

ASIS INTERNATIONAL STANDARDS & GUIDELINES

New Member Guide

November 2018



Standards & Guidelines

Standards Development Process

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PART I: Introduction to Standards & Guidelines

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 & Guidelines Developmental Process

ASIS International's standards and guidelines 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 Commission Chairman appoints leadership positions (e.g., Committee Leadership 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.)

- Preparatory begins with the review of a baseline draft.
- ASIS Headquarter staff schedules first meeting with technical committee.
- Baseline draft is circulated among technical committee for comments.
- ASIS Headquarter staff schedules 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 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 2nd enquiry stage, due to substantive changes or outstanding negative votes.
- If draft standard doesn't meet criteria for approval at the 1st enquiry stage, the draft moves to 2nd enquiry stage.

Phase 5: Publication (2-3 mos.)

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

PART III: Roles and Responsibilities

The level of responsibility varies among the committee positions.

Committee positions include:

- Secretariat (ASIS International)
- Committee Leadership (e.g., Chair, Vice Chair);
- Committee Liaison
- Technical committee member; and
- Working group member.

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

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

PART IV: Commitments and Expectations

Each standard and guideline project is unique therefore development can range from 6 months to 3 years. Committee meetings are conducted virtually via Zoom 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.

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.

1st meeting/kick-off meeting – conducted at the onset of Phase 2, Draft Preparatory Stage:

- To review the project timeline and obtain instructions for reviewing the baseline draft and submitting comments.

2nd meeting – conducted midway during Phase 2:

- To review updated draft and submit comments, if warranted

3rd meeting – conducted during Phase 3, Enquiry Stage:

- To review the final draft and authorize letter ballot and public review

In addition to the meetings, technical committee members can expect to conduct business via correspondence in lieu of a virtual meeting. Members 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-hour 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 approval.