

# Proposed Schedule

## 2024 Spec Updates Schedule

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

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