



TEC-103 Standards – 16 October 2020

Purpose

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.

Applicability

This policy applies to anyone representing or sponsored by INCOSE and involved in any standards development activity.

Definitions

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

Policy Content

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

Type of Participation	Participation Category	Endorsing Agent: Intent to Participate	Approval Authority: Participation Plan
Correspondence	C	Technical Director	None Required
Review	R	INCOSE Representative	Assistant Director Standards Development Department
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 (see item 2.0 below) to the Assistant Director for Standards Development Department 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 forwarded to the Technical Director for guidance.

2.0 Intent to Participate in Standards Development

2.1 The Assistant Director for Standards Development Department 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 Working Group(s) and administrative resource contribution, including estimated costs
 - Anticipated schedule
 - Proposed INCOSE primary 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 (at the Standards Development Organization [SDO] level listing INCOSE's participation in the standardization projects)* shall be drafted by the Assistant Director for Standards Development Department, 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 participation with the SDO.

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 (both administrative and Working Group-based labor, intellectual capital and financial)
 - Planned development schedule, including any internal review and balloting
 - Progress assessment procedures (reporting routes and frequency)
 - Proposed INCOSE primary point of contact, participants and participating Working Group(s), updated as required
 - Conditions of termination of INCOSE participation
- c. Justification:
 - Value 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 or Participation 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 Development Department 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 participating INCOSE Working Group(s) with contact information and name of designated INCOSE primary point of contact representative(s) with contact information
- d. What the current approved revision of the standard is
- e. Summary of ongoing activity on this standard
- f. Compilation of known System Engineering Standards by SDO

5.2 The Category D *Standards Participation Plan* is filed with the INCOSE Administrative Office, with a copy to the Assistant Director for Standards Development Department.

5.3 Regular status of each standard development effort shall be monitored by the Assistant Director for Standards Development Department.

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 on request.

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.

Consequences of Non-Compliance

Non-compliance to this policy results in uncoordinated efforts in standards development which will impact INCOSE's professional reputation.



Responsible Position

The Technical Director is responsible for this policy.

Related Policies

TEC-100 Technical Operations Infrastructure

SUPERSEDES: TEC-103 dated 20 October 2017

APPROVED BY: INCOSE Board of Directors, Virtual Board of Directors Meeting, 16 October 2020

POLICY OWNER (RACI Responsible R): Technical Director

MAINTAINED BY (RACI Accountable A): President-Elect