TEC-103: Standards – February 2, 2011

This policy defines the INCOSE process for participating in standards development, and the endorsement of resulting standards. Participation is also subject to any applicable criteria in an established INCOSE collaboration agreement. For the purpose of this policy, the term standard also refers to standards-related documents like guides, handbooks, technical reports, etc.

INCOSE shall participate in the development of national, international, and other standards, where such participation is deemed to be of benefit to INCOSE and its members. Table 1 lists the four levels of participation and their corresponding levels of approval. Category D participation requires a collaboration agreement in accordance with BOD-300. Other participation categories may or may not require a collaboration agreement.

Table 1: Levels of Participation

<table>
<thead>
<tr>
<th>Type of Participation</th>
<th>Participation Category</th>
<th>Endorsing Agent: Intent to Participate</th>
<th>Approval Authority: Participation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence</td>
<td>C</td>
<td>Technical Director</td>
<td>None Required</td>
</tr>
<tr>
<td>Review</td>
<td>R</td>
<td>INCOSE Representative</td>
<td>Assistant Director, Standards Initiatives</td>
</tr>
<tr>
<td>Ballot</td>
<td>B</td>
<td>Technical Director</td>
<td>Technical Director</td>
</tr>
<tr>
<td>Joint Development</td>
<td>D</td>
<td>Technical Director</td>
<td>INCOSE Board of Directors</td>
</tr>
</tbody>
</table>

When an entity within INCOSE wishes to participate in a standards development effort at levels B or D, it shall provide a memo describing the intent to participate to the Assistant Director, Standards Initiatives who shall provide copies to the Technical Operations Board. The Technical Operations Board shall review this Intent to Participate in Standards Development to ensure the effort is aligned with INCOSE goals. The memo shall include:

a. Background:
   - Brief description of standards development organization
   - Description of proposed standard(s)
Related collaboration agreements, if any

b. Details of proposed participation:
   - Anticipated INCOSE resource contribution, including estimated costs
   - Anticipated schedule
   - Proposed INCOSE point of contact and participants

c. Justification:
   - relevance to INCOSE as an organization
   - relevance to INCOSE individual members and CAB members
   - INCOSE privileges and other benefits, including ownership of completed work, reduced / no cost access to same for use when developing INCOSE products, member price discounts, INCOSE publicity, etc.

d. Interrelationships, dependencies, risks and issues
   - Relationship to existing/planned collaborations and other standards activities
   - Relationship to INCOSE Annual Operating Plan and Long Range Plan
   - Risks and Issues

e. Draft Joint Working Agreement (or plan for developing), as required

Following endorsement of the Intent to Participate in Standards Development by the appropriate agent, a formal Standards Participation Plan shall be drafted by the Assistant Director, Standards Initiatives, in conjunction with the originator of the Intent to Participate in Standards Development, and approved at the appropriate level prior to commencing work on the project. The Standards Participation Plan shall update and expand upon the Intent to Participate in Standards Development to additionally cover the following:

a. Background:
   - Updated as required

b. Details of proposed participation:
- Resources anticipated from INCOSE (labor, intellectual capital and financial)
- Planned development schedule, including any internal review and balloting
- Progress assessment procedures (reporting routes and frequency)
- Proposed INCOSE point of contact and participants, updated as required
- Conditions of termination of INCOSE participation

c. Justification:
- Business case justifying the investment of INCOSE resources

d. Interrelationships, dependencies, risks and issues
- Impacts, either positive or negative, that the investment will have on ongoing or planned INCOSE internal activities or other Standards work
- Impacts on other INCOSE entities including Chapters and CAB
- Relationship to INCOSE Annual Operating Plan and Long Range Plan, updated as required
- Risks and Issues, updated as required

e. Joint Working Agreement, including
- Appropriate aspects of the proposed participation, including resources, schedule and mutual termination clauses
- Reference to relevant Collaboration Agreement(s)
- Adjustments to INCOSE internal review and balloting procedure
- Ground rules for participation and ownership of developed material
- Ground rules for release and distribution of standard
- Ground rules related to copyrights and sales rights
- Conflict resolution procedure (not involving official balloting)
• Wherever possible, the signatures of both parties

The Assistant Director, Standards Initiatives shall make every effort to ensure that INCOSE participants in any standards development activity represent the interests of all appropriate domains (e.g., defense, government, commercial, academic), and all appropriate membership regions. Justification for each participant in Joint Development activities shall be provided to the Technical Director for concurrence. This justification should show the evaluation criteria used and the other candidates considered in the selection process. Specific data regarding evaluation of candidates shall be treated as confidential information.

The Assistant Director, Standards Initiatives will, in conjunction with the Technical Director, establish and maintain a Standards webpage on the INCOSE website that provides the following information for all standards activity with INCOSE participation:

a. List of standards currently being supported
b. Type of Participation
c. Name(s) of designated INCOSE representative(s) and contact information
d. What the current approved revision of the standard is
e. Consolidated (and dispositioned) review comments, if applicable
f. Summary of ongoing activity on this standard

The Category D Standards Participation Plan is filed with the INCOSE Administrative Office, with a copy to the Assistant Director, Standards Initiatives. Regular status of each standard development effort shall be monitored by the Assistant Director, Standards Initiatives and reported to the Technical Operations Board. Summary status reports on all existing standards projects shall be presented to the Board of Directors at the International Workshop & the International Symposium Joint Leadership meetings.

The Technical Director shall recommend to the BoD the termination of any Standards development effort which, on balance, has ceased to be of benefit to INCOSE or its members.

Standards approved by INCOSE shall be endorsed, as indicated by the approval signature of the Technical Director. At the discretion of the INCOSE Board of Directors, and as indicated by approval signature of the INCOSE President, INCOSE may elect to endorse a standard as an official position product of INCOSE.

SUPERSEDES: July 15, 2010
APPROVED BY: INCOSE Board of Directors, Phoenix, AZ, USA, February 2, 2011
MAINTAINED BY: Technical Director