



PATHWAYS

FOR STANDARDS DEVELOPMENT

Developing internationally aligned Australian Standards
in the national interest

Updated: February 2016

Standards Australia provides multiple pathways for the development of Australian Standards and joint AS/NZS Standards.

These pathways offer stakeholders choices of timeframes and resources involved in the Standards Development process.

This guide is designed to help you understand the options available and to choose the most appropriate pathway for your Standards Development requirements.

The two pathways described in this document are:

- **Standards Australia Resourced**
- **Externally Funded**

The pathways form a spectrum of development options based on the degree of involvement and responsibility required by both Standards Australia and stakeholders.

In addition to providing the pathways for the development of Australian Standards and other documents, Standards Australia also manages Australian involvement in the development of International Standards. Further information on international participation is explained later in this explanatory guide.

For more information on the most appropriate pathway for your proposed project/program of work, to discuss any of these pathways, or for information about the Standards Development and Accreditation Committee (SDAC) Accreditation pathway, contact Varant Meguerditchian, Senior Manager Stakeholder Engagement & Public Affairs, Phone: + 612 9237 6119.

THE PATHWAYS

Standards Australia's focus is the development of internationally aligned Australian Standards in the national interest.

Each pathway follows a rigorous process that meets all Standards Development guidelines. Consensus, transparency, broadly based and balanced representation are the cornerstones of all pathways, and a high degree of stakeholder support and engagement are critical prerequisites for all projects and programs of work.

Under each pathway proponents are to outline a Net Benefit case prior to the project being approved. The **Standards Australia Guide to Net Benefit** provides more information about Net benefit and can be downloaded from the 'Proposing New Standards' section of www.standards.org.au

It should be noted that Standards Australia reserves the right to take whatever action it considers necessary to preserve the integrity of the Standards Development process, and each Australian Standard®, for all Standards Development pathways.

THE PATHWAYS

Standards Australia Resourced

This pathway provides Standards Australia's resources, project management expertise and infrastructure. Standards Australia Resourced projects require commitment and active contribution from stakeholders over a defined period of time. Proposals for all Standards Australia Resourced projects are to be submitted through the [Prioritisation Process](#) for consideration and allocation of Standards Australia's resources. This process occurs twice a year.

Note: Identical adoptions of International Standards are excluded from the Prioritisation Process and can be submitted to Standards Australia for consideration at any time throughout the year.

What makes it different?

~ Standards Australia provides a Project Manager who performs project management and secretariat duties for the Committee, in order to manage the project in conjunction with the Committee Chair, Committee Members and their Nominating Organisations

What are the benefits?

~ Project management, standardisation expertise and secretariat support are provided by Standards Australia

Externally Funded

The Externally Funded pathway offers stakeholders customised solutions, greater choice in resourcing levels and accelerated project timeframes, subject to Standards Australia Standards Development processes. While Externally Funded project proposals are subject to the same assessment requirements, this pathway is not part of the [Prioritisation Process](#). Proposals for Externally Funded projects may be submitted to Standards Australia at any time throughout the year.

Standards Australia welcomes proposals for Externally Funded Projects, however the provision of external funding does not give the funding entity any preferential consideration in relation to the technical content and outcome of the Standard. Standards Australia develops all Australian Standards in accordance with Standards Australia's Standardisation Guides, regardless of the source of funding.

What makes it different?

~ Provides a customised service offering to meet stakeholder needs for the project/program of work
~ Provides certainty of resources under a formal agreement with Standards Australia
~ Standards Australia provides separate dedicated resources for funded projects/programs
~ May be used to augment the Standards Australia Resourced pathways through the addition of value added services
~ Opportunity to demonstrate leadership in areas of emerging need

What are the benefits?

~ Accelerated Standards Development
~ Not solely reliant on Standards Australia's standing resource availability

DEVELOPMENT OF AUSTRALIAN STANDARDS
RESOURCE RESPONSIBILITY MATRIX

The following matrix shows the major tasks and responsibilities under each pathway for projects to develop Australian Standards.

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Stakeholder	SA	Stakeholder
NEW PROJECT PROPOSALS AND APPROVAL				
Proposal Preparation and Stakeholder Consultation The proponent prepares the project proposal, with guidance from SA if required, following stakeholder consultation		✓		✓
Proposal Submission and Public Notification New project proposals are submitted to SA and posted to the SA website	✓		✓	
Proposal Evaluation and Scoping of the Project/Program The proposal is evaluated and scoped with regard to size, timeframes and resource requirements	✓		✓	
Prioritisation of Proposals Prioritisation is based on the following criteria: ~ Quality ~ Capability ~ Assessment Measures ~ Resource requirements Note: For further information on SA's Prioritisation Process please refer to the Standards Australia Guide to the Project Prioritisation Process and Criteria.	✓		N/A	N/A
Proposal Review, Recommendation and Approval The project is approved by the relevant body, dependant on the agreed pathway	✓		✓	
Notification of Approved Project The proponent is advised of the decision and approved project details are published on SA website	✓		✓	

DEVELOPMENT OF AUSTRALIAN STANDARDS
 RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
COMMITTEE ESTABLISHMENT AND ADMINISTRATION				
Committee Constitution and Balance The Committee is constituted in accordance with policies set by SA, ensuring that all relevant interests are represented on the Committee	✓		✓	
Committee Membership Administration Coordination and maintenance of Committee members' details	✓		✓	
PROJECT CONTROL				
Project Management (including project control and document management) ~ Records management ~ Standardisation Policy guidance	✓		Neg	Neg
Project Management (including project control and document management) ~ Project Kick-Off (SA will attend the meeting) ~ Project management plan ~ Project schedule ~ Issues and risk management ~ Status reporting	✓		✓	
Meeting Logistics and Coordination SA and external Committee meeting room facilities are booked and access to SA premises in Sydney is arranged	✓		Neg	Neg
Meeting Administration – Secretariat Preparation of agendas, schedules meetings, formulation of minutes and action items etc	✓		Neg	Neg
Subject Matter Expertise The expertise related to the project is to be provided by the Committee		✓	Neg	Neg
Audit of Standards Development Processes Internal audits of the Standards Development processes are regularly undertaken	✓		✓	

DEVELOPMENT OF AUSTRALIAN STANDARDS
RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
STANDARDS DRAFTING				
Structural Guidance on Content and Drafting Support Guidance is provided on the structure and formatting of the draft	✓		✓	
Technical Content Creation The Committee is responsible for drafting the Standard including the technical content, drawings and equations in accordance with SA requirements		✓	Neg	Neg
Editing, Styling and Proof Reading At key stages of the project the draft is styled, edited and proof read to ensure the draft meets SA requirements	✓		✓	
CONSULTATION				
Draft Available for Public Comment The Draft is made available for Public Comment through SAI Global's Infostore	✓		✓	
Collation of Public Comments Public Comments are received and collated through Standards Hub	✓		✓	
Facilitate Resolution of Public Comments Facilitate and manage the resolution of Public Comments	✓		Neg	Neg
Resolution of Public Comments The Public Comments received are reviewed and resolved		✓		✓
Make Draft Available for Ballot The Draft is approved for Ballot and posted on Standards Hub	✓		✓	
Ballot on Draft Standard Committee members vote on behalf of their Nominating Organisation to approve the final content		✓		✓
Manage Committee Balloting SA PM coordinates the ballot and follows up to ensure that all Committee members have cast their vote	✓		✓	

DEVELOPMENT OF AUSTRALIAN STANDARDS
RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
CONSULTATION (Continued)				
Resolve Negative Votes and Comments The PM and the Chair are responsible for the resolution and recording of any negative votes and accompanying technical reasons	✓			
Conflict Resolution If consensus can not be reached SA will determine an appropriate conflict resolution mechanism	✓		✓	
STANDARDS PUBLICATION				
Approval of Standard for Publication The Standard is approved for publication	✓		✓	
Publication of the Standard The Standard is prepared for publication and sent to SAI Global for publishing	✓		✓	
Initiate Standards Review Process A periodic review of all Australian Standards takes place within five years of publication	✓		✓	
Review and Maintenance of a Standard The Standard is reviewed and appropriate action to revise, reconfirm or withdraw is determined		✓		✓

LEGEND	
PM	Project Manager
SA	Standards Australia

INTERNATIONAL PARTICIPATION

Standards Australia also manages Australian involvement in international projects and/or programs of work through national mirror Committees.

Proposals to participate in the work of international Technical Committees via a national mirror Committee are submitted as part of the Prioritisation Process. This is to ensure Commonwealth and Standards Australia funding and resourcing is allocated and targeted effectively to represent and protect Australian interests where there is Net Benefit for the Australian community.

Proponents submitting proposals for international participation may choose any of Standard Australia's development pathways. The level of participation, scope of the international project/program of work and the demonstrated strategic importance to Australia will determine the level of Standards Australia support, in addition to the pathway agreed on.

Stakeholders considering the adoption of an International Standard as an Australian Standard are to submit a separate proposal for this work, however the original Net Benefit case for participation may be used.

While the activities are clearly related, the adoption process draws on Standards Australia's resources and is not covered by the Commonwealth grant. Streamlined processes are available, including parallel adoption where the Australian adoption of International Standards by Committees participating at the international level includes local Public Comment, review and voting in parallel with ISO and IEC international development stages.

Further details are contained in the **Standards Australia Guide to the Project Prioritisation Process and Criteria**.

INTERNATIONAL PARTICIPATION
RESOURCE RESPONSIBILITY MATRIX

The following matrix describes the major tasks and responsibilities under the national mirror Committee process for participation in International Standards Development

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
NEW PROJECT PROPOSALS				
Proposal Preparation for Level of International Participation Stakeholders prepare a proposal describing the level of ISO/IEC participation at either "O" or "P" level and submit to SA		✓		✓
International Participation Proposal Review and Approval International Participation proposals are received by SA and approved by PMG and endorsed by SDAC	✓		✓	
MIRROR COMMITTEE ESTABLISHMENT AND ADMINISTRATION				
Committee Constitution and Balance The Committee is constituted in accordance with policies set by SA, ensuring that all relevant interests are represented on the Committee	✓		✓	
Committee Membership Administration Coordination and maintenance of Committee members' details	✓		✓	
Nomination of Experts on Working Groups (WGs) Experts are put forward by the mirror Committee on the International Working Group		✓		✓
Record Member Details on Working Groups Contact details are added to the ISO/IEC Global Database	✓		✓	

INTERNATIONAL PARTICIPATION
 RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
INTERNATIONAL STANDARDS DEVELOPMENT				
Documentation from selected TCs and SCs are circulated to the mirror Committee International Department circulates the NWIP, the CD, the CDV/DIS and the FDIS seeking a consolidated Australian Position on the documents	✓		✓	
Subject Matter Expertise Technical content and input to International Standards Development		✓	Neg	Neg
Australian position is formulated on International documents Consolidated Australian position is reached on the NWIP, the CD, the CDV/DIS and the FDIS		✓		✓
Facilitation of Consensus of the Australian Position and Conflict Resolution Facilitates the process of the Committee reaching Consensus on the Australian position. If necessary, when consensus can not be reached, an appropriate conflict resolution mechanism is determined	✓		✓	
Votes/Comment on ISO/IEC documents are communicated to International Secretariats ~ Votes and Comment on ISO documents are coordinated through the International Department ~ Votes and Comments on IEC documents are submitted directly to IEC CS by the PM	✓		✓	
Coordinate systematic review of IEC and ISO Standards Distribution of IEC and ISO ballot for systematic review	✓		✓	
Review and Maintenance of International Standards The Standard is reviewed and appropriate action to revise, reconfirm or withdraw is determined		✓		✓

INTERNATIONAL PARTICIPATION
RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
INTERNATIONAL PARTICIPATION				
Nomination of Attendees to International Meetings Appropriate candidates are selected to represent Australia's position at International meetings		✓		✓
Approval of Australian Delegations The delegation is approved and the International Committee Secretariat is notified	✓		✓	
Request funding for attendance on a meeting by meeting basis The nominated attendees submit an application for travel subsidy		✓		✓
Administration of Commonwealth Grant Funding Approval of application for travel subsidy	✓		✓	
Coordination of positions for Australian Delegations Briefing and finalisation of Australia's position (Committee is responsible for agreement of position however SA assumes the role of the overall coordinator)	✓		✓	
Attendance at Meetings Attendance and reporting on meeting outcomes		✓	Neg	Neg
INTERNATIONAL LEADERSHIP				
Nomination of Australian Representatives as International Chairs Suitable Australian candidates to undertake the International Chair role are identified		✓		✓
Approval of Nomination of International Chairs Nominations of suitable Australian candidates are approved	✓		✓	
Provision of International Secretariats A suite of services is provided to support ISO/IEC International Secretariats	✓		✓	

INTERNATIONAL PARTICIPATION
 RESOURCE RESPONSIBILITY MATRIX (Continued)

TASK:	Standards Australia Resourced		Externally Funded	
	SA	Committee	SA	Committee
PROJECT CONTROL				
Project Management ~ Maintain mirror Committee work program ~ Kick-off meeting (SA will attend the meeting) ~ Records management ~ Status reporting	✓		Neg	Neg
Meeting Logistics and Coordination SA and external Committee meeting room facilities are booked and access to SA premises in Sydney is arranged	✓		Neg	Neg
Meeting Administration – Secretariat Preparation of agendas, scheduling meetings, formulation of minutes and action items etc	✓		Neg	Neg
Audit of Standards Development Processes Internal audits of the Standards Development processes are regularly undertaken	✓		✓	

LEGEND

- NWIP New Work item proposal
- CD Committee Draft
- DIS Draft International Standard
- CDV Committee Draft for Voting
- FDIS Final Draft International Standard
- IEC CS International Electrotechnical Commission Central Secretariat
- ISO International Organisation for Standardization
- O This indicates where a Committee member is an observing member only – can not vote
- P This indicates where a Committee member is a participating member – can vote
- PMG Production Management Group
- SDAC Standards Development and Accreditation Committee

ENQUIRIES

For enquiries regarding any of the pathways offered please contact Varant Meguerditchian, Senior Manager Stakeholder Engagement & Public Affairs, Phone: + 612 9237 6119 or email mail@standards.org.au

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