



**Procedure for the development and
maintenance of Digital Data Exchange
Standards**

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Contents

1	Definitions	2
2	Initiating Development of a new Company Standard	4
3	Developing a New Standard	5
3.1	Development Stage	6
3.2	Consultation Stage	6
3.3	First Voting Stage	8
3.3.1	Positive vote	8
3.3.2	Negative vote	8
3.4	Validation Stage	8
3.5	Second Voting Stage	9
3.5.1	Positive vote	9
3.5.2	Negative vote	9
4	Maintaining Published Standards	10
4.1	Corrigenda	12
4.2	Amendments	13
4.3	Subset Schema of a Company Standard	13
4.4	Confidential Revisions	14
5	Versioning Rules	14
6	Document Management	15
6.1	Input Documents	15
6.2	Output Documents	15
6.3	Standard Documents	16
7	Naming Conventions	16

1 Definitions

For the purpose of this Procedure for the Development and Maintenance of Digital Data Exchange Standards, the following definitions apply:

Term	Definition
Ad-hoc Group	A technical committee established by a Working Group with a specific mandate and duration. Ad-hoc group cannot make any decisions but are established, typically to exist between consecutive Working Group or Plenary meetings, to make recommendations to the working Group on a narrow set of issues.
Amendment	A Company Standard that replaces a previous Company Standard covering the same subject matter. Amendments implement additional features that were not present in the previous Company Standard. Amendments may also correct errors in previous Company Standards.
Associate Member	An organisation that has agreed to the terms of the Operating Agreement by signing the Associate Member Acknowledgement Agreement
Board	The Board of Directors of the Company.
(Working Group) Chair	Individual that is appointed by the Board to co-ordinate the activities of a Working Group.
Charter Member	An organisation that has agreed to the terms of the Operating

Term	Definition
	Agreement by signing as a Charter Member.
Change Request	A category of Input Document by which a Company Licensee, Member or Working Group notifies the Board that a Company Standard needs amending in accordance with the processes set out in Clause 4 hereof.
Committee Draft (CD)	Output Document developed by a Working Group. A Committee Draft is the document which is circulated at the consultation phase to all Company Members for comments.
Company Standard	A Standard declared by the Company Board of Directors in accordance with this Procedure.
Compatible	Two versions of a Company Standard are Compatible, when a message created in accordance with the earlier version will also be conformant to the later version of the Company Standard.
Consensus	The absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity and is declared, if necessary, by the relevant Chair. This is ISO practice.
Corrigendum	A Company Standard that replaces a previous Company Standard covering the same subject matter. Corrigenda correct errors and minor changes in previous Company Standards.
Disposition of Comments (DoC)	Output Document from the Technical Management Group that is either issued in conjunction with a Final Committee Draft in response to comments on the Committee Draft received from Company Members or issued in conjunction with a Final Draft Standard in response to implementation experiences received from implementers of the respective Draft Standard.
Draft Standard (DS)	Output Document from the Board of Directors based on a Final Committee Draft as part of the First Voting Stage.
Final Committee Draft (FCD)	Output Document from the Technical Management Group that is issued in conjunction with a Disposition of Comments after Committee Draft comments were disposed of. FCDs are forwarded to the Board of Directors to be reviewed as part of the First Voting Stage
Final Draft Standard (FDS)	Output Document from the Technical Management Group that is issued in conjunction with a Disposition of Comments after implementation experiences have been received from implementers of the respective Draft Standard. FDSs are forwarded to the Board to be reviewed as part of the Second Voting Stage.
Full Member	An organisation that has agreed to the terms of the Operating Agreement by signing the Full Member Acknowledgement Agreement.
Liaison	A status applied to organisations (particularly standards setting organisations) who are not members of the Company but who have an interest in the Company.
Input Document	A document created by or on behalf of a Company Licensee, a Company Member, a Working Group, the Board, or the Executive Committee and delivered for review to a Working Group, the Technical Management Group or the Board as the case may be.
Licensee(s)	An organisation licensed to implement one or more Company

Term	Definition
	Standards.
Operating Agreement	The first part of this document of which these procedures are Exhibit C, that sets out the governance and rules of operation of the Company.
Output Document	A document that has been agreed by a Working Group, the Technical Management Group, the Board or the Executive Committee.
Plenary Meeting	A face-to-face meeting of Charter and Full Members to review the outputs of all active Working Groups and to make recommendations to the Board of Directors in furtherance of the purpose of the Company.. Plenaries are typically held three or four times per year,
Published Standard	A standard document that has been published on the DDEX website (www.ddex.net); these are Draft Standards and Company Standards.
Technical Management Group (TMG)	A committee consisting of four DDEX Board members, the Chairs of the Working Group and up to four other representatives from the Plenary Meeting (preferably representing non-Charter Members).
Working Draft (WD)	A working version of a standard that is intended to become a Company Standard. Working Drafts are developed and maintained by a Working Group.
Working Group (WG)	A technical committee established by a decision of the Board with a specific mandate, duration and an appointed Chair.

2 Initiating Development of a new Company Standard

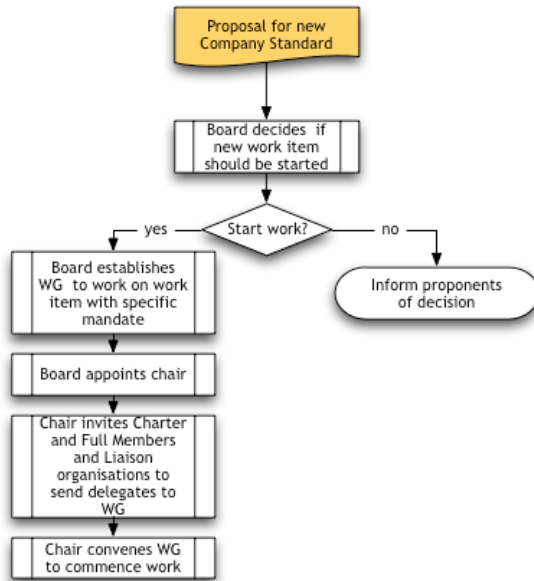
Any Company Member organisation or any Working Group may propose a topic in the form of an Input Document appropriate for standardisation by the Company. The Board shall consider any such Input Document in accordance with the time frames set out in Clause 6.1. If the Board decides that the proposal does not warrant development of a new Company Standard, the Board will inform the proponent accordingly.

If the Board votes to start work on a new Company standard, the Board shall:

- Establish a Working Group by providing a specific mandate and time line for the development of the new Company standard;
- Assign a four letter code to identify the Company standard (in accordance with the numbering convention set out in Clause 7.2);
- Appoint a Chair for the Working Group. Representatives of Charter or Full Members are eligible to serve as Chair; and
- Inform the Membership of the establishment of the new Working Group.

The Chair of the Working Group shall invite interested parties (from Charter or Full Members, and if appropriate Liaison organisations) and co-ordinate the development of the new Company Standard. Charter or Full Members, and Liaison organisations shall inform the Chair of a Working Group of the representative(s) from the organisation who will serve on the Working Group.

If an appropriate Working Group already exists, the Board may task that Working Group with developing the new Company Standard. Furthermore the Board has the power to disband a Working Group even before the allocated time has ended if it decides that progress in developing the standard is unsatisfactory or the prospective standard becomes unnecessary. The process described above is set out in the following diagram.



All decisions of Working Groups shall be made by Consensus. The Chair of a Working Group may seek to establish whether Consensus exists by a vote which may be made by electronic or physical means. The Chair of a new Working Group is automatically made a member of the TMG. In the event that no Consensus can be reached the matter is referred to the Board for resolution. Working Group meetings may either be physical or use remote conferencing facilities.

3 Developing a New Standard

Once the Working Group to develop a Company Standard has been set-up, a three-stage process is followed. This results in the creation of a Draft Standard and is illustrated in the flow chart below. Licensees and Members are then encouraged to implement Draft Standards to validate their technical effectiveness and notify the TMG of any bugs or minor amendments required. This then leads to a two-stage process, which results in the creation of a Company Standard.

3.1 Development Stage

The Chair of the Working Group convenes meetings in accordance with the mandate provided by the Board. At its meetings, the Working Group shall consider any Input Documents submitted in accordance with Clause 2. The primary focus of the Working Group will be to develop the Company standard as mandated, by developing Working Drafts. The Working Group may create additional Output Documents as set out in Clause 6.2.

When the Working Group considers the Working Draft to be sufficiently mature, the Working Group recommend to the TMG that a Committee Draft be declared. At this time assuming that the TMG is in agreement with the Working Group it will also initiate an IP Notice Period, which shall involve the creation of Review Documentation which satisfies the Objective Review Criteria, the definitions and procedures for which are set out in the Company IP Policy.

If, by the deadline set by the Board in the original mandate, the Working Group has been unable to recommend to the TMG the declaration of a Committee Draft for any reason, the Chair of the Working Group shall inform the TMG. The TMG shall, entirely at its discretion, recommend to the Board a course of action to be taken. Possible steps include:

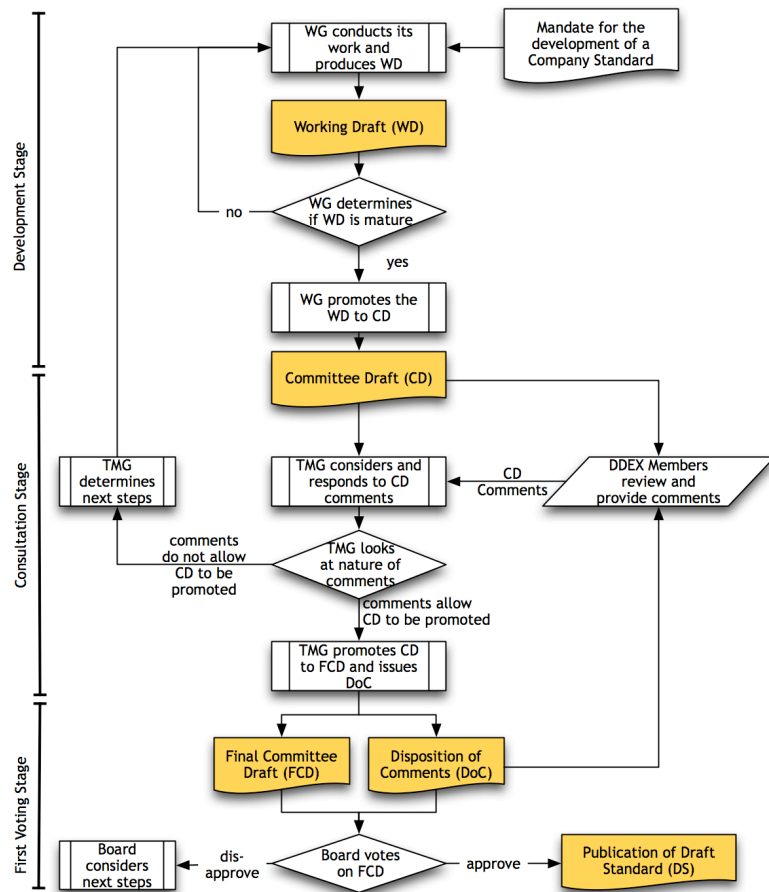
- Instructing the existing Working Group to continue work on the development with a revised mandate;
- Constituting a new Working Group, perhaps under a new Chair, to continue the development; or
- Discontinue the work item.

During the development stage, the Working Group may, at its own discretion establish Ad-hoc Groups to conduct a well-defined task in a well-defined time frame. Working Groups are not obliged to accept the findings of any of their Ad-hoc Groups.

Work items are typically recommended for promotion by the TMG to Committee Draft at the TMG's meeting immediately following a Plenary Meeting.

3.2 Consultation Stage

When a Committee Draft has been declared by the TMG, it shall invite all Members of the Company to comment on it in the form of Input Documents. This consultation procedure shall last one calendar month. At the end of the consultation, the TMG shall determine whether or not the nature of the comments allows the Committee Draft to progress to the Board for approval as a Final Committee Draft. The TMG, through the relevant Chair may consult the Working Group to assist in determining the next steps.



If the TMG determines that the comments received during the consultation do *not* allow the Committee Draft to progress, the TMG shall demote it to Working Draft and inform the Board of the reasons for this decision. The TMG shall, entirely at its discretion, decide the course of action to be taken. Possible steps include:

- Instructing the existing Working Group to continue work on the development with a revised mandate (default);
- Constituting a new Working Group, perhaps under a new Chair, to continue the development; or
- Discontinue the work item.

If the TMG determines that the comments received during the consultation do allow

the Committee Draft to progress, the TMG may instruct the Working Group to review all comments from Charter and Full Members¹ and produce:

- A Final Committee Draft recommending its approval by the Board as a Draft Standard; and
- An associated Disposition of Comments document that details how each of the comments from Charter and Full Members have been taken into account when issuing the Final Committee Draft.

If the comments are deemed to be predominantly editorial, the TMG can also recommend approval by the Board of the Final Committee Draft (and Disposition of Comments) as a Draft Standard directly without calling a Working Group meeting. If no comments are received, no Disposition of Comments needs to be issued.

The TMG shall, upon completion of this task inform the Board and, unless stated otherwise in the Working Group mandate, the Working Group is disbanded².

3.3 First Voting Stage

The production of a Final Committee Draft triggers the requirement of the Board to vote whether or not the Final Committee Draft is promoted to the status of a Draft Standard. Therefore upon receiving notification that a Final Committee Draft has been produced the Chair of the Board shall call a Board meeting, which shall be held within 30 days of the notification. A Final Committee Draft is promoted to a Draft Standard upon a successful Super Majority vote of the Board.

3.3.1 Positive vote

Once the Board has declared a Draft Standard, it is published by the Board on the public section of the Company website (www.ddex.net). Only minor editorial changes to the Draft Standard are permissible at this stage.

3.3.2 Negative vote

Should the Board vote against promoting the Final Draft Standard to a Draft Standard, the Board shall determine how the work proceeds. Possible steps include:

- Instructing the existing Working Group to continue work on the development with a revised mandate;
- Constituting a new Working Group, perhaps under a new Chair, to continue the development; or
- Discontinue the work item.

3.4 Validation Stage

Once Draft Standards are declared they are published on the public section of the Company website as such and advertised as sufficiently mature to enable beta implementations to be undertaken (whether by DDEX members or non-DDEX

¹ The WG may also choose to review any comments from Associate Members but it is not obliged to do so.
² The Board may, at its discretion, establish "standing" WGs for maintaining Company Standards.

members). Any bugs or minor alterations that are identified by an implementer shall be notified to the TMG as Comments in the form of Input Documents. The Draft Standards remain as such until one or more beta implementation of the Draft Standard has been undertaken (either resulting in an Input Document or any indication that there are no bugs or minor amendments required).

At this point, either the relevant Working Group or the Plenary Meeting shall determine, with regard to the Draft Standard, that a recommendation is made to the TMG that a Final Draft Standard is declared either, (i) after any bugs or minor alterations identified as a result of a beta implementation are reviewed, appropriate changes agreed and documented in a Disposition of Comments document, or, (ii) in the absence of any Comments following a beta implementation.

If after a period of one year from declaration of a Draft Standard, no beta implementations have been undertaken, the TMG may make a recommendation to the Board that the Draft Standard is removed from the DDEX public website on the basis that there is no business need for the standard as indicated by the absence of any known or planned implementations.

3.5 Second Voting Stage

The production of a Final Draft Standard triggers the requirement of the Board to vote whether or not the Final Draft Standard is promoted to the status of a Company Standard. Therefore, upon receiving notification that a Final Draft Standard has been produced the Chair of the Board shall call a Board meeting, which shall be held within 30 days of the notification. A Final Draft Standard is promoted to a Company Standard upon a successful Super Majority vote of the Board.

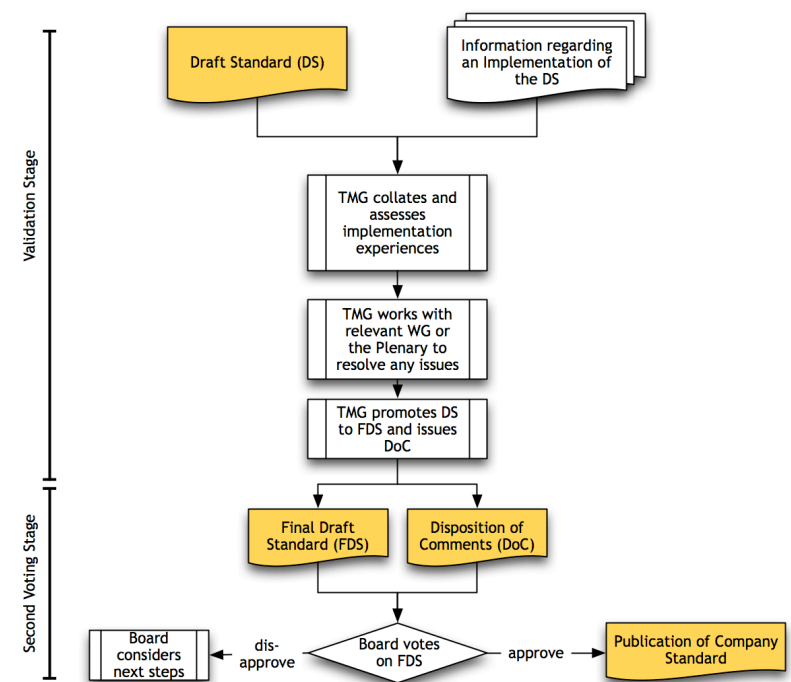
3.5.1 Positive vote

Once the Board has declared a Company Standard, it is published by the Board on the public section of the Company website (ref: www.ddex.net). Only minor editorial changes to the Company Standard are permissible at this stage.

3.5.2 Negative vote

Should the Board vote against promoting the Final Draft Standard to a Company Standard, the Board shall determine how the work proceeds. Possible steps include:

- Instructing the existing Working Group to continue work on the development with a revised mandate;
- Constituting a new Working Group, perhaps under a new Chair, to continue the development; or
- Discontinue the work item.



4 Maintaining Published Standards

Once a Draft Standard or Company Standard (i.e. a Published Standard) is declared (and thus may be implemented by Licensees), it may be that it is found not to fully meet Licensees' business requirements or to still contain errors. The changed requirements might include changes which are outside the scope of a Subset Schema described in Clause 4.3 or where local or specialised business conditions are not met by the scope of the Company Standard.

In such circumstances a Licensee, Company Member or Working Group may submit a Change Request to the TMG. Upon receipt of a sufficient number of Change Requests for the same Published Standard the TMG shall recommend to the Board the initiation of a process of reviewing the validity of the content of the Change Requests by:

- Establishing a Working Group (in accordance with Clause 3) with a specific mandate and time line to work on the relevant Published Standard; and
- Appointing a Chair for the Working Group.

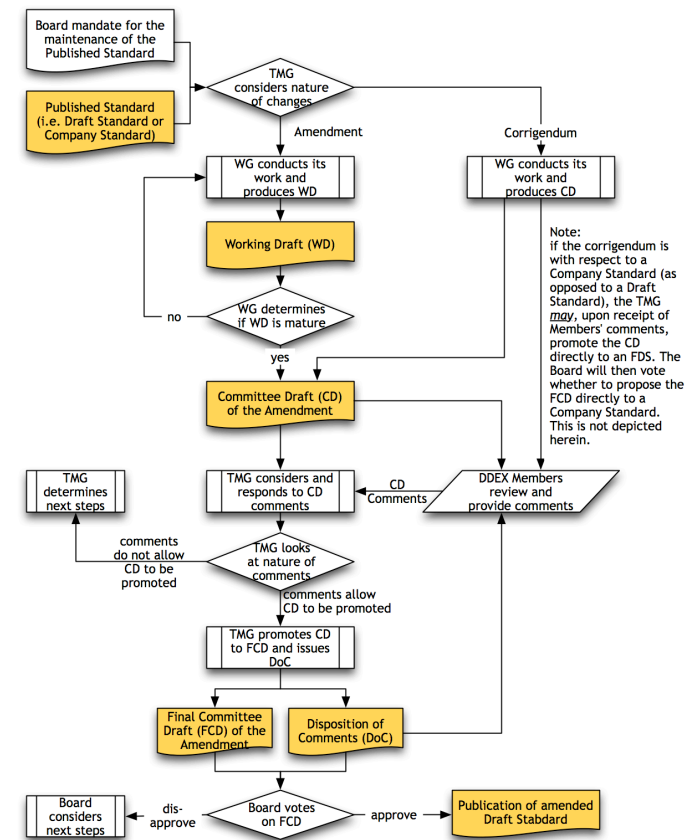
The Board may delegate the authority to commence work on incoming Change Requests with respect to a Published Standard to the TMG to expedite the handling of such Change Requests.

The Chair of the Working Group shall invite interested parties (from Charter or Full Members, and if appropriate Liaison organisations) and co-ordinate the review of the Published Standard. Charter or Full Members and Liaison organisations shall inform the Chair of a Working Group of the representative(s) from the organisation who will serve on the Working Group.

The Chair of the Working Group will then, in consultation with the Working Group, determine whether the Change Requests submitted describe solely one or more errors (or: bugs) that need fixing or minor changes the solutions for which can be integrated into the Published Standard as Compatible changes. The solutions to such Change Requests can either be issued in the form of a Corrigendum (usually for bug fixes), or as new Compatible versions of the Published Standard (see Clause 5). Alternatively the Working Group may determine that the Change Requests submitted describe additional features (or extensions), which will require the Amendment of the Published Standard to be issued as a new Non-compatible version.

If the decision is for a Corrigendum the process set out in Clause 4.1 is followed. If an Amendment is required the process in Clause 4.2 is followed. Where the appropriate Working Group already exists, the TMG will task that Working Group to carry out the work. Before commencing the work, the Working Group Chair shall ensure that the version number of the Published Standard is advanced in accordance with Clause 5.

The flow diagram on the following page illustrates both of these processes, as explained in Clauses 4.1, and 4.2.



4.1 Corrigenda

A Corrigendum of a Published Standard shall be produced in a two-step process:

- The Working Group shall expeditiously revise the Published Standard and recommend to the TMG the declaration of a Compatible Final Committee Draft (typically if the baseline for the Corrigendum is a DS) or a Compatible Final Draft Standard (only if the baseline for the Corrigendum is a Company Standard); and
- The Final Committee Draft or Final Draft Standard is recommended to the Board for promotion using a First or Second Voting Phase as appropriate as defined above. If it is not promoted then it is demoted to Working Draft and then follows the procedure set out in Clause 3.1.

In the event that the Working Group does not consider the proposed change(s) to the Published Standard contained in a Change Request to warrant inclusion in a revised version of the Published Standard, the Change Request itself will remain logged with the Company. The Licensee(s) or Company Member(s) which registered the Change Request may still however, implement the changes to the Standard to meet their local business requirements and remain compliant with the Company Standard. The revised version of the Standard thus resulting shall be known as a Local Business Subset.

4.2 Amendments

In all other respects the process followed for the purposes of creating a new version of a Published Standard is the same as for creating an original Published Standard as set out in Clause 3. Whilst there is no requirement for a new version of a Published Standard to be Compatible with its predecessor, Working Groups shall attempt, where possible, to provide such compatibility.

In the event that the Working Group does not consider the proposed change(s) to the Standard contained in a Change Request to warrant inclusion in a new version of the Published Standard, the Change Request itself will remain logged with the Company. The Licensee(s) or Company Member(s) which registered the Change Request may still however, implement the changes to the Published Standard to meet their local business requirements and remain compliant with the Published Standard. The revised version of the Published Standard thus resulting shall be known as a Local Business Subset.

Amendments are typically promoted to Draft Standard or Final Draft Standard at a TMG meeting following a Plenary Meeting.

4.3 Subset Schema of a Company Standard

It is permissible for any Licensee (usually in agreement with one or more business partners that are also Licensees) to narrow³ the cardinality of a message element by applying business rules that are more constrained than the XML Schema of the relevant Published Standard. The development of such a Subset Schema does not require the processes described in the previous two Clauses 4.1 and 4.2 above to be followed.

If a Licensee creates a Subset Schema the Licensee is responsible for producing the Subset Schema. Subset Schemas shall be considered conformant with the relevant Published Standard provided the Subset Schema is produced in accordance with the applicable sections of the relevant Published Standard and provided it is identified in accordance with the numbering convention set out in Clauses 7.2.

³ Valid changes to the cardinalities within a Subset Schema are:

Cardinality in the Schema of the Standard	Narrowed cardinality in the Subset Schema
From 0-1	to 0 or 1
From 1-n	to 1
From 0-n	to 0, 1, 1-n or 0-1

It is not possible to *broaden* cardinalities (for example, from 0-1 to 0-n, or from 1 to 0-1), because the resulting message may then not validate against the XML Schema of the Company Standard.

If a Licensee wishes to have a Subset Schema validated it may be submitted as an Input Document to the Working Group in charge of maintaining the Data Dictionary. This Working Group will review the Subset Schema and either confirm or refute its conformance to the relevant Published Standard. The Working Group may advise the Company Licensee how to define the schema correctly so that it is conformant with the relevant Published Standard.

4.4 Confidential Revisions

There may be circumstances where two or more Licensees or Company Members wish to make changes to a Published Standard in the communications between them to meet requirements that they wish to keep confidential. In such circumstances there is no obligation on the Licensees or the Company Member to register the change(s) to the Published Standard. However, the Licensee(s) or the Company Member(s) will not be compliant with the Published Standard in such circumstances and they will not be in breach of the original license issued to the Licensee(s) or the Company Member(s) for the implementation of the Published Standard in its original form.

5 Versioning Rules

When a Published Standard is declared the version number assigned to it shall follow these rules:

- (i) The initial version shall be “1.0”;
- (ii) Any version of a Published Standard which is not Compatible with a previous version of the Standard with the same name shall carry a full version number (e.g. v2.4 goes to v3.0);
- (iii) Any version of a Published Standard which is Compatible with a previous version of the Standard with the same name shall carry a sub-version number (e.g. v2.4 goes to v2.5); and
- (iv) Any version of a Published Standard that only contains “bug fixes” from a previous version of the Standard with the same name shall carry a sub-sub-version number (e.g. v2.4 goes to v2.4.1).

However, at the discretion of the DDEX Board the above rules may be varied in the following way:

- (i) A Compatible change or a bug fix of a version of a Published Standard which leads to a new version of the Standard with the same name is not precluded from being declared with a full version number;
- (ii) A freeze on the declaration of new versions of any Published Standard may be declared for non-technical reasons except in the case of “bug fixes” unless the bug fix is considered, by the Board, as being significant;
- (iii) A new version of a Published Standard which results from the correction of an insignificant bug fix may be declared a Published Standard without the requirement (set out in Clause 3.2 above) for a Consultation Stage or its associated IP Notice Period; and
- (iv) The period between the declaration of one version of a DDEX Standard and the next version (for whatever reason) shall not be less than three months

unless exceptional circumstances exist to justify a shorter time between the declaration of different versions of a DDEX Standard.

6 Document Management

This section applies to all documents created within the Company whether or not they are relevant to these Procedures for the Development and Maintenance of Digital Data Exchange Standards. The Company recognises three different document types:

- Input Documents;
- Output Documents; and
- Standard Documents (Working Drafts, Committee Drafts, Final Committee Drafts, Draft Standards, Final Draft Standards and Company Standards).

6.1 Input Documents

Input Documents are considered to represent the opinion of the individual or organisation submitting the document. Input Documents do not represent the consensus opinion of any Working Group or of the TMG or of the Board or of the Executive Committee.

Input Documents shall be considered at the next meeting of the relevant Working Group or the TMG or the Board or the Executive Committee to which they have been submitted provided that they are made available to the relevant group members via a document exchange repository (see Clause 7.6) one week before the meeting. With the exception of the vote on a Final Committee Draft or on a Final Draft Standard as anticipated in Clause 3.3 or Clause 3.5 respectively, the Working Group or TMG or Board or Executive Committee may make a specific decision to postpone addressing the Input Document. If an Input Document is not considered at the next relevant meeting, it remains an open issue and shall be put on the agenda for the next meeting of the appropriate group.

The Company Secretariat issues document numbers for Input Documents.

6.2 Output Documents

Output Documents are approved by a Working Group, the TMG, the Board or the Executive Committee, and represent the opinion of that Working Group, the TMG, the Board or the Executive Committee. Typical Output Documents include:

- Meeting Notes;
- Dispositions of Comments on Standards; and
- All other documentation a Working Group, the TMG, the Board or the Executive Committee has agreed on.

Document numbers for Output Documents are coordinated between the appropriate Chair and the Company Secretariat.

6.3 Standard Documents

Standard Documents are special Output Documents and come in six versions:

- Working Drafts;
- Committee Drafts;
- Final Committee Drafts;
- Draft Standards;
- Final Draft Standards; and
- Company Standards including their Standard XML Schemas;

These documents are approved as described in Clauses 3 and 4 above. The Board allocates document numbers for Standard documents, in accordance with Clause 7.2.

Specific rules apply to XML Schema Documents that form part of a Published Standard. These are to be named in accordance with the relevant Namespace Convention provided in Section 7.

7 Naming Conventions

The Company uses a number of naming conventions, which are set out in below.

7.1 Convention for Input and Output Documents

The Company Input and Output Documents are identified in accordance with the following convention:

gggg-nnnn

where:

gggg	Represents a code representing the Working Group, TMG, Board or Executive Committee.
nnnn	The unique number of the document.

The identifier for a document is used both on the document itself and in the naming of digital files of the document. Typically file name is extended by a human readable string and an extension to indicate the file type (e.g. “Plenary-0000 Document Register.xls”).

The Company Secretariat shall maintain a document register; itself numbered Plenary-0000, on the document exchange repository (see Clause 7.6).

7.2 Convention for the Company Standards

Working Drafts, Committee Drafts, Final Committee Drafts, Draft Standards, Final Draft Standards and Company Standards are a special category of Output Document for which a separate identification convention applies:

DDEX-pppp-vr[b]-ssss

where:

pppp	Represents a unique four-letter code representing the Standard name. This code is assigned by the Board (see Clause 3.1) when the work on the Company Standard commences.	
v	Represents the version of the Company Standard. The version code ranges from 1 to 9, A to Z.	
r	Represents a sub-version of the Company Standard. The revision code ranges from 0 to 9, A to Z.	
b	Represents a sub-sub-version of the Company Standard. The revision code ranges from 0 to 9, A to Z. This element is optional.	
ssss	Represents a code indicating the stage that has been reached in the development of the Standard. Valid entries are:	
	➤ WD-xx	for a Working Draft, with xx being a counter ranging from 01 to 99.
	➤ CD-x	for a Committee Draft, with x being a counter ranging from 1 to 9.
	➤ FCD-x	for a Final Committee Draft with x being a counter ranging from 1 to 9
	➤ yyyy-DS-xx	for a Draft Standard, with yyyy representing the year in which the Draft Standard is declared
	➤ FDS-x	for a Final Draft Standard with x being a counter ranging from 1 to 9
➤ yyyy	for a the year in which a Company Standard is declared.	

The name for a document is used both on the document itself and in the naming of digital files of the document. The file name is typically has an extension to indicate the file type (e.g. “DDEX-ERNM-301-2008.pdf”).

7.3 Namespace Convention for Standard Message Schemas

The XML Schema that form part of the Published Standards are identified by their respective namespaces in the form:

http://ddex.net/xml/yyyy/xxxx/vr[b]

where:

yyyy	Represents the year in which a Published Standard is declared.
xxxx	Represents the a code representing the Company Standard. This may differ from the four letter code assigned to the relevant Company Standard.
V	Represents the version of the Published Standard. The version code ranges from 1 to 9, A to Z.
R	Represents the sub-version of the Published Standard. The revision code ranges from 0 to 9, A to Z.
B	Represents a sub-sub-version of the Published Standard. The revision code ranges from 0 to 9, A to Z. This element is optional.

Each of the XML Schemas that form part of a Published Standard file may include a series of baseline Schemas files in the namespace:

http://ddex.net/xml/yyyymdd/yyyy

where:

yyyymdd	Represents the date on which the Schema was generated
zzzz	Represents a code representing the Schema name. The length of this field may vary.

7.4 Generation of Schema Files

Message Schemas shall be generated on the instructions of the appropriate Working Group, which is responsible for the maintenance of the Data Dictionary.

7.5 Publication of Schema Files

XML Schema files (and any other documentation) may, at the discretion of the Board, be published to the general public.

7.6 Document Exchange repository

A central document exchange repository is maintained for all Input and Output documents by the Company Secretariat at members.digitaldataexchange.com. Access shall be limited to Charter and Full Members of the Company.

7.7 Language

To reflect the international nature of the Company, Published Standards and Output Documents shall be written in International English⁴. However, in alignment with global convention ‘code’ such as tags in the Schemas of Published Standards and headwords in the Company Data Dictionary are written in US English.