



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

STANDARDS
NEW ZEALAND
PAEREWĀ AOTEAROA



What's involved



Standards development committees



Standards solutions

Standards solutions are used by a diverse range of organisations to enhance their products and services, improve safety and quality, meet industry best practice, and support trade into existing and new markets. Developed by those directly affected by them, standards are drafted by a representative development committee that may include, for instance, designers, manufacturers, safety regulators, and consumers. The independent, consensus-driven development process, of which public comment is a vital part, is provided for by the Standards and Accreditation Act 2015.



Why do development committees matter?

Standards development committees are central to the process of creating new standards, reviewing existing standards, and adopting international standards. They work on a transparent and consensus-based approach, which leads to standards solutions that are robust and workable.

Balanced development committees are made up of experts acting as volunteers, gifting to the committee their knowledge and skills through a process that enables experts to challenge, test, and moderate to achieve the best outcome.

Development committee members work together to develop content for the standards solution, with input from other interested parties during the public consultation period. This inclusive process generates wide support and recognition for the final standards solution and ensures it is fit for purpose.

Being involved with a development committee provides a unique opportunity to work with your peers to create something that benefits both your sector and New Zealand as a whole. Consensus and transparency are two of the hallmarks of the development process and ensure that standards are relevant and practical.

Derek Johns, Chair and member of several international and Australia/New Zealand standards development committees



‘ The means of achieving standards is through a process of development committees. It has been said that a camel is a horse designed by a committee; I would have you think for a moment about camels. They are sturdy, quite long-lived, are not high maintenance, plod on until they reach their destination, foster trade, survive in the most hostile environments, and save lives.

Much like standards, really. ’

**Pat Cunniffe, Member of many development committees
and a consumer advocate**



How are development committee members selected?

Standards New Zealand invites organisations that represent the views of a large, usually national, group with a common interest in the area being addressed by the standards solution to nominate a representative for the development committee. We review nominations and select committee members from them. We ensure the committee has a balanced representation of stakeholder interests and the appropriate diversity of skills, knowledge, and experience relevant to the standard being developed. We submit the proposed make-up of the committee with the nominees' CVs and disclosures of interest to the independent New Zealand Standards Approval Board. Under the Standards and Accreditation Act 2015 it is the Board that approves final committee membership.

Nominating organisations

Nominating organisations may be regulators, professional bodies, research agencies, manufacturers, end users, or others with an interest in the subject.

Examples of nominating organisations include the Institution of Professional Engineers New Zealand, Royal New Zealand College of General Practitioners, the Timber Industry Federation, the Fire Protection Association of New Zealand, and BRANZ. Government agencies may also act as nominating organisations.



What are the benefits of being involved in the development process?

There are a number of benefits to being involved with developing standards solutions, including the opportunity to contribute to the betterment of industry and the public good.

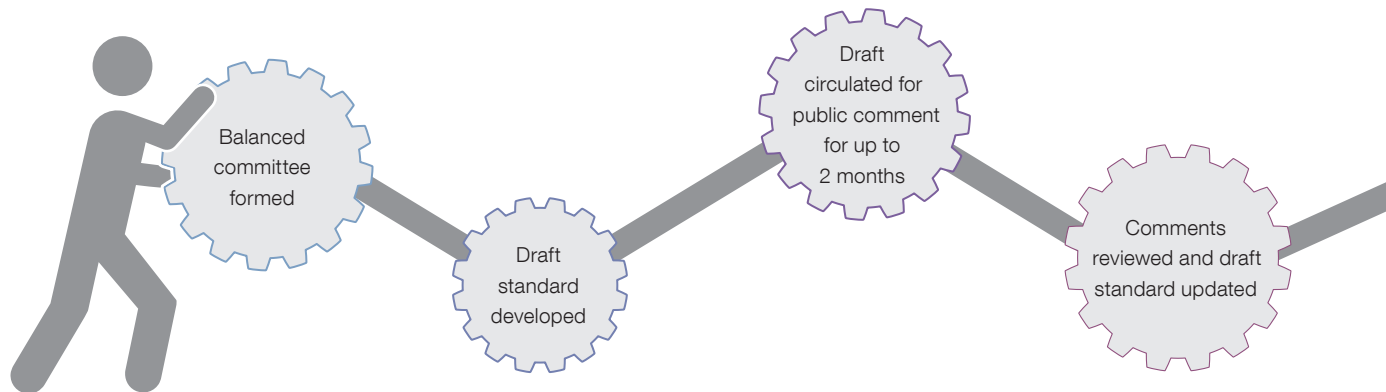
For nominating organisations

Nominating organisations have the opportunity to communicate the views of their organisation to their nominated development committee member, giving them a voice in the development process.

Other benefits to nominating organisations include:

- a direct means of ensuring the standards solution will provide value to their organisation and members
- recognition as a leader within the sector
- professional development opportunities within the organisation and sector
- the ability to build awareness of standards solutions that affect the organisation and sector.

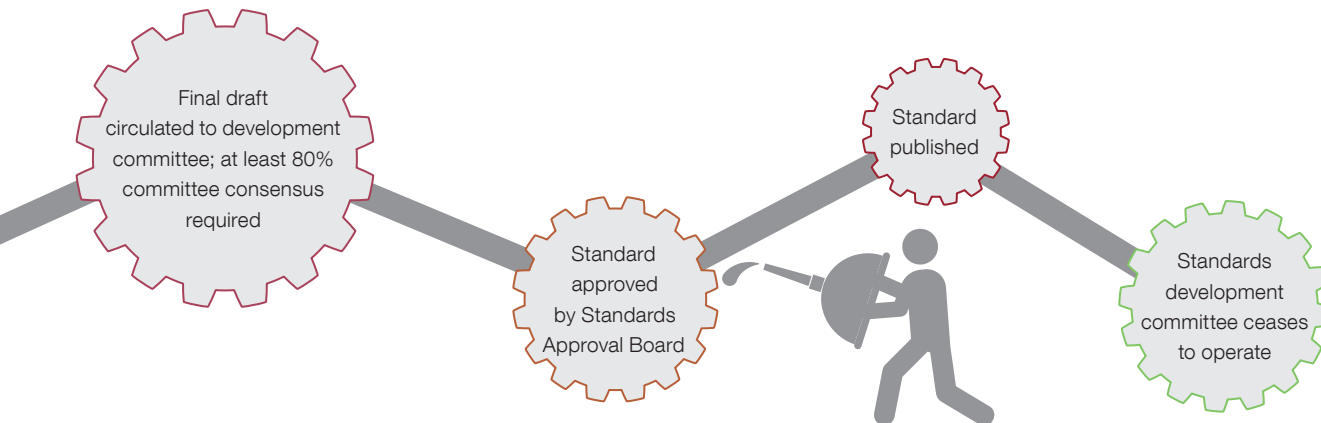
The standards development process



For development committee members

By being involved in the development of a standards solution, development committee members are able to directly contribute to and shape the direction of their sector. The process can also support a development committee member's professional development by:

- enhancing their professional experience
- building networks and learning from other experts in their field
- contributing to, and learning from, the latest international knowledge.



‘ At Responsible Care New Zealand we’re acutely aware that our members work in a hazardous industry where there is no room for ‘good enough’. We recognise standards development plays an important role in continuous improvement within the chemical sector, by ensuring our industry has the tools necessary to meet our legal and moral chemical safety obligations. ’

Barry Dyer, Chief Executive, Responsible Care New Zealand,
a nominating organisation for several development committees



What are the roles and responsibilities?

Standards New Zealand has a number of responsibilities through the standards development process to:

- the development committee members and nominating organisations who are involved with the development of the standards solution
- our clients who commission the standards solution, ensuring that regulators (where applicable) are involved in the development process
- our customers who may use the standards solution
- the consumers who may use the products or services that are affected by the standards solution.

These responsibilities include:

- ensuring the objectives and scope of the project are clearly understood and agreed by all involved in the project
- developing and implementing a plan to achieve the project objectives within an agreed time frame and budget
- managing the standards development process
- being in regular contact with the client that has commissioned the standards solution and with development committee members
- ensuring the development committee stays focused on quality of content to achieve the project objective
- managing risks and issues that arise during the project
- following through after publication to support the required education, in conjunction with the client, and promotion of the standards solution.



Committee chair's responsibilities

Each development committee has a chairperson, who is approved by the Standards Approval Board. The chair may be from the committee or may be independent (not representing a nominating organisation related to the subject matter of the standard), but must have no conflicting financial interest associated with the standard's development. The chair must act as an impartial facilitator to ensure all committee members have the opportunity to have their say, and that committee consensus is reached. The chair is responsible for:

- helping to achieve consensus on content where there are differing views and ensuring all views are heard
- ensuring fair and equal treatment of all members of the committee
- ensuring efficient management of meetings and committee work, and the efficient development of the standard
- managing, in consultation with the New Zealand Standards Executive, conflicts of interest in relation to committee members.

There is a huge sense of satisfaction to be derived from participating in the development of standards. Not only do you make a valuable contribution to your sector and to New Zealand as a whole, you build on your professional experience, as well as form networks and learn from the expert knowledge of others in your field.

**Don Bunting, Masterspec and
development committee member**



Standards development committee member responsibilities

Standards development committee members should be experts within their field and also be able to be team players. The standards development process relies on reaching consensus, which involves considering other views and being able to work cooperatively.

To achieve the best possible outcome, development committee members are expected to attend all meetings. There are typically up to four 1-day meetings to develop a draft standard for public consultation, and one 2-day meeting to review the comments received during the public consultation period and update the draft document where appropriate.

Development committee members are encouraged to:

- prepare thoroughly before development committee meetings
- consult with nominating organisations and other interest groups they may represent
- contribute to development committee work between development committee meetings – this may include researching, drafting, or reviewing sections of the standards solution.

Nominating organisation responsibilities

Organisations should nominate experts within their field who are able to contribute strongly as a team member.

Nominating organisations should regularly communicate with their nominated development committee member about the views of their organisation so they can be effectively represented throughout the development of the standards solution.

Standards New Zealand is not funded to reimburse committee members for the costs of travel, accommodation, or meeting attendance. These costs will need to be met by nominating organisations or development committee members.





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