

Policy NSDO P03: Terms of Reference for Standards Development Committee

NOTE: Extracts from the NSDO Constitution and Membership Rules (By-Law 1) relating to the Standards Development Committee (SDC) are contained in an attachment to this document.

1. Introduction

The Standards Development Committee is a committee of the NSDO Board and its powers are under delegation from the Directors. This policy derives from Clause 12.1 of the NSDO Constitution, and Clause 5 of the NSDO Membership Rules.

SDC's membership criteria, roles and responsibilities are determined and modified from time to time by the NSDO Board.

2. Related documents

- NSDO Constitution
- NSDO P01: Membership Rules of NSDO (By-Law 1)

3. Purpose

The Standards Development Committee safeguards the objectivity and impartiality of the standards developers and monitors the standards developed.

4. Membership

Membership is determined by NSDO's Membership Rules (By-Law 1) that requires a minimum membership of five members who may be (but need not be) Directors and the following:

- a. The initial membership of the SDC will consist of the initial Directors and the Chairpersons of the active technical committees that develop standards.
- b. Subsequent membership of the SDC will be determined by the Board subject to a restriction that a majority of SDC members that are not directors shall be affiliated with *collective stakeholder organisations*.

As at August 2016, sub-clause b. of the Membership Rules has not been invoked and this is to be reviewed when NSDO has 10 or more Members that are Collective Stakeholder Organisations. Until this review, SDC membership remains as provided for in sub-clause a., consisting of the Directors and, participating by correspondence, the Chairs of the active technical committees, subcommittees and working groups that develop standards and other normative deliverables.

As a committee of the Board, the Chair of the SDC is appointed from within its members for a term of office that corresponds with the appointed Director's term of office on the NSDO Board.

5. Roles and Responsibilities

The SDC has the following roles and responsibilities delegated to it by the NSDO Board and acts on behalf of the NSDO Board:

- Oversight of the membership and operation of NSDO Technical Committees, Subcommittees and working groups to ensure their operations are in compliance with all NSDO Policies and Procedures.
- Overview of the development of, and approval of, all NSDO policies and procedures covering the formation and operation of NSDO's Technical Committee.
- Approval of the preparation of new standards, and revision and amendments of existing NSDO Standard.
- Approval of the preparation of new NSDO normative deliverables, and revision and amendments of existing NSDO Normative Deliverables.
- Review and approval of new work proposals for the preparation of new standards, and revision and amendment of existing NSDO Standards and other NSDO normative deliverables.
- Endorsement, involving approval of the process used to develop, NSDO Standards and other NSDO normative deliverables for publication or promulgation. This includes
 - NSDO Standards and other normative deliverables developed and approved by NSDO Technical Committees and,
 - other normative deliverables developed by NSDO Technical Committees (or by other means) and approved or endorsed by the relevant NSDO Technical Committee.

6. Meetings and Reporting

- SDC Meetings to be held when business dictates and usually at least as frequently as meetings of the NSDO Board and in conjunction with Board meetings.
- The SDC is to receive a progress report at each scheduled SDC meeting for its approval or endorsement as required that outlines current committee and group memberships; activity status; ongoing resources; and proposed new work.
- The SDC is to inform the NSDO Board of each progress report before each scheduled NSDO Board meeting.

Attachment

Extracts from the NSDO Constitution and Membership Rules (By-Law 1) relating to the Standards Development Committee

CONSTITUTION

Clause 12.1 Standards Development Committee

- (a) The company must have a Standards Development Committee appointed by the Board for the purpose of safeguarding the objectivity and impartiality of the standards developers and monitoring the standards developed.
- (b) The Standards Development Committee must have a minimum of five committee members who may be but need not be directors.
- (c) The Board must have a current written policy in relation to the role of the Standards Development Committee and its processes.
- (d) The directors may delegate their powers to the Standards Development Committee.
- (e) The committee must exercise the powers delegated in accordance with any directions of the directors.
- (f) The provisions of this constitution applying to meetings and resolutions of directors apply, as far as they can and with any necessary changes, to meetings and resolutions of a committee of directors, except to the extent they are contrary to any direction given under rule 12.1(e).

MEMBERSHIP RULES

Clause 5 Standards Development Committee

- a. The initial membership of the SDC will consist of the initial directors and the Chairs of the active technical committees that develop standards.
- b. Subsequent membership of the SDC will be determined by the Board subject to a restriction that a majority of SDC members that are not directors shall be affiliated with *Collective Stakeholder Organisations*.

End of Document