

The image features a large American flag waving on a flagpole against a clear blue sky. The flag is the primary visual element, occupying the upper two-thirds of the frame. Below the flag, there is a white rounded rectangular box with a thin grey border. Inside this box, the text "American National Standards (ANS) Process" is written in a bold, blue, sans-serif font. Below this, the subtitle "Streamlining procedures, processes and implementation" is written in a smaller, blue, italicized sans-serif font.

**American National Standards (ANS) Process**  
*Streamlining procedures, processes and implementation*

# PSA/ANS Staff Contacts



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- ❖ **Everyone is muted.**
- ❖ **We'll address questions at the end of the session. At that time, raise your hand and you will be unmuted or submit your questions and comments in the Chat.**
- ❖ **Please respond to SLIDO questions, we'll share results in real time and later.**
- ❖ **This session is being recorded and we expect to post it.**
- ❖ **Please do not use AI tools to record or summarize this session.**
- ❖ **Slides will be sent via Email later and posted: [www.ansi.org/asd](http://www.ansi.org/asd)**

Please participate and share!



[www.slido.com](http://www.slido.com)

Slido code: **stream25**

Joining Link:

<https://app.sli.do/event/1MLX6Hgptz6NoSd39941mR>



# Agenda/topics

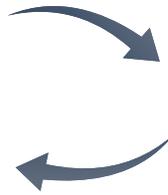
- **Focus:** What is required in the ANS process and where does flexibility exist?
- **Helpful Guidance:** Operations, Procedures, Documentation, Human Resources
- Hybrid meetings basics



# ANS Development - ANS layer requires evidence of compliance with procedures



**PINS** Announcement;  
**PINS** Deliberation



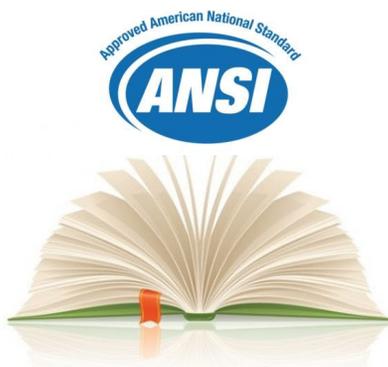
Public Review—**BSR-8**;  
Consensus vote



Consideration  
Of Views &  
Objections;  
Recirculation;  
Complete SDO  
Appeals



**BSR-9**: ANSI Review of  
Due Process Requirements



ANSI Appeals;  
Publication;  
Maintenance (BSR-11 +)

# Links to walk you through the ANS process requirements

1. [www.ansi.org/anskeysteps](http://www.ansi.org/anskeysteps) (one pager)
2. <https://www.ansi.org/american-national-standards/info-for-standards-developers/ans-approval> (more detailed steps in the ANS process from ANSI's perspective)
3. [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements) (governing document, together with your organization's ANSI-accredited procedures)

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Other than public review, what parts of the ANS process do you feel delay the standards development process? 😞



# Some basic good ideas...



- ✓ Understand what ANSI's procedures do and do not require
- ✓ Know and understand your organization's ANSI-accredited procedures and history – maybe some steps exist for unknown reasons and they can be eliminated or modified
- ✓ Review recent audits, particularly the findings and suggestion letter
- ✓ Analyze your organization's procedures annually (e.g., in January when ANSI issues the Annual Compliance Form)
- ✓ Keep due process in mind and balance requirements with the need to get good standards out into the world
- ✓ Be consistent when procedures are silent; refer to recognized resources for guidance and consult with Officers and seasoned colleagues

# What is required by the ANSI Essential Requirements?



- ✓ An underpinning of due process throughout the ANS consensus process, e.g., “good faith efforts”, accessible information +, coordination
- ✓ Openness: directly and materially interested parties have access to information, meaningful participation options, and fair consideration of comments - not limited to “members”
- ✓ Balance: among directly and materially interested parties whose vote will demonstrate evidence of consensus (numerical +)
- ✓ Lack of dominance: no undue influence exercised by any stakeholder or interest(s)
- ✓ Written procedures that are publicly available and submitted to ANSI when changed
- ✓ Public notice at specific points: PINS, Public comment, Approval, Consensus body meetings, Outreach to engage
- ✓ The right to appeal *procedural* issues and to resolve them informally
- ✓ Compliance with key policies: Patent, Commercial Terms & Conditions, Antitrust, Evidence of compliance, Metrics, Interpretations
- ✓ Maintenance of an ANS once approved
- ✓ Maintenance of evidence of compliance with accredited procedures and the ANSI Essential Requirements, subject to ANSI review

## Some key areas where flexibility exists



- ✓ Which standards are intended for ANS status
- ✓ Mechanisms for suitable public notice
- ✓ The process model an ASD chooses to implement to develop consensus
- ✓ The point at which ANSI's requirements apply, e.g., ANSI does not require that each standards development activity begin as a blank document or that all sub-groups be subject to all procedural requirements

## Some key areas where flexibility exists



- ✓ The number of layers in the voting process leading to consensus
- ✓ Numerical voting requirements (within the framework in the ANSI Essential Requirements)
- ✓ Ballot durations
- ✓ Oversight and review bodies at the ASD level
- ✓ The use of electronic tools, forms, etc.

## Some key areas where flexibility exists



- ✓ Whether certain steps are sequential or concurrent
- ✓ Content of certain policies: Appeals (within ANSI's framework), Metrics, Interpretations
- ✓ ANS maintenance cycle
- ✓ Which person or entity maintains an ASD's accredited procedures – ANSI does not require a consensus vote to revise procedures

# Streamlining...



## Timing and duration: Practical notes to help manage and streamline the ANS process

- **Public review** can be concurrent with the consensus body ballot if that makes sense
  - 30, 45 and 60+ day options
  - 30 day PR = limited revisions only up to 5 pages
- **Ballot periods** can vary, so a recirculation ballot could have a shorter duration than a routine ballot if your procedures allow
- **Notice of the right to file a procedural appeal** at the developer level can be part of the response to a negative vote or public commenter, but be mindful of the language and the timing
- **Developer-level appeals filing period** can be a minimum of 10 working days

## Practical notes to help manage and streamline the ANS process (2)

- Pre-fill **BSR-9**, e.g., procedural excerpts (Word version only)
- Use the Audit-recommended **electronic filing system** if you don't have an easy or automated alternative
- Ensure your procedures, guidance and routines are **documented, organized and accessible** to colleagues
- **Track** and document your progress for each standard, time passes quickly
- Use electronic calendar appointment reminders for key dates in the process

## SLIDO Code: stream25

1. In your experience, what practices make the voting process efficient?
2. What is the ballot duration used for routine consensus ballots?
3. What is the ballot duration used for routine recirculation ballots?



## AMERICAN NATIONAL STANDARDS INSTITUTE

### Recommendations for Efficient Standards Development



American National Standards ([www.ansi.org/ansvalue](http://www.ansi.org/ansvalue))

#### OPERATIONS

- Utilize technology efficiently and to the greatest extent practicable: webinars, teleconferences, collaborative authoring, document distribution, voting, electronic polling, drafting meeting reports/actions during meetings, etc.
- Ensure that electronic systems are designed to be accessible and usable by the greatest number of parties possible without presenting a financial or technical hardship. If your procedures require the use of online forms, then they should clearly state as much.
- Utilize electronic media and other means (e.g., trade press, press releases, newsletters, etc.) to advertise activities, solicit input, and increase participation.
- Utilize project management and tracking tools to monitor critical paths and ensure progress; know your final goal deadline and plan accordingly.
- Utilize “aging reports” to ensure that standards do not expire or exceed acceptable maintenance cycles.
- Establish and publish process and milestone deadlines and adhere to them.
- Ensure that a participation and membership application tracking system is in place; maintain a spreadsheet or other system for monitoring balance on consensus bodies.
- Read and utilize *Standards Action* ([www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)) for specialized announcements, meeting notices and consensus body recruitment: submit requested announcement to [psa@ansi.org](mailto:psa@ansi.org).
- Review American National Standard (ANS)-related guidance documents available at [www.ansi.org/asd](http://www.ansi.org/asd).
- Submit all revisions to ANSI-accredited procedures in a timely manner for review and approval: submit in strike-through, underline format to [psa@ansi.org](mailto:psa@ansi.org) with an explanation of the changes.
- Conduct self-audits using Annex B of the [ANSI Auditing Policies and Procedures](#) to ensure ongoing compliance with applicable procedures and to identify areas for improvement and efficiencies.
- Review your organization’s most recent ANSI Audit annually to ensure that appropriate corrective actions have been fully and consistently implemented.

# Categories

- ✓ Operations
- ✓ Procedures/Processes
- ✓ Forms/Documentation
- ✓ HR: Staff and Volunteers

# Operations - Technology

**Utilize technology efficiently** and to the greatest extent practicable knowing the culture of your organization and participants

- ✓ Use electronic systems that are **accessible and usable** and that **do not present barriers to participation**
- ✓ If participation requires the use of **online/electronic forms**, then make sure this is clear in your procedures and in your notices
- ✓ Utilize a variety of media – including social media – to engage participants
- ✓ Utilize **project tracking** and management tools to monitor critical paths
- ✓ Use systems that issue **reminders on/of key dates**, so humans don't forget
- ✓ Use aging reports – or use ANSI's published reports to **track the current status of documents in the ANS process**
- ✓ Establish and publish milestones and adhere to them
- ✓ Establish a **participation and membership application tracking system** that aligns with participation requirements written in your accredited procedures

# Operations – Staff support

- **Read and utilize *Standards Action*** ([www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)) for specialized announcements, meeting notices and consensus body recruitment: submit requested announcement to [psa@ansi.org](mailto:psa@ansi.org).
  - ✓ And remember: establish the consensus body early and monitor balance, conducting additional outreach to underrepresented interest categories as needed
- **Review American National Standard (ANS)-related guidance documents and posted webinars** available at [www.ansi.org/asd](http://www.ansi.org/asd).
- **Submit all revisions to ANSI-accredited procedures in a timely manner** for review and approval: submit in strike-through, underline format to [psa@ansi.org](mailto:psa@ansi.org) with an explanation of the changes.
- **Conduct self-audits** using Annex B of the [ANSI Auditing Policies and Procedures](#) to ensure ongoing compliance with applicable procedures and to identify areas for improvement and efficiencies.

# Operations – Staff support

- **Review your organization’s most recent ANSI Audit annually** to ensure that appropriate corrective actions have been fully and consistently implemented.
- **Develop a 1-2 page summary of the development of each standard** that indicates very briefly how the project proceeded, when the various procedural actions were taken and in which file relevant information can be found, as an aid to external or self-audit activities, ANSI Board of Standards Review (BSR) consideration and training purposes
- When the **Annual Compliance Form** is issued in January of each year: 1) read the [ANSI Essential Requirements](#) in their entirety in comparison with your current accredited procedures to ensure appropriate and necessary changes are undertaken; 2) read the summary of revisions as a quick guide; and 3) read and update your organization’s ANSI-accredited procedures accordingly in a timely manner

**SLIDO Code: stream25**

Who is responsible for maintaining your organization's accredited procedures?



# Procedures & Processes



# Procedures/Processes - Flexibility

## Ensure that procedures provide for flexibility

- ✓ “meetings” can be broadly defined so as to allow for webinars and teleconferences
- ✓ public review options can include 30 (limited revision only), 45 (electronic) and 60 days +
- ✓ consensus body votes can close if all voters have submitted final positions prior to the established deadline rather than requiring that a deadline pass

# Procedures/Processes – Flexibility(2)

## Ensure that procedures provide for flexibility

- ✓ consider the use of “should” versus “shall” throughout
- ✓ undertake processes concurrently where it makes sense to do so
- ✓ eliminate excess layering, e.g., assess whether multiple levels of voting, review, and consideration are value added or simply time consuming or holdovers from another time/context
- ✓ the Chair/Officers can be afforded some judgment as needed and can help solve problems
  - but be sure Officers are aware of current written procedures

# Procedures/Processes

Afford participants due process and address concerns and/or confusion *during the development* process rather than at its conclusion or thereafter via appeals

- **Engage representatives** of all relevant stakeholder interests **early** in the process to facilitate consensus, balance and meaningful participation
  
- Ensure appropriate and effective **outreach** to directly and materially interested parties is undertaken and documented.
  - Do your research so that outreach is undertaken via appropriate channels, e.g., include the most commonly used publications and websites and engage relevant organizations.
  - Retain evidence of outreach, general and targeted (intended to reach one or more specific interest categories), as part of ANS records subject to audit.

# Procedures/Processes (2)

- If **potential conflicting or duplicative projects** are likely or are identified, **engage in early discussions** with relevant parties to determine the most cooperative approach that maximizes the use and allocation of limited resources
  - ✓ consider joint projects (with written agreements), division of subject matter, establishment of liaisons, etc.
  - ✓ document in writing any Project Initiation Notification System (PINS) deliberations and submit required reports to ANSI in a timely manner

# Procedures/Processes (3)

- Include **clear language** for use in **public comment disposition** letters sent to objectors resulting from public review
  - The language can indicate that if the public commenter does not respond within “x” days, the developer will consider the comments resolved. (This applies to public review commenters only, not to consensus body voting members.)
  
- Create a standard paragraph for reuse to ensure **clear and accurate written notice of the right to appeal** to the standards developer tracks your procedures and ANSI’s requirements
  - Establish, articulate, and adhere to filing and correspondence **deadlines**. Provide participants with the URL to your organization’s accredited procedures and/or excerpt appropriate text as part of the written notice.

# Procedures/Processes (4)

- **Tracking:** Create a mechanism for **tracking proposals and comments** carried over from a prior revision or submitted as new proposals
- **Interpretations** policy: If interpretations of ANS are offered, then it is recommended that a developer's interpretations policy require the submission of **written** requests and that any interpretations be issued in writing. Retain a copy of all related documentation as part of ANS records subject to audit.
- **National Adoptions:** If your organization wishes to utilize an **expedited process for the national adoption** of an ISO, IEC or ISO/IEC JTC-1 standard, then include a statement to this effect in your organization's ANSI-accredited procedures and submit for reaccreditation to [psa@ansi.org](mailto:psa@ansi.org).

# Procedures/Processes (5)

- **Ensure that the staff of the standards developer maintains all ANS-related records** instead of relying on volunteers (chairs, etc.) as the sole source of such documents.
  - This will ensure the integrity and availability of records
  - This is really important!

## Consider these suggestions when revising your organization's ANSI-accredited procedures

- **Simplify the organization of your procedures** so that all requirements pertaining to a particular topic can be found in the same section, where feasible
- Include **participation requirements as well as criteria by which consensus body members could be terminated** for poor participation and **monitor participation** to ensure fair and consistent treatment
  - ✓ Publish and circulate a **Code of Conduct** for all participants
- **Consolidate the process for addressing all comments** - consensus body and public review - ensuring consistency
- **Include an opportunity to informally attempt to resolve** grievances to avoid an appeal (Note: ANSI requires procedural appeals)
- Use **consistent language** that is easily understood in context

**SLIDO Code: stream25**

Do you refer to the Standards Action publication schedule when planning the development cycle of a proposed ANS?



# Forms/Documentation

- Provide **adequate, concise, and clear background** information and instructions to participants and voters to minimize confusion and thus minimize delayed responses or non-responses
- **Format ballots clearly** and so that deadlines and voting instructions are evident and simply communicated
- **Maintain voting membership roster electronically** with all required details in a simple format
- **If only certain portions of a document are subject to review**, clearly indicate this on all related communications and in the scope of the ANSI public review announcement (BSR-8 form) to minimize confusion and focus on the sections of the document that are eligible for comment
- **Develop standard e-mail notifications** that are ready for routine use: confirmation of membership/participation; distribution of procedures; meeting schedule; staff resources; relevant web access points; ballot cover letters; ballot deadlines; appeals notifications; follow-up communications; closing communications
- **Develop and use templates** for meeting reports, agendas, etc.

# Forms/Documentation (2)

- **Maintain adequate records** to document procedural compliance; maintain records electronically and label them clearly and meaningfully. (See “ANSI Standards Developer Audit Guidance and Checklist” for ideas on naming, organizing, and retaining electronic records.)
- **Ensure that key data** elements, voting calculations and if feasible, project summaries, are **maintained** along with standards development records.
- **Utilize ANSI’s available online forms:** <http://psawebforms.ansi.org/>
  - ✓ Ensure that an e-mail confirmation from PSA (ANSI Procedures and Standards Administration – [psa@ansi.org](mailto:psa@ansi.org)) is received and retained for each submittal. If a receipt is not received, it is possible that an error occurred and the project may be delayed as a result. Contact [psa@ansi.org](mailto:psa@ansi.org) immediately if this is the case.
- **Utilize the current version of the BSR-9 form** (Word only - final submittal checklist)
  - ✓ Read each item carefully. If you do not understand it, refer to the referenced clause in the ANSI Essential Requirements for details. Include a valid e-mail address for the person who is to be contacted regarding any related questions from ANSI staff or the ANSI BSR.

# Staff and Volunteers



# Human Resources: Staff & Volunteers

- Provide **training** to involved staff and volunteers
  - Maintain a basic training guide for new staff and for volunteers. Train for redundancy of skill set among staff to facilitate coverage and increase pool of knowledgeable staff
  - For ANS, provide ANSI's list of links
- Recommend visiting **Standards Boost Business** for real-life success stories:  
<https://www.ansi.org/impact-of-standards/standards-boost-business>
- Consider implementing a **mentor program**, where experienced volunteers serve as mentors for new members to facilitate learning and participation

## Human Resources: Staff & Volunteers (2)

- Provide all new consensus-body members with **current procedures and the applicable Code of Conduct** - and redistribute current procedures (or the URL at which they are posted) annually
  - If your organization does not have a Code of Conduct for standards development, create one
- Attend and actively participate in the **ANSI Organizational Member Forum (OMF)** and complimentary educational sessions
- For specific guidance on engaging **Consumers**, see
  - <https://www.ansi.org/outreach/consumers/consumers-standards>
  - <https://www.ansi.org/outreach/consumers/engaging-consumers-in-ans-process>
  - and search ExSC-issued guidance at [www.ansi.org/asd](http://www.ansi.org/asd)

# Ways to make your job easier



- Understand what your procedures do and do not require
  - If you don't understand the language, then participants may not either
- Manage timelines – start with when you'd like the document published and work backwards
- Work with the Chair of each consensus body (and your peers) to ensure they understand the procedures, goals, deliverables and timeline
- Learn the tangential hot topics that could lead the group down an unrelated path, so you can help the Chair intervene as needed and return to focus on the standard at issue
- Link the Code of Conduct to all Agendas and use timed-agendas, where feasible (if you don't have a Code of Conduct, establish one and publish it)
  - Include an "Action" statement so the goal of each agenda item or vote/ballot is clear
  - Send procedures, protocols, Code of Conduct and the like to participants annually and before each meeting – confirm receipt and agreement to comply (passive or active confirmation)
- Do your best to ensure that those participating virtually are recognized and heard (next slide)

# Hybrid meetings...

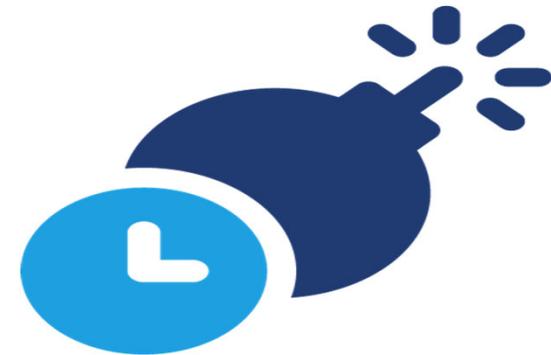


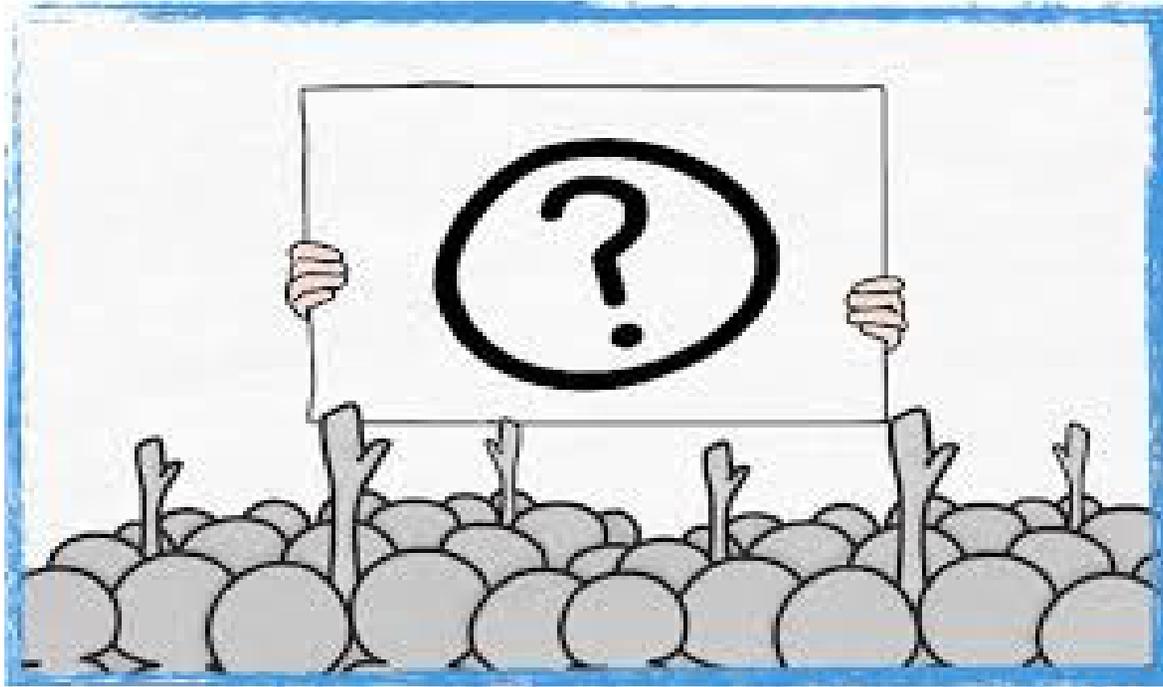
# Key hybrid meeting tips

- ✓ Publish the meeting rules, code of conduct, etiquette guidelines and expectations in advance
- ✓ Share meeting agenda and documents in advance
- ✓ Ensure you have appropriate equipment and test the equipment and platform in advance of the meeting and *at least an hour before*
- ✓ Assign a co-host for the meeting
- ✓ At the start of the meeting, review the protocol for participating effectively
- ✓ Note the timed agenda and compliance with it
- ✓ Note the applicability of the Code of Conduct to meetings
- ✓ Consider whether Slido or the like could be useful – but decide this in advance and also how the results will be used/shared
- ✓ Use the Chat for quick answers/admin issues so they do not disrupt the substantive flow (assign staff this task)

# SLIDO Code: stream25

1. What steps in the ANS process have you streamlined recently and how?
2. In relation to the ANS process, what type of training/educational sessions are most helpful to you?





# Thanks for joining us today...

- ✓ Exit survey – 3 quick questions,  
please complete them:
  - ❖ Was this webinar useful?
  - ❖ How can we improve it?