**TOUCHSTONE ISSUE RESOLUTION DOCUMENT (TSIRD)**

{See instructions starting on template page two}

**TSIRD NUMBER:** {for administrative use}

**ISSUE TITLE:** {one line title for the issue}

**REQUESTOR:**  {requestor name(s) and organization(s)}

**DATE SUBMITTED:** {for administrative use}

**DATE REVISED:** {for administrative use}

**DATE ACCEPTED:** {for administrative use}

**DEFINITION OF THE ISSUE:**

{briefly state the issue here; see instructions on page two}

**SOLUTION REQUIREMENTS:**

The Touchstone specification must meet these requirements:

Table : Solution Requirements

|  |  |
| --- | --- |
| Requirement | Notes |
|  |  |
|  |  |

 {enumerate each requirement in the table above, adding rows as needed}

**SUMMARY OF PROPOSED CHANGES:**

For review purposes, the proposed changes are summarized as follows:

Table : Touchstone Keywords Affected

|  |  |  |
| --- | --- | --- |
| Specification Item | New/Modified/Other | Notes |
|  |  |  |

{list each affected specification item in the table above, adding rows as needed}

**PROPOSED CHANGES:**

{describe the proposed changes in detail; see instructions on page two}

**BACKGROUND INFORMATION/HISTORY:**

{relevant notes regarding history, discussions, and revisions go here}

TSIRD INSTRUCTIONS (Delete before submission)

1. **Introduction**

Changes to the Touchstone® File Format (hereinafter Touchstone) specification are proposed using Touchstone Issue Resolution Documents (TSIRDs). Each TSIRD will be assigned a number by the IBIS Open Forum Chair. Revisions to submitted TSIRDs may be submitted by the authors. Revised TSIRDs will have the revision sequence added to the TSIRD number, with a dot separator.

TSIRDs must be approved by a vote of the IBIS Open Forum members, following the rules of the [IBIS Policies and Procedures](https://ibis.org/policies/). TSIRDs failing to pass a vote are considered permanently rejected unless the vote is tabled. Incorporation of approved TSIRDs into a Touchstone specification release is voted separately, as each Touchstone release is considered.

Submit TSIRDs by email to chair@ibis.org.

Submitted TSIRDs will be posted to the IBIS TSIRDs web page at <https://ibis.org/tsirds/>.

1. **Completing a TSIRD**

Fill in the sections of the TSIRD as described below.

The sections of a TSIRD are considered in order, and each section must be consistent with the previous section. The *Solution Requirements* must enumerate all requirements to solve the Issue. The *Proposed Changes* must fulfill the requirements listed in the *Solution Requirements* section and match the *Summary of Proposed Changes*. The *Tracking Fields*, *Definition of the Issue*, and *Solution Requirements* sections must be completed upon initial submission. The *Summary of Proposed Changes* and *Proposed Changes* sections must be completed prior to final approval.

Before submitting your TSIRD you should delete the bracketed instructions in the template above, as well as these instructions.

* 1. **Tracking Fields**

The TSIRD begins with data needed to track the TSIRD. Instructions for these fields:

**TSIRD NUMBER:** *{for administrative use only, do not change}*

**ISSUE TITLE:** ***{one line description of the issue}***

**REQUESTOR:**  ***{your name and organization}***

**DATE SUBMITTED:** *{for administrative use only, do not change}*

**DATE REVISED:** *{for administrative use only, do not change}*

**DATE ACCEPTED:** *{for administrative use only, do not change}*

The title should very briefly summarize what the TSIRD hopes to accomplish. See the [TSIRDs page](https://ibis.org/tsirds/) for examples. Separate names and organizations with commas. Consistency with other TSIRDs in the exact spelling of names and organizations will make the TSIRD index pages more usable when sorted by those fields.

* 1. **Definition of the Issue**

Describe the issue in detail. Where existing Touchstone syntax is involved give relevant Touchstone specification page numbers. Focus on what is defective or missing in Touchstone.

* 1. **Solution Requirements**

The *Solution Requirements* section contains a table of numbered requirements. Each requirement states something that the Touchstone specification must accomplish. Requirements should use generic language and be independent of the proposed solution. Insert new table rows as many times as needed to form the complete list of requirements.

* 1. **Summary of Proposed Change(s)**

This section contains a table listing the names of Touchstone keywords or related content that is new or will be modified. No details should appear here. This section is used for assessing the impact of a TSIRD, for reviewing competing and overlapping TSIRDs, and to assist with editorial searches to insure that proposed changes have been addressed at every relevant place within the Touchstone specification.

Each item listed in the table should be classified as follows:

* New: This would be a new keyword.
* Modified: This keyword exists in Touchstone already and a functional modification is proposed.
* Other: New content or modifications to existing content, but without functional changes. If clarifications are proposed use “Other” and note that it is a clarification. The first column may have “TEXT” if no specific keyword is affected.
	1. **Proposed Change(s)**

The *Touchstone Keywords Affected* table must be filled in, listing all existing keywords that are affected as well as new keywords to be introduced. Insert “NONE” if no keywords or parameters are affected. Details of the changes should follow the table.

For changes to existing Touchstone content, where possible, copy material to be changed from the Microsoft® Word version of the Touchstone specification and paste into the *Proposed Changes* section of the TSIRD, keeping source document formatting. Enable change tracking and make the desired changes.

Alternatively, changes can be described by other means, such as showing before-and-after versions. This can be helpful for proposing changes to images, for example. Change tracking should be enabled after this is done.

New content should conform to Touchstone specification formatting conventions.

* 1. **Background/History**

If there is any relevant history regarding the issue, describe that here. If this TSIRD is updated, append change history information here.