**IBIS-ISS ISSUE RESOLUTION DOCUMENT (ISSIRD)**

{See instructions starting on template page two}

**ISSIRD NUMBER:** {for administrative use}

**ISSUE TITLE:** {one line title for the issue}

**REQUESTOR:**  {requestor name(s) and organization(s)}

**DATE SUBMITTED:** {for administrative use}

**DATE REVISED:** {for administrative use}

**DATE ACCEPTED:** {for administrative use}

**DEFINITION OF THE ISSUE:**

{briefly state the issue here; see instructions on page two}

**SOLUTION REQUIREMENTS:**

The IBIS-ISS specification must meet these requirements:

Table : Solution Requirements

|  |  |
| --- | --- |
| Requirement | Notes |
|  |  |
|  |  |

{enumerate each requirement in the table above, adding rows as needed}

**SUMMARY OF PROPOSED CHANGES:**

For review purposes, the proposed changes are summarized as follows:

Table : IBIS-ISS Structures Affected

|  |  |  |
| --- | --- | --- |
| Specification Item | New/Modified/Other | Notes |
|  |  |  |

{list each affected specification item in the table above, adding rows as needed}

**PROPOSED CHANGES:**

{describe the proposed changes in detail; see instructions on page two}

**BACKGROUND INFORMATION/HISTORY:**

{relevant notes regarding history, discussions, and revisions go here}

ISSIRD INSTRUCTIONS (Delete before submission)

1. **Introduction**

Changes to the IBIS-ISS specification are proposed using IBIS-ISS Issue Resolution Documents (ISSIRDs). Each ISSIRD will be assigned a number by the IBIS Chair. Revisions to submitted ISSIRDs may be submitted by the authors. Revised ISSIRDs will have the revision sequence added to the ISSIRD number, with a dot separator.

ISSIRDs must be approved by a vote of the IBIS Open Forum members, following the rules of the [IBIS Policies and Procedures](https://ibis.org/policies/). ISSIRDs failing to pass a vote are considered permanently rejected unless the vote is tabled. Incorporation of approved ISSIRDs into an IBIS-ISS specification release is voted separately, as each IBIS-ISS release is considered.

Submit ISSIRDs by email to [chair@ibis.org](mailto:chair@ibis.org).

Submitted ISSIRDs will be posted to the IBIS ISSIRDs web page at <https://ibis.org/issirds/>.

1. **Completing an ISSIRD**

Fill in the sections of the ISSIRD as described below.

The sections of an ISSIRD are considered in order, and each section must be consistent with the previous section. The *Solution Requirements* must enumerate all requirements to solve the Issue. The *Proposed Changes* must fulfill the requirements listed in the *Solution Requirements* section and match the *Summary of Proposed Changes*. The *Tracking Fields*, *Definition of the Issue*, and *Solution Requirements* sections must be completed upon initial submission. The *Summary of Proposed Changes* and *Proposed Changes* sections must be completed prior to final approval.

Before submitting your ISSIRD you should delete the bracketed instructions in the template above, as well as these instructions.

* 1. **Tracking Fields**

The ISSIRD begins with data needed to track the ISSIRD. Instructions for these fields:

**ISSIRD NUMBER:** *{for administrative use only, do not change}*

**ISSUE TITLE:** ***{one line description of the issue}***

**REQUESTOR:**  ***{your name and organization}***

**DATE SUBMITTED:** *{for administrative use only, do not change}*

**DATE REVISED:** *{for administrative use only, do not change}*

**DATE ACCEPTED:** *{for administrative use only, do not change}*

The title should very briefly summarize what the ISSIRD hopes to accomplish. See the [ISSIRDs page](https://ibis.org/issirds/) for examples. Separate names and organizations with commas. Consistency with other ISSIRDs in the exact spelling of names and organizations will make the ISSIRD index pages more usable when sorted by those fields.

* 1. **Definition of the Issue**

Describe the issue in detail. Where existing IBIS-ISS syntax is involved give relevant IBIS-ISS specification page numbers. Focus on what is defective or missing in IBIS-ISS.

* 1. **Solution Requirements**

The *Solution Requirements* section contains a table of numbered requirements. Each requirement states something that the IBIS-ISS specification must accomplish. Requirements should use generic language and be independent of the proposed solution. Insert new table rows as many times as needed to form the complete list of requirements.

* 1. **Summary of Proposed Change(s)**

This section contains a table listing the names of IBIS-ISS parameters, functions, elements, variables, arguments, models, reserved words, and/or related content that is new or will be modified. No details should appear here. This section is used for assessing the impact of an ISSIRD, for reviewing competing and overlapping ISSIRDs, and to assist with editorial searches to insure that proposed changes have been addressed at every relevant place within the IBIS-ISS specification.

Each item listed in the table should be classified as follows:

* New: This would be a new parameter, function, element, variable, argument, model, or reserved word definition.
* Modified: This parameter, function, element, variable, argument, model, or reserved word exists in IBIS-ISS already and a functional modification is proposed.
* Other: New content or modifications to existing content, but without functional changes. If clarifications are proposed use “Other” and note that it is a clarification. The first column may have “TEXT” if no specific keyword, subparameter, argument or element is affected.
  1. **Proposed Change(s)**

The *IBIS-ISS Structures Affected* table must be filled in, listing all existing parameters, functions, etc. that are affected as well as new structures to be introduced. Insert “NONE” if no keywords or parameters are affected. Details of the changes should follow the table.

For changes to existing IBIS-ISS content, where possible, copy material to be changed from the Microsoft® Word version of the IBIS-ISS specification and paste into the *Proposed Changes* section of the ISSIRD, keeping source document formatting. Enable change tracking and make the desired changes.

Alternatively, changes can be described by other means, such as showing before-and-after versions. This can be helpful for proposing changes to images, for example. Change tracking should be enabled after this is done.

New content should conform to IBIS-ISS specification formatting conventions.

* 1. **Background/History**

If there is any relevant history regarding the issue, describe that here. If this ISSIRD is updated, append change history information here.