The Essential Framework for Joint Standards Development

Tricia Sena and Mark Ramlochan
November 16, 2016
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SES 3: 2016 Recommended Practice for Joint Standards Development
What is SES?

SES was founded in 1947 as a non-profit, technical association dedicated to furthering the knowledge and use of standards and standardization.

Provides a neutral forum where standards users and developers can come together to address mutual issues

What are SES-1 and SES-2?

SES-1: Recommended Practice for the Designation and Organization of Standards

SES-2: Model Procedure for the Development of Standards

Latest Publication:

SES-3: Recommended Practice for Joint Standards Development
What is a Joint Standard?

**Joint Standard**

A term used generically in this document that applies collectively to codes, specifications, recommended practices, classifications, test methods, and guides, which have been developed and published by two or more organizations in accordance with procedures agreed upon by all involved organizations.

**Co-designated**

<SDO1> 1234 and <SDO2> 5678 published one time

**Co-published**

<SDO1> 1234 and <SDO2> 1234 or 5678 published by each SDO

**Co-branded**

<SDO1>/<SDO2> (1234)
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SES Standards Committee
Joint Standards Agreement
Negotiating the Agreement

Participating organizations should share with one another their intended goals for the activity, and identify any barriers.
JOINT PUBLISHING AGREEMENT

Between Pro Standards USA and Go Standards Canada

This Agreement is entered into this November 16th, 2016 between Pro Standards USA with headquarters at Raleigh, NC and Go Standards Canada with headquarters at Ottawa, ON. The parties agree as follows:
The purpose of this Agreement is to provide a framework for cooperation between Pro Standards USA and Go Standards Canada with respect to the development of standards and related documents pertaining to the safety of Time Machines and time travel products.
As an example, the agreement statement for IP rights might look like this:

**INTELLECTUAL PROPERTY RIGHTS**

Except as expressly set out in this Agreement, Pro Standards USA and Go Standards Canada shall not use the name, logo, intellectual property, or common law or registered trademarks, service marks, certification marks and collective marks of the other Parties in any manner whatsoever, without the prior written permission of the other Party.

Pro Standards USA and Go Standards Canada will each take commercially reasonable steps to protect and preserve the copyrights, trademarks and other rights of the other Party, including safeguarding against unauthorized copying or reproduction of the Standard, in any and all formats (print or electronic), and shall advise all purchasers and recipients that such documents are protected by international copyright laws and may not be copied and/or distributed without the prior written consent of the Parties.
Joint Standards Development Process
Joint Standards Development Process

Committee Formation:

- Committee members are identified and involved in the development process.
- Key stakeholders are consulted to ensure representation.
- A clear agenda and timeline is established for committee meetings.

Approval Process:

- Proposals and drafts are reviewed by the committee.
- Minor revisions are incorporated.
- Major changes require additional committee sessions.

Draft Development:

- Research and analysis are conducted to support the draft.
- Draft is written and circulated for feedback.
- Comments are collected and addressed.

Roles and Responsibilities:

- Agreement should specify roles and responsibilities.
- Specific task descriptions are outlined.
- Responsibilities are clearly defined to avoid confusion.

Communication:

- Agreement should specify communication plans to identify communication requirements.
- Clear channels for information sharing are established.
- Regular updates are provided to stakeholders.

It is agreed that Co Standards Canada and Co Standards USA will meet regularly to ensure effective and collaborative progress. Regular reports on the development process are submitted to the Joint Technical Committee. The role of the Joint Technical Committee is crucial in monitoring progress and making timely decisions.
Process:

Agreement should specify the standards development process to be employed

Standards Development Process

It is agreed the standards development process between Pro Standards USA and Go Standards Canada with respect to the development of standards and related documents pertaining to the safety of Time Machines and time travel products consists of a single process of one committee fulfilling membership requirements of all SDOs.

It is recommended that SES 2:2011, Model Procedure for the Development of Standards be followed
Roles and Responsibilities:

Agreement should specify roles and responsibilities of participating SDOs

**Leadership**

It is agreed that the roles of Committee Chair (Doc Brown) will be assigned from Pro Standards USA and the role of Project Manager (Marty McFly) will be assigned from Go Standards Canada; their responsibilities are as per the table below.

<table>
<thead>
<tr>
<th>Committee Chair Responsibilities:</th>
<th>Project Manager Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee Committee membership.</td>
<td>Support Chair.</td>
</tr>
<tr>
<td>Provide leadership to the Committee.</td>
<td>Function as process expert leading project workflow.</td>
</tr>
<tr>
<td>Ensure process is conducted in an efficient and effective manner.</td>
<td>Prepare and maintain draft standard along with record of changes and associated rationale.</td>
</tr>
<tr>
<td>Schedule meetings as needed.</td>
<td>Prepare meeting agendas and reports.</td>
</tr>
<tr>
<td>Preside over meetings.</td>
<td>Coordinate meeting details.</td>
</tr>
<tr>
<td></td>
<td>Maintain committee and sub-committee rosters for each project.</td>
</tr>
</tbody>
</table>
Communication:

Agreement should specify a communication plan to identify communication requirements.

It is agreed that Go Standards Canada and Pro Standards USA will make reasonable efforts to collaborate and coordinate on non-standards development process communications, such as press releases and other media releases, presentations to outside bodies, and the like. Neither Party shall publish or distribute any such materials without the prior written consent of the other Party in each case.
Approval:

Agreement should specify the desired approval(s)

Approval

It is agreed that the joint standard on Time Machines shall seek approval as an American National Standard (ANS) and as a National Standard of Canada (NSC) as per the accreditations of Pro Standards USA and Go Standards Canada, respectively.
Committee Formation

Agreement should specify the committee formation mechanism and membership details.

It is agreed that **one joint committee** shall be used to develop the joint standard on Time Machines.

It is agreed that the joint committee shall **consist a balance of members** of the categories: Producer, General Interest, AHJ, User, Inventors, and Time Travelers.

A **balance of interests** shall be met from each of the involved SDOs. As a condition of membership, each member should declare their affiliation and their interest category using the **Joint Membership application**.

There shall be a face-to-face inaugural meeting in a location that provides equal benefit to the participating Committee. All subsequent meetings are to take place virtually.
Draft Development:

Agreement should specify the intended process for drafting the Joint Standard

Draft Development

It is agreed that the joint standard on Time Machines shall be developed by **one joint committee**, the PRO/GO Joint Committee on Time Travel Products. A sub-committee comprised of a smaller group of individuals may be charged with drafting the Joint Standard for review by the larger committee.

The front cover of the Standard on Time machines shall have both logos of PRO Standards USA and GO Standards Canada, as well as those of the National Approval bodies.

A single designation of PRO/GO 88 shall be used. The layout of the body, including, location of figures and tables should be determined by the responsible Committee.

Common standards development procedures should be followed by PRO Standards USA and GO Standards Canada. Where standards development procedures differ, it should be determined whether the **differences are related to voluntary or mandatory requirements**; voluntary differences should be reconciled.

PRO Standards USA and GO Standards Canada should provide access to all documentation during the development of a Joint Standard to the responsible committee using a content management system (CMS).

It is recommended that SES-1:2013, The Recommended Practice for Designation and Organization of Standards be followed.
Approval Process:

Agreement should specify the elements of the approval process to be followed.

Approval Process

PRO Standards USA shall be responsible for ensuring the Joint Standard is processed in accordance with their ANSI accredited process. GO Standards Canada shall be responsible for ensuring the joint standard is processed in accordance with their SCC accredited process.

Public comment notice, the scope of work to be undertaken, and conditions for participation shall be transparent to stakeholders.

The PRO/GO Joint Committee on Time Travel Products shall review and comment on the draft standard during development. A Public Comment period of 60 days shall take place when a mature draft is available.

The draft standard shall be submitted to the PRO/GO Joint Committee on Time Travel Products for a ballot period of no less than 30 days. All comments received from the draft reviews shall be compiled for review and responded by the committee. An opportunity to appeal shall be provided.

Once consensus has been achieved, the SDOs shall follow the required steps for publication and designation of the intended approval of the Joint Standard.
Joint Standards Agreement
Dispute Resolution:

Agreement should specify effective issue escalation and resolution process.

PRO Standards USA and GO Standards Canada shall resolve their disputes informally to the extent reasonable. The Parties shall initially negotiate all matters of joint concern in good faith, with the intention of resolving issues between them in a mutually satisfactory manner. Nothing in this Section shall, however, preclude the Parties from exercising their termination rights under this Agreement. Should any dispute arise between the Parties, which cannot be resolved by discussions, the Parties agree to refer the matter to mediation. The Party initiating mediation shall do so by providing thirty (30) days written notice to the other Party, which notice shall set out specifics of the matter in dispute. The Parties shall jointly select and appoint a mediator acceptable to the Parties involved in the dispute by the end of the thirty (30) day notice period. The mediation will take place at a location to be jointly determined by the Parties. The Parties agree to bear their own legal, travel, and other out-of-pocket expenses related to any mediation. The cost of the mediator will be borne equally by the Parties. Any mediator appointed under this Agreement will not have any financial interest in any of the Parties or their affiliates.
Agreement should address the intended publication and any Branding concerns.

PRO Standards USA and GO Standards Canada shall create a mutually agreed upon cover page and title designation for the Joint Standard that includes both parties’ trade name, trademark, logo, or other brand elements in accordance with the Parties’ brand usage guidelines. Each Party has a royalty-free, world-wide license to use the co-branded coverpage and title designation developed for the Joint Standard for the publication, marketing and distribution of the Standard.
Agreement should specify whether one or both SDOs are responsible for the costs related to the development.

PRO Standards USA and GO Standards Canada agree that the costs related to the development of the Joint Standard are to be shared as equally as possible. Each Party will independently establish a pricing policy for all works created under this Agreement. The Parties will not be required to account to the other Parties for any revenues from the sale of any works or from the provision of any services related to works developed under this Agreement.
Agreement should include any specific requirements for the marketing and distribution.

PRO Standards USA and GO Standards Canada agree to work together to develop a market-based approach for promotion and distribution of the Joint Standard. Each Party agrees to promote the Joint Standard at tradeshows and other media outlets preserving the copyright as set forth in this Agreement. The Parties agree to consult with each other regarding distribution of the Joint Standard but will not be required to account to each other for or share any revenues from the distribution or use of the Joint Standard or any derivative works.
Maintenance of Joint Standard

Agreement should include any specific requirements for the maintenance of the Joint Standard.

PRO Standards USA and GO Standards Canada agree that the periodic review and maintenance of the Joint Standard are to be conducted by both Parties taking into consideration the policies required by the involved accrediting organization (e.g., ANSI, SCC).
Withdrawal of Joint Standard

Agreement should include any specific requirements for the withdrawal of the Joint Standard.

PRO Standards USA and GO Standards Canada shall each have the right to continue publishing, displaying, distributing and selling the Joint Standard until the end of the natural life cycle of the documents or for a period of one (1) year following the termination or expiration of this Agreement, whichever occurs first. After that date, each Party shall not continue to publish, display, distribute or sell the Joint Standard unless they have been reformatted to remove all references in the title, text or prefatory language to the other Party.
Questions?

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Mark Ramlochan
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If you don’t already have a copy of SES-3, you can purchase it directly from SES online:
http://www.ses-standards.org/