



## MOREQ2 PROCESS FOR CHAPTER ZERO VALIDATION



### MoREQ2 CHAPTER ZERO VALIDATION PROCESS

This process will be followed by the DLM Forum's MoReq Governance Board (MGB) to validate MoReq2 Chapters Zero whenever possible. It constitutes the validation process specified in the European Commission licence agreement. Note that the agreement forbids the publication of unvalidated Chapters Zero.

1. The European Commission informs the MoReq Governance Board (MGB) every time someone enquires about, or is given a licence for, the translation of MoReq2; or MGB becomes aware of a translation by other means.
2. MGB writes to the organisation or person concerned to inform it about the chapter zero validation process and sends the "Chapter Zero guidelines". See also the translation validation process.
3. The process requires that the author of any chapter zero must send to the MGB a copy of the complete draft chapter zero along with a translation into English, in revisable electronic form.
4. A subcommittee of MGB reviews the Chapter Zero; normally the subcommittee agrees to complete its review within 20 working days, with reference to the criteria below.
5. The MGB allows the author to publish using the name "MoReq2 Chapter Zero" only if the text concerned has been validated. See below for the process to be followed when a Chapter Zero has been validated.
6. If the draft is not validated, the MGB ask the author to make corrections. If agreement cannot be reached, the MGB formally informs the author that the Chapter Zero cannot be added to the translation and cannot be published using the name "MoReq2 Chapter Zero".

### MoREQ2 PROCESS FOR PUBLISHING VALIDATED CHAPTERS ZERO

This process will be followed when a Chapter Zero has been validated.

1. The author is asked to publish the Chapter Zero with the mention "validated by the DLM Forum".
2. The MGB posts the Chapter Zero to the MoReq website, with the mention "validated by the DLM Forum".

### MoREQ2 PROCESS FOR "UNVALIDATED" CHAPTERS ZERO

This process will be followed when the MGB becomes aware of a "Chapter Zero" that has not been validated or cannot be validated. Whenever possible, a Chapter Zero should be submitted to the validation process (see above).

1. MGB writes to the organisation or person explaining that the it is not permissible to publish using the name "MoReq2 Chapter Zero" unless the Chapter Zero has been

validated, and requiring that it withdraws or re-names the unvalidated document pending validation.

2. The DLM Forum does not normally publish the unvalidated document. However, at its discretion (in particular if the unvalidated document has been published already), MGB may publish the unvalidated document on the MoReq website with the mention "this doc has not been formally validated by the DLM Forum as a Chapter Zero for MoReq" (this is a way to make it clear that the document exists but is not validated). Normally the reason is stated; a variety of reasons may be possible, for example:
  1. "The DLM Forum was not able to undertake validation because the author was unable or unwilling to submit a translation of the document".
  2. Text indicating specific errors, for example "The document contradicts MoReq2 requirement 15.1.2".

### **MoReq2 PROCESS FOR CHAPTER ZERO COMPLAINTS**

If the MGB receives any complaint about the accuracy of any validated Chapter Zero, it attempts to give priority to checking this, and takes appropriate action to resolve any disagreement.

### **AUTHORITY**

This document is issued with the authority of the DLM Forum's MoReq Governance Board.

### **QUESTIONS**

Please refer any questions to the MGB Translation Working Group Leader, by addressing an email to the secretariat, [secretariat@dmlforum.eu](mailto:secretariat@dmlforum.eu).