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07N3234 Ballot votes formating rules.txt
Sunday, May 22, 2005 8:35 AM
From: SC7 secretariat
TO: SC7 Members and Liaisons

Subject: Ballot votes formating rules

Dear All,

As requested during the first AG meeting on May 22, 2005 in Helsinki, below you will find the simple rules on formatting your votes and comments:

1. Voting on CD/FCD

- a. E-mail format - .TXT (Plain text)
- b. In the SUBJECT line of the email: VOTE N xxxx - stage and title of the document - country name - position

EXAMPLE: Vote N3179-PDTR 25021-measurement primitives-Ireland YES with comments

- c. Comments using the Excel template titled as follows: N xxxx - country name - Comments

EXAMPLE: N3179-Ireland Comments

2. Voting on NWI

- a. E-mail format - .TXT (Plain text)
- b. In the SUBJECT line of the email: VOTE Nxxxx-title and stage of the document-country name-Q1,Q2,Q3,Q4,Q5,Q6 or YES/NO

EXAMPLE: Vote N2954-NWI Requirement Engineering Tool Requirements-UK YYY
NNN

- c. Comments inside the email body text, specially if Q1=NO and Q4=YES

As secretary I would appreciate the application of these rules very much.

Thanks

witold Suryn