

**DRAFT AGENDA
ANSI ORGANIZATIONAL MEMBER FORUM (OMF)
Thursday, September 23, 2010
9:00 am - 12:00 pm**

**Crowne Plaza Washington National Airport Hotel
1480 Crystal Drive
Arlington, Virginia 22202
Phone: (703) 416-1600**

**Teleconference:
Toll free: 1-866-951-1151
International: 1-201-590-2255
Conference room: 7680290**

- 1. Opening of the meeting (welcome and introductions)** (9:00am, 5 min.) – Fred Hayes

- 2. Approval of Draft Agenda** (9:05am, 5 Min.) – Fred Hayes
Document OMF N 687

- 3. Status Report on Action Items from April 14, 2010 Meeting** (9:10am, 5 Min.) – Sara Desautels
Document OMF N 688 (*to be circulated*)

- 4. Approval of Draft Report of April 14, 2010 OMF Meeting** (9:15am, 5 Min.) – Fred Hayes
Document OMF N 685

- 5. Report from the OMF Nominating Committee – Election of 2011 OMF Chair and Vice Chair**
(9:20am, 5 Min.) – Sharon Stanford

Mr. Fred Hayes, Packaging Machinery Manufacturers Institute (PMMI), has been nominated to serve his second term as the OMF Chair in 2011 and Mr. Jean-Paul Emard, Alliance for Telecommunications Industry Solutions (ATIS), has been nominated to serve his third and final term as the OMF Vice Chair in 2011.

These nominations have been reviewed and endorsed by the OMF Nominating Committee and will be presented to OMF members for approval by Ms. Sharon Stanford (ADA), who is the Chair of the OMF Nominating Committee.

- 6. Items of Interest from the ANSI Governance Meetings** (9:25am, 10 Min.) – Fran Schrotter
Document OMF N 689 (*to be circulated*)

Ms. Schrotter will provide an overview of items of interest to OMF members resulting from the July 22, 2010 ANSI Executive Committee meeting.

7. Presentation on Common Audit Findings (9:35pm, 30 Min) – Jay Moskowitz
Document OMF N 690 (to be circulated)

Mr. Moskowitz, ANSI Director of the Standards Developer Audit Program, will provide a presentation on the common audit findings from the ANSI Standards Developer Audit Program. The ANSI Executive Standards Council (ExSC) has recently reviewed the way in which the Audit Program assesses the timeliness of PINS. Mr. Moskowitz will discuss this decision and how it will affect developers now and in the context of future audits.

8. Recommendations for Efficient Standards Development - Guidance Document
(10:05am, 15 Min) – Jay Moskowitz
Documents OMF N 691 and N 692 (to be circulated)

Mr. Moskowitz will discuss the newly developed guidance document, *Recommendations for Efficient Standards Development*. This document was developed by ANSI's PSA Department based on existing ANSI audit and accreditation materials, informed by ANSI ExSC and ANSI BSR discussions. It offers standards developers guidance on process efficiencies and good practices.

15 Minute Break (10:20 pm)

9. Open Discussion – Measuring the effectiveness of your standards
(10:35am, 40 min) – Fred Hayes

In an effort to ensure that their standards maintain their effectiveness and value, some developers choose to utilize a formal feedback mechanism.

Mr. Hayes invites OMF members to consider the following questions in preparation for an open discussion:

- Do you currently employ a formal feedback mechanism for your existing standards?
- If so, whom do you solicit for feedback on existing standards and how do you ensure you are engaging the right audience?
- What are the pros and cons of such a mechanism?
- Do you have any best practices to offer other developers on implementing such a process?

10. Opportunity to showcase how SDOs are making standards available in more innovative and cost effective ways (11:15am – 35 min) – Fran Schrotter and Joe Bhatia

In a recent meeting with the Standards Executives of the various Federal Agencies, ANSI management was made aware that not all Federal Agencies were familiar with some of the new and more creative approaches taken by SDOs to provide access to their standards. ANSI agreed, in collaboration with the SDOs, to plan a workshop in which SDOs could showcase their offerings. We will provide additional background during the OMF meeting and solicit SDO volunteers to be part of the workshop.

11. Future Meetings – (11:50am, 5 Min.) – Fred Hayes

11.1 Dates / Location

- Spring 2011 date/location TBD

11.2 Topics / Issues for Discussion

Document OMF N 693 (to be circulated)

On July 1, 2010, OMF members were requested to complete an online survey to identify future OMF meeting topics. A presentation will be provided outlining the results of the survey.

12. Other Business (11:55am, 5 Min.) – Fred Hayes

13. Adjournment (12:00pm) – Fred Hayes