

Procedure NSDO PR-07: Responsibilities in Technical Committee work

1. Introduction

This procedure describes the responsibilities of -

- members and Chair of NSDO's Technical Committee,
- Nominating bodies / interested parties who nominate representatives on NSDO's Technical Committee and/or working groups, and
- Project Managers assigned to NSDO's Technical Committee and working groups.

The terms of reference for NSDO's Technical Committee and working groups encompass responsibilities stated here. When a member, nominating body, Chair or Convener endorses the terms of reference at a committee meeting, it/he/she agrees to the relevant responsibilities.

2. Related documents

Procedure NSDO PR-03: *Developing a new Standard*

Procedure NSDO PR-09: *Confidentiality and conflict of interest*

Procedure NSDO PR-11: *Appeals, complaints and disputes*

3. Definitions

3.1 **Competent:** A member of a committee is a representative who -

- has the technical knowledge to effectively represent the nominating body;
- has the personal skills to effectively contribute to committee meetings and help develop standards;
- is capable of making decisions at committee meetings on behalf of the nominating body; and
- is objective in achieving the outcome of committee work.

3.2 **Members** of a committee include the representatives, Chair, Convener and Project Manager. They may include observer members.

3.3 **Standard:** document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits. [ISO/IEC]

4. Nominating Body

4.1 A nominating body nominates a representative(s) to participate actively on a NSDO Technical Committee as a member. Responsibilities of a Nominating Body to NSDO include:

- nominate members when asked, or decline to be represented (preferably with reasons),
- advise if the representative changes, or if a deputy is substituted for a meeting,
- ensure the representative(s) is competent and can participate on behalf of the sector/perspective that the nominating body represents,
- brief and debrief the representative(s) so that both it and the representative(s) are kept up to date on current issues. This includes ensuring that the representative(s) liaises with interested parties and is able to present a collective view when participating in committees.
- support the Standard(s) that the nominating body has helped develop.

5. Technical committee members

5.1 NSDO Technical Committee and working group members' responsibilities include -

- meet and stay current with the competency requirements,
- attend and actively participate in meetings and between meetings by correspondence, or help arrange a deputy if unable to attend,
- represent the nominating body on a committee, rather than personal, commercial or company interests,
- consider the Australian national interest,
- keep the nominating body informed of current work of the committee, and seek adequate briefing to ensure he/she represents the nominating body's current interests,
- declare conflicts of interest / potential conflicts of interest, both when joining and if his/her personal situation changes or a potential conflict of interest arises subsequently, (See NSDO PR-09)
- not publically disparaging the committee, its work, or NSDO,
- refer requests for public comment on committee work to NSDO,
- assist the Chair, Convener and Project Manager to conduct orderly and productive meetings,
- accept and support consensus decision-making, and the decisions made by the committee, and
- agree to or vote on the final draft of a Standard for publication.

5.2 Membership of a technical committee is voluntary and members are not paid or otherwise compensated for their time involved in NSDO activities.

6. Chair

6.1 The NSDO Chief Executive Officer (CEO) appoints a Chair for the NSDO Technical Committee / Convener for a working group for an initial term of 3 years. The CEO takes into account advice from the Standards Development Committee and the NSDO Board. This tenure may be extended for a further appointment of 3 years or a new appointment made. The Project Manager may be appointed as a Convener.

6.2 The Chair and Convener's responsibilities, in addition to those of a technical committee member, include -

- work cooperatively with the committee's Project Manager, especially in determining agendas and management of committee activities,
- conduct committee meetings impartially,
- ensure all opinions are given voice so they can be considered by other members,
- maintain order and maximise productivity,
- complete the agenda on time, where possible,
- advise the Project Manager if a proposal appears to be outside the technical committee's terms of reference,
- deal with disagreements between members;
- recognise consensus and summarise what has been agreed, regularly throughout the meeting,
- recognise key differences and summarise actions to resolve a contested issue,
- limit editorial discussion time, and continue out-of-session where warranted,
- caution members who are not competent or who do not comply with their agreed responsibilities, if warranted.

7. Project Managers

7.1 NSDO allocates a Project Manager to the technical committees, preferably for the duration of the project, and where possible, for the duration of the committee. The Project Manager represents NSDO's interest, but has additional responsibilities to those of a member, including -

- work cooperatively with the committee's Chair / Convener, especially in determining agendas and management of committee activities,
- organise meetings and keep minutes of face-to-face meetings and teleconferences,
- distribute technical committee documents in time for members to review the content before the next meeting (preferably a week prior),
- draft and edit Standards,
- understand the terminology used by the technical committee,

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- ensure the committee has adequate resources; and
- act as a contact point for members.

8. Removal of a member

8.1 Committee Member: Members of a technical committee need to have confidence in each other. Where this is not the case, a member may be replaced, if he/she is judged as not competent by most other members, or does not comply with agreed responsibilities.

The process is:

- the Chair/Convener cautions the member in private, and asks him/her to redress the issue. Where the member has behaved aggressively to other members, the Chair/Convener may seek a formal (written) apology,
- if there is no improvement, the Chair/Convener asks the Project Manager to request a replacement representative from the nominating body,
- in extreme cases, the committee may decide to recommend the member be expelled by excluding him/her from participating in further meetings. Where the committee cannot reach consensus, the CEO may decide the matter,
- the member is given the option to resign, where the expelled member considers this as a preferable way of leaving the committee, and
- the Project Manager obtains a replacement representative from the nominating body.

8.2 Chair or Convener: If the Chair/Convener fails to meet his/her additional responsibilities, or if members lose confidence in him/her, the process is -

- the Project Manager asks the CEO to counsel the Chair/Convener,
- if necessary, the CEO asks the Chair to resign,
- where necessary, the Project Manager obtains a 2/3 majority vote of members to support a change of Chair/Convener,
- the committee elects a new Chair/Convener, and
- where a previous Chair/Convener may be a useful as a Technical Committee member, he/she is asked to stay on the Committee as a member.

8.3 Project Manager: If the Project Manager fails to meet his/her responsibilities for technical committees, as a member of the secretariat, or in relation to other internal procedures, the process is -

- the Chair of NSDO's Technical Committee contacts the CEO who counsels the Project Manager,
- the CEO uses disciplinary action, if appropriate,

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- the CEO may replace the Project Manager for a specific technical committee.

8.4 The CEO ensures that any actions in accordance with this procedure are documented. Dissatisfied members may complain or appeal. (Procedure NSDO PR-11)

9. Liability and indemnity

9.1 NSDO maintains appropriate professional indemnity insurance to cover the work undertaken by technical committee members for NSDO during their appointment as members.

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