

Description of Proposed Process for IFIGS Reference Papers

I. Procedure of compilation stakeholders in preparing the paper

II. Drafting Outline & Questionnaire

- Submission of the 1st outline of the Paper & the 1st draft questionnaire
(LW → Link → ExCo → Link → LW)
- Submission of the expanded draft questionnaire
(LW → WG → LW) **and then** (LW → Link → ExCo → Link → LW)
- Field test on the Expanded Questionnaire
(LW → WG → LW in order to fill in the questionnaire)
- Submission of final questionnaire for approval
(LW → Link → ExCo → Link → LW)
- Distribution of final questionnaire & collection of corresponding responses
(LW → IFIGS members)

III. Drafting Expanded outline & Expanded draft paper

- Submission of expanded outline & first draft Paper
(LW → WG → LW) **and then** (LW → Link → ExCo → Link → LW)
- Communication with all IFIGS members for clarifications
(LW → IFIGS members directly or via WG)
- Preparation of draft appendices for each IFIGS member
(LW → IFIGS members directly or via WG)
- Submission of **selected** draft appendices to ExCo
(LW → WG → LW) **and then** (LW → Link → ExCo → Link → LW)
- Submission of **all** draft appendices to ExCo
(LW → Link → ExCo → Link → LW)
- Submission of the copy of all final questionnaires to secretary of IFIGS
(LW → Link → Secretary of IFIGS)
- Submission of expanded outline & expanded draft Paper
(LW → WG → LW) **and then** (LW → Link → ExCo → Link → LW)
- Submission of final draft Paper
(LW → WG → LW) **and then** (LW → Link → ExCo → Link → LW)
- Submission the reconciliation report
(WG → ExCo) **and then** (LW → Link → ExCo → Link → LW)

IV. Final drafting paper – final document

- Submission final draft Paper & all final draft appendices for approval

(LW → Link → ExCo)

- First round of distribution final draft Paper & all final draft appendices
(Link → IFIGS members → Link → LW)
- Submission final draft Paper & all final draft appendices (after first round of distribution) for comments, suggestions and review
(LW → WG members → LW → Link → ExCo)
- Submission the final draft of Paper and all final draft appendices (after first round of distribution) for approval of ExCo
(LW → Link → ExCo)

V. Getting approval by Members & publication procedures

- Final round distribution of final draft Paper & final draft appendices for approval
(Link → IFIGS members → Link)
- Submission the full approved Paper
(Link → ExCo)
- Distribution the full approved Paper
(IFIGS Secretary → IFIGS members)

Abbreviations

LW	Lead Writer
WG	Working Group
ExCo	Members of Executive Committee
Link	Link between ExCo & Working Group