

SES 3: 2016

# Recommended Practice for Joint Standards Development

April 2016

## Abstract

This recommended practice provides guidance to Standards Development Organizations for the development of Joint Standards by outlining the key components of a Joint Standards Agreement and a recommended process for managing the development of Joint Standards.



The Society for Standards Professionals

<http://www.ses-standards.org/>

ISBN-13:  
978-0-9975699-0-2

Representative members of the standards community developed this Recommended Practice as advisory information and published it as a public service. SES disclaims all liability for the use, application, or adaptation of materials published herein. This Recommended Practice is subject to revision at any time and must be reviewed every five years and, if not revised, either reaffirmed or withdrawn.

Copyright © 2016 by SES.

All rights reserved.

No part of this publication may be reproduced in any form, in an electronic retrieval system, or otherwise, without the prior written permission of SES.

Suggestions for improvement of this document are welcome. They should be sent to SES -The Society for Standards Professionals, [admin@ses-standards.org](mailto:admin@ses-standards.org).

## FOREWORD

(This Foreword is not an official part of this Recommended Practice. It is included for information purposes only.)

This Recommended Practice was developed to provide guidance to standards development organizations, trade associations, government agencies, companies, and any others involved in the development of joint standards. The model procedure in this Recommended Practice is in a form that can be used by any standards development organization. Adoption and customization of this document requires harmonization with the standards development organization's country or standards setting body requirements.

Compliance with this Recommended Practice conforms to the principles and practices of the:

- World Trade Organization Agreement on Technical Barriers to Trade (TBT) Annex 3, *Code of Good Practice for the preparation, adoption and application of standards*<sup>1</sup>
- International Social and Environmental Accreditation and Labeling Alliance Code of Good Practice for Setting Social and Environmental Standards, Section 5, *Procedures for the development of standards*<sup>2</sup>
- ISO/IEC Guide 59, *Code of Good Practice for Standardization*<sup>3</sup>

Suggestions for improvement of this Recommended Practice are welcome. They should be sent to the Chairman of the SES Standards Committee, c/o SES -The Society for Standards Professionals, 1950 Lafayette Road, Suite 200, Portsmouth, NH 03801 or via [admin@ses-standards.org](mailto:admin@ses-standards.org).

<sup>1</sup> <https://www.wto.org/>

<sup>2</sup> <http://www.isealalliance.org/>

<sup>3</sup> <http://www.iso.org/iso/home.html>

## TABLE OF CONTENTS

### Contents

Recommended Practice for Joint Standards Development .....	i
FOREWORD .....	iv
TABLE OF CONTENTS.....	v
1 Scope, Purpose, and Application .....	1
1.1 Scope .....	1
1.2 Purpose.....	1
1.3 Application .....	1
2 Referenced Publications (Informative).....	1
3 Definitions .....	1
4 Joint Standards Development Agreement .....	2
4.1 Contracts/Legal Frameworks for Joint Development Activity .....	2
4.2 Negotiating the Agreement.....	2
4.3. Components of the Agreement.....	3
5 Identification of Involved SDOs, Contact Information, and Date of Agreement.....	3
5.1 Fundamental .....	3
5.2 Cultural .....	3
6 Scope and Purpose of Agreement .....	3
7 Policies .....	3
8 Joint Standards Development Process .....	4
8.1 General .....	4
8.2 Leadership .....	4
8.3 Communication .....	5
8.4 Approval of Joint Standard .....	5
8.5 Committee Formation .....	6
8.6 Draft Development.....	7
8.7 Approval Process .....	9
9 Dispute Resolution .....	10
10 Branding and Publication.....	10
11 Costs and Revenue .....	10
12 Marketing and Distribution .....	10
13 Maintenance of Joint Standard .....	11
13.1 General .....	11
13.2 Records.....	11
13.3 Lessons Learned .....	11
14 Withdrawal of Joint Standard.....	11

# RECOMMENDED PRACTICE FOR JOINT STANDARDS DEVELOPMENT

## 1 Scope, Purpose, and Application

### 1.1 Scope

This recommended practice provides guidance on the development of Joint Standards among two or more organizations. For the purpose of this document, the involved organizations are referred to as Standards Developing Organizations (SDOs) although other types of organizations may be involved. This recommended practice outlines the basic subjects related to setting up a Joint Standards Agreement along with a recommended process for managing the development of joint standards.

### 1.2 Purpose

The purpose of this document is to serve as guidance for parties initiating the development of an agreement and process for Joint Standards development.

### 1.3 Application

Joint Standards Agreements created using this Recommended Practice may be adopted by any organizations agreeing to use this document as the basis for their Joint Standards Agreement and process. These Joint Standards may have industrial, commercial, or consumer application, with use on a national, regional, or international level.

## 2 Referenced Publications

The following documents are referenced in this Recommended Practice. Users are encouraged to apply the most recent edition of the reference indicated below.

SES 1:2013, *Recommended Practice for Designation and Organization of Standards*

SES 2:2011, *Model Procedure for the Development of Standards*

Copies are available from SES at <http://www.ses-standards.org/> or from other standards resellers.

*American National Standards Institute (ANSI) Essential Requirements: Due process requirements for American National Standards*

*Requirements & Guidance – Accreditation of Standards Development Organizations*

*Requirements & Guidance – Approval of National Standards of Canada Designation*

*Requirements & Guidance – Approval of National Adoptions of Canada Designation*

*The Chicago Manual of Style (Informative)*

## 3 Definitions

For the purposes of this Recommended Practice, the following definitions apply.