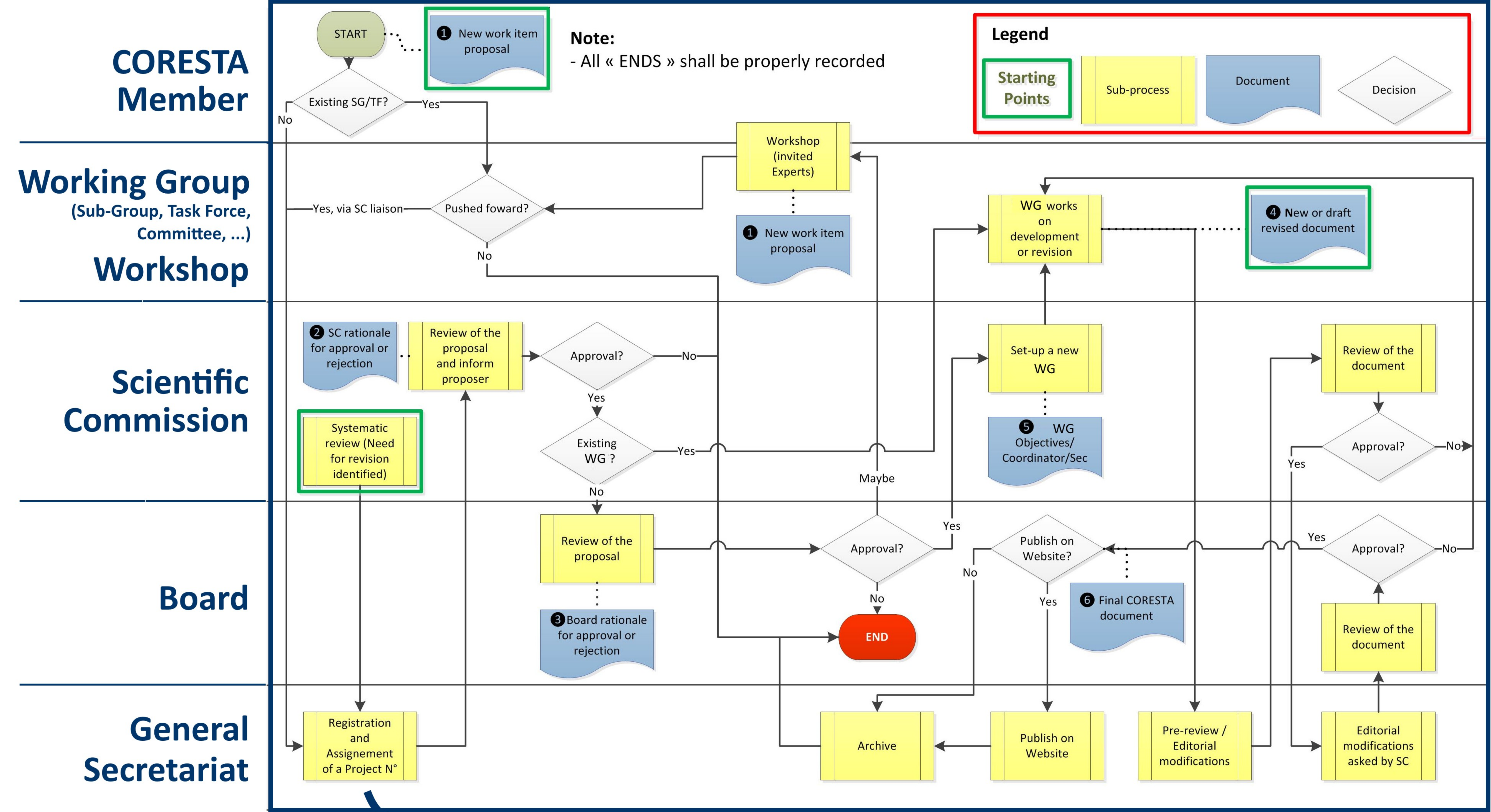




The Process of CORESTA Cooperation

Task Force CORESTA Standard - Coord. Stéphane COLARD, Sec. Michael MEGER



- 1- New Work Item Proposal**
Describes the project, its rationale and expected output(s). It is first sent to the General Secretariat to be:
 - assigned one (or more) project number(s)
 - submitted to the Scientific Commission (SC)
- 2- SC decision**
- 3- Board decision**
Approval, rejection, edition, need for additional details are documented within SC and Board meeting minutes and reported back to the proposer.
- 4- Draft Document**
Reports are not meant to be updated, but CRMs will be reviewed systematically, and Guides may need to be updated.
- 5- WG Objectives and CoSec**
New groups objectives are validated by the SC, and executives are nominated. Information about the launch is made public.
- 6- Final Document**
When approved by both SC and Board, and unless decided otherwise, CORESTA final documents are meant to be published on the website.

Appendices

- A- Definitions
- B- Project number assignment
- C- Templates and forms
- D- Maintenance of documents
- E- Glossary

Proposed codification rules

Group acronym

ACAC	Agrochemical Advisory Committee
AA	SG Agrochemical Analysis
BMK	SG Biomarkers
CSM	SG Cigar Smoking Methods
GMO	SG Proficiency Testing for Detection of Transgenic Tobacco
IPM	TF Integrated Pest Management
IVT	TF In-Vitro Toxicity Testing of Tobacco Smoke
PSMST	SG Pest and Sanitation Management in Stored Tobacco
PTM	SG Physical Test Methods
...	...

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Version date (YYMMDD)
Notified by author during the editing process or by the Secretariat during the validation process

Document type

TR	Technical Report (CS/PT studies, technologies ...)
RR	Reference/Review Report (literature review ...)
RM	Recommended Method (CRM)
RG	Reference Guide (Guide n°1, 7...)
TG	Technical Guide (Guide n° 9, 15 ...)
XP	External Publication (NL, PRJ, Press ...)
CA	CORESTA Administration (forms ...)
CR	CORESTA Reports (SGTF yearly reports ...)

Status of the document in the process

- P Preparatory or supporting document (during group work, not published)
- D Draft (within group), when the document is meant to be published
- S When the document is submitted to the Scientific Commission
- B When the document is submitted to the Board
- C Completed (may be made public or remain for group members only)

Only the Secretariat may give the S, B and C status.
If rejected by SC or Board, the document returns to "D".

Project Number Assigned by the Secretariat

