

Policy NSDO P05: Terms of Reference for Product Category Working Groups

1. Introduction

This policy is the Terms of Reference for Product Category Working Groups (PCWGs).

PCWGs are appointed by the main technical committee of National Standards Development Organisation (NSDO), which is Committee PP-20: *Environmental Performance of Building Products in Australia*. The intention is to establish a technical foundation for Standards and other normative deliverables. A working group is based on the relevant provisions of:

- Sections 2 and 3 of NS 11000-2014: Labelling and Declaration of Environmental Attributes of Building Products - General Requirements
- Procedure NSDO-PR-03 Developing a NSDO Standard
- Procedure NSDO-PR-05 Revising or Amending a NSDO Standard, and
- Procedure NSDO-PR-07 Responsibilities in Technical Committee work.

2. Roles and Responsibilities

The roles and responsibilities of PCWGs are to:

- Report to, and in conjunction with Committee PP-20, develop Product Category Standards by defining and documenting key functional units, boundaries, appropriate assessment methodologies, parameters, and reporting formats specific to a selected product category.
- Collaborate to set general criteria derived from a Product Category Baseline Assessment (PCBA)
- Comply with the development process in accordance with Procedure NSDO-PR-03.
- Oversee development of a Product Category Baseline Assessment (technical report). This can be via:
 - preparatory work conducted within the resources of NSDO
 - preparatory work conducted by voluntary, external parties
 - preparatory work conducted by consultants contracted with NSDO, or
 - funding from external parties with an interest in the use of PCBAs and the resultant Product Category Standards derived from a PCBA.
- Supervise the probity of a Product Category Baseline Assessment where a commercial contract(s) is involved, including:
 - approving the terms and conditions of tender documents
 - reviewing tender documents and offers
 - recommending the acceptance of contractual offers, and
 - monitoring delivery of contracted work.

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- Advise Committee PP-20 of the resulting PCBA for its approval. In conjunction with Committee PP-20, maintain the currency of PCBAs and NSDO Standards derived from them, in accordance with NSDO Procedure NSDO-PR-05.

3. Membership

General requirements for membership of PCWGs are covered in Clause 12 of Procedure NSDO-PR-03. In addition, specific requirements for membership of PCWGs are that:

- PCWGs have a Convenor appointed by Committee PP-20, usually via a recommendation by NSDO. When appointing a Convenor, consideration is given to ensuring that he or she is either:
 - independent of specific manufacturer(s) of the building product(s) that are covered by the proposed PCBA and NSDO Standard(s)
 - is an officer of a representative industry association that covers most of the building product manufacturers that are covered by the proposed PBCA and NSDO Standard(s), and
 - where possible, is a member of Committee PP-20.

Where no appropriate Convenor can be found, the Chair of Committee PP-20 convenes meetings of PCWGs.

- The Committee PP-20 Project Manager manages PCWGs, including arranging meetings, recording minutes, etc.
- Membership of PCWGs shall be decided by Committee PP-20 and may:
 - include a representative of any organisation that contributes to the cost of contracted work associated with the development of PCBAs, etc
 - involve a representative associated with organisation(s) that could be candidates for the award of contracts for development of PCBAs, etc, provided the representative:
 - does not take part in the consideration and/or decision for the awarding of contracts
 - if awarded a contract, stands down as a member of the PCWG during the term of the contract but may be invited to attend relevant meetings by invitation of the Convenor of the relevant Working Group.

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