

CIR Technical Working Group

Change Management

Guidance for the Completion of the Request Forms

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1 Introduction

The EMV standards developed and maintained by EMVCo are the technical basis for card-based payment systems in many countries. The CIR (Common Implementation Recommendations) Technical Working Group is an open standardisation initiative of EMV implementers in Europe and acts as the technical reference group for the European EMV Users Group and the European members of the EMVCo Board of Advisors.

The aim of the CIR Technical Working Group is to come to harmonised technical specifications for EMV implementations for any card-based payment system. The CIR Technical Working Group is neither meant to duplicate any efforts at EMVCo level nor to change the EMV specifications, but to complement the work at EMVCo by the input of technical experts who are actively involved in the deployment of the EMV specifications. Objectives are to fill in the "grey areas" of the EMV specifications and to reduce both the effort necessary to implement cards and terminals as well as the number of different implementations, thus allowing for less expensive devices.

SEPA-FAST is being developed by the CIR Technical Working Group in response to EPC initiatives and is the first technical specification which is fully in line with the business and functional requirements in the EPC SEPA CARDS STANDARDISATION (SCS) "VOLUME" – Book of Requirements.

SEPA-FAST is not intended to challenge or reassess the EMV specification, but to propose a common implementation of this specification.

For the specifications of the CIR Technical Working Group procedures for the change management and for answering specification related questions have been implemented. This document contains some guidance for the submission of change requests and specification related questions to the CIR Technical Working Group.

2 Submission of Change Requests

Change requests to the specifications must be defined using the form "CIR Technical Working Group – Change Request". This form is available under www.cir-twg.org.

The originator of the change request has to fill in the following information:

- Name and additional information of the originator.
- Date of the submission of the change request.
- Type of the change request.
- Specification affected by the change request.
- Description of the change request.
- By the originator proposed solution.
- Only for change requests of type "new feature/change of functionality": Justification of the change request.

Fields of the form which are marked grey must not be completed by the originator.

Currently the following three types of change requests are distinguished:

- A change request of type **editorial correction** demands some correction or clarification of the description of a topic without any technical changes. As a result of an editorial correction only the descriptive part of the specification may be changed, but no concrete technical requirement defined by the specification will be changed.
- A change request of type **technical correction** demands the correction of a concrete technical requirement defined by the specification. As a result of a technical correction the specification will be corrected but not changed or expanded in terms of functional features.
- A change request of type **new feature/change of functionality** demands either the specification of new features or the change of specified functionality.

For a change requests of type **editorial correction** or **technical correction** not only the specification affected by the change request must be given but also an exact reference to the location of the demanded correction must be given by the originator.

For a change requests of type **new feature/change of functionality** a justification must be given by the originator.

The form for the change request must be completed using WORD. After completion the form must be sent to the CIR Administrative Change Management Group (CIR ACMG) by email. The email address to be used is indicated on the first page of the form.

The receipt of the change request will be confirmed by the CIR ACMG.

After processing of the change request the originator will be informed about the result by the CIR ACMG.

3 Submission of Specification Related Questions

Specification related questions must be defined using the form "CIR Technical Working Group – Specification Related Question". This form is available under www.cir-twg.org.

The originator of the question has to fill in the following information:

- Name and additional information of the originator.
- Date of the submission of the specification related question.
- If applicable the specification relevant for the question.
- Description of the specification related question.

Fields of the form which are marked grey must not be completed by the originator.

The form for the specification related question must be completed using WORD. After completion the form must be sent to the CIR Administrative Change Management Group (CIR ACMG) by email. The email address to be used is indicated on the first page of the form.

The receipt of the specification related question will be confirmed by the CIR ACMG.

After processing of the specification related question the originator will be informed about the result by the CIR ACMG.