

[committee/wg submitting]

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[Revision Date]

[Revision #]

Proposal Status: Draft or Final

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Table of Contents

Auto-generate the entire table of contents (press F9) here - or customize up to 3 levels deep.

[Document History 5](#_Toc350904072)

[1 Introduction 6](#_Toc350904073)

[1.1 Authors 6](#_Toc350904074)

[2 Requirements 6](#_Toc350904075)

[2.1 Business Requirements 6](#_Toc350904075)

[2.2 Technical Requirements 6](#_Toc350904075)

[3 Issues and Discussion Points 6](#_Toc350904076)

4 [References 6](#_Toc350904076)

[5 Relevant and Related Standards 7](#_Toc350904077)

6 Intellectual Property Disclosure 7

[7 Definitions 7](#_Toc350904078)

[8 [Technical Standard Name here] 7](#_Toc350904079)

[Appendix A - Usage Examples 7](#_Toc350904080)

[Appendix B – Compliance Strategy 8](#_Toc350904081)

Table of Figures

A Table of Figures is not required. If used, use styles to tag the captions and auto-generate the list here. If not used, remove this section.

# Document History

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The above document history section, including date, author, and comments, is required to track editing changes to the document. List revisions in **ascending order**. Please insert additional rows in the table as needed.

Template version information:

r0.0: 2013-03-13 Initial draft

r0.1: 2013-03-27

r0.2: 2013-08-16 Clarified Section 2, provided subsections for "Business Requirements" and "Technical Requirements". Updated instructions.

# Introduction

Provide an introduction to the content, purpose, or impetus of the proposal; the business need / problem being solved; and the scope. Include and label any references, supporting documentation, and related proposals. If the proposal is based on existing implementations, describe them here in the appropriate subsections. It is recommended that a "Summary of Proposed Changes" sub-section be provided within this section.

[Introduction text below this line]

## Authors

Provide list of authors of technical standard, their company or organizational affiliation, public email and or telephone number, and role in drafting the standard.

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| Name | Affiliation | Contact | Role |
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# Requirements

## Business Requirements

Describe the business problem, requirements or workflow, that is the source for the proposed technical proposal or changes. The descriptions should help the Global Technical Committee understand the business areas, business requirements that resulted in the proposal and context for the proposal. The descriptions should use business or layman's terms. Business flow diagrams may also be helpful.

[Workflow and requirements text below this line]

## Technical Requirements

Describe thetechnical problem, requirements or workflow, that is the source for the proposed technical proposal or changes. The descriptions should help the Global Technical Committee understand the technical issues and how the proposal would solve the problem.

[Workflow and requirements text below this line]

# Issues and Discussion Points

The information in this section can be presented in table or numbered list format or sub-sections of descriptive text. Include issues and important discussion points that arose during the sub-committee or working group's effort to develop the gap analysis proposal. Also include resolutions of the issues and discussion points. The items will aid in understanding the thought process and tracks for the decisions made.

[Issues/Discussions text below this line]

# References

Authors should list references used in created the technical standard proposal

* Reference – reference used to create the standard or related to the proposed technical standard.
* Version – version of reference
* Relevance – Relevance of specification to standard.
* Relationship – relationship of the related standard to the technical standard being proposed. Can be: **Extends** the related standard, **Overlaps** with related standard, **Incorporates** related standard, **Inspiration** fromrelated standard, **Uses** related standard, **Replaces** related standard.
* Normative – Yes – this reference contains provisions incorporated into this specification.

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# Relevant and Related Standards

Authors should provide a list of any standards that are relevant or related to the technical standard being proposed.

* Related Standard – name of related standard (can be an acronym if widely known).
* Version – version of related standard being referenced
* Reference location – URL or document publication information
* Relationship – relationship of the related standard to the technical standard being proposed. Can be: **Extends** the related standard, **Overlaps** with related standard, **Incorporates** related standard, **Inspiration** fromrelated standard, **Uses** related standard, **Replaces** related standard.
* Normative – Yes – this reference contains provisions incorporated into this specification.

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# Intellectual Property Disclosure

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# Definitions

This section, if included, should contain explicit definitions for terms used in the technical standard.

* **Term** – term used in
* **Definition** - The definition of the term. If a term has different definitions in different contexts or for different asset types, include and identify fully these differing definitions. If the definition is copied or paraphrased from a source, identify the source in parentheses after the definition.

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# [Technical Standard Name here]

This section will contain the actual technical specification. Recommended that subheadings be used as necessary.

[Text and subheadings may be entered below this line]

# Appendix A - Usage Examples

This is a required section where the sub-committee or working group can provide whole or fragments of example FIX messages with actual or dummy data. These examples are useful for illustrating usage or rules specific to the business domain covered in the proposal.

[Examples may be entered below this line]

# Appendix B – Compliance Strategy

The technical standard must include some plan for measuring compliance with the standard. This will either be test suites, a validation tool (such as an XML Schema document as an example).

[Text may be entered below this line]