Nominating Organization Role Description

Role Title	**BSI Nominating Organization**
Department	Committees, National Standards Body
Location	N / A – no regular meeting participation expected as part of role Ad hoc / as needed meetings may take place: online, at BSI in London or at other locations in the U K
Main Contact	BSI Committee Manager (Standards Development Manager) or BSI Committee Service Centre (C S C) or External Secretariat According to how the committee(s) on which your organization has nominated representative(s) is managed
Other Contacts	Standards Assist Standards-Makers Engagement and Inclusion
Senior Contacts	Senior Standards Manager Relevant Sector Director
Main purpose of the role	To nominate appropriate representatives to BSI committees to represent the needs and views of your organization's members and / or stakeholders To proactively manage your nominated representatives and keep them informed as to the needs and views of your organization's members and / or stakeholders
Term length	N / A So long as an organization continues to fit the criteria / definition for being a Nominating Organization and so long as their organization is able to support and inform their nominated representatives and follow all applicable BSI policies, they may continue to be a Nominating Organization
Estimated time/effort	The time and effort required to fulfil the responsibilities of a BSI Nominating Organization will vary in accordance with

	the number of individual nominated representatives they have, on how many committees and organizational capacity

Please note:

By nominating a representative onto on any standards-making committee/panel you are accepting to work according to the principles outlined in both B S 0 and the Standards-Makers Policy and all other applicable policies. This role description provides further details about your organization's specific role within standards-making.

Nominated representatives can be employees of the Nominating Organization, volunteers from amongst the organization's membership / stakeholders or third-party contractors employed for this purpose; this will be determined by the Nominating Organization itself.

A nomination from a bona fide Nominating Organization does not constitute a right to be on the committee / be a committee member nor does it constitute a right to stay on a committee. The individual being nominated will still be reviewed for their suitability for the committee. If the nominee is not already on another committee, they must themselves submit a Standards-Makers Application Form for the nomination to be considered. The ultimate decision about who can join or remain on a committee rests with BSI. One individual may represent the same Nominating Organization on more than one committee and one individual may represent different Nominating Organizations on different committees.

As part of its commitment to developing sustainable and inclusive standards, BSI encourages applications from all interested parties. We welcome applications from any potential users of the standard and any stakeholder group or community affected (directly or indirectly) by the use of a standard where the needs of that group or community have been traditionally less represented and understood. We encourage all BSI Nominating Organizations to consider the diversity of their members and / or stakeholders when nominating representatives to committees and when providing their representatives with their brief.

This role description is a general description for all Nominating Organizations and always applies including for those organizations taking on additional roles / responsibilities or opportunities within standards development / with BSI.

1 Role Profile

1.1 Scope / Responsibilities

Alongside the core responsibilities in section 7.3 of B S 0, a Nominating Organization is expected to:

- Identify standards / committees relevant to your organization's purpose and to your members / stakeholders.
- Identify individuals with knowledge and experience relevant to the standards / committees you have identified and nominate them to represent your organization and its members / stakeholders.
- Engage with your nominated representatives in order to inform their work on the committee(s) on which they serve as required by section 7.3 of B S 0. This includes ensuring they have an understanding of the wider views and needs of your organization's members / stakeholders in order to be able to represent these on the committee.
- Ensure BSI has an up-to-date, named point of contact at your organization for the management your nominated representatives and so BSI can provide you with information you need to fulfil your role and get the most out of being a Nominating Organization.
- Insofar as possible, support your nominated representatives with being able to attend meetings.
- Share your / your members' or stakeholders' expertise, knowledge and experience with your nominated representatives to support their work on committees.
- Understand and adhere to BSI's policy on intellectual property rights as per section 9.5 of B S 0.
- Attend training sessions relevant to your role, in person or online, as needed.
- Request / participate in meetings with BSI about your Nominating Organization role as and when needed.

1.2 Organization Specification

1.2.1 Essential

The organization:

- Is willing for its representation on committee(s) to be public knowledge,
- Is formally constituted,
- Has a defined scope or terms of reference consistent with those of the committee,
- Has open and non-discriminatory engagement criteria such as to permit representation of any UK interests that share their objectives,
- Is an authoritative voice for a defined interest or group of interests affected, or potentially affected, by the work of the committee,
- Is committed to supporting the principle of consensus-based voluntary standardization,
- Would fit one of the following categories / descriptions:
    - Trade association,
    - Professional body,
    - Research/scientific institution,
    - Government department,
    - Government agency / organization,
    - Testing / certification body,
    - Academia,
    - Local authority (excluding trading standards),
    - Trading standards,
    - Other public / societal interest (including charities),
    - Trade union,
    - Consumer organization,
    - Environmental organization.

1.2.2 Desirable

- Organization understands and supports the role and / or use of voluntary standards.

1.3 Organizational Capacities

1.3.1 Essential

The organization:

- Can provide a named point of contact to BSI for management of their nominated representatives,
- Can dedicate time to proactive management and support of their nominated representatives,
- Has means to establish their members' / stakeholders' views and needs relevant to the committee(s) on which the organization is represented,
- Has the capacity to keep their nominated representatives informed of the views of their wider member / stakeholder base as relevant to the committee(s) on which they serve and vice versa.

1.3.2 Desirable

The organization:

- Can promote the opportunity for public comments on draft standards of the committee(s) on which it is represented,
- Can serve as a designated contact for technical questions about the standards which it helped develop (by virtue of having a nominated representative on the responsible committee),
- Can promote the use of the standards which it helped develop.

Annex A – Additional roles / opportunities

The additional roles / opportunities for Nominating Organizations include:

- Providing technical support,
- Sponsorship of BSI PAS and / or Flex Standards,
- Promoting your organization,
- Earning recognition.

NB:
Some of these roles and opportunities may also be open to those who are not Nominating Organizations. Additional policies may also be applicable for these roles and it is each individual role holder's responsibility to ensure they are acting in accordance with all applicable policies.

Provide technical support

Nominating Organizations should have privileged insight into the standards which their nominated representatives helped to develop which gives them a unique position from which to offer advice and support to those using / adopting the standard. Nominating Organizations may wish to support users of a standard with technical questions about its content and / or application as well as with interpretation of the standard. BSI facilitates and governs the standards development process and as such is a first point of contact for questions about the standard and these can generally be directed to the committee for their consideration / response. However, some users of a standard need support which goes beyond the bounds of the committee's responsibilities. Nominating Organizations represented on the committee responsible for the standard have the opportunity to provide this support. It is for each organization to determine if and how they wish to provide this support and to whom; for example organizations may choose to do so only for their members / stakeholders or for an additional fee, etc. If BSI is aware that a Nominating Organization is willing to provide this advice, we can advise those with queries of this nature of the organizations' names.

Sponsor a BSI PAS or Flex

BSI PAS's and Flexes are fast-track standards that are developed through an expert consulting service from BSI. Sponsoring a PAS or a Flex enables an organization to raise their profile, benchmark quality, influence the marketplace, create solutions and show leadership. For more information about PAS standards click here and for Flex standards click here.

Promote your organization

You are welcome and encouraged to let your members / stakeholders know that you support (are involved in) the development of standards that matter to them to ensure their needs are represented. Supporting the development of standards that impact your members / stakeholders can be one of the ways in which you provide member benefit and / or meet key organizational objectives. In addition, all BSI Nominating Organizations have the opportunity to have a stand in our Knowledge Marketplace exhibition at our two annual Standards Conferences which take place in May and November. There is no charge to have a stand at the Standards Conferences and Nominating Organizations are also welcome to propose and lead conference discussions / sessions. The only thing BSI asks in return is that you promote the Standards Conferences to your audiences.

Earn recognition

All BSI Nominating Organizations are eligible for nomination for the Nominating Organization Best Practice Award, which is part of the BSI Standards Makers Awards. These awards recognize exceptional contributions to standards-making. The winners are revealed at the awards ceremony which takes place as part of the May Standards Conference. (NB: Your nominated representatives are also eligible for Standards Makers Awards which recognize exceptional contributions by individuals.)