

A standard for standards —

Part 2: Recommendations for committee procedures

ICS 01.120

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Contents

	Page
Foreword	ii
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 BSI: History and context	3
5 Organization of standards work	5
6 Organization of BSI technical committees, subcommittees and panels	9
7 Organization of international and European technical committees	17
8 Development of standards	20
9 Maintenance of standards	35
10 New deliverables	37
Annex A (normative) Use of statistical methods of sampling in standards	41
Annex B (informative) Health and safety and environmental protection	42
Annex C (informative) Role of the committee chairman in standards work	46
Annex D (normative) Actions on review of British Standards	47
Bibliography	49
Figure 1 — Typical chain of responsibility in BSI committee structure	8
Figure 2 — Sequence of activities in the development of a national standard by BSI	25
Figure 3 — ISO/IEC deliverables	38
Figure 4 — CEN/CENELEC deliverables	38
Figure 5 — BSI deliverables	39
Table 1 — Sequence of activities in the development of an international or European standard	21

Foreword

[A1] This part of BS 0 is published under the authority of the Standards Policy and Strategy Committee of the British Standards Institution (BSI). It supersedes BS 0-2:1991, which is withdrawn. **[A1]**

BS 0 is intended primarily for the use of BSI committees and staff, particularly committee chairmen and committee secretaries, and those providing first drafts. It was first published in 1974 and comprehensively revised in 1981 and 1991. The standard is now issued in three parts:

- *Part 1: Guide to the context, aims and general principles;*
- *Part 2: Recommendations for committee procedures;*
- *Part 3: Specification for structure, drafting and presentation.*

A single index is provided to all three parts, published with BS 0-3:1997.

The revision of all parts of BS 0 has been undertaken to give greater prominence to the principles and procedures required for international and European standardization which accounts for the major part of the BSI standards work programme. The procedures and drafting rules for international and European standards have generally been followed in preparing this revision.

This revision of BS 0-2 provides recommendations for committee procedures and explains how BSI operates within the wider international fora. It draws attention to the strategic planning role of the Sector Policy and Strategy Committees and the need to plan carefully the priorities for the projects which should be supported on the limited resources which are available. The clauses dealing with international and European procedures have been expanded, and more details have been added to the clauses on BSI committee procedures. **[A1]** BS 0-2 deals principally with the development of full consensus standards but it also includes a description of other deliverables. **[A1]**

[A1] Amendments to BS 0 have been issued in 2002 mainly:

- a) to introduce changes resulting from reorganization and renaming of internal BSI committees;
- b) to update texts as a result of the 2001 revision of the ISO/IEC Directives;
- c) to provide information on “new deliverables” within the international, European and national environments;
- d) to revise the dating policy for BS adoptions of European standards. **[A1]**

[A2] e) to delete the text of the 1995 revision of the Memorandum of Understanding between the United Kingdom Government and BSI on standards following the further revision of the MOU in 2002, the full text of which is available from the BSI website (www.bsi-global.com). **[A2]**

The start and finish of text introduced or altered by amendment is indicated in the text by tags **[A1]** **[A1]**. Tags indicating changes to text carry the number of the amendment. For example, text altered by amendment 1 is indicated by **[A1]** **[A1]**. Minor editorial changes are not tagged.

The editorial principles, layout and typographical presentation used in BS 0 illustrate the practice to be followed in British Standards.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 49 and a back cover.

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1 Scope

This part of BS 0 describes the committee¹⁾ structures and recommends the procedures to be followed in preparing British Standards through collaboration at the international, European or national level.

2 Normative references

[A1] The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. **[A1]**

BS 0-1:1997 including Amendment 1:2002 and Amendment 2:2002, *A standard for standards — Part 1: Guide to the context, aims and general principles*.

BS 0-3:1997 including Amendment 1:2002, *A standard for standards — Part 3: Specification for structure, drafting and presentation*.

BS 6000, *Guide for the selection of an acceptance sampling system, scheme or plan for inspection of discrete items in lots*.

BS 6001 (all parts), *Sampling procedures for inspection by attributes*.

BS 6002 (all parts), *Sampling procedures for inspection by variables*.

BS EN ISO 9000, *Quality management systems — Fundamentals and vocabulary*.

CEN/CENELEC Internal Regulations, Part 2, *Common rules for standards work*, 1996.

CEN/CENELEC Internal Regulations, Part 3, *Rules for the structure and drafting of European Standards (PNE-Rules) (ISO/IEC Directives, Part 3, modified)*, 1999.

ISO/IEC Directives, Part 1, *Procedures for the technical work*, 2001.

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*, 2001.

ISO Supplement to the ISO/IEC Directives.

IEC Supplement to the ISO/IEC Directives.

3 Terms and definitions

For the purposes of this part of BS 0, the terms and definitions given in BS 0-1 and BS EN ISO 9000:2000, Clause 3 and the following apply.

3.1

national standards body

standards body recognized at the national level, that is eligible to be the national member of the corresponding international and regional standards organizations

[ISO/IEC Guide 2:1996, definition 4.4.1]

3.2

stakeholder

person or body recognized by BSI as having a concerned interest in standardization

3.3

project

planned work required to produce an agreed standard

3.4

standards user

person or body who relies upon standards to ensure that different products, services, systems or tests with the same function provide similar benefits or results

¹⁾ When “committee” is not qualified in this part of BS 0, it should be understood as applying to all boards, technical committees, subcommittees, panels and working groups.

3.5

end user

person or body who seeks the benefits from a service or from the function of a product

3.6

consumer

member of the public who uses products or services in a private, personal or domestic capacity

3.7

basic standard

standard that has a wide-ranging coverage or contains general provisions for one particular field
[ISO/IEC Guide 2:1996, definition 5.1]

3.8

compliance

action of a person or body in fulfilling requirements

3.9

conformity

fulfilment by a product, process, or service of specified requirements
[ISO/IEC Guide 2:1996, definition 12.1]

3.10

European standard (EN)

CEN/CENELEC standard that carries with it the obligation to be implemented at national level by being given the status of a national standard and by withdrawal of any conflicting national standards
[CEN/CENELEC Internal Regulations, Part 2, 1996, definition 3.1.4]

3.11

Harmonization Document (HD)

CEN/CENELEC standard that carries with it the obligation to be implemented at national level, at least by public announcement of the HD number and title and by withdrawal of any conflicting national standards
[CEN/CENELEC Internal Regulations, Part 2, 1996, definition 3.1.5]

3.12

conflicting national standard

national standard on the same subject as an EN/HD and with provisions such that compliance with the national standard is not compliance with the EN/HD or vice versa

3.13

harmonized standard

standard whose reference has been published in the Official Journal of the European Communities

3.14

state of the art

developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience
[ISO/IEC Guide 2:1996, definition 1.4]

3.15

UK Notified Body

test laboratory, certification body or inspection body approved by the UK government for the purpose of undertaking the conformity procedures of specific EC Directives

NOTE Equivalent terms may be used for “Notified Body” depending on the terminology used in the UK legislation implementing the Directives. 

4 BSI: History and context

4.1 Origin and objects of BSI

The British Standards Institution (BSI) is the recognized body in the UK for the preparation and promulgation of national standards. It began in 1901 as the Engineering Standards Committee, set up by the professional engineering bodies, and in 1918 became the British Engineering Standards Association. A Royal Charter was granted in 1929 and a Supplemental Charter in 1931 when the present name was adopted. BSI is an independent body and its objects are stated in the Royal Charter [1] as follows:

- a) to coordinate the efforts of companies and persons for the improvement, standardization and simplification of materials, products and processes so as to simplify production and distribution, and for the improvement, standardization and simplification of systems for the management of business, safety, technology, services and the environment and to eliminate the wastage of time and material involved in the production of an unnecessary variety of patterns and sizes of articles for one and the same purpose;
- b) to set up, sell and distribute standards of quality for goods, services and management systems and prepare and promote the general adoption of British and international standards and schedules in connection therewith and from time to time to revise, alter and amend such standards and schedules as experience and circumstances may require;
- c) to register, in the name of the Institution, marks of all descriptions, and to prove and affix or license the affixing of such marks or other proof, letter, name, description or device;
- d) to advertise, promote, sell and deliver the services of systems assessment, registration, product and materials inspection, testing and certification, training, consultancy and arbitration, provided that this object shall not be pursued in a manner that would prejudice the objects set out in paragraphs a) to c) of this Article;
- e) to take such action as may appear desirable or necessary to protect the objects or interests of the Institution.

BSI's aim is to enhance industrial performance and consumer protection in the UK through standards, testing, product certification, quality assurance and training services. To this end a principal function is to draw up voluntary standards by agreement among all the significant interests concerned and to promote their adoption.

Under the Royal Charter [1], the Bye-laws prescribe requirements for:

- the BSI Board, the Institution's governing body (answerable to an Annual General Meeting of BSI members);
- the establishment and constitution of the Standards Policy and Strategy Committee (see 5.5.1); and
- the general conduct of BSI's work.

The Standards Policy and Strategy Committee has established subsidiary Sector Policy and Strategy Committees (see 5.5.2), each of which controls many technical committees. Technical committees are formally responsible for the development of British Standards (subject to the endorsement procedure described in 8.6.13). The operating division for this activity is known as British Standards. In November 1982, the work of BSI was given added national recognition by a Memorandum of Understanding between the UK Government and BSI on standards. ^[A2] An updated Memorandum of Understanding was signed in 1995. This in turn was significantly revised in 2002 as the Memorandum of Understanding between the United Kingdom Government and the British Standards Institution in its activities as the United Kingdom's national standards body (available from the BSI website, www.bsi-global.com). ^[A2]

4.2 British Standards stakeholders

The stakeholders (see 3.2) of British Standards can be grouped as:

- a) subscribing members;
- b) policy and technical committee members;
- c) industry, commerce and the professions;
- d) central and local government;
- e) consumers, consumer organizations and the public;
- f) certification, inspection and testing organizations; research associations;
- g) British Standards staff. 

British Standards has a duty to its stakeholders to develop usable standards by an efficient and economical process. The staff resources available for allocation by Sector Policy and Strategy Committees are limited so that it is important that these are devoted to the projects which will provide the greatest benefits to the stakeholders. British Standards has developed a procedure for assessing new projects, as described in 8.5, so that the resources available for UK activity in standardization are focused on the work items that are expected to bring greatest value to the UK from the effort invested.

4.3 International perspective: ISO/IEC and CEN/CENELEC

4.3.1 The advantages of standardization within a country are also seen to apply between nations. The first initiative towards international standardization was taken by the International Electrotechnical Commission (IEC) which was founded in 1906. In 1947 the International Organization for Standardization (ISO) was set up. The European Committee for Standardization (CEN) was established in 1961 and the European Committee for Electrotechnical Standardization (CENELEC) in 1973. In 1990, IEC and CENELEC achieved a fundamental agreement on work sharing and parallel voting: the Lugano Agreement, known since 1996 as the Dresden Agreement. In 1991, ISO and CEN concluded a similar agreement: the Vienna Agreement.

4.3.2 BSI is the gateway to UK participation in ISO and CEN and, through the British Electrotechnical Committee, in IEC and CENELEC. BSI coordinates the UK national input to the European Telecommunications Standards Institute (ETSI). In 1996 about 90 % of BSI's standards programme had an international or European basis. All the committees of BSI reflect this emphasis.

 **4.3.3** The procedures and practices covering the technical work of ISO and IEC and of CEN and CENELEC are governed by the ISO/IEC Directives, Part 1 and Part 2, together with the ISO and IEC Supplements to the Directives, and the CEN/CENELEC Internal Regulations, respectively (see Clause 5, Clause 7 and Clause 8). 

The procedures of these organizations have many features in common with those current in BSI:

- a) selection of projects;
- b) preparation of draft standards through questionnaire and committee processes;
- c) public consultation;
- d) modification and approval;
- e) publication.

4.4 Resources

4.4.1 *European (CEN/CENELEC) and international (ISO/IEC) work*

In 1985 the New Approach to technical harmonization and standards adopted by the EC (see BS 0-1:1997, including Amendment 1:2002 and Amendment 2:2002, 7.4.4) created a special urgency and priority for European standards (to be adopted as British Standards) that will affect the work programme for many years. In a similar way, the recognition in the World Trade Organization (WTO) Agreement on Technical Barriers to Trade [2] of the value of international standards in global trading has underlined their importance. The volume of European and international work, together with the increased costs involved, has a major impact on the demand for resources.

 **NOTE** See Clause 10 for information on new types of document, “new deliverables”, that are now being made available by the international and European bodies. 

4.4.2 *National work*

Recognition of the importance of international, and especially European work, has reduced the demand for British Standards developed on a purely national basis. Resources devoted to national work have consequently declined. This is unlikely to change greatly in the foreseeable future. The development of new standards solely for national purposes has to be fully justified in relation to the benefits sought. Maintenance of existing British Standards for which no international or European equivalents are in view will continue to need resources. Proposals to develop new British Standards and revise existing ones have to be notified to other European countries (see 6.11.1). Every British Standard is subject to a 5-year review to ensure that it represents current practice (see 9.4).

NOTE See Clause 10 for information on new types of document, “new deliverables”, that are now being made available by BSI. 

5 Organization of standards work

5.1 Structural principles

5.1.1 *General*

Standards organizations generally operate in “vertical” divisions corresponding to industrial sectors. The development of standards that apply to several products, for example, common test methods for materials used by different industries, and generic standards, such as those for management systems, involves a “horizontal” approach.

5.1.2 *Inter-relationships between subjects*

Few, if any, standards exist alone. Most have multiple and complex relationships with others that can be expressed in the form of a matrix to show their interdependence. Standards for one product or process can have horizontal relationships with standards for other similar products or processes in respect of their common features, such as dimensions. Basic standards, for subjects like units and symbols or statistical methods, can be related to a large number of relevant standards for products or processes.

It follows that the development of individual standards needs to be coordinated and planned so that all these inter-relationships are identified and taken into account at international, European and national levels.

5.1.3 *Planning*

The complexity and importance of this planning task vary from one sector to another depending on such factors as the rate of technological change, the strength of pressure from stakeholders for the development of new standards and the number of inter-relationships to be managed. It is essentially a management task for which appropriate tools have been or are being developed.

Where this task is especially large and complicated, it can be useful to develop a special kind of horizontal standard to provide a framework. For example, in the electrotechnical sector, matters of safety, as distinct from functional performance, are dealt with in basic IEC safety standards that apply to many products and processes.

5.2 ISO and IEC structure

The ISO General Assembly, which comprises delegates from the whole membership, is responsible for ISO’s strategic direction and meets annually to discuss and decide policy. The operations of ISO are governed by the ISO Council to which the Technical Management Board (TMB) reports. This Board, to which all the technical committees report, is responsible for programming the technical work of ISO.

In the electrotechnical area, the controlling body is the IEC Council formed by the Presidents of all the national electrotechnical committees. The Council Board (formerly the Management Board) executes the policy of the IEC Council and the Standardization Management Board (SMB) supervises the work of the technical committees.

NOTE Technical cooperation between ISO and IEC is ensured by a Joint Technical Advisory Board which recommends the allocation of new work to one or the other organization in the event of failure to obtain a decision at a lower level, e.g. by ISO TMB and IEC SMB.  In the area of information technology, a Joint Technical Committee (JTC 1) develops ISO/IEC standards. This joint committee operates under the Procedures for the technical work of ISO/IEC JTC 1, and collaborates directly with the standardization sector of the International Telecommunication Union (ITU).

5.3 CEN and CENELEC structure

The top level of CEN is the General Assembly (CEN/AG) of national members with the Affiliates (national standards bodies that are prospective members) and Associated Bodies (other bodies contributing to European standardization). This delegates administrative issues to an Administrative Board (CEN/CA) and technical policy to a Technical Board (CEN/BT) that controls the standards programme and its execution. The technical committees are responsible to the Technical Board for the progress of their work.

The CENELEC General Assembly (CLC/AG) comprises representatives of the national members, in this case the national electrotechnical committees. It also has both an Administrative Board (CLC/CA) and a Technical Board (CLC/BT). Every technical committee reports directly to the Technical Board, which reports directly to the General Assembly. Liaison between CEN, CENELEC and the European Telecommunications Standards Institute (ETSI) is achieved at the political level through a Joint Presidents' Group (JPG) which discusses common policy.

5.4 ETSI structure

The General Assembly (GA) is the governing body of ETSI responsible for general policy and decisions concerning the management of the Institute. Membership of the Institute may be obtained by any company or organization involved in European telecommunications and all members have the right to participate in the meetings of the GA. The ETSI Board, elected by the GA, acts on behalf of the GA between its meetings by exercising delegated powers and functions. The technical committees cover specific areas of the ETSI work programme and operate through project teams. These project teams consist of paid experts who prepare the draft standards.

5.5 BSI structure

5.5.1 *The Standards Policy and Strategy Committee*

The Standards Policy and Strategy Committee (OC/13)²⁾ is responsible on behalf of the BSI Board (OC/-), in accordance with the Royal Charter and Bye-laws [1], for:

- a) bringing together the views of all stakeholders in British Standards to develop its strategic direction and policy in national, European and international fora;
- b) encouraging and developing the participation at the highest level possible, of all stakeholders in the work of British Standards;
- c) ensuring that committees recognize, canvas the views of, and seek the active involvement of all stakeholders who have a concerned interest in a particular standard;
- d) establishing and nurturing good two-way communication with stakeholders, so as to understand where their needs and aspirations can effectively be met, and to provide appreciation of the added value which is offered by British Standards;
- e) determining the objectives and priorities for the development of standards and for the deployment of available resources, including targeted funds from the Department of Trade and Industry (DTI) and other funding bodies;
- f) assessing, seeking and reporting on the resources required to support the activities of standards development in meeting the needs of its stakeholders;
- g) identifying and initiating new processes for standards facilitation in order to utilize available resources to best effect and ensure timely delivery of standards;
- h) investigating, proposing and advising on the development of ancillary products and services to add value to and support and enhance the use of standards;
- i) making and monitoring policies, plans, and resource usage in British Standards;
- j) monitoring and making recommendations concerning those corporate activities which service its standards business;
- k) monitoring and reporting on the financial ring fencing of British Standards;
- l) commenting on the pricing of standards and the subscription rates of BSI;

²⁾ OC originally stood for "Overhead Charge".

- m) recommending suitable candidates for individual appointment to the Standards Policy and Strategy Committee by the BSI Board, having taken advice from interested parties and ensuring that the strength and balance of the committee's membership is maintained;
- n) establishing supporting committees and approving their constitutions and terms of reference; appointing the chairmen of each Sector Policy and Strategy Committee from amongst the members of the Standards Policy and Strategy Committee; giving direction on items of common interest and receiving reports of progress of each sector's work;
- o) resolving technical or representational disputes arising from work being carried out in the standards development field. ^(A1)

^(A1) 5.5.2 Sector Policy and Strategy Committees

Reporting to the Standards Policy and Strategy Committee, Sector Policy and Strategy Committees allocate resources and control the work for their sectors. Their responsibilities include:

- a) authorizing work on new projects;
- b) deciding the broad programme and priorities for work in their sectors by the development of business plans;
- c) appointing the chairmen of technical committees.

Sector Policy and Strategy Committee membership comprises independent appointees broadly representative of stakeholder interests and the committees in the sector. Members of Sector Policy and Strategy Committees are expected to give priority to this function and maintain a high level of attendance.

The Sector Policy and Strategy Committees are as follows:

- Building and Civil Engineering Sector Policy and Strategy Committee (B/-);
- Engineering Sector Policy and Strategy Committee (E/-);
- Health and Environment Sector Policy and Strategy Committee (H/-);
- Materials and Chemicals Sector Policy and Strategy Committee (I/-);
- Electrotechnical Sector Policy and Strategy Committee (L/1);
- Management Systems Sector Policy and Strategy Committee (S/-);
- Consumer Products and Services Sector Policy and Strategy Committee (W/-).

The Electrotechnical Sector Policy and Strategy Committee has a dual role as it also reports to the British Electrotechnical Committee, to which it is responsible for international and European work. The British Standards sector responsible for information technology and telecommunications standardization is known as DISC (Delivering Information Solutions to Customers through international standards). The DISC Board functions as a Sector Policy and Strategy Committee. ^(A1)

^(A1) 5.5.3 Policy committees

BSI maintains two policy committees with broad terms of reference in order to harness collectively the commitment, and focus the interests of particular stakeholder groups:

- Consumer Policy Committee (OC/11);
- Policy Committee for Small Businesses (OC/18). ^(A1)

BSI technical committees can draw on the specialist advice of these committees when developing standards at international, European and national levels.

5.5.4 Technical committees

Technical committees are constituted to be representative of all the interests in the standardization of individual or groups of products or processes. In carrying out their work they may allocate specific tasks to subcommittees and panels or working groups with the relevant expertise (see 6.5).

5.5.5 Committee references

Boards and committees are assigned alphanumeric references. Except in DISC, the letters identify the specific work area including the Sector Policy and Strategy Committee to which the technical committee reports. Figure 1 illustrates the chain of responsibility behind the following numbering system:

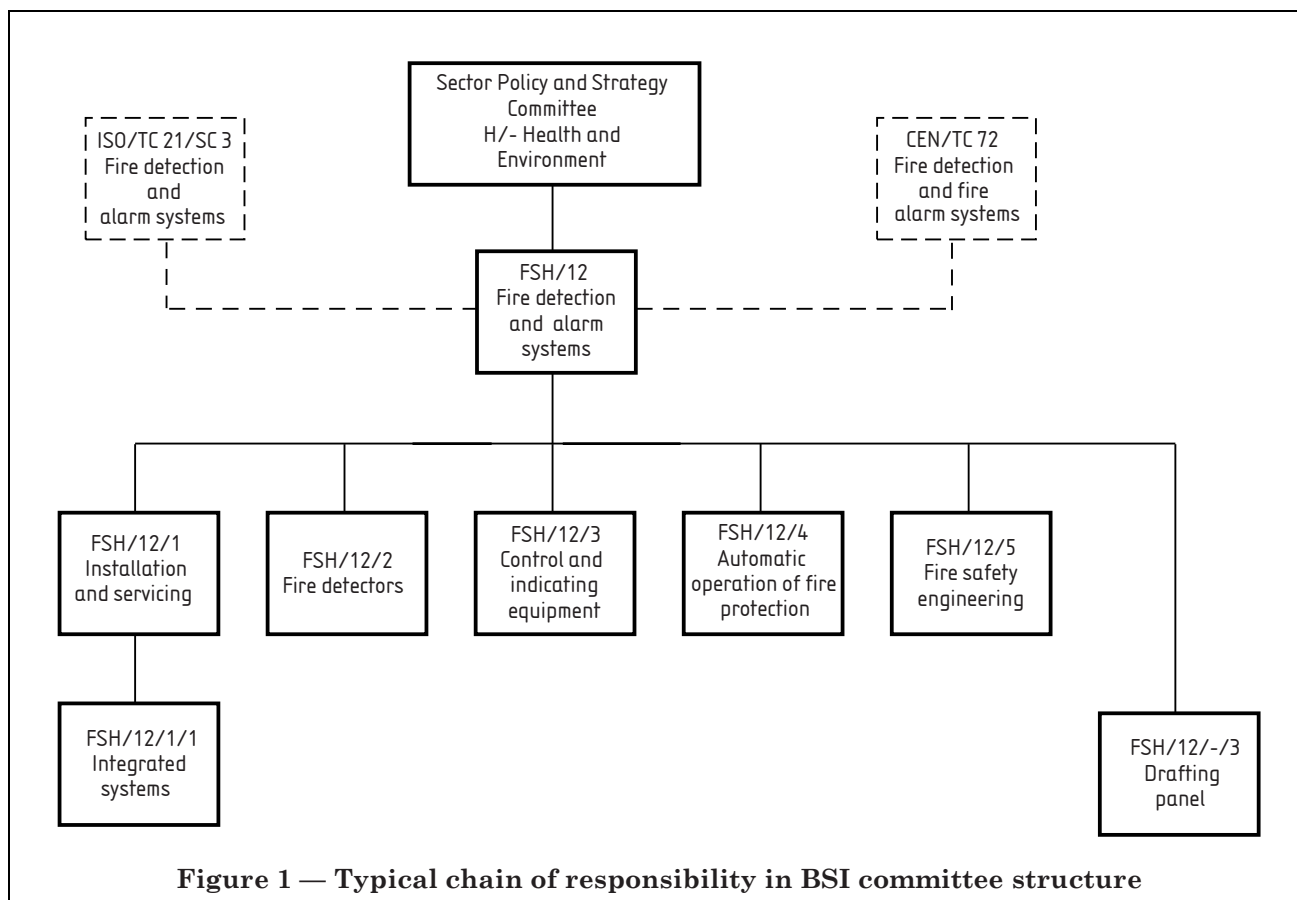
- a) H/-, a Sector Policy and Strategy Committee;
- b) FSH/12, a technical committee of H/-;
- c) FSH/12/2, a subcommittee of FSH/12;
- d) FSH/12/1/1, a panel of FSH/12/1;
- e) FSH/12/-/3, a panel of FSH/12.

The dash (-) in an intermediate position in a committee reference indicates that it reports directly to a committee two levels higher than itself.

5.5.6 Relation to international and European committees

Wherever practicable, the detailed committee structure is aligned with that of the corresponding international or European standards organization, so that the committee responsible for national work has responsibility for input to relevant international and European work. A UK committee may provide the input to more than one international or European committee.

Whether the structure is identical or not, every international and European technical committee and subcommittee in which the UK participates has a BSI “mirror” committee. This committee appoints the UK delegation and briefs it to convey a national point of view that takes account of all UK interests affected by the work. The BSI mirror committee decides the formal UK vote on a standard. Some, but not all, international or European working groups also have mirror committees.



6 Organization of BSI technical committees, subcommittees and panels

6.1 Principles

6.1.1 *General*

The basic principles of standards work in the UK require that BSI:

- a) carries out its task in the national interest;
- b) has an authoritative body of opinion backing every British Standard.

These require the following four activities:

- to seek the expression of all significant viewpoints;
- to secure the representation of significant interests at all levels;
- to make decisions by consensus;
- to consult the public widely.

These principles apply to, and the activities should be carried out by, any British Standards decision making group.

6.1.2 *Consensus*

Consensus is the principal means of reaching decisions in the work of standardization. Differences of view on policies or on the substance of a standard are not resolved by a vote. In BSI work consensus has an important, specific meaning defined in BS 0-1:1997, including Amendment 1:2002 and Amendment 2:2002, 2.3. When a decision to publish or refer to a standard is taken or the UK decision on a draft international or European standard is made, those responsible should satisfy themselves that consensus has been achieved (see 8.6.11). All objections will then have been:

- a) reconciled;
- b) not sustained; or
- c) judged to be of such minor significance that further delay would not be worthwhile.

The principle of consensus should be upheld at all times, but a procedure is available if objections persist (see 8.10).

6.1.3 *Responsibilities*

Every committee is responsible for the content of the standards which it produces (but see 9.6.1). Both the technical content and the means of expression should be clear and concise in accordance with BS 0-3. A standard should not be open to misinterpretation.

6.2 Terms of reference and constitution

6.2.1 *Terms of reference*

The terms of reference for a committee are initially laid down by the committee or Sector Policy and Strategy Committee to which it reports. They may subsequently be revised by mutual agreement between the senior and the subordinate committees but the final decision rests with the senior one. Reference to the need to liaise with other committees working on related subjects can usefully be included in the terms of reference. BSI staff are responsible for maintaining clear and unequivocal terms of reference for each committee, particularly to ensure that work is not duplicated.

6.2.2 *Constitution*

A distinction is drawn between the constitution of a committee, i.e. the bodies represented, and the membership, i.e. the individual representatives nominated by those bodies to serve on the committee. The names of these representatives are not made public by BSI so that individuals serving voluntarily on committees are not exposed to lobbying or media attention. Technical committee constitutions are approved by the appropriate Sector Policy and Strategy Committee, where any cases of dispute over representation should be raised. The Standards Policy and Strategy Committee has ultimate authority in this matter. With a committee's agreement, individuals who are not members may be sent papers at the request of interested organizations, on payment of a fee.

6.3 Representation on committees

6.3.1 General

It is a requirement of the BSI Bye-laws [1] that all of its committees are representative of the interests of users, manufacturers, government departments and other bodies concerned with their work. BSI therefore seeks to bring together all those with significant interest in particular projects, wherever possible by requesting nominations from representative organizations. The intention is that groups with a similar interest should be kept informed and contribute their views through a single channel. This method of nomination achieves, economically, a wide measure of consultation and support in standards work.

The fairness of representation on any committee should be equal to satisfying external scrutiny in the event of challenge. Representation from individual companies is permitted only in exceptional circumstances and then only if there is no representation through a relevant trade organization or no trade organization exists. A single company is not permitted to sponsor multiple representation via different trade organizations. The quality of standards and their acceptance, particularly by the courts, depends largely upon the widest and most authoritative representation available. Any imbalance in the constitution of committees could result in the production of an inadequate standard which, if discredited by a court decision, might jeopardize the status of standards generally.

Membership of a BSI committee is not a right. It is a duty which imposes obligations upon the member (see 6.9).

6.3.2 Representative organizations

BSI encourages trade associations or equivalent organizations as the means of representing most standards users in business on its committees. Representation on committees handling work in their spheres of interest should be sought from:

- consumer organizations;
- professional institutions;
- certification, testing and inspection interests;
- research organizations, educational bodies and government departments (both regulators and public procurement interests).

Ⓐ When a BSI committee is contributing to the development of a harmonized European standard to meet the requirements of an EC Directive, representation by a UK Notified Body should be given favourable consideration. For Directives where there are two or more UK Notified Bodies, consideration should be given to a nomination by one of the UK Notified Bodies acting on behalf of the group. **Ⓐ**

If the interests of public procurement are not directly represented, care should be taken to ensure that they are consulted when international and European standards are being developed. This is because international agreements can require such standards to be used (see BS 0-1:1997, including Amendment 1:2002 and Amendment 2:2002, **7.3.3**).

For organizations to contribute effectively to the preparation of standards that will become of value to them, their representatives should be given authority to speak on their behalf and be fully briefed on subjects currently under discussion. The need for rapid responses, particularly on European issues, means that time may not always be available for representatives to refer matters back to their organizations for direction before a decision is taken.

Involvement of the relevant enforcement interests, through, e.g. the Institute of Trading Standards Administration, the Institute of Building Control Officers or the Health and Safety Executive (HSE), is essential in ensuring that all the detail of conformity assessment techniques included in a standard is unambiguous (see Annex A on the use of statistical sampling methods in British Standards). **Ⓐ** Advice is also desirable from one of those organizations, e.g. the Association of British Certification Bodies, to which individual companies offering certification, testing and inspection services are affiliated. **Ⓐ** When it is believed that a standard may be used for legislative purposes, it is important to involve the relevant government department, e.g. the DTI Consumer Safety Unit, as well as these enforcement interests.

BSI attaches particular importance to securing the representation of end users in standards work. Trade union representation, desirable especially in the preparation of standards relevant to health and safety at work, should be sought first through the Trades Union Congress. For the private consumer, the Consumer Policy Committee (OC/11) provides representation on many technical committees. Voluntary organizations also contribute to end user representation across a wide range of standards projects. ^[A1] The British Standards Society Management Committee (OC/34) can provide an informed source of standards user representation from a wide range of industry and public sector interests. ^[A1]

Where standardization could have an adverse effect on small businesses, the Policy Committee for Small Businesses (OC/18) should be consulted. This committee may also be able to advise on appropriate organizations to provide representation.

6.3.3 Identification of interests

BSI conducts an analysis of all those with substantial interest in, or who might be significantly affected by, a particular project. At the first meeting of a technical committee, the members in attendance are asked whether they know of any other organizations with a direct interest that should be represented. Initial members should therefore expect to be asked to use personal knowledge and reference sources to locate willing and active representatives.

After the first meeting of a new committee the constitution remains under review. The constitution and membership of a dormant committee should be reviewed when it is reconvened for new work.

6.3.4 Co-option

Each committee may co-opt members if necessary, to contribute specialized expertise for a given period, normally 12 months, or for the duration of a particular project.

6.4 Size of committees

The size of a committee needs to balance breadth of representation and effectiveness in reaching decisions. Generally, a smaller membership is better for a committee dealing with detailed aspects of a standard, with wider representation being appropriate for a committee that considers policies.

Each organization on the constitution of a technical committee should nominate a single representative. Organizations are required to justify extra nominations to the Sector Policy and Strategy Committee with regard to the needs of the work programme.

In order to keep committee meetings to an efficient size, members who cannot assist the full work of a committee are encouraged to attend only meetings at which items that particularly concern them are discussed.

6.5 Delegation of work

Much of the detailed work of a technical committee is normally delegated to subcommittees or panels or to temporary working groups, which should be disbanded on completion of their work.

Subcommittees are officially constituted by technical committees, with members nominated by the bodies represented on the subcommittee (as for technical committees) and with chairmen appointed by the technical committee. They are generally responsible for the approval of standards subject to the agreement of the technical committee chairman. A BSI, or subcontracted, secretary is appointed to manage the business of the subcommittee.

A panel is constituted by the committee to which it reports either on a representative basis or by consisting of individual experts. Panels may operate at any level, reporting to Sector Policy and Strategy Committees or to subcommittees as well as directly to technical committees. A secretary is not usually provided for a panel, though there are exceptions, particularly for those which mirror European working groups. Where no BSI secretary is appointed, copies of relevant documents should be supplied to the committee secretary of the senior committee.

Temporary working groups may be set up by a committee, or its chairman, to undertake specific short term tasks; they have no official status and usually operate without the services of a BSI secretary.

6.6 Subcontracting to external bodies under BSI's supervision

When standards work is required but BSI has not sufficient resources to provide a committee secretariat, a Sector Policy and Strategy Committee may authorize another UK organization, having the necessary specialist knowledge, to carry out this function. Such organizations operate as “subcontractors” to BSI, on the recommendation of the business manager of the Standards Development business sector concerned. A subcontractor should be an organization considered by BSI to be able to act on its behalf and to be competent to handle the work efficiently.

The detailed conditions governing the subcontracting out of work should be agreed with BSI, which retains responsibility for the work and the constitution of the committee. The following general conditions apply.

- a) Responsibility remains with BSI for overseeing the efficient and impartial operation of the secretariat.
- b) A BSI staff member is appointed to the committee to supervise its operation.
- c) Details of the agreement should be formally recorded.
- d) The subcontractor should nominate an individual who is acceptable to BSI as secretary to the committee.
- e) The subcontractor should agree to abide by the constitution and rules of BSI.
- f) The subcontractor should keep BSI regularly informed of the progress of standards projects.
- g) In all correspondence and documents, the secretariat capacity of the subcontractor should be clearly identified.
- h) The staff member of BSI who supervises the work should receive copies of all correspondence and documents in order to be able to ensure that procedures are followed correctly. In cases of doubt, e.g. about the interpretation of rules, the staff member should be consulted before any external communication is made.

6.7 Attendance at committee meetings

A member unable to attend a particular technical committee meeting may send a deputy but should always inform the committee secretary prior to the meeting, preferably in writing (see also **6.9.1.1**). Deputies are listed in minutes but are not recorded on BSI membership records. Deputies should be fully briefed and should have been supplied with relevant papers by their nominating organization. Deputies are not permitted to attend meetings at Sector Policy and Strategy Committee level, nor in place of co-opted members. In these cases the individual serves in a strictly personal capacity, rather than exercising any representative function.

6.8 Committee documents

With the exception of drafts for public comment (see **8.6.9**), documents issued to any BSI committee are marked “Private circulation”. This means that the addressees are responsible for seeing that the contents are not used for any purpose other than the work of the committee. For briefing purposes documents should be circulated by the committee member within the organization which he represents. This extends to drafts for public comment in which BSI has a copyright interest which, for the purposes of consultation with nominating organizations, is waived. A committee may also authorize its secretary to circulate documents to individual non-members who are expected to be able to contribute positively to its work.

As draft documents are liable to undergo major changes, their wide distribution can cause misunderstanding among people not closely associated with the project. This has in the past delayed projects. For this reason committee papers are addressed to named individuals.

A) BSI has developed a system for electronic circulation of committee documents using the Internet. In order to maintain confidentiality of such documents, committee members are, at the appropriate time, issued with an electronic password that allows controlled access to them. This password is personal to the individual and should not be divulged to any third party. In the event of the password being inadvertently compromised, committee members should request a replacement from BSI.

Committee members with password-controlled access are responsible for the circulation of committee documents, including draft standards for public comment, within their organization. Electronic circulation should be limited to those individuals within an organization who are expected to be able to contribute positively to the work.

NOTE Committee members should ensure that they have access to appropriate electronic facilities in order to benefit from the electronic circulation of documents. Details can be supplied by the committee secretary. **A)**

Committee members should understand that their inputs to the committee will be used by BSI for the general good. Originators of committee documents wishing to circulate them also in wider circles should alert the committee secretary to their intentions. Documents addressed solely to a BSI committee should not subsequently be made publicly available without the consent of the committee.

6.9 Duties

6.9.1 Responsibilities of committee members

6.9.1.1 Attendance

A member is expected to attend meetings regularly in order to contribute expert advice and to act as a channel of communication. The nominating body, the employer sponsoring a member and the individual member should recognize this obligation when a representative is being selected. If a committee member continually fails to attend meetings, the committee secretary should make enquiries and, if appropriate, take steps either to encourage attendance or to obtain a replacement nomination from the organization concerned (but see 6.4). In cases where the organization is not immediately able to nominate a new member, papers may be sent to the organization's secretary under the conditions given in 6.8. If a member cannot attend a particular meeting, it should be understood that matters decided at that meeting cannot be reopened when the member is next able to attend except at the discretion of the chairman. If the chairman cannot attend, the members present should elect a chairman from among themselves for that meeting.

6.9.1.2 Commitment

Members join BSI committees on the understanding that they and their nominating organizations are committed to the development of the standards allocated to the committee within the agreed timetables. An organization that is unwilling to accept a committee's approved work programme may not nominate a representative but should advise the secretary of the relevant Sector Policy and Strategy Committee.

6.9.1.3 Activity

Attendance at meetings is necessary but not sufficient to develop good standards. Members are the channel for ideas necessary to find solutions to the problems of making standards.

To develop these ideas needs time for thinking.

To keep abreast of the ideas of others requires much time for reading.

To formulate a draft on the basis of these ideas needs time for writing.

Neither individual members nor their sponsors should discount the investment of time which is needed from a successful committee member. A single active committee requires about two person-weeks each year of the member's time. The benefit received is that an active member influences standards to a greater extent than a passive observer. This influence will steer standards in the directions which the nominating organization of an active member believes to be correct.

6.9.1.4 Communication

Seeking the expression and securing the representation of all significant views and interests (see 6.1.1) depend upon effective and timely communication between committees and British Standards stakeholders. The views of the nominating organization should be passed to the committee for consideration. In the reverse direction, committee members should provide written reports to the organizations which they represent. This duty is not effectively discharged by reporting only to a direct sponsor such as an employing company. It is recommended that nominating organizations should require this feedback from their representatives.

It is important that representatives do not operate in isolation from the members of the organization to which they belong. Consistency should be maintained between the views presented in different BSI committees by all representatives and those deputizing for them. This is advantageous both to committees and to organizations.

6.9.1.5 Duty of care

The duty of care owed by BSI as the publisher of documents having a recognized national status (see BS 0-1:1997, including Amendment 1:2002 and Amendment 2:2002, 3.3.3) falls first and foremost on committee members in their contribution to the content of standards. BSI does, and the committee member should, recognize that standards are produced and published in the public interest.