

The BSI guide to standardization – Section 1: Working with British Standards

② How do I work with BSI?

shape the future

BSI
British Standards

This series of guides is for members of BSI's technical committees and anyone interested in the development of standards. It is designed to accompany BS 0 - A standard for standards and gives you information on:

- ① the benefits of being involved in standardization
- ② how to work with BSI
- ③ how standards are created
- ④ different types of standards and related publications
- ⑤ legal aspects, training and European Directives
- ⑥ background, history and helpful links

BSI facilitates the development of standards through committees representing interested parties. Committee membership is voluntary and DTI funding may be available for some activities.

Committees fulfil the requirements of BS 0 – *A standard for standards* in developing national standards and providing the UK input to international projects. Programme Managers give varying levels of support. For national projects, additional support is provided by Content Developers. Delegates and experts to international committees and working groups are nominated by national committees.

There are state-of-the-art meeting facilities at BSI and committee members are encouraged to use eCommittees, an electronic working environment.

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Service levels

How are delegates and experts appointed to European and international committees?

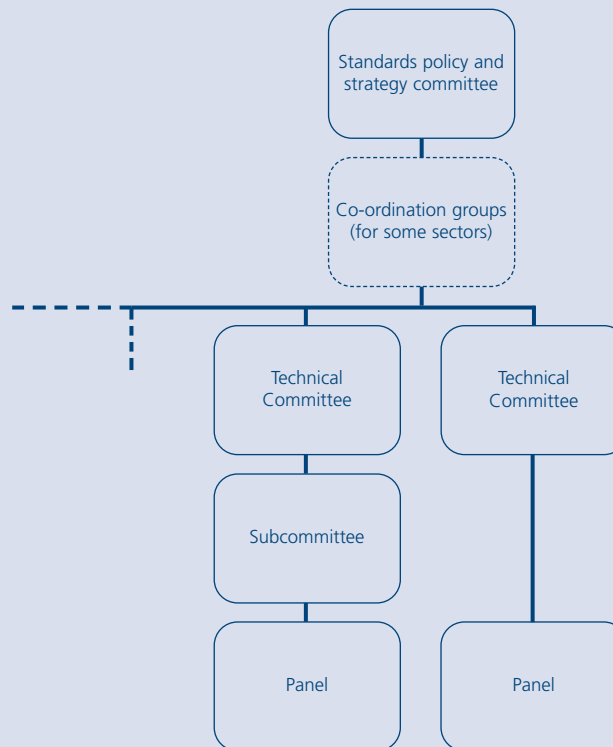
National technical committees enjoy a high degree of autonomy and maintain their own work programmes. It may be necessary to divide their work into Subcommittees. Both technical committees and subcommittees may establish panels for specific items but are responsible for reporting to the parent committee.

BSI committees usually include representatives from trade associations, academic institutions, government departments and other interested groups. Companies do not normally nominate people directly to committees. Ask your trade association or industry body if they already participate in the committee: they may welcome your input.

You can also contact BSI staff responsible for the committee (ecommittees.bsi-global.com).

If you have a specific area of expertise, a committee may co-opt you for a specific task or an allotted time. Co-opted members do not represent an external organization and their membership of the committee is reviewed regularly.

Technical committee structure



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Standards Policy and Strategy Committee

BSI's Standards Policy and Strategy Committee (SPSC) has a responsibility to:

- bring together the views of all stakeholders in British Standards
- ensure that committees involve all stakeholders and nurture good communication with them
- provide advice on the priorities for developing standards and deploying resources
- investigate and advise on the development of products and services to enhance the use of standards
- monitor policies, plans and the use of resources in British Standards

- help identify priorities and solutions to meet the standardization needs of stakeholders
- monitor changes in business and society that could imply changes in the role and nature of British Standards
- resolve technical or representational disputes arising from standards development.

To oversee standards work, SPSC has established a programme panel to:

- ensure that committees represent all interests
- identify priority areas for standards work and make recommendations on allocation of resources
- confirm the appointment of UK technical committee chairmen
- oversee the use of targeted funds from the DTI.

The panel consists of senior British Standards operations staff, a DTI representative and external representatives.

Committees in the electrotechnical area report to the British Electrotechnical Committee which provides the UK voice within the International Electrotechnical Commission and the European Committee for Electrotechnical Standardization.

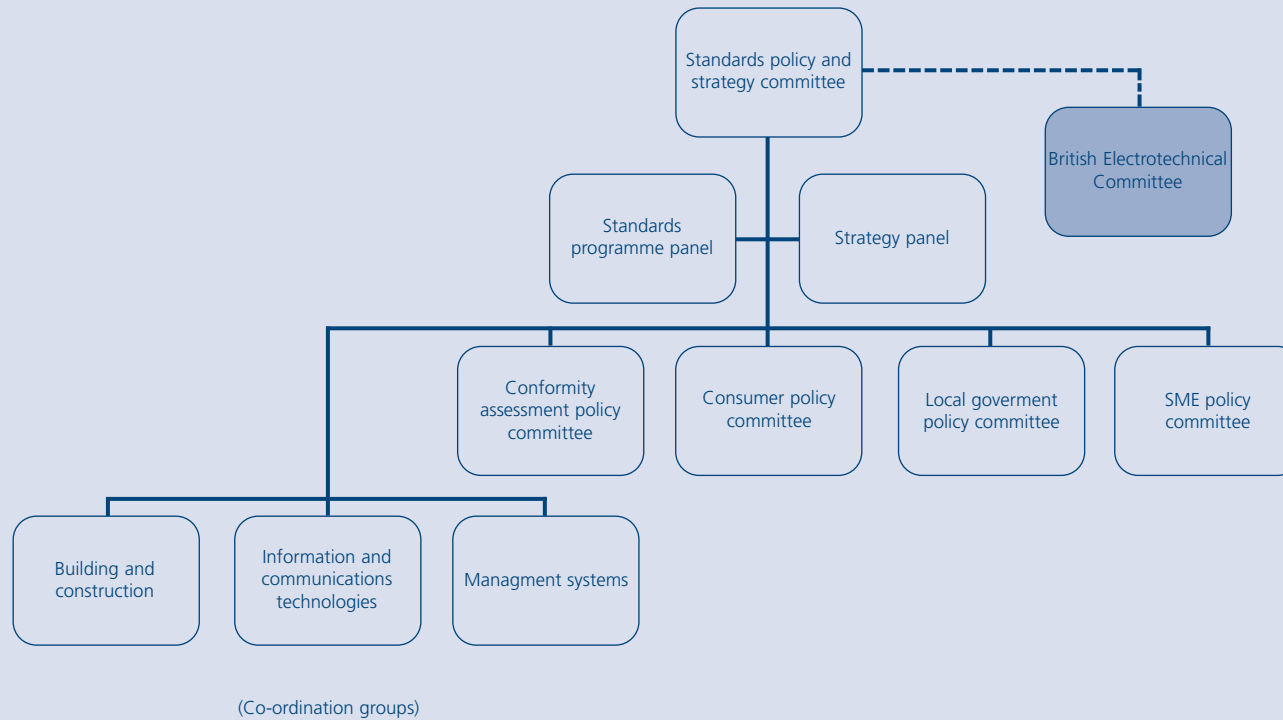
Other advisory groups cover industry sectors such as building and construction, information and communication technologies and management systems.

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Intro

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Service levels

How are delegates and experts appointed to
European and international committees?

For national committees and their associated service levels, BSI keeps records and submits votes into the European and international voting systems. See the section on service levels for more information.

BS 0 [LINK to BS 0] requires committee members and chairmen to safeguard the impartiality and integrity of the standards development process.

BSI retains copyright on all work accepted for inclusion in a standard. Attendance at meetings requires you to sign an attendance sheet which states BSI's copyright ownership.

Members are expected to respect the confidentiality of committee proceedings and documents while consulting their nominating organizations.

Any contact with the media on committee matters must be agreed with BSI beforehand.

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eCommittees (ecommittees.bsi-global.com) is a web-based system that provides a working environment for technical committees, subcommittees and panels in BSI. Members have access to committee documents and much more, including powerful search features and the ability to hold online meetings and e-mail discussion forums. A similar system is used for the European Committee for Standardization and International Organization for Standardization committees.

To use eCommittees, you will need:

- a modem with at least 56KB
- Adobe Acrobat reader version 4 or higher to view and print documents in .pdf format. Acrobat is free to download

- A program to open .zip archive files, such as Winzip, PKZIP or Aladdin Expander all of which are free to download.
- The ability to view Microsoft Word documents (Version 6.0 and higher).

Username and password

You will be sent a username and password on joining a committee. If you need support for these please e-mail the eCommittees support desk. (ecommittee-support@bsi-global.com)

Support

For the Useful Document Folder, which includes the eCommittee User Guide, FAQs and guides on online meetings, please click here. (<http://ecommittees.bsi-global.com/lervlet7/livelink?func=ll&objId=610810&objAction=browse&sort=name>)

If this does not solve your problem please e-mail ecommittee-support@bsi-global.com

When developing a standard of national origin, first decide what the project is about and consider the resources available – for example, who will draft the text and be the main source of expertise?

Before drafting, the project proposal has to go through the BSI acceptance process. Your BSI contact will advise on this.

As early as possible, projects are allocated to a British Standards Content Developer who will help you to:

- clarify the scope of your document
- manage your project for timely publication
- edit your draft
- submit illustrations to the BSI Drawing Office
- resolve technical and editorial queries with your panel or committee
- get the document published.

More information is available from your Content Developer.

BSI committees receive different levels of support from BSI staff. The service levels, which depend on the priority to UK business of each committee's work, are as follows.

Enhanced

A Programme Manager manages the committee's work and supplies secretarial support for meetings. BSI provides marketing resources to promote the committee's work.

Full

A Programme Manager manages the committee's work and supplies secretarial support for meetings.

Assisted

A Programme Manager provides the chairman and members with administrative support, while the committee is responsible for driving the programme. The Programme Manager will not attend meetings or provide secretarial support.

Basic

A dedicated committee support team is managed by experienced Programme Managers with expert knowledge of BSI committee procedures and activities. The committee is responsible for driving the programme and the support team will not attend meetings or provide secretarial support.

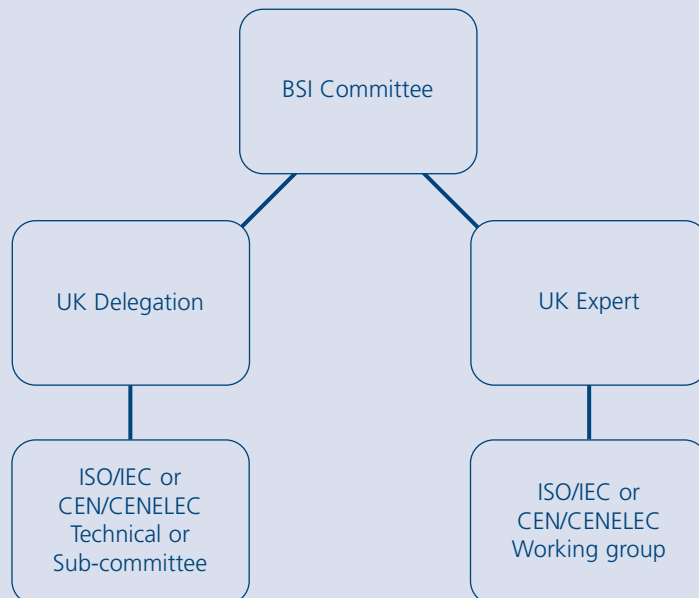
Dormant

Committees with no active programmes are managed by a committee support team. BSI will respond to any proposals from these committees for new work.

External secretariats

In addition to the five service levels above, some committees receive secretarial support from organizations outside BSI.

As a member of a UK committee, you may be nominated or appointed to attend international meetings. You will attend either as a UK expert to a working group or as a national delegate to a technical or subcommittee.



As a delegate you should bear in mind that:

- the composition of delegations reflects the parties who need to be represented
- delegations represent the agreed UK view
- delegations are not permanent
- delegations keep BSI committees informed of progress.

As an expert you should bear in mind that:

- an expert is a permanent member of the working group
- experts act in their own capacity but maintain regular communication with BSI committees
- experts are expected to be aware of the national view
- experts keep BSI committees informed of progress.