

buildingSMART International Standards Program

Organisation and Process Description

Version	Author	Date	Notes
6.3	RGP	2015-02-19	Updated to reflect 2014 feedback & SCE discussions Feb 2015
6.4	RPK	2016 03 31	Inclusion of: <ul style="list-style-type: none">• the SCTE & Technical Governance• the Room Steering Committee election procedure

			<ul style="list-style-type: none"> • Addition of Standards Development and Pre Standards Process • PAS Process • Description of Pre-initiate within Initiation phase. • Appendix A to describe governance of funding release from Program to Projects • Appendix B PAS application form
6.5	RPK	2016-12-12	All references to PAS altered to SPEC

Standards Program Organisation and Process Description

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Glossary TBD

1 INTRODUCTION

This document is a working draft and intended as a vehicle to help buildingSMART International (bSI) identify and articulate in the required level of detail the business processes that are required to provide the necessary clarity and rigor to bSI's activities.

It is intended that this document should be as simple and as clear as possible.

IT IS UNDERSTOOD THAT IT IS LIKELY THAT THE DOCUMENT AND PROCESS DESCRIBED IN IT WILL NEED TO BE REGULARLY UPDATED AND DEVELOPED AS THE PROCESS REQUIREMENTS BECOMES BETTER DEFINED AND UNDERSTOOD.

The organisation and business processes are designed to support the desired outcomes of becoming;

- The standards body of reference for the digital built environment

- Having vibrant chapters and

- With our quality marque in demand world-wide.

And recognises the key conditions for success of:

- Easy Access

- Work together and with others

- Building momentum and broadening membership.

Whilst providing a robust environment which engenders trust.

In order to achieve these goals the following specific features are planned:

- The core business process are to be 'Web enabled'. This means; that information about the processes and the process itself will be accessible through the web, that the processes themselves will operate within web environments / portals accessible to the relevant community, that communications and voting will be web based. Conferences augment the process(es) but will not be the primary venue were business is transacted.

- Reporting and communication requirements will be specified in the standard program processes.

At this point in time bSI web presence is not adequate to support this ambition. This document is written on the assumption that the required functionality will be developed and recognises that short term interim measures may be needed until that functionality exists.

2 GENERAL POLICIES

2.1 Intellectual Property ground rules are to be established so that these issues are dealt with in a clear and upfront way integral to the whole program and to the initiation of new work.

2.2 Chapter and Member Rights and Responsibilities: For reference see Chapter and Member Descriptions on website. Where there are specific rights they are mentioned in the text relating to key bodies and eligible persons below.

2.3 Relationship with Compliance and Chapter Programs.

It is anticipated that the Chapter Program will create User Fora which will span across chapters. (This may be organised regionally or globally). This User Fora will assist with the engagement of Users into Rooms and establish expert user panels for project review requirements. *This fora requires its own terms of reference.*

The Implementation Support Group (ISG) will assist and support the Compliance Program Software Certification activities.

It is recognised that national Chapters will from time to time come forward with well-developed standards proposals which have been thoroughly tested within that specific territory and that in such cases a form of accelerated treatment may be appropriate. In such cases the standards process remains unchanged however it is understood that the project scope will be substantially reduced.

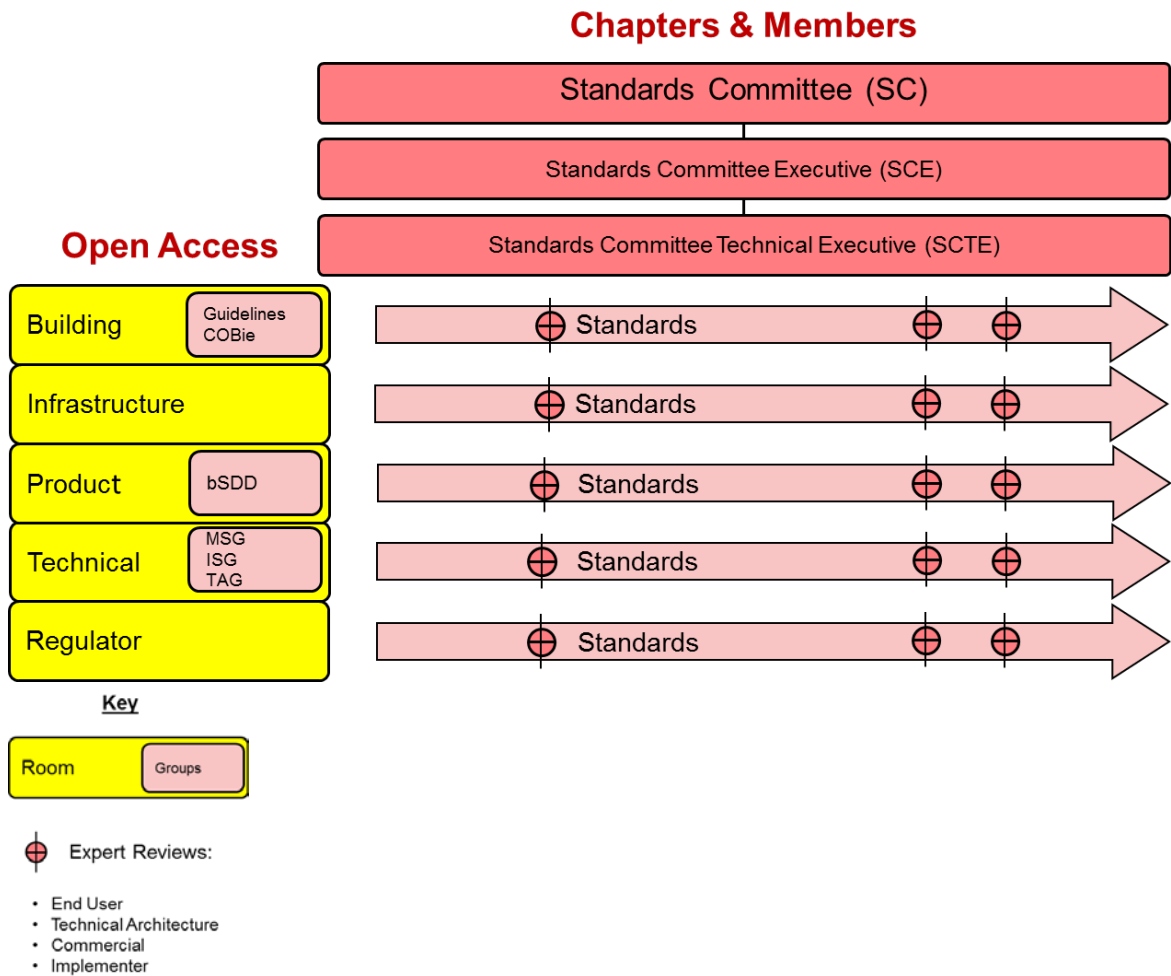
2.4 Consensus Requirements.

The overall object of the Standards Process is to ensure that there are clear and transparent ways of working on standard development which encourage participation and consensus building. The ultimate judgement anticipated is a test of the degree of consensus achieved. The onus is placed on projects and working groups to reach out and consult with appropriate and relevant parties to stimulate the feedback required and achieve appropriate consensus.

Rooms, Groups and projects should keep records of the consensus building activity which should be presented as support to Standards Committee submissions.

The consensus tests are progressive throughout the process and the requirements for each gateway are set out under the standards process section below.

Standards Organisation (fig 1)



3 DESCRIPTION AND ROLES OF KEY BODIES

3.1 Standards Committee:

The Standards Committee (SC) is the senior governance body overseeing the standards process. It will comprise representatives from members and chapters according to the following list:

Chapters (full): (one user vote and one technical vote)	2 votes
Chapters (in development):	1 vote
Strategic Advisory Council (SAC) Members:	2 votes
International Members:	1 vote
Standard Members:	1 vote

(This list may be updated from time to time by the bSI Executive after appropriate consultation.)

This body will

- Appoint a Chairperson (which shall be a two (2) year appointment, reappointment will be allowable). The appointment of the Chairperson shall be made by the Chief Executive normally based on a recommendation from the SC.
- Appoint the Standards Committee Executive (with the exception of the staff member).
- shall request and approve the development and implementation of a set of formal business processes for the Standards Program and which shall be kept up to date and fit for purpose
- Approve the initiation of rooms, groups and standards projects and acceptance of outcomes according to the standards business processes.

3.2 Standards Committee Executive:

The Standards Committee Executive (SCE) shall

- be comprised of six (6) individuals
- Include technical and users representation
- have executive responsibility for
 - Establishing and managing the standards process
 - Addressing procedural and programmatic issues.

3.2.1 Standards Committee Technical Executive

The Standards Committee Technical Executive (SCTE) shall

Be comprised of:

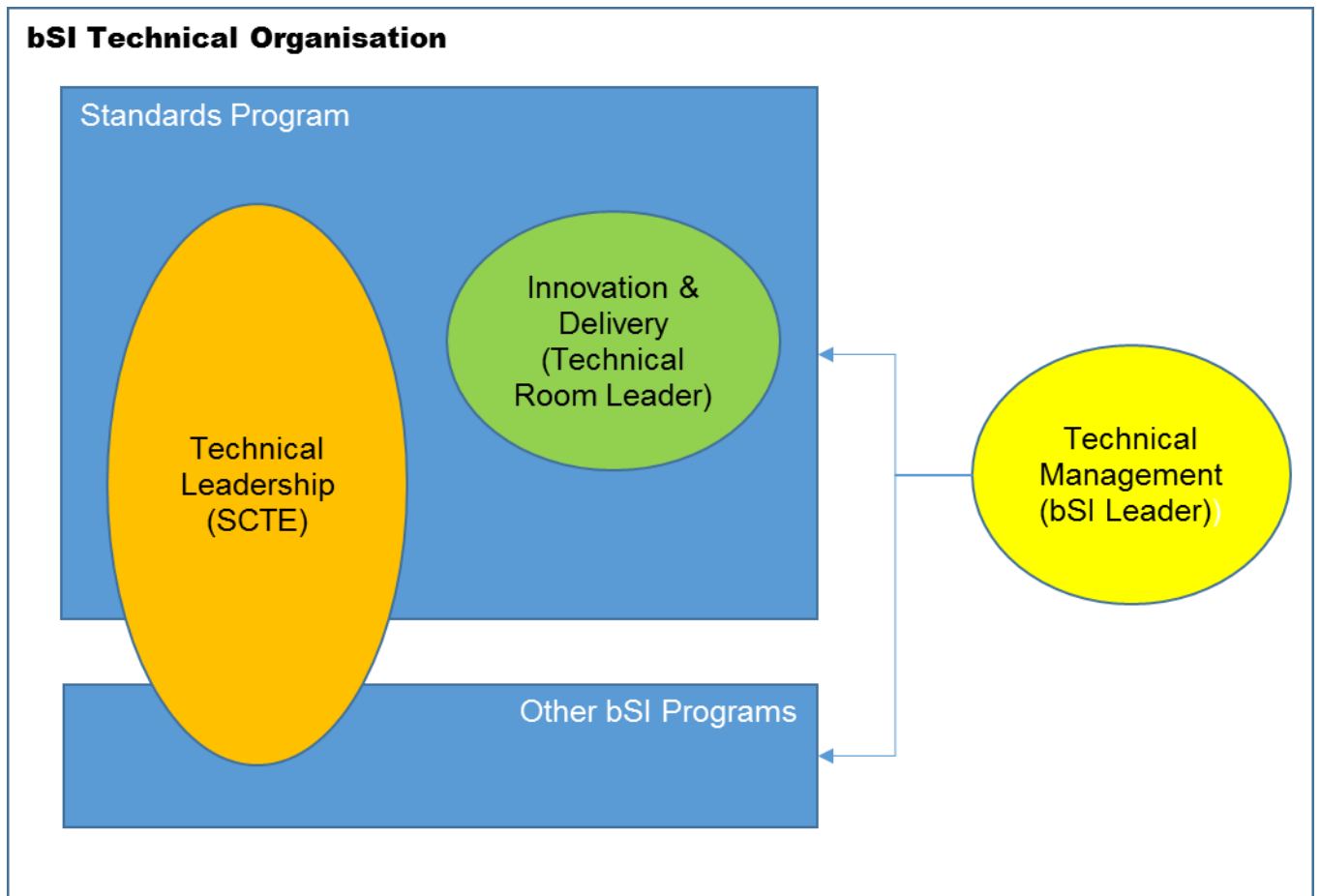
two (2) neutral leaders

two (2) representatives from each Room

Have executive responsibility for setting out the Technical harmonisation rules across the Rooms and buildingSMART Community.

Fig. 2 shows how the SCTE fits within the wider Technical Governance of bSI.

Fig 2.



3.3 Rooms:

Rooms are open fora or interest groups where any interested party may attend. It is intended that they may comprise both user and technical parties. It is hoped that rooms will be formed by interested parties to promote the resolution of particular interoperability problems in the built environment sector. It is anticipated that Room participants will come together to form and support groups and projects depending on the nature and scale of the issues to be addressed.

Rooms will be required to

- appoint a Steering Committee (minimum three (3) persons),
- to develop a formal Charter with the Standards Committee Executive for approval by the Standards Committee.

3.4 Groups:

Groups are expected to be formed where there is a focussed issue or requirement which is of a medium or long term nature. They are expected to have formal charters and to be sponsored and supported by at least one Room.

Groups may be either:

- Support Groups with a purpose that is of a co-ordination / support nature and where the delivery of co-ordination or expert input to other

groups / standards or technical development activities is the primary deliverable or

- Working Groups whose purpose will usually be the delivery of solutions to a substantial problem / requirement.

Current examples of the former are the Model Support Group (MSG) and the Implementation Support Group (ISG) and of the latter the Data Dictionary (bSDD) group.

3.5 Activities:

It is anticipated that Rooms and Groups will undertake activities which may include research and concept proposals, development work, standards development, implementation support activities, tools development and publication, test-bed activities, service provision and others.

All activities which contribute to the development and implementation of open interoperable capability and standards are potential activities of room and groups HOWEVER rooms and groups may only carry out activities which are detailed in their Charter.

These activities are considered in two categories within this business process description.

1. Those activities which are intended to lead to the development of bSI Standards MUST follow the Standards Process.
2. Other activities shall be governed by the Technical Activity Governance arrangements set out below.

4 REQUIREMENTS AND RESPONSIBILITIES OF KEY BODIES

4.1 Standards Committee Executive - (formation, tenure, roles and responsibilities)

SCE is comprised of six (6) members appointed by the SC to have executive oversight of the standards program.

Composition:

- shall include technical and user representation,
- be led (as chair and vice chair) by a full time staff member and the Chair of the Standards Committee.
- The initial Members have been appointed by the Management Executive for an initial two year period.
- Members (with the exception of the staff member) shall be appointed by the Standards Committee for two year periods.
- Members may be re-elected on a rolling basis.

Responsibilities:

- To design and keep up to date appropriate business processes for the smooth and effective running of the standards program.

- To administer the day to day operation of the standards program.
- To maintain and keep up to date a schedule of activities which shall be known as the Standards and Technical Work Program.
- To act as the formal liaison committee for the Standards Committee with third parties such as ISO and OGC
- to liaise with other standards bodies
- to maintain a list of the existing liaison relationships and their nature

4.1.1 Standards Committee Technical Executive – (formation, tenure, roles & responsibilities)

The SCTE is comprised of two (2) neutral leaders and two (2) representatives from each Room appointed by the SC to have Technical oversight of the Standards and Compliance programs

Composition:

- Shall include technical and user representation
- Be led as (Chair and Vice Chair) by a Technical Leader appointed by the Management Executive and a full time staff member
- The initial members have been appointed by the Management Executive for a two year period.
- Member, with the exception of the Chair and Vice Chair shall be nominated by their respective Room Leaders for two year periods.(needs more detail of the nomination procedure)
- Re-appointment may take place on a rolling basis.

Responsibilities

- To review the progress of the Standards Activities and ensure a consistent technical approach is being maintained from project to project and across Rooms
- To liaise with the SCE and provide technical assurance to allow the SCE to make fully informed decisions regarding Activities in the Standards Program
- To liaise with the Compliance Program leadership and provide technical guidance on the certification and capability accreditation approach
- The SCTE will meet monthly over the internet

SCTE within bSI Technical Organisation

The SCTE is distinct from the Technical Room Leadership and from bSI Technical Management.

The Room Technical Leadership has similar responsibilities to the other Room Leadership. This includes delivering new standards, current project support and oversight of the Room's Working Groups.

bSI Technical Management is a core function and not within the Standards Process. Responsibilities include: ISO & CEN liaisons, maintenance, tools and support (as a service), software implementation and academic liaison.

4.2 Rooms: (responsibilities, steering committees)

Rooms are chartered by the Standards Committee to facilitate the development of standards and any required or associated tools or infrastructure for open interoperable working within the built environment within an agreed domain or focus area. Rooms:

- shall be open to all interested parties whether members of bSI or its chapters or not, however
- only Chapter or Organisation Member representatives may vote on any decisions of the room.
- are normally expected to comprise user and technical participants as may be appropriate.
- shall agree a specific charter with the Standards Committee Executive (SCE) which shall be reviewed, at least, every [two] years.
- Room leaders are expected to play an active role in building consortia and recruiting resources and support for standards projects or working groups
- shall appoint a steering committee of between [3 and 8] to lead the room.
- Room Steering Committee members must either be Member or Chapter Representatives.
- must have Chairperson who shall lead the room steering committee. Room Chairperson shall be appointed by the Standards Executive Committee based on recommendations from the room which shall normally be based on a ballot of the full room membership. Room Steering Committees and Chairs must be reappointed at least every two years.
- Rooms must also appoint a contact person who will interface between the room, its members and groups and with other rooms and groups and the SCE and the SCTE and buildingSMART management as required.
- Rooms may raise sponsorship income (over and above bSI membership fees). All fee and sponsorship revenues shall be managed through bSI. Project sponsorship may be handled separately where clear project consortia have been established.
- Rooms are expected to adopt the bSI Standards Process and execute the necessary agreements to enact these governance arrangements.

Room Steering Committee election procedure

The purpose of having a Steering Committee election procedure is to ensure that all members of bSI have an appropriate level of input to the decisions of the Standards Program.

1. The Primary Business contacts from each bSI Organisation Member and bS Chapter will have already specified who their Room Representatives are.
 - Representatives are formally endorsed by a bS Chapter or bSI Organisation Members so that they are authorised to contribute more

- actively to the work of bSI, including serving on committees (if elected), participating in working groups or project teams (paid or unpaid) and generally making active contributions to the work;
 - Voting Delegates are a special case of Representative, authorised to exercise one or more votes on behalf of a Chapter or Member Organisation.
 - It may be that there are many members from the Organisations and Chapters who are actively participating in the Room's activities. The number of these people is not restricted.
2. The Room Leader (in consultation with the Room Chair) contacts the Room Representatives to advise of forthcoming Steering Committee elections. They will provide 4 weeks notice for nominations to be returned,
 3. The Room Leader advises the bSI Company Secretary and Standards Program Manager that an election will be taking place.
 4. The Room Representatives advise the Room Leader who their nominees for the Steering Committee are (it may be themselves).
 5. The Room Leader has 1 week to compile the nominations and then calls for votes publicising the Steering Committee candidates
 6. There is 4 weeks allowed for voting. Voting to take place within Room membership
 - Full Chapters – 2 votes
 - Developing Chapters – 1 vote
 - SAC members – 2 votes
 - International and Standard members – 1 vote
 - The listing of Chapter and Organisation member categories is on the bsi-intranet.org
 - It may be that a Representative has the authority by their sponsoring organisation to cast both the votes (if applicable), or two Representatives may be put forward (if applicable).
 7. The Room Leader publishes new Steering Committee membership.

Note: no more than 8 Committee members are to be elected. The 8 nominees with the most votes will be the people elected to the Room Steering Committee.

New Rooms

When a new room is proposed a Charter shall be developed which shall be put forward via the Standards Committee Executive to the Standards Committee for agreement.

Charter Content requirements:

- Domain or Interest Area to be addressed by the Room
- Steering Committee composition and details

- Contact person or lead manager for the Room who will be known as the Room Leader
- The meeting mechanism and frequency
- The voting arrangements where needed
- Any identified overlaps / opportunity with other Rooms or Working Groups
- Any existing working program being adopted or proposed by the Room
- Any special financial arrangement proposed for the Room

4.3 Groups: (formation, responsibilities, leadership)

Groups may be formed when:

- there are a specific set of technical requirements which will benefit from a consistent approach and where a coordination or support role is required (Support Groups). In this case the support and coordination groups are likely to be long term in nature, or
- there is a need to provide a definitive reference group for a specific project (Working Groups), or
- there is a complex but defined requirement which is likely to require a number of new standards and/or technical developments to achieve the target outcomes (Working Groups).

Groups will

- normally have a 'sponsoring' room but will normally be open to participation from all rooms.
- be expected to develop and agree a specific charter which must be endorsed by the sponsor room and approved by the standards committee.
- must have Chairperson who shall lead the group.
- be expected to provide, as a minimum, public quarterly updates on their activities

Group Chairperson

- shall be appointed by the Standards Executive Committee based on recommendations from the group which shall normally be based on a ballot of the full group membership.
- must be reappointed at least every two years.
- Groups must also appoint a contact person who will interface between the group, its members and sponsoring room(s) and with other rooms and groups and the SCE and buildingSMART management as required

Charter Content Requirements:

- The group's mission, purpose
- The scope of work and anticipated time required
- The anticipated outcomes, outputs and criteria for success

- In the case of coordination / support working groups specific statements with respect to responsibilities / willingness to support the expert review process
- Sponsoring Room and Principle participants
- Contact person or lead manager
- Dependencies and overlaps with other groups or external bodies
- Meeting mechanism and frequency

4.4 Eligible Persons:

The eligibility of persons to participate in various bodies within the standards process depends on the body and the membership status of the organisation or chapter to be represented by the person. The rules governing eligibility are set out here:

Nominated Contact Persons: Each Chapter / Organizational Member must nominate a primary contact person. This will normally be the Managing Director, General Secretary or Business Manager depending on the Chapter's governance arrangements. Similarly each Member must nominate a primary contact person.

Chapter and Member representatives: must be appointed in accordance with the relevant local rules or delegated powers and communicated by the primary contact person for that Chapter or Member.

Participation Criteria

- Rooms are open fora and as such there are no eligibility criteria for persons wishing to attend and observe the activities of any room.
- Participation in a Room Steering Committees and room decisions is only open to representatives from Chapters and Members.
- Group and project participation is only open to representatives of Chapters and Members.
- Expert Review Panels have no eligibility criteria and may comprise other persons provided they have the recommendation of the eligible representatives.

4.5 Quarterly Public Progress Reporting:

All Rooms, Working Groups and Activities are required to publish public updates every three (3) months. Such reports may be brief and must be made available to the SC, the SCE, the SCTE and community participants through the bSI website.

5 STANDARDS DEVELOPMENT:

The following definitions shall be used to indicate the maturity of a standard within bSI

5.1 PRE STANDARDS PROCESS

It may be that an organisation has produced a body of work that it wishes to share but for whatever reason it is not yet ready to enter the Standards Process. Within bSI provision is made for this situation.

bSI Publically Available SPECification (SPEC)

A document that can be produced by any organisation that wants to standardise best practice on a specific subject but is not yet ready to proceed with producing it as a bSI Standard. The SPEC invites comments but unlike the final bSI Standard, it does not necessarily reach consensus.

Creation of a SPEC precedes the Standards Process and is therefore not subject to SC endorsement.

The SCE act as Sponsor of the SPEC and the SCE will decide if an article of work is suitable to be accepted as a bSI SPEC. i.e it must be relevant to bSI's business work.

There are certain conditions that the SCE must take into consideration;

The work being proposed as a SPEC must:

- be free of Intellectual Property Rights (IPR) restrictions
- not be in conflict with other bSI Standards unless it is clear that it is a continuous improvement development.

bSI Chapters and Members may produce a bSI SPEC. Third Parties may also produce a bSI SPEC but a fee will be payable to bSI.

The cost of production of the SPEC and translation into English, is at the authoring organisation's expense.

Application to produce a bSI SPEC will be made to the SCE.

The SPEC shall be reviewed by the SCE every 3 years to decide whether to confirm it as a SPEC for a following 3 year period or require it to enter the Standards Process for progression to bSI Standard or to be withdrawn.

After six years the SPEC will either proceed to bSI Standard or be withdrawn.

The SPEC Process is:

1. An organisation wishes to present their work as a bSI SPEC and approaches the SCE with the SPEC application template completed (see Appendix B).
2. The SCE reviews the application and notifies Rooms and Working Groups.
3. The SCE checks relevance to bSI activities, conflicts and publication issues.

4. The SCE decides whether it meets the criteria to be considered as a bSI SPEC.
5. The authoring organisation is informed of the SCE decision.
6. If the SCE agree to the creation of the SPEC then the authoring organisation provide the documentation in accordance with the Application for bSI SPEC template (see Appendix B, stage 2). This will be written in English and produced at the authoring organisations cost. The documentation may be provided as HTML with a URL but will also be provided as a pdf.
7. The SCE review the draft SPEC and notify relevant Rooms and Working Groups. A further assessment is made of relevance and conflict with bSI activities.
8. The SCE make a decision.
9. If the SCE agree that the SPEC is adequately produced, bSI will publish the SPEC on www.buildingsmart.org and the bSI Intranet.
10. The authoring organisation will be told of the SCE decision and it will be stipulated that the SPEC will be reviewed by the SCE on the three year anniversary of publication.
11. If the SCE is reviewing the SPEC on the six year anniversary the authoring organisation will be told that it must start the process for conversion into a bSI Final Standard or be withdrawn.

5.2 STANDARDS PROCESS

5.2.1 Standards Status Definitions

bSI Standards Proposal (SP) – An outline standard or topic area where a proposal is being made to develop a formal standard.

bSI Working Draft Standard (WD) – The general description for the Working Drafts of a project consortia.

bSI Draft Standard (DS) - First formal version of the standard which is sent to the standards committee executive for assessment.

bSI Candidate Standard (CS) – A standard which has received SCE endorsement and is out for public consultation prior to being sent to the Standards Committee for a vote,

bSI Final Standard (FS) – Final Standard for publication

The **Standards Process** is summarized in the charts on the bSI website and described here:

5.3 Initiation of new Activities (Rooms, Groups or Standards projects)

The organisational structure which identifies the currently recognised rooms and groups is included above and on the website. Each of these rooms and groups will be required to establish an initial charter, governance and enter

into the appropriate agreements pursuant to the standard process.

Standards projects are the primary mechanism by which standards work is to be formally executed. Standards projects are expected to operate in a formal way in accordance with the standards project requirements (below).

A list of the standards-in-development that are currently recognised and their status with respect to the standards process is to be maintained by the SCE and published on the website.

All new rooms, groups and standards development activities require standards committee approval according to the procedures set out in this document and associated process charts.

5.4 Standard Development Stages and Review Requirements

The bSI standards development process defines the following stages:

Stage 1: Initiation

Stage 2: Solution Development

Stage 3: Approval

Stage 1 will comprise the following:

Rooms / Groups develop standards proposals which shall clearly identify the user needs and standard concept. This will be documented with a user / business case, a work plan, a stakeholder support plan and detailed execution plans which shall address the following requirements:

- Formally supported by at least one chapter and one member.
- A consortium formally established and project leader appointed.
- Expert review panel and review gates agreed with standards committee executive
- Project and participants formally committed to bSI standards program process and intellectual property rules.

The activity that takes place before the Room is ready to ask the SCE to formally endorse a Working Group is described as pre-initiation.

The Stage 1 output shall be called a bSI Standards Proposal (SP) which will then be submitted to the Standards Committee via the Standards Committee Executive.

Stage 2 will comprise the following:

The standards consortium are responsible for the execution of the work scope and for following the bSI standards program process. Sponsoring Rooms and Groups are expected to oversee the execution of standards projects.

During the Solution Development Stage bSI expects appropriate reviews to be undertaken in the areas of User and Commercial Requirements, Technical

Architecture and Implementation Requirements to support the overall objectives of consensus and coherency. The content of an appropriate Expert Review Panel and an appropriate review program shall be agreed as part of the bSI Standards proposal submission.

The Standards Process primary purpose is to achieve consensus on standards which are the outputs from solution development work. Standards projects MUST at the earliest possible time confirm to the SCE and publically the standards outputs they will deliver and which will be subject to a consensus vote by the Standards Committee.

Once the solution development work is considered substantially complete and the sponsoring Room or Group has endorsed the outcomes then the Standards Committee Executive shall review the Draft bSI Standard.

On approval by the Standards Executive Committee the standard shall be designated a bSI Candidate Standard and the Stage 3 Approval may commence.

bSI Draft Standards may not be considered Candidate Standards nor proceed to Approval if there are any outstanding commercial matters.

Stage 3 will vary according to the type and level of standard maturity desired as follows:

Standards wishing to become ISO Standards will follow the ISO process

Standards wishing to achieve bSI Final or Candidate Standard status will follow the Notification and Voting Procedures specified below.

Note: standards projects may operate under the ISO and bSI processes in parallel if it is considered appropriate.

5.5 Standards Projects Execution:

Standards projects are expected to be established on a rigorous and robust basis. It is the responsibility of the sponsoring room or group to ensure that the proposals are adequately developed, supported and resourced. The governance of project funding is described in *Appendix A*.

Standards proposals may be proposed by Chapters, Room, Groups or Third Parties. With the exception of standards proposed by established Groups such proposals are expected to have be discussed and ratified within the most relevant existing Room.

It is anticipated that standards projects will normally be supported by a focussed working group, although in exceptional cases (such as a newly formed room) it may be accepted that the room will act as the project working group. When a working group is to be established to support a particular project it is acceptable for the working group to seek formal approval together with the project.

The requirements and responsibilities of standards projects during the three project stages are as follows:

Stage 1 Initiation Requirements and Responsibilities:

Clearly developed and articulated user needs and project outcome requirements supported by an appropriate room or group.

Proposed solution, work plan and deliverable

Project schedule, and expected timeline for completion

Project cost plan

Project participants and supporters (normally this shall show evidence of support to give confidence that the project is likely to be completed, implemented in real life and be of value to users).

Project resourcing plan including identification of sponsors providing funds or ready to commit in-kind resources and any volunteer work commitments

Project consortium formally established and project leader appointed.

Coordination and support working group input requirements be identified.

Include a discussion about which **category** the project is and whether it should be an ISO proposal with the intention to have a parallel process.

The Expert Review requirements should be agreed with the standards committee executive and an appropriate project specific Expert Review Panel identified team identified.

Expert Review Panels must comprise as a minimum a chairperson with no affiliation to the project proponents, two eligible chapter representatives and two eligible member representatives at least being able to review the proposal from the viewpoint of end users, commercial interests, technical architecture and implementation and the SCE must be satisfied that all necessary aspects will receive appropriate expert oversight.

Well documented project plans which shall summarise how these requirements are to be met.

Candidate Standards will normally be proposed to the Standards Committee for endorsement by at least one chapter and one member and a relevant room having gained agreement of the standards committee executive to proceed.

Project formally committed to bSI standards process

Project and all parties commit to bSI intellectual property rules.

Stage 2 Solution Development Requirements and Responsibilities:

Project Consortia are responsible for the execution of the projects to achieve the time, cost and outcome expectations.

Standards may not proceed to the Approval Stage if there are material disputes between project participants or any outstanding financial issues.

Demonstrate with documented records the **Consensus Engagement** achieved for the standard which shall normally include:

- Documented action on expert reviews /comments
- Strong consensus between the project and the Expert Review panel
- Endorsement from relevant Support or Working Groups in accordance with the project plan
- Sponsor Room or Group is properly kept up to date and no sustained opposition
- The extent of Public Consultation required at this stage shall be determined in consultation with the sponsoring Room or Group.

Stage 3 Approval Requirements and Responsibilities:

Demonstrate, with documented records the **Consensus Engagement** achieved for the standard which shall normally include:

- Strong consensus between the project and the Expert Review panel
- Endorsement from Support or Coordination Working Groups in accordance with the project plan
- Sponsor Room or Working properly kept up to date and no sustained opposition
- Public consultation inclusive of 8 weeks circulation to SC complete and issues addressed.

5.6 Notification and Voting Procedures

The voting and notification rules governing the advancement of standards up the maturity scale are as follows:

bSI Standards Proposal (SP) to bSI Working Draft Standard (WD):
SCE supports proposal. Simple majority of SC members and at least three Chapters or Members commit to take part and nominate experts

bSI Working Draft Standard (WD) to bSI Draft Standard (DS):
Project consortia agree that the project's work plan is complete and that the consensus requirements have been met. No SC or SCE vote required.

bSI Draft Standard (DS) to bSI Candidate Standard (CS):

Consensus requirement for stage 2 demonstrated. SCE in favour. No serious opposition if it's going to be a final product for test implementation

bSI Candidate Standard (CS) to bSI Final Standard (FS):
Consensus requirements for stage 3 demonstrated. Majority in SCE will forward it to SC, Circulation to SC 8 weeks. 65% of SC members in favour, not more than 10% of total votes cast are negative.

Drafts shall be circulated eight (8) weeks prior to a vote being called.

6 TECHNICAL (NON-STANDARDS) ACTIVITY GOVERNANCE

This governance applies to all activities of rooms and groups which do not lead directly to the creation of standards.

The nature of these activities must be set out and defined within the Charter for a room or group and are subject to all the requirements in this document except the STANDARDS PROCESS section. Rooms and Groups may not undertake activities which are not covered by their Charter

Rooms and Groups must agree budgets and managements arrangements for all such activities which MUST in turn be agreed with the bSI Executive through the annual budgeting process.

The bSI Management Executive and the SCE MUST be advised of all proposed Technical Activities at the earliest meaningful time.

Where Technical Activity is of a research, development or implementation nature rooms and groups are encouraged to publish a Technical Report to conclude the activity which may be formally recognised as a bSI Technical Report. In order to be recognised as a formal bSI Technical Report such material must be circulated with the standards community as follows:

Technical Report Status Definitions:

The following definitions shall be used to indicate the maturity of a Technical Report within bS

bSI Working Draft Technical Report (Working Draft TR) – A Technical Report Work proposal which has been circulated to the SCE and advised to the SC.

bSI Recommended Technical Report (Recommended TR) – A report from a third party Relevant Project or a Development or Implementation activity which has been reviewed and endorsed by a Room.

bSI Final Technical Report (Final TR) – A Recommended Technical Report which has been circulated to and received endorsement from the Standards Committee

Appendix A – Governing the release of funds to projects.

Funds are received into buildingSMART International's bank account from Sponsor Organisations.

The Standards Program Manager (bSI Operations Director) is accountable for the control of these funds.

The Standards Program Manager will arrange for the final contract agreements between the Sponsoring Organisations and bSI and between the Project Suppliers and bSI.

The Program Manager may only release funds to the Project upon the authorisation of the SCE who act as the Program Sponsor.

In order to release funding the project needs to demonstrate to the SCE that all the criteria described in *5.5 Standards Project Execution* have been fulfilled.

Funds will be released in accordance with the needs of the project schedule and cost plan.

The Project Leader, when authorised by the Room Project Steering Committee, will make the application to the SCE, through the Program Manager, for the release of funding.

Note: The Room Project Steering Committee will be made up of Room representatives and may include employees of the Sponsoring organisations.

The Program Manager will track the funds released to the Project.

The Project Manager is responsible for ensuring the Project suppliers submit their invoices to the Program Manager in a timely manner and advising the Program Manager that the invoices are fit to pay as the deliverables are achieved.

Appendix B.

Application to the SCE for the creation of bSI SPEC

Please attach this application form to an email titled *Application to SCE for the creation of SPEC* and send to contact@buildingsmart.org

Please confirm that you have read the terms of bSI SPEC application at <http://www.buildingsmart.org/standards/standards-process/> and that you will to abide by them. (yes/no)

From:

Organisation name	Country

Contact name	Email

Member of bSI? (yes/no)	Member of bS Chapter? (yes/no)	Name of Chapter

Title of proposed bSI SPEC

Stage 1: Application to SCE to create SPEC

Description of work to be produced as a SPEC (in 500 words or less)

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Does this work contain any Intellectual Property Rights restrictions?

Yes / No

If Yes please give details:

To the best of your knowledge, does this work conflict with any existing bSI Standards?

Yes / No

If Yes please give details:

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Are you prepared to produce the SPEC, in English at your organisations expense?

Yes / No

<p><i>For SCE use only</i></p> <p>Feedback from Rooms and Working Groups:</p> <p>SCE Comments:</p> <p>Approved to proceed with development of SPEC?</p> <p>Yes / No</p>

Stage 2: Submission of completed SPEC to SCE for approval to publish

Please send an email to contact@buildingsmart.org titled *Submission of final SPEC for SCE approval* and attach:

- This form with all parts of section 1 completed
- A pdf of the proposed SPEC
- A url link to the proposed SPEC (if applicable)

<p><i>For SCE use only</i></p> <p>SCE Comments:</p> <p>Approved as a bSI SPEC for publication on www.buildingsmart.org ?</p> <p>Yes / No</p>
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