implementations. The Statement of Use must be made to a specific version of the Committee Specification and must include the Specification's approval date. The party may be an OASIS Member or a non-member. In case of a non-member, the Statement of Use must be submitted on the TC comment-list. A TC may require a Statement of Use to include hyperlinks to documents, files or demonstration transcripts that enable TC members to evaluate the implementation or usage. A Statement of Use submitted to the TC must be approved by TC resolution as an acceptable Statement of Use with respect to the Committee Specification. A party can only issue one Statement of Use for a given specification. When issued by an OASIS Organizational Member, a Statement of Use must be endorsed by the Organizational Member's Primary Representative.

**Chet Ensign’s guidance on wording of Statements of Use:**

“If you have a statement along the lines of "Ministry xx of the government of NZ is using TGF PL v1.0 in its yyy system in compliance with clauses x, y and z. This application does not require interoperation of multiple implementations." then you have met the requirements of the definition.”

1. **Suggested wording for consultants and the like:**

“We are using the TGF Transformational Government Framework (TGF) Pattern Language Core Patterns Version 1.0 Committee Specification 01 dated 11 January 2012 as part of our services offerings to our clients and advising them of the appropriateness of the conformance clauses to their situation. This does not require interoperation of multiple implementations.”

1. **Suggested wording for government agencies and the like:**

“The [Ministry/Department/Local Government XXX] of the [UK] is using the TGF Transformational Government Framework (TGF) Pattern Language Core Patterns Version 1.0 Committee Specification 01 dated 11 January 2012 in the delivery of our public services in compliance with conformance clauses [x,y,z]. These services do not require interoperation of multiple implementations.”