



NMRA DCC Working Group

TN-2004-01

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This document has been approved by the DCC Working Group and accepted by the General Technical Committee.

## DCC Working Group Organization and Operation

### 1. Overview

The National Model Railroad Association's (NMRA) Digital Command Control (DCC) Working Group exists to foster the development of DCC. The Working Group is part of the NMRA Technical Department.

This document defines the organization and operating procedures of the Working Group and related parts of the Technical Department. These are intended to create a transparent and effective way for NMRA members and DCC manufacturers to work together on DCC improvements. They reward active and timely involvement with additional opportunities to effect the development of NMRA DCC.

### 2. DCC Working Group Organization

The following paragraphs describe the organization of the Working Group.

#### **2.1. DCC Working Group Chair**

The DCC Working Group Chair is the primary initial contact for DCC-related issues. The Working Group Chair reports to the Manager of Electrical/DCC/Software in the NMRA Technical Department. The Working Group Chair is appointed by, and serves at the pleasure of, the Technical Department Chair.

The DCC Working Group Chair's role is to

- Facilitate and organize the operations of the Working Group
- Ensure that all members of the Working Group have an opportunity to participate in the development of DCC improvements as defined within.

- Decide when an improvement under discussion is ready to move through the formal steps to adoption

In these roles, the Working Group Chair has certain on-going responsibilities:

- Maintaining a list of topics under formal discussion.
- Maintaining access to, permissions for and, moderation of the formal e-mail discussion medium.
- Notifying registered Working Group members and manufacturers of review periods, and other formal activities through the e-mail contact details provided.
- Maintaining a list of documentation packages under review.
- Writing the Working Group Chair's parts of a documentation package that is to be forwarded to the Technical Department and/or Board of Trustees for approval (see section 5.2)
- Maintaining the Working Group's collection of draft and proposed documents.
- Scheduling the Working Group meetings, organizing their agenda and chairing the meeting.
- Maintaining a list of registered manufacturers developing and shipping DCC products. Any manufacturer developing or shipping a DCC product may request inclusion on this list.
- Maintaining the DCC Manufacturer's ID List, and assigning new IDs as per the procedure in Section 6.
- Maintaining the DCC Conformance Testing Procedures and Questionnaires in conjunction with the Conformance & Inspection Committee.
- Providing periodic reports on Working Group activity to the Electrical/DCC/Software Manager, the Technical Department, and the NMRA membership.

The Working Group chair may delegate some or all of these to specific Working Group members, but in any case retains the responsibility.

## **2.2. DCC Working Group Deputy Chair**

The Working Group Deputy Chair works with the Working Group Chair, shares responsibility and workloads as the two agree, and acts for the Working Group Chair when the Working Group Chair is unavailable. The Working Group Deputy Chair is appointed by, and serves at the pleasure of, the Technical Department Chair. Comments and actions taken by the Working Group Deputy Chair are done so on behalf of the Working Group Chair and carry that authority. This document generally refers only to the Working Group Chair for clarity however any action assigned to the Working Group Chair in this document may be undertaken by the Deputy Working Group Chair with the same authority. In the case of apparent contradiction, the stated position of the Working Group chair will be the official position.

## **2.3. Participation on the Working Group / Group Members**

Any NMRA member active in the development and/or promotion of DCC can become a member of the Working Group by applying to the Working Group Chair.

Participation and membership in the NMRA Working Group is a privilege, not a right, and is obtained through active contributions to the NMRA Working Group as determined by the Working Group Chair and Deputy Chair.

Periodically members will be added and removed based upon a history of participation. Participation over short-term periods is not required, as it may be that only a few topics hold interest or need expertise that the member can contribute. Over the long term, however, participation is required. Participation may be technical, administrative, project management or any manner that is deemed to benefit the Working Group and its objectives.

This policy is to ensure that the Working Group attracts the people most involved in, or vested towards, improving, monitoring and evolving the DCC standards while keeping the group small, and focused, enough to achieve meaningful discussion, debate and confidentiality. In the DCC community there are several audiences for Working Group results:

- i) Manufacturers and individuals who wish to be able to directly contribute to and guide the evolution of the DCC Standards.

These individuals have their needs best met by active contribution to and participation in the Working Group since that is the forum where the contributions and changes are most easily and effectively accomplished. While participation in the formulating discussions is critical, the added benefit for many (particularly manufacturers) is that members of the Working Group are able to make formally considered comments on the item at hand during formal review periods, earlier in the process than otherwise possible. These comments, pro, against or editorial, are collected by the Working Group Chair, become part of the permanent record and are specifically responded to by the Working Group in the documentation that accompanies a proposal for final adoption. Hence a manufacturer, for example, who has concerns about a proposal is best able to influence the concerns by being a member of the Working Group and, if still not satisfied, formally adding a position statement to the documentation that accompanies the proposal to the BOT. All manufacturers of DCC products and prospective manufacturers of DCC products are encouraged to have at least one representative as a member of the DCC Working Group.

ii) Manufacturers and individuals who simply wish to understand what has been decided by the Working Group and where the DCC standards are heading, so as to best prepare themselves, their model railroads or their products.

These members do not wish to contribute and are thus not candidates for Working Group membership. For this audience, the release of the first public review of any document (via DCC.INFO), if determined to be appropriate by the Working Group Chair, or publication of formally approved documents is the medium to learn of changes.

Note that while their comments will be considered by the WG Chair on a case by case basis as input to possibly improving the item at hand, there is no requirement for formal inclusion, formal reference nor formal response to comments made during the Public Review period. Hence an individual or manufacturer desiring to significantly change a proposal and/or impact the DCC standards should seriously consider direct Working Group participation.

iii) Individuals and manufacturers who wish to know the current standards.

Their needs are best served by referring to standards that have been fully adopted and published at on the NMRA web site or available from the NMRA Headquarters.

Participation is a privilege, not a right of NMRA membership, and requires ongoing contributions.

Individuals or manufacturers wishing to join the Working Group may do so by contacting the NMRA (who will in turn forward them to the Working Group Chair) or any current member of the Working Group. A short recommendation as to why these persons may be of benefit to the Working Group should accompany the request. Simple enthusiasm and a willingness to contribute, even if in administrative areas and not technical in nature, is sufficient. A new member admission application will be posted to the Working Group list for comments before the decision on admission is made by the Working Group chair. Working Group members may also initiate discussions regarding admission of a new member and if the Working Group consensus is approval, the Working Group chair should be inclined to allow participation. Generally the Working Group Chair should err on the side of encouraging participation and membership while being aware of the confidential nature of topics discussed and the people discussing them.

As noted in Section 5 people not currently members of the Working Group may initiate a topic for consideration through the Working Group Chair or another Working Group member. If deemed appropriate and valuable by the Working Group Chair, the non-member may be admitted to the Working Group for the length of the topic's discussion. This is expected to be a typical way for non-members to demonstrate activity and contributions that lead to membership.

A list of members of the Working Group, and their stated affiliation if any, will be maintained by the Working Group Chair and available to any Working Group member. Any new addition to the Working Group will be announced to the Working Group along with any stated affiliation. This is to encourage open communication.

### **2.3.1. Official Manufacturer Representatives**

Although multiple employees of a DCC manufacturer may be full individual members of the Working Group, no more than one Working Group member may serve as the official representative of each DCC manufacturer to the Working Group. This representative is the only person authorized to provide comments representing the manufacturer's position on a document under review.

Note that any member of the Working Group affiliated with a manufacturer, but not named as their official representative, may provide comments on a document under review as an individual.

## **2.4. Subcommittees**

The Working Group Chair, at his discretion, may create an ad-hoc Subcommittee to address particular areas of concern. Any member of the Working Group may join, upon request to the Chair.

Reports and other documents created by a Subcommittee will be made available to the entire Working Group if they are relevant to ongoing discussions or decisions.

## **3. Communications & Meetings**

The Working Group consists of people in many locations and who can only contribute as a part-time effort. Efficient, effective and fair communications among members is critical to the success of the Working Group efforts.

### **3.1. Working Group Mailing List**

The DCC Working Group uses an email list as its primary method of communication. All comments or suggested rewording to a draft or approved documents must be forwarded to this list so that all Working Group members can participate in the discussions.

All decisions, including when to start a formal review and what the outcome of that review is, will be based on the mailing list discussions and documents presented there.

Conversions, meetings, testing sessions and other information, education and brainstorming sessions are welcomed and encouraged. The greater the information, data and opinions available, the better the result of the Working Group's work. However if the outcome of such sessions is to be considered by the Working Group in their work, those outcomes must be published to the Working Group e-mail list in sufficient detail so as to permit members who were not present to be able to appreciate and understand the background, results and outcome of such a session. Sessions or meetings without appropriate feedback to the Working Group mailing list will have no bearing on Working Group decisions.

### **3.2. Web sites**

The Working Group maintains a public web site known as "www.DCC.info". This is used for information of general interest, including the lists of DCC manufacturers and manufacturer IDs, list of active topics, and other DCC-related information.

The Working Group maintains a private web site whose access is restricted to the Working Group members. This is used for working data, draft documents, and other information not yet ready for public dissemination.

### **3.3. Meetings**

To help increase the pace of innovation, the DCC Working Group may meet in person occasionally. These meetings compliment the primary discussions, which take place via the mailing list. Meeting minutes will be published promptly to the Working Group mailing list, and will contain a summary of points raised during discussion.

Wherever possible, meetings will be held in conjunction with other NMRA or model railroading events. Two scheduled meetings have traditionally been held, one during the NMRA National Convention in July or August, and the other during the National Model and Hobby Show near Chicago during October. A third meeting, in March, has been held in Europe. For meetings called by the WG Chair, he will communicate the schedule sufficiently in advance of the meetings that Working Group members can make travel arrangements.

Any member of the Working Group can put an item on a meeting agenda. To ensure that members who cannot attend a meeting can still contribute to the meeting's discussions, agenda items for the meeting must be submitted 45 days in advance via the Working Group mailing list. The agenda will be posted to the Working Group mailing list 30 days in advance. Items arising after these deadlines may still be discussed at the meeting, but only after all timely agenda items, at the discretion of the WG Chair and if time permits.

### **3.4. Appropriate and Inappropriate use of Working Group Communications**

The address of email lists and web sites may occasionally change.

Posting messages unrelated to DCC & model railroading, personal attacks, or blatant advertising are grounds for removal from a mailing list, at the Working Group Chair's discretion.

It is important that Working Group members be able to have honest discussions. To do this, the WG members must be able to debate and contribute freely and in confidence. It is only when the Working Group's discussions have led to decisions that the information on which decisions are based must be disclosed to the NMRA membership.

Information on the Working Group mailing list and private web site, including draft documents and discussions represent the opinions of their authors only; these documents and opinions are subject to change as the discussion proceeds. It is inappropriate to quote or otherwise disclose these outside the Working Group. Working Group members may echo their own comments to forums outside the Working Group, but discretion and common sense in doing so is expected.

Prospective WG members must confirm that they are comfortable not disclosing information from the e-mail list or the WG outside the Working Group community until such time as it is deemed public by the Working Group or by the person providing the information.

The Working Group Chair and Deputy Working Group Chair are responsible for preventing recurrence of any inappropriate use of Working Group information and/or unprofessional behavior, and if necessary may remove a member from the Working Group with the concurrence of the NMRA Electrical/DCC/Software Manager.

## 4. Documents

The Working Group creates various documents during its operation. This section defines the nomenclature for these.

### 4.1. Document Types

#### 4.1.1. Official NMRA Documents

(The wording of the following will need to change as the Technical Department refines its definitions of these document types. When they complete that, this section can probably be shortened by just referring to the common definitions)

An NMRA Standard is a public document that specifies the minimum requirements for interchange of equipment. To be granted a conformance seal, a manufacturer must meet all relevant requirements specified in all standards.

An NMRA Recommended Practice is a public document that specifies the maximum requirements for interchange of equipment. For any DCC product to be granted a conformance seal, the product must not violate any recommended practice.

An NMRA Technical Report is Technical Department document used to record information for internal use by the Technical Department. Technical Reports are only available within the Technical Department, which includes the Working Group.

An NMRA Technical Note is Technical Department document used to convey information useful to the model railroading community. Technical Notes are only available to NMRA members.

An NMRA Data Sheet is a private document, administered by the Publication Department, containing useful information about existing equipment and procedures. Data Sheets are only available to NMRA members.

(We intend to use Technical Notes to record the basis for decisions within the working group, unless some other type is required; possible restrictions on the distribution of Technical Reports, Technical Notes and other document types are also being discussed with the Technical Department)

#### **4.1.2. Public Working Group Documents**

The Working Group may from time to time want to publish its own documents, for example on the Working Group public web site. These are Public Working Group documents

Only documents that have been approved by the Working Group through its review procedures may be considered to reflect the opinion of the Working Group as a whole.

#### **4.1.3. Internal Working Group Documents**

Working Group members will create various documents for internal use by the Working Group. These represent the opinions of their authors only, have no official standing, and require no formal handling.

### **4.2. Status**

This section defines the various states for a particular document. New documents and suggested changes may not be referred to as “approved” or “proposed” until they achieved that status as described below.

#### **4.2.1. Approved NMRA Documents**

To be considered “approved”, a Standard or Recommended Practice must have completed the entire process for adoption, including necessary approvals by the Working Group, Technical Department, the Board of Trustees and the NMRA membership as required.

To be considered “approved”, a Technical Report, or Technical Note must have completed the entire process for adoption, including necessary approvals by the Technical Department.

To be considered “approved”, a Data Sheet must have completed the entire process for adoption, including necessary approvals by the Technical Department and Publications Department.

#### **4.2.2. Proposed NMRA Documents**

A proposed NMRA document, by definition, has been forwarded from the Working Group to the Technical Department for consideration and possible adoption. This status is retained until the document is either given final approval or rejected.

It is inappropriate to refer to a document as a “Proposed NMRA Standard” or “Proposed NMRA Recommended Practice” until it has completed the process for acceptance and forwarding by the Working Group.

Proposed NMRA Standards, Recommended Practices, Technical Notes and Data Sheets are available through the DCC Working Group private web site, or by request to the Working Group Chair.

#### **4.2.3. Approved Public Working Group Documents**

To be considered “approved”, a Public Working Group Document must have completed the Working Group’s review process.

#### **4.2.4. Under Formal Review**

This is the state where a document is in “formal review”, and may be modified due to comments from the Working Group membership. Changes to the document during this period need to be controlled and documented. Documents under formal review are available through the DCC Working Group internal web site.

#### **4.2.5. Under Development; Dated Draft Documents**

During the development of a new and/or revised Standard, Recommended Practice or Technical Note, the Working Group will usually create a number of modified versions of the various forms. To ensure that all concerned at working with the same version, the Working Group keeps a repository of “Dated Draft Documents” available to its members. The contents of these are unofficial.

### **4.3. Identifying Documents**

Documents are identified by the document’s type, number, and last date of revision. For example:

RP-9.2.3 15.Mar.95 Service Mode

At the top of each document, a box will indicate the current status. For example:

This document is under formal review by the DCC Working Group. It has not been reviewed by the General Technical Committee or approved by the Board of Trustees. Send comments to ...
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## **5. Development Process**

This section describes the process by which new and/or revised Standards, Recommended Practices and Technical notes are developed. A new and/or revised document must be taken through the following steps to become adopted.

Preliminary discussions of new and/or changed DCC Standards, Recommended Practices and/or Technical Notes can happen in many venues. The Working Group mailing lists and meetings provide one such venue, with the advantage that the proceedings are available to all Working Group members. The rest of this section describes how preliminary discussions progress to become a proposed change.

The Working Group chair will post a notification on the e-mail list as each item moves to the next step in the process. Such statements will have the subject header "ADMIN: Status Change Topic xxxx" to ensure relevant parties see the change. The body will document the criteria met for the change or reference other postings which do.

## **5.1. Informal discussion of potential topics**

In order to facilitate open conversation, and to gauge interest in a topic, Working Group members may start a discussion on an area they feel requires attention and should be addressed. This conversation is informal and not recorded on the topic list.

Discussion of potential topics will be monitored by the Working Group Chair and may be terminated if not enough interest is being seen or if they are not appropriate or on topic for the Working Group.

## **5.2. Formal initiation of a new topic**

Once sufficient interest, participation and relevance in a topic have been demonstrated on the e-mail list, by request of a Working Group member, or by the Working Group Chair, a new topic may be opened for development by the Working Group Chair. This informs members of the Working Group that there are people working on improvements to the Standards, Recommended Practices and/or Technical Notes in a particular area and adds the topic to the list of topics formally tracked by the Chair. Timely addition of a topic to the Working Group's list of active topics will help make sure all interested parties take part in development.

The topic definition must include brief summary of the motivation for the change, the intended scope, and the intended timescale, the key proposer and the name of the person who will be shepherding it through the Working Group process. The latter's responsibility is to have working ownership of the topic, to develop the documentation package and to recommend to the Working Group Chair when the topic should advance to the next step. The Working Group Chair may coordinate a topic on a temporary basis, but topics without sufficient likelihood of completion will not be accepted and lack of an individual or group willing to drive same is a strong indication.

The details above must be posted to Working Group email list. The list of current topics, including their summary information, will be made available and updated on the Working Group's public website on a regular basis. New and changed topics will be posted to the DCC SIG mailing list and other lists as appropriate; the current contents of the list of topics will also be periodically posted.

People not currently members of the Working Group may initiate a topic for consideration through the Working Group Chair or another Working Group member. If deemed appropriate and valuable by the Working Group Chair, the non-member may be admitted to the Working Group for the length of the topic's discussion. This is expected to be a typical way for non-members to demonstrate activity and contributions that lead to membership.

Proposed topics that are generally agreed to be good idea, but for which there is not yet sufficient resources to ensure a reasonable chance of completion, may be kept on a separate list of "inactive" topics.

### **5.3. Development of document package**

Once a topic has been opened for development, interested Working Group members will cooperatively develop specific changes to the Standards, Recommended Practices and other documents

Proposed changes to Standards and/or Recommended Practices must be accompanied by a documentation package providing background for the change. This includes a Technical Note describing the intended use(s), test data obtained, alternatives considered, discussion of advantages and disadvantages of a particular implementation, conformance test information, etc. Issues and concerns raised by Working Group members during development must be explicitly addressed in the documentation package.

During development of this documentation package, the proponents will create dated draft documents, which will be made available to the Working Group members via the Working Group web site. The Working Group Chair will work with the proponents of a particular change to ensure that the document package is comprehensive.

Some topics may be of sufficient interest in the larger community that it's worthwhile to make the documentation package available for comment before the approval process starts. In those cases, the Working Group Chair may post the dated drafts to the Working Group public web site, the DCC SIG mailing list, and/or other mailing lists as appropriate, but only after posting a note on the Working Group mailing list informing the members of his intention to do that and asking for comments, and after getting the permission of the draft's author(s).

At the discretion of the Working Group Chair, the topic may be placed on the next Working Group meeting agenda or be sent to an ad-hoc sub-committee to flesh out the issues and create new drafts.

When the Working Group Chair decides that a documentation package is complete and has sufficient support within the Working Group, the Chair will start the process of review and adoption.

## **5.4. Adoption of a document package for proposal**

Before being adopted as a proposal, a document package must complete reviews within the Working Group and within the NMRA. This is a long process, as it involves notification to the NMRA membership.

It is intended that the Working Group part of this long period will be minimized through efficient communication and timely responses. The Chair will attempt to move items along and reserves the right to make inactive items that have stalled. If a topic stays inactive for a sufficiently long period that there's a reasonable expectation that it will never again become active, the Chair reserves the right to cancel it and remove it from the inactive list.

### **5.4.1. Working Group Formal Review**

When the proponents and Working Group Chair agree that a documentation package is ready for formal review, the Working Chair will notify the Working Group members of the start of a formal review period. The Working Group Chair will specify the length of the review period, normally ten weeks but no less than four weeks. The documentation package will also be sent to the Chair of the Conformance and Inspection Committee and the Technical Department Chair. Comments will be solicited from all of these people, and others as deemed necessary by the Chair of the Working Group.

To be valid, a comment has to have an identified author, be received in writing or via email, and relate to the documentation package under review. All valid comments received by the end of the review period will be categorized and processed as follows:

- Endorsement of the changes as described in the package  
The list of endorsers will be included in the document package.
- Requests for modifications that would lead to an endorsement  
These will be included in the documentation package, along with either an identification of the changes made, or a discussion of why the changes were not made.
- Concerns without proposed modifications  
These will be included in the documentation package, along with a discussion of the merits of the concern and possible responses. The presence of these concerns will not automatically cause a document package to not pass formal review, but they will be considered in that decision.
- Abstentions  
The list of abstentions will be included in the document package.

Changes due to comments will be made available to the Working Group via a new dated draft of the document package. Based on the number of comments and resulting changes the Working Group Chair, at his discretion, may attach a summary of the comments and discussions to the document package, and/or require additional formal review period(s).

#### **5.4.2. Public review**

The Working Group Chair decides when a public review is needed and when the document package is ready for public review. The documentation will then be made available from the Working Group public web site, and the DCC SIG and DCC manufacturers notified via email. The Working Group Chair will set the duration of the comment period after considering the complexity of the documentation package. This will be no shorter than four weeks.

All timely comments received will be forwarded to the Working Group mailing list for discussion. Relevant comments may be included in the document package, along with a discussion of how they have been addressed using the same categories as Formal Working Group Review. In addition, anyone submitting comments will be notified of changes to the published documentation package.

Based on the number of comments and changes the Working Group Chair, at his discretion, may require additional formal and/or public review period(s).

#### **5.4.3. Publication for comments**

New or changed Standards and Recommended Practices require publication for comment by NMRA members. This requirement may be met by publication on the NMRA web site with notification in the NMRA Bulletin.

New or changed Standards and Recommended Practices, and other documents at the discretion of the Working Group Chair, will be forwarded to the Chair of the Technical Department, with the request that he solicit comments from NMRA members and other parts of the organization. This will take place in parallel with the public review of these documents.

The Chair of the Technical Department will fix the length of the comment period. Received comments must be treated as in the public review process described above.

### **5.5. Forwarding for Approval**

The Working Group Chair decides when document package has successfully completed the review process. At that time, the package is changed to "proposed" status. The package is then forwarded to the Electrical/DCC/Software Manager along with a request for approval by the relevant NMRA bodies.

The Working Group Chair and Deputy Chair will write an overview, optional discussion of any concerns, and the formal recommendation of the Working Group Chair and Deputy Chair as to whether the proposed change should pass, fail, or be returned for further study. These documents complete the documentation package.

## **5.6. Final Approvals**

Once the document package has been approved by the Working Group Chair, it is forwarded through the Technical Department and perhaps the NMRA Board of Trustees approvals process. The exact process depends on the document type; Standards require a formal vote of the membership, while Technical Notes only require approval within the Technical Department. Recommended Practices require BOT approval.

### **5.6.1. Approving or Rejecting Proposals**

Reviewers may approve or reject a proposal at each level in the process.

If approved, the proposal is forwarded to the next level, perhaps with a written summary of the reviewer's opinion and reasons for action. Any other information used in the decision, e.g. letters received, etc, should also be attached to the documentation package. A copy will be forwarded to the Working Group Chair for dissemination to the Working Group, so they may track the progress of the proposal.

If rejected, the proposal is returned to the Working Group with a written summary of the reasons for the rejection, and if possible suggested changes to make the proposal acceptable. The Working Group will then develop a revised proposal through its adoption process.

It is the policy of the Technical Department that proposals will not be modified by reviewers; all necessary changes will be referred back to the Working Group for appropriate consideration.

### **5.6.2. Appeals process**

An appeals process exists to ensure that proper procedure has been followed and that a result in the best interests of the NMRA DCC modeler and the DCC community has been provided, having considered the relevant information, appropriate research, and any submitted external recommendations

At each stage in the approval process, the decision can be appealed to the next level of decision-making.<sup>1</sup> This is done by providing the reasons for the appeal to the decision maker in written form and in a timely manner.

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<sup>1</sup> Note that the decision of the Board of Trustees cannot be appealed.

Since the forwarded document package contains the relevant background and comments from the Working Group members and the public reviews, the reviewers are able to see both the Working Group Chair's executive summary and recommendation along with the support and concerns expressed through the review period.

Individuals and manufacturers who actively contribute, through the Working Group, towards the development of the NMRA specifications are the ones who will have the strongest voice in their creation. Conversely, comments and concerns expressed at a very late step in the process may not be weighed heavily. By the time the document reaches the final approval stages, there have been numerous opportunities for people to have made their comments known and/or become involved but they have chosen not to do so. This method of attempting to influence NMRA decisions is not within the co-operative collegial process intended for the Working Group.

## 6. DCC Manufacturer IDs

Any manufacturer or organization producing DCC decoders may apply to the Working Group Chair for a Manufacturer ID. The Manufacturer ID should be applied for late in the development process (i.e. when the decoders are ready to ship). It normally takes 1-2 weeks to verify the paperwork, and assign an ID. During the development process, new manufacturers should use the Public Domain ID (see RP-9.2.2, Appendix A).

The ID will be held in the manufacturer's name for a reasonable period. If product has not been shipped to the public within a reasonable time, the WG chair may rescind the ID.

The Working Group Chair must be provided with the company's contact information and the name and e-mail address for the manufacturer's representative to the Working Group. (Note: A web site URL works best to show the new products). It is up to the company to keep the Working Group Chair apprised of any changes.

The Working Group Chair will assign an ID from the existing pool of IDs, and inform the manufacturer via letter (e-mailed PDFs are acceptable), update RP-9.2.2, Appendix A. The Working Group Chair will also send the updated appendix, the current ID list, and a copy of the letter to the manufacturer to the Electrical/DCC/Software Manager, the Conformance & Inspection Committee Chair, and the Technical Department Chair.

The Working Group Chair reserves the right to reclaim Manufacturer IDs (with formal notification to the assignee) for which the manufacturer has not shipped any DCC products which require a Manufacturer ID within the two year period following initial issuance. In no case shall the Working Group Chair re-claim/re-assign any Manufacturer ID used in a product that has received a NMRA Conformance Warrant without the concurrence of the Conformance & Inspection Committee Chair and prior approval of the Technical Director.

## 7. DCC Logo

The DCC Logo is intended to promote DCC and identify to consumers those products that conform to, or are compatible with the NMRA's DCC Standards and Recommended Practices.

This logo is registered as a service mark with the US Patent and Trademark Office, and can be used without charge:

1. To identify products that conform the NMRA's DCC Standards and Recommended Practices and have been issued a Conformance Warrant by the NMRA.
2. To identify products that have been submitted to the NMRA for conformance approval or that has been submitted for formal inspection (i.e. products that are undergoing testing). If the product fails to meet the NMRA C&I criteria, use of the DCC Logo can be granted so long as in the opinion of the NMRA Technical Department Chair the product is compatible with NMRA DCC. The Technical Department Chair is the final authority on what products are "compatible" with the NMRA's DCC Standards and Recommended Practices.
3. To identify products that is used in conjunction with DCC equipment, but is not covered by any NMRA Standard or Recommended Practice. In this case, written permission from the NMRA Technical Department Chair is required. The Technical Department Chair is the final authority on what products are "compatible" with the NMRA's DCC Standards and Recommended Practices.
4. To identify manufacturers, dealers or individuals who sell NMRA DCC products or promote NMRA DCC. In this case, written permission from the NMRA Technical Department Chair is required.