

Proposed Schedule

2024 Spec Updates Schedule

Item	Detail	Dates
Review of issues	Information gathering to support inclusion of the issues.	Ongoing
Kick off	Email notification with a call for participants	August
Meeting #1	Kick-Off meeting (Meeting #1)	September 27th at Ben Franklin 2:00-3:00 p.m.
Working Groups Formation	Facilitated by Standards Unit, work on issues to provide recommendations	Working groups membership finalized by October 4 th
Discussions and Drafting of Proposed Updates	Working group meetings; Standards Unit to prepare draft updates	October-December
Meeting #2	Progress update	December 6 th

Proposed Schedule

2024 Spec Updates Schedule		
Item	Detail	Dates
Circulation of Draft Updates	Standards Unit to send out full set of edits with summary of changes for final review and comments	January 12 th
Deadline for Final Comments	Deadline for final comments post circulation	January 26 th
Meeting #3	Last meeting	January 30 th
Finalization of Updates	Standards Unit to finalize updates for publishing based on final comments	February
Block on Contract Preparation	Shutdown of tender preparation Updates to CCMS system, documents QC	February 28 th – March 1 st
Publication of 2024 Specs	Effective date of 2024 specs	March 1 st
Spec Rollout Session	Overview of updates information session	March 12 th