

Informative Guidance – Part III: Select Q&A for the 2022 ANSI Essential Requirements
(www.ansi.org/essentialrequirements)

1. Do we need to have all our consensus body members disclose any sponsorships on an annual basis? Or is it a one-time disclosure by each member? I understand we also need to add a question on this to our new member application.

Response: There is no set review cycle; as with other aspects of the standards development process, developers take different approaches. You might look at other ASDs' procedures/applications for examples of different approaches. A one-time disclosure, however, would not be the best approach without some provision that requires the consensus body member to notify the ASD if their funding/sponsorship/employment/interest category changes. Some developers, for example, require a new consensus body member application if employment changes.

2. What exactly do we need to ask them to disclose about any sponsorship? The name of the sponsor? The amount of funding they receive?

Response: Again, there are no specific requirements stated. The *Essential Requirements* simply state in relevant part:

Consensus body members, including consultants^[1], typically are classified in accordance with the business or other interests of their employers or the sponsors they represent in connection with the standards development activity. In cases where a consensus body member receives funding from the sponsoring ANSI-Accredited Standards Developer (ASD) or other entities, that information shall be disclosed to determine if it will impact the member's interest classification.

^[1] A sponsor is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the consensus body.

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3. Do we need to require all members to sign the disclosure, so there would be a checkbox for NO if there is no sponsor? Or do they only respond if there is a sponsor?

Response: Again, there are no specific requirements stated. It would seem like a good idea to include a checkbox/affirmation that the consensus body member is not sponsored by anyone other than their employer or themselves (depending on whether membership is by individual or organization or other). This would be in combination with a provision that requires the member to notify you of any changes in sponsorship or employment going forward.

4. If we find there is an impact on a member's interest category, how do we handle it? Contact them with our finding and a recommendation? I think we would need their approval to change it since we allow self-selection of their category.

Response: Although not specified, it is always recommended that any change in interest category be discussed with the consensus body member. Depending on how your procedures are written, the consensus body might also be asked to review a change in interest category.

5. We're thinking of setting up an on-line form on our website they can go to and enter their information. We would send them a link with the announcement that they need to do this. We can also place in the agenda book of the annual meeting. Is this sufficient?

Response: Acceptable, as long as you are able to retain membership-related records.

6. We're thinking of adding additional interest categories to our procedures. This would help make sure people are shown in more specific categories, this could also help. Can we revise our procedures this way? We currently have Consumer, Producer, General Interest. I see from the ER there are possible other categories shown, but they may not apply, except Regulatory Agency, which would apply. Since it says these "may be used but are not limited to," we may want to have others. We have many members from academia, government, and military. May we add these?

Response: Yes, ASDs can revise interest categories. The requirements are in the *ANSI Essential Requirements* along with sample interest categories. Some ASDs have broader lists of interest categories, but only a sub-set may apply to each standard. Also, some developers allow interest category selection to change on a per-standard basis.