

The Standards Development Process

WORKSHOP 2





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Overview

Capacity Building Workshop 2 on Standardisation

Date: Wednesday 17 November 2021

Time: 11:00 – 13:00 (Fiji time, virtual)

The workshop will bring together the nominated Standardisation Focal Points of the Forum Member countries. Building on the content from the first workshop in October, this will be the second of five workshops delivered by Standards Australia over the next few months.

This workshop will focus on the basics of the **standards development process**. The session is meant to be interactive and will cater to those with experience in standards development as well as those new to this area.

For those countries that have not yet nominated their Standardisation FP, their QI Focal Points are welcome to attend. Please register in advance here: <https://tinyurl.com/pqi-s2>

Topic	Details	Time (mins)
Welcome	Introductions from Focal Points	10
Recap from workshop 1	<i>Activity: poll questions</i>	5
Proposing Standards	Who can propose Standards? What are the different types of proposals? What information is included in a proposal? What is a net benefit case and how are they assessed? Which stakeholders to engage? What is the selection criteria?	30
Net benefit case assessment	<i>Activity: breakout groups</i>	20
Developing standards	What are the different stages of the standards development process? <i>Activity: poll questions</i>	30
Keeping standards up to date	How do you ensure standards stay relevant? What are revisions, reconfirmations, and withdrawals?	10
Q&A	Questions from participants Workshop close	15

1. Proposing Standards

1.1 Who can propose Standards?

List the different parties who can propose Standards.

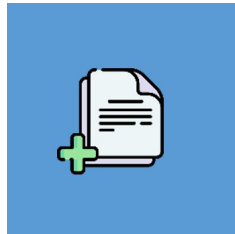


1.2 Different types of proposals

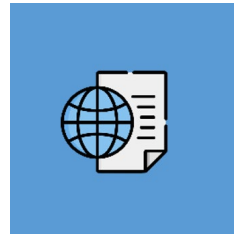
There are different types of proposals:



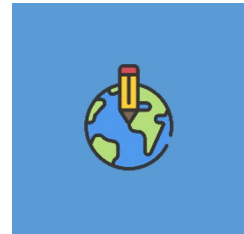
**Revision of
an existing
Standard**



**Creation of an
entirely new
Standard**



**Identical
adoption of an
international
(or other)
Standard**



**Modified
Adoption of an
international
(or other)
Standard**

1.3 What information is included in a proposal

All project proposals must address the following criteria:

- The need for the standard
- Harmonisation and alignment
- Cost and benefits of the standard
- Demonstrated net benefit to the community
- Relevant legislation and regulations
- Risks associated with the proposed project
- Demonstrated stakeholder support

1.4 Net Benefit Case

Any proposal to develop, amend or revise a Standard, must include a Net Benefit case.

When submitting a Net Benefit Case, the proponent (person who proposed the Standard) must build a case regarding the impact of the proposed project on the categories shown below. The Net Benefit Case must focus not only on the positives but the potential negative impacts on the aforementioned areas.

For a proposal to potentially be accepted, the Standard must provide a value or benefit to the community that exceeds the costs likely to be imposed on suppliers, users and other parties in the community as a result of its development and implementation.

Public health and safety

- Describe how the Standard will improve public and/or workplace health or safety;
- Demonstrate that the Standard is the most appropriate method to improve health or safety; and
- Summarise the overall health and safety impact of the Standard.

Social and community impact

- Consider the social and community impact of the Standard including 'intangible' costs and benefits borne by different sectors of the community, including the most vulnerable consumers or end users (such as better information, improvements to products and services, more reliable outcomes); and
- Summarise the overall social and community impact of the Standard

Environmental impact

- Consider the environmental impact of the Standard, including 'intangible' costs and benefits (e.g. noise, pollution, amenity); and
- Summarise the overall environmental impact of the Standard.

Competition

- Describe how the Standard enables international alignment in global markets;
- Identify potential competition restrictions or improvements that may result from the Standard;
- Identify potential impacts upon innovation;
- Detail how the Standard can enable most widely used technology and/or supports international interoperability (demonstrate if applicable); and
- Summarise the overall impacts on competition.

Economic impact

- Consider the economic impact of the Standard over its life on different sectors of the community, such as consumers, manufacturers, small business, suppliers etc;
- Detail the impacts which may include elements such as increased/decreased costs, increased/reduced utility, redistribution of wealth, inequitable impacts across or between sectors, inequitable impacts on the most vulnerable consumers or end users, employment, economic growth or contraction, productivity outcomes; and
- Summarise the overall economic impact on the community.

Which Stakeholders to engage?

To ensure that proposal has strong support for the parties that will be using and affected by it, Standards Australia includes a section in each proposal form where it asks for evidence of Stakeholder support.

Generally, the stakeholders who are identified to provide support for the proposal are usually offer a place on the Technical Committee (pending approval of the proposal).

Standards Australia draws stakeholders from 10 key categories

	<p>Government Organisations</p> <p>Government departments and associations. Set out formal policy and regulations</p>		<p>Employer Representative Bodies</p> <p>Nationally recognised organisations representing the collective interests of employers</p>
	<p>Unions and Employees</p> <p>Representing workers interests that are affected directly or indirectly by the standard</p>		<p>User and Purchasing Bodies</p> <p>Nationally recognised organisations representing the interests of business users of products or services</p>
	<p>Research and Academic Organisations</p> <p>Nationally recognised educational and research based organisations including universities, research collectives, or groups of universities and/or their officials</p>		<p>Industry, Professional and Technical Associations</p> <p>Nationally recognised organisations or associations representing a particular profession, specific technical area or industry.</p>
	<p>Manufacturers, Importers and Suppliers</p> <p>Nationally recognised organisations representing specific manufacturing, importing and suppliers interests.</p>		<p>Regulatory and Controlling Bodies</p> <p>Nationally recognised private and public sector regulatory or controlling bodies</p>
	<p>Testing Bodies</p> <p>Nationally recognised organisations representing the interests of product testing laboratories</p>		<p>Consumer and Community Interests</p> <p>Organisations representing consumer interests on particular issues, general consumers, or end-users of consumer products and services.</p>

1.5 What is the selection criteria?

The following criteria will be applied to the assessment of all proposals.

While the primary quantitative criterion is Net Benefit, the qualitative impact of all other factors will be considered in the individual assessment of each proposal and in the comparison of projects across the portfolio of projects being considered.

Stage of Process	Criteria	Sub-criteria
Preliminary Assessment	Quality	<ul style="list-style-type: none"> • Completeness • Clarity • Positive Net Benefit (indicative) • No duplication • Dependencies
	Capability	<ul style="list-style-type: none"> • Stakeholder support • Committee capability
Proposal Evaluation	Assessment Measures	<ul style="list-style-type: none"> • Net Benefit: <ul style="list-style-type: none"> – Public Health and Safety impact – Social and Community impact – Environmental impact – Competition – Economic impact • Strategic alignment to national interest and public policy issues • References in legislation and other Standards • International alignment • Conformity assessment
Costing	Resource Requirements	<ul style="list-style-type: none"> • Designation • Project type • Product type • Project complexity • Likelihood of success • Pathway
Prioritisation	<ul style="list-style-type: none"> • Assessed benefit • Resource requirements 	<ul style="list-style-type: none"> • All proposal assessments are compiled, prioritised and ranked as a portfolio, based on weighted Net Benefit score, alignment to public priority, international alignment, sectoral diversity • Likelihood of project success • Pathway

A list of all proposals that meet the necessary criteria are publicly posted on the Standards Australia website, with further details available on request.

Activity – Net Benefit Case Assessment

On the following pages you will find three case study examples of a Net Benefit Case for a Standard to be adopted, developed or reviewed.

You will be assigned to a group to review one of the three case studies.

Please work with your group to answer the following:

- What is good about the Net Benefit Case?
- What do you feel is missing or could be improved?
- Having reviewed this Net Benefit Case would you approve the proposed Standard? Or would you ask for additional information?



Example 1 – Proposal for a New Standard

What: Urban Green Infrastructure Framework – design, classification, implementation, valuation and maintenance

Background: Urban Green Infrastructure (UGI) is now seen as one of the most important weapons to combat urban heat and improve the resilience of urban communities and economies. UGI is a critical part of the response to the climate emergency. It has significant public health, natural and built environment and local economic benefits to help drive recovery plans for COVID-19 and Bushfires, all with the overarching goal to increase community resilience.

Widespread recognition of the positive impacts of UGI, paired with the realisation that global change impacts are threatening urban communities now has resulted in elevated interest in UGI from local, state and federal government organisations and industry. UGI is now seen as one of the most important weapons to combat urban heat and improve the resilience of urban communities and strengthen local economies.

Net Benefit Case

Public health and safety

UGI supports the shift benefits local communities in terms of:

- Reducing public health costs,
- Addressing the rising trend toward obesogenic (collective physical, economic, policy, social and cultural factors that promote obesity) and car dependent environments,
- Improving social connection and,
- Building resiliency to a changing climate.

Social and community impact

Provide leadership by delivering an accepted and nationally consistent definition of UGI that is valid for any size of Australian settlement.

Raise awareness of UGI as critical infrastructure – from private garden scale, local public landscapes up to regional open space networks at the metropolitan level.

Recognition of urban landscapes as shared space with measurable social values as Australian settlements become denser and public spaces need to play more multi-functional roles which benefit local communities in terms of improved public health outcomes, greater social connection and strengthening resiliency to a changing climate.

Challenge accepted ways of thinking.

Environmental impact

Strengthen whole-of-government approach to UGI to improve micro-climates, aesthetics, biodiversity, and resilience of urban communities to changing climate.

Address valuation of built and natural environment ‘co-benefits’ for increased tree canopy, improved urban cooling, liveability and enhanced habitat values for biodiversity from increased urban green cover.

Competition

Deliver certainty and consistency of best practice in all jurisdictions and within the UGI industry sector from consultants, planners/designers, growers/nursery/horticultural sector, green infrastructure construction contractors, asset managers, land and asset owners, and researchers.

Create a 'level playing field' for government, industry and landowners where retention/addition of UGI is incentivised/compensated.

Provide a sensible tool for planners, developers and managers on how to incorporate existing and new UGI in their projects.

Substitute conflicting guidelines around UGI.

Economic impact

Inform changes to planning schemes and relevant legislation.

Encourage innovation and flexibility.

Deliver a starting point towards mandating UGI in Australia's towns and cities.

Provide a clear framework and guidelines for Benefit Cost Analysis (BCA), preparation of business cases in support of return on public and private investment in UGI, marginal benefit and cost appraisals, discount rates for UGI.

Strengthen alignment with Treasury investment processes and requirements for infrastructure funding at federal, state and territory levels.

Example 2 – Proposal for Revision of a Standard

What: Revision of AS 1668.2-2012, *The use of ventilation and air-conditioning in buildings-Mechanical ventilation in buildings*.

Background: The last full edition of AS 1668.2 was published in 2012, then subsequently amended with only relatively minor corrections and clarifications in 2013 and 2016. While further errors, omissions and additional clarifications should be addressed in a new edition, there are also opportunities to bring the Standard in line with current technologies and design practices, as well as respond to industry requests for additional clarifications.

Net Benefit Case

Public health and safety

Incorrect interpretations of a health and amenity standard such as AS 1668.2-2012 will result in contaminant levels below the minimum acceptable levels for health and amenity considered acceptable to the community, via the Building Code of Australia.

Social and community impact

General health and wellbeing opportunities. Very difficult to quantify though.

Environmental impact

Energy saving opportunities, based on the accommodation of improvements in technology and a better understanding of application options and energy reduction opportunities (eg: filtration, demand control, lag ventilation).

Competition

Prescriptive specifications for strategies previously only permitted via Performance Solutions will open up opportunities for smaller more risk-wary businesses.

Clarity in the revision will reduce costs associated with design and compliance, improving competitive opportunities.

Economic impact

Primarily energy saving and construction cost reduction opportunities.

Example 3 – Proposal for an Amendment

What: Amendment to AS/NZS 61386.21, Conduit systems for cable management, Part 21: Particular requirements — Rigid conduit systems.

Background: Clause 10.4.203.3 (a) of AS/NZS 61386.21 includes the wording “temperature values marked in accordance with Clause 7.1 (g)”. However, Clause 7.1 (g) does not exist in AS/NZS 61386.1 and this would appear to be a typographical error. The correct reference should be Clause 7.1 (c) (vi).

Whilst this is only a minor error, this is potentially confusing to manufacturers, and may lead to incorrect marking of service temperatures on conduits.

Net Benefit Case

Public health and safety

An amendment to the standard as scoped will encourage alternative metallic conduit product into the market that have manufacturing processes which are less labour intensive resulting in a reduction of manual handling and hence lower risk of injury during manufacturing and processing of conduit.

The smoother engineered surface available with alternative metallic conduit eliminates risks associated with sharp point and rough surfaces causing injuries within the workplace and installed applications. There is less re-work required on defects of the finished product leaving less risk for injury. The coating thickness and appearance is consistent and uniform providing for a reduction in risk of defects with alternative metallic conduit solution.

Through reduction of manual handling throughout the supply chain and a smooth engineered surface there is a reduced overall risk of injury with alternative metallic conduits and hence a positive public health and safety benefit.

Social and community impact

An amendment to the standard as scoped encourages opening up the market to alternative metallic conduit that can be either imported or manufactured locally in Australia. Product manufactured in Australia provides for greater opportunities to develop jobs and achieve innovative outcomes across a range of other industry and market segments. This also supports the domestic economy locally and also more broadly nationally in other industry and market segments. This has knock on benefits for social cohesiveness and community engagement as domestic manufacturers are involved with society and the community.

Amending the standard so metallic conduit is no longer a quasi-closed market provides businesses and communities the opportunity to develop and maintain jobs. The development of jobs and the local economy have a positive social and community impact.

Environmental impact

The amended standard, in allowing for alternative metallic conduit will encourage use of new coating technology and hence provide for environmental benefits over the life cycle of the product. Fewer resources are used in the new-alloy coating technology and the product is lighter overall. This has benefits throughout the supply chain as using less metallic coating reduces weight and

lowers carbon emissions through transportation of the finished product. There is less rework required meaning less energy used to bring the finished product to a standard that is fit for installation.

Amending the standard to allow for alternative metallic conduit provides for positive environmental impact to be achieved through a reduced overall weight, resulting in lower energy and carbon emissions of the final installed product.

Competition

The amended standard will allow alternative metallic conduit solutions and hence increase the competition for product supplied from local manufacturers and importers. Innovative solutions that are excluded due to the wording of the current standard reduce the opportunity for competition from fit-for-purpose products that comply with the specified requirements. A revised standard will contribute to a level playing field and enhance the market for all suppliers and alternative technologies.

This change supports all forms of competing technologies equally and will provide for increased competition between manufacturers and promote a healthier industry. In the current situation, there are only provisions for traditional technologies, giving them an advantage over newer technologies. It is important that local innovation and emerging technologies are supported to enable their ongoing development.

Economic impact

Direct benefits of alternative metallic conduit include: a saving in the finished product cost to public and end user, reduced maintenance costs to asset owners and reduced costs along the supply chain. Indirect and knock-on benefits are further realised through creating and maintaining employment as well as the environmental and social benefits that are outlined above.

There are direct and knock-on economic benefits to be achieved through modifying the standard and allowing for alternative metallic conduit products to be used.

2. The Standards development process



PROJECT APPROVAL

Any proposal to develop, revise or amend an Australian Standard® comes from the Australian community. The proposal is required to go through Standards Australia's project prioritisation and selection process.



PROJECT KICKOFF

Once a proposal has been approved, it is assigned to a technical committee. Standards Australia reviews the constitution of all technical committees before commencing any new project work.

Standards Australia then holds a kick-off meeting with the technical committee to introduce the project. The committee discusses the approved project scope (and what is out of scope), drafting tasks, timeframes, and means of monitoring project progress.



DRAFTING

In this stage working groups provide the technical content to write the standard. These working groups report to the technical committee on the scope and timeliness of the work.



PUBLIC COMMENT

This stage ensures that the broader community has an opportunity to review the content and direction of the document prior to its completion. Drafts are available to the public for comment for nine weeks.

All comments from the public are considered in detail by the technical committee and, if necessary, further drafting is undertaken.

In some cases, the committee may propose to combine public comment and approval (ballot) of the standard. This depends on the extent and complexity of the proposals, and the level of consultation and review needed.



BALLOT

Prior to publication, the committee votes on the final draft. Committee members may vote affirmatively (with or without comment) or negatively. To be considered, negative votes must be accompanied by technical substantiation.

For the standard to be published, consensus must be reached in accordance with our standardisation guides.



PUBLICATION

The standard is ready for publication once final approval is given by, or on behalf of, the Standards Development and Accreditation Committee (SDAC).

3. Keeping Standards up to date

3.1 How can you ensure Standards stay relevant?

What are some of the ways you can ensure that Standards stay relevant?



3.2 Reviewing Standards

There are three potential outcomes when reviewing a Standard:

1	Reconfirmation
2	Revision
3	Withdrawal

