Standards Committee (SC) Member Training

Source: Standards Committees Operating Manual 04.08.2021
Standards Committees (SCs)

• Responsible for developing, maintaining, and publishing all standards and standards-related products within their scope

• Established and approved by the AMPP Standards Program Committee (SPC)
Thank you for volunteering to become a member of AMPP’s Standards Committees (SCs)! We appreciate your willingness to serve, your valuable time, and your expertise provided as an SC member. AMPP Standards volunteers are crucial to the development of quality standards, guides, and reports that meet industry needs.
Training Scope

This training provides participants with a basic understanding of the role as an SC member.
Training Topics

• SC Member Roles and Responsibilities
• Proposals for New Standards, Guides, and Reports
• SC Presentations
SC Member Roles and Responsibilities
SC Member Roles and Responsibilities

There are two types of roles for SC members: Observer and Voting Member. These roles are further designated by three different interest classifications:

- **Producer**: technical views are drawn from an organization that produces or sells materials, products, systems, or services.
- **User**: technical views are drawn from an organization that purchases or are end user of materials, products, systems, or services, other than for household use and would not also be classified as a Producer.
- **General Interest**: technical views are drawn from an organization that cannot be classified as either a Producer or a User.

**Note**: Individual Consultants must disclose if they are retained by a company in an area of technology being covered by the committee and shall be considered employed by the company for the purposes of interest classification.

Both roles have similar responsibilities, but there are some key differences.
Standards Committee Participation Requirements:

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<tr>
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<th>Observers</th>
<th>Voting Members</th>
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<tbody>
<tr>
<td>Commenting on Balloted Drafts</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Attendance/Participating in SC Meetings</td>
<td>Optional but recommended</td>
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<tr>
<td>Participation on Standards Projects</td>
<td>Optional but recommended</td>
<td>Optional but recommended</td>
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<tr>
<td>Included on Communication Distribution</td>
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<tr>
<td>Voting on Standards</td>
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SC Member Roles and Responsibilities

Additionally, both Observers and Voting Members are eligible to:

• Propose new standards, guides, or reports projects
• Receive adjudication of comments on any ballot that is submitted to the SC
• Offer presentations providing information pertaining to the development of standards, guides, or reports
SC Member Roles and Responsibilities – Voting Members

Voting Member participation requirements to maintain voting membership status:

• Vote on all ballots submitted to the SC. Voter participation is tallied to determine if a ballot passes or fails
  • If the standard or report is outside your area of expertise, abstentions are counted!
  • If three consecutive ballots are missed, you may be reassigned as an Observer

• Attend SC meetings
  • If three consecutive SC meetings are missed, you may be reassigned as an Observer. Virtual attendance counts toward participation.
Proposals for Standards, Guides, and Reports
Proposals for Standards, Guides, and Reports

As an SC Subject Matter Expert (SME), AMPP relies on:

• Your expertise to ensure familiarity and understanding within your industry
• Your awareness of new technologies and techniques arising within your industry
• Your ability to identify gaps where new or revised standards may be needed

These attributes result in the publication of quality standards, guides, and reports in a timely manner that are relevant and supported by industry worldwide.

Any SC member may propose a new standard, guide, or report by submitting a “Project Request Form” available on our website. AMPP Standards Business Development or the SC staff liaison may assist with completion of the form.
SC Presentations
Presentations

• SC meetings are an excellent place to discuss new and developing technology

• If you want to introduce a topic for consideration, increase awareness, or get feedback, request to present your idea at an SC meeting.

• Contact the SC Chair or staff liaison directly

• All presentations must be reviewed for content by the SC Chair, prior to the presentation, to allow verification of adherence to AMPP guidance requirements and copyright permissions.
Thank you for your contributions and support!

Questions?

Email standards@ampp.org