



## **TEC-103: Standards – October 20, 2017**

### **SCOPE:**

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.

### **AUTHORITY & RESPONSIBILITIES:**

- The Technical Director is accountable for the proper implementation of this policy, the effective interactions with other areas of INCOSE, appropriate interactions with other policies, and sufficient staffing and resources required to execute this policy. Furthermore, the Technical Director has the responsibility to process temporary deviations from this policy as needed with approval from the Executive Committee (a sub-set of the BoD).
- 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.

### **DEFINITIONS:**

For this policy, the term standard also refers to standards-related documents like guides, handbooks, technical reports, etc.

### **REFERENCES:**

BOD-300 Collaborations: Requirements section 1.3.1

### **POLICY REQUIREMENTS:**

#### **1.0 Participation in Standards Development**

1.1 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.

1.2 Table 1 lists the four levels of participation and their corresponding levels of approval.



**Table 1: Levels of Participation**

<b>Type of Participation</b>	<b>Participation Category</b>	<b>Endorsing Agent: Intent to Participate</b>	<b>Approval Authority: Participation Plan</b>
Correspondence	C	Technical Director	None Required
Review	R	INCOSE Representative	Assistant Director Standards Initiative
Ballot	B	Technical Director	Technical Director
Joint Development	D	Technical Director	INCOSE Board of Directors

C = Correspondence, R = Review, B = Ballot, D = Joint Development

1.3 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 for Standards Initiatives who shall provide copies to the Technical Director.

1.3.1 Category D participation requires a collaboration agreement in accordance with BOD-300.

1.4 Other participation categories shall be reported to the Technical Director for guidance.

## 2.0 Intent to Participate in Standards Development

2.1 The Assistant Director for Standards Initiatives shall review each *Intent to Participate in Standards Development* to ensure the effort is aligned with INCOSE goals.

2.2 The *Intent to Participate in Standards Development* 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

### 3.0 Standards Participation Plan

3.1 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 for Standards Initiatives, in conjunction with the originator of the *Intent to Participate in Standards Development*.

3.1.1 Standards Participation Plan shall be approved at the appropriate level prior to commencing work on the project.



3.2 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

#### 4.0 Justification

4.1 Justification for each participant in Joint Development activities shall be provided to the Technical Director for concurrence.

4.1.1 This justification should show the evaluation criteria used and the other candidates considered in the selection process.

4.1.2 Specific data regarding evaluation of candidates shall be treated as confidential information.

#### 5.0 Maintenance

5.1 The Assistant Director for Standards Initiatives shall, in conjunction with the Technical Director, establish and maintain a Standards webpage on the INCOSE website that provides the following information for all standards activities 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. Summary of ongoing activity on this standard



- 5.2 The Category D *Standards Participation Plan* is filed with the INCOSE Administrative Office, with a copy to the Assistant Director for Standards Initiatives.
- 5.3 Regular status of each standard development effort shall be monitored by the Assistant Director for Standards Initiatives.
  - 5.3.1 Regular status of each standard development effort shall be reported to the Technical Director.
  - 5.3.2 Summary status reports on all existing standards projects shall be presented to the BoD at the International Workshop & the International Symposium Joint Leadership meetings.
- 5.4 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.

## 6.0 Standards Endorsement

- 6.1 Standards may be endorsed by INCOSE, as indicated by the approval signature of the Technical Director.

**SUPERSEDES: February 2, 2011**

**APPROVED BY: INCOSE Board of Directors, Orlando, October 20, 2017**

**MAINTAINED BY: Technical Director**