

# ASIS INTERNATIONAL STANDARDS & GUIDELINES

New Member Guide

September 2015



# Standards & Guidelines

## Standards Development Process

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## **PART I: Introduction to Standards & Guidelines**

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Welcome to ASIS Standards & Guidelines! This new member guide aims at providing information regarding process, roles and responsibilities, and the commitment involved in standards and guidelines development so that you may understand what is expected of you as well as what to expect, should you wish to participate on a technical committee and/or working group.

ASIS International is an ANSI accredited standards developing organization (SDO). It develops its standards and guidelines in accordance with its procedures and in compliance with ANSI Essential Requirements.

The work of preparing standards and guidelines is carried out through the ASIS International Standards and Guidelines Committees and governed by the ASIS Commission on Standards and Guidelines (Commission). The Commission is the promulgating body within ASIS International dedicated to overseeing the development of ASIS Standards and Guidelines. Commission Liaisons are appointed to standards and guidelines projects and serve on the committee to observe and report to the Commission on the progression of the committee's work.

Standards and Guidelines development is conducted within technical committees comprised of experts and stakeholders interested in or affected by the subject matter. Participation is open to a broad range of industry representation such as organizations/companies, government agencies, individuals, and academia. ASIS International ensures its technical committees are balanced among interest categories and operate within an open, impartial, and transparent process. Our deliverables are market-driven and serve the needs of security practitioners by increasing the effectiveness and productivity of security practices and solutions by addressing concerns and issues inherent to the security industry.

ASIS International utilizes the consensus process as the primary decision-making tool. Consensus is achieved when substantial agreement has been reached, all views have been considered, and a concerted effort has been made towards resolution. It is important to note that consensus within a technical committee does not imply unanimity however.

Technical committees are made up of voting and non-voting positions. There can only be one voting representative per organization. Where necessary, a voting alternate and/or observer may be appointed. Voting members are required to attend meetings, review committee documents, and vote on letter ballots. Observer members are not required to attend meetings and cannot vote on letter ballots; however they are expected to review committee documents and assist with draft development.

Members of technical committees directly influence the content and impact of a standard or guideline; therefore if you are interested in becoming a member, it's vital you understand the process so as to determine what level of participation you are best suited for. Being a member of a committee means, you understand and accept the responsibilities outlined in this document. Failure to meet committee requirements and expectations may result in loss of voting privileges as well as potentially being removed from the working group and/or technical committee.

## **PART II: Phases of the Standards Developmental Process**

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ASIS International's standards development process consists of five phases.

### **Phase 1: Initiation (1-2 mos.)**

- ASIS Commission on Standards and Guidelines reviews and approves request for new project, and appoints leadership positions (e.g. Committee Chairman and Commission Liaison).
- ASIS Headquarter staff conducts broad outreach efforts to solicit subject matter experts to participation on the technical committee.
- ASIS Headquarter staff review applications from interested parties and forms technical committee comprised of industry stakeholders.

### **Phase 2: Draft Preparatory (6-12 mos.)**

- Baseline draft is developed.
- ASIS Headquarter staff schedules first meeting with technical committee; solicits working group participation.
- Baseline draft is circulated among technical committee for comments.
- ASIS Headquarter staff schedule working group meetings, conducts document management and retention, and ensures progression of draft development.
- Working group reviews comments, develops content, and elevates mature draft for technical committee review.

### **Phase 3: Enquiry (2-3 mos.)**

- Technical committee reviews mature draft standard and if appropriate, authorizes letter ballot submission.
- HQ staff prepares and issues draft standard for 30-day letter ballot and concurrent 45-day ANSI public review period.

### **Phase 4: Approval (1-3 mos.)**

- HQ Staff compiles letter ballot and public review results, and circulates to technical committee for review.
- Working group meets to discuss and resolve all letter ballot and public review comments.
- If draft standard meets the criteria for approval at the enquiry stage:
  - Working group elevates revised draft to technical committee and seeks ANSI approval if no substantive changes have been incorporated into the draft; or
  - HQ staff moves draft to 2<sup>nd</sup> enquiry stage, due to substantive changes or outstanding negative votes.
- If draft standard doesn't meet criteria for approval at the 1<sup>st</sup> enquiry stage, the draft moves to 2<sup>nd</sup> enquiry stage.

### **Phase 5: Publication (2-3 mos.)**

- Upon ANSI approval, draft undergoes editorial review and HQ publishes standard or guideline.
- HQ Staff circulates published document to technical committee prior to being disbanded.

## PART III: Roles and Responsibilities

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The level of responsibility varies among the committee positions.

Committee positions include:

- Secretariat (ASIS International)
- Chair or Co-Chairs (appointed by the Commission);
- Committee Liaison (appointed by the Commission);
- Technical committee member; and
- Working group member.

Role	Responsibilities
<b>Secretariat</b> (ASIS International)	<ul style="list-style-type: none"> <li>• Forms technical committee</li> <li>• Coordinates and schedules all meetings</li> <li>• Drafts agendas and meeting minutes</li> <li>• Keeper of all master files</li> <li>• Maintains committee rosters</li> <li>• Provides administrative support</li> <li>• Provides cross-functional support within TC and WG</li> <li>• Communicates with committee leadership and members</li> <li>• Ensures procedural compliance (e.g. ASIS standards development process; and ANSI Essential Requirements)</li> </ul>
<b>Chair or Co-Chairs</b>	<ul style="list-style-type: none"> <li>• Attends meetings</li> <li>• Approves meeting agendas and minutes</li> <li>• Provides knowledge and expertise</li> <li>• Exercises neutrality</li> <li>• Leads meetings via the consensus process</li> </ul>
<b>Commission Liaison</b>	<ul style="list-style-type: none"> <li>• Attends meetings</li> <li>• Provides knowledge and expertise</li> <li>• Exercises neutrality</li> <li>• Reports progress of standards development to S&amp;G Commission</li> </ul>
<b>Technical committee members</b> (voting and non-voting positions available)	<ul style="list-style-type: none"> <li>• Attends all technical committee meetings</li> <li>• Reviews and comments on drafts documents</li> <li>• Provides knowledge and expertise</li> <li>• Actively participates and offers alternate solutions</li> <li>• Responds to letter ballots (if voting representative)*</li> </ul>
<b>Working group members</b> (comprised of voting and non-voting members)	<ul style="list-style-type: none"> <li>• Attends all working group meetings</li> <li>• Resolves committee comments and further develops documents content</li> <li>• Provides knowledge and expertise</li> <li>• Actively participates and offers alternate solutions</li> </ul>

\*All letter ballots are issued at the technical committee level--voting is never conducted at the working group level.

## **PART IV: Commitments and Expectations**

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Each standard and guideline project is unique therefore development can range from 6 months to 3 years. Committee meetings are conducted virtually via the WebEx platform due to the number of organizations and countries typically represented on a committee. Virtual meetings allow for greater participation and eliminate expenses incurred with face-to-face meetings. The frequency of meetings will depend on your level of participation.

ASIS technical committees vary in size and can have as many as 200 members. Working groups are much smaller, typically comprised of 20 to 40 volunteer members from the technical committee.

### **Technical Committee:**

Members at the technical committee level can expect to meet a minimum of three times during the course of the project, with each meeting lasting approximately 2 hours.

1<sup>st</sup> meeting – conducted at the onset of Phase 2, Draft Preparatory Stage:

- To review the project timeline;
- Obtain instructions for reviewing the baseline draft and submitting comments; and
- To volunteer for WG participation, if applicable.

2<sup>nd</sup> meeting – conducted during Phase 3, Enquiry Stage:

- To review the mature draft and authorize letter ballot and ANSI public review.

3<sup>rd</sup> meeting – conducted mid-way through Phase 4, Approval Stage:

- To review revised draft and determine if ANSI approval is appropriate or if draft should move to 2<sup>nd</sup> enquiry stage.

In addition to the meetings, members at the technical committee level are expected to review drafts, proposed textual changes for improvement via the commenting process, and respond to letter ballots (if designated as a voting representative).

### **Working Group:**

Members at the working group level meet continuously throughout the development process, bearing far greater responsibilities in terms of time and commitments, than those at the technical committee level. Working group members work closely with the Committee leadership and ASIS HQ staff, to ensure progression of work.

Working group members typically meet on a monthly basis for 2 consecutive days, in 3-hours blocks during Phase 2, totaling anywhere from 12 to 24 meetings. In addition, the working group may conduct 4 to 6 additional meetings during Phases 3 and 4.

The primary responsibility of the working group is to continuously develop the content of the standard or guideline through the review and commenting process, until the document has reached a mature enough state to be elevated to the technical committee for letter ballot and subsequent ANSI approval.