



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

STANDARDS  
NEW ZEALAND  
PAEREWĀ AOTEAROA



# Why ? participate ■

Standards nominating organisations



*This is a companion booklet to What's involved? Standards development committees,  
which provides more detailed information on the role of development committee members.*



## Contributing to standards solutions

Standards solutions are used by a range of organisations to enhance their products and services, improve safety and quality, meet industry best practice, and support trade into existing and new markets.

Standards development committees are central to the process of creating new standards. They work on a transparent and consensus-based approach that leads to the development of standards solutions that are robust and workable.

These committees are made up of people who have been nominated by organisations because of their skills, expertise, interest, and knowledge on the subject matter.



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[WWW.IPENZ.ORG.NZ](http://WWW.IPENZ.ORG.NZ)

[WWW.HEALTH.GOV.T.NZ](http://WWW.HEALTH.GOV.T.NZ)

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[WWW.FIREPROTECTION.ORG.NZ](http://WWW.FIREPROTECTION.ORG.NZ)

[WWW.BRANZ.CO.NZ](http://WWW.BRANZ.CO.NZ)



## What are nominating organisations?

For each proposed new standard, Standards New Zealand invites New Zealand organisations to nominate a representative for a standards development committee. These nominating organisations should represent the views of large groups with a common interest in the subject area. They may be regulators, professional bodies, research agencies, manufacturers, consumers, or other interested parties.

Examples of nominating organisations include the Institution of Professional Engineers New Zealand, district health boards, the New Zealand Timber Industry Federation, the Fire Protection Association of New Zealand, BRANZ, the Registered Master Builders Association, and the Institute of IT Professionals. Government agencies may also act as nominating organisations.

Typically, nominating organisations are national bodies that are legal entities. If no national organisation exists, a regional or local organisation may be approached for assistance in identifying a suitable nominee who can bring the desired knowledge and experience to the committee.



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Examples of regional and local nominating organisations include Hutt Valley District Health Board, Auckland Council, and the Laura Fergusson Trust.

Interested individuals and company representatives are not usually members of standards development committees as they don't have the mandate to represent a stakeholder group or community of interest. A group of companies may agree to nominate a suitable person to represent such a group or community on the committee, but care must be taken to ensure the nominee does not bring a biased view to the committee.

All committee members, regardless of nominating body, must disclose any personal interest or financial benefit they may gain from their involvement in the project. This ensures that the development process continues to be transparent and impartial.

*Nominating development committee members is a way for organisations to engage with their sector and to gain insights into standards development.*

**Mark Wogan**  
Manager, Energy Safety,  
WorkSafe New Zealand



# What are the benefits to a nominating organisation?

Nominating organisations have the opportunity to contribute to the development of a nationally recognised standard by nominating a subject-matter expert.

Other benefits include:

- a direct means of ensuring the standards will provide value to their organisation and members
- recognition as a leader within their sector
- professional development opportunities within their organisation and sector
- the ability to build awareness of standards solutions that affect their organisation and sector.

*The creation and development of robust, practical standards is a necessity. So the opportunity for our technical specialists to directly input their research and knowledge into creating new standards ensures enormous benefit for the whole construction industry.*

**Richard Arkinstall**  
Executive Officer, Association of Wall and Ceiling Industries of New Zealand



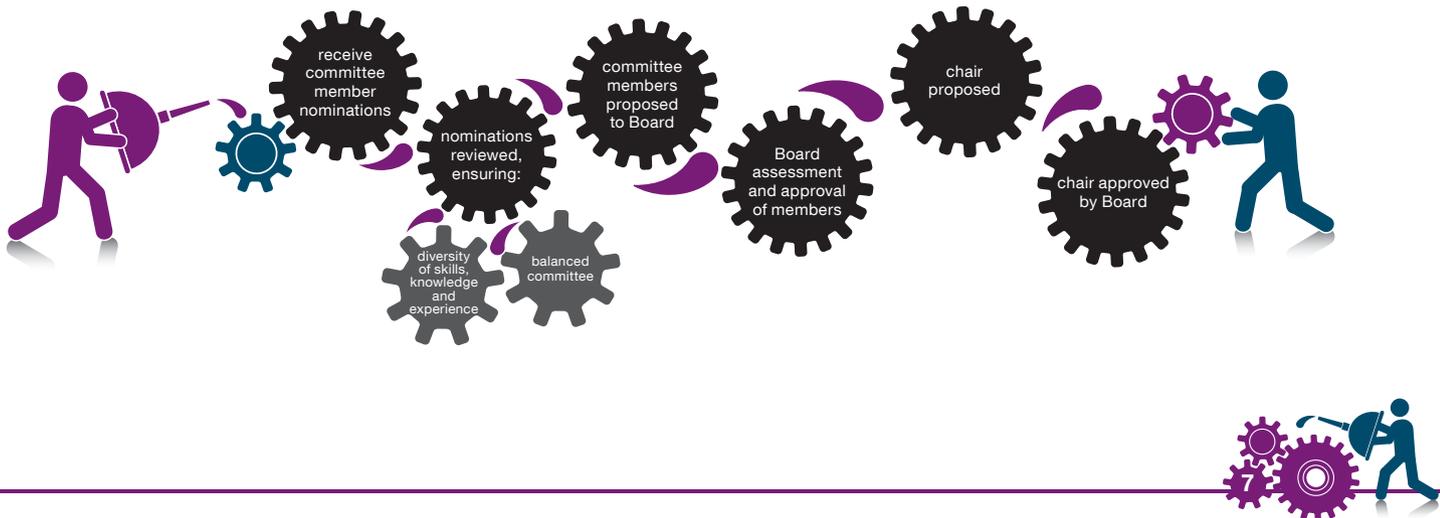
# How are development committee members selected?

Standards New Zealand reviews the nominations we receive and selects committee members from them. We ensure the committee has a balanced representation of stakeholder interests and the appropriate diversity of knowledge, skills, and experience, relevant to the standard being developed. We submit the proposed make-up of the committee with the nominees' CVs and disclosures of interest to the independent New Zealand Standards Approval Board. Under the Standards and Accreditation Act 2015 it is the Board that approves final committee membership.

Sometimes experts may be invited to present to a committee meeting if specialist expertise is required that is not available on the committee.

Each development committee has a chairperson, who is approved by the Standards Approval Board. The chair may be from the committee or may be independent (not representing a nominating organisation related to the subject matter of the standard). The chair must act as an impartial facilitator to ensure all committee members have the opportunity to have their say, and that committee consensus is reached.

Figure 1 – Our process for selecting standards development committee members



## Considering users

Standards New Zealand works with standards commissioners to identify users who should be represented on the committee. Users can include those who refer directly to a standard (for example, manufacturers) or consumers (those who purchase items manufactured to a standard).

## Standard reviews

When a standard is to be reviewed, the nominating organisations of the original committee will be advised of the proposed review.

All development committee members on a newly formed committee (even if it's for the review of a current standard) will need to go through Standards New Zealand's robust selection process, and receive final approval from the independent Standards Approval Board.



# What's involved – roles and responsibilities

## Committee member responsibilities

As subject-matter experts, committee members are required to bring their skills, expertise, and knowledge as individuals to the work of the committee to achieve the best outcome for New Zealand. Committee members should be experts within their field and also able to work well within a team.

Committee members are encouraged to confer with their nominating organisation as appropriate throughout the standards development process, but are expected to contribute their technical expertise and consider the broader needs of their sector and the wider community.

To achieve the best possible outcome, committee members are expected to attend all meetings. They are also encouraged to:

- prepare thoroughly before committee meetings
- keep their nominating organisation informed of progress and issues
- contribute to committee work between committee meetings – this may include researching, drafting, or reviewing sections of the standards solution, as well as following up on action points.

Unless otherwise agreed to in writing, a committee member's appointment is for the term of the project. Committees are disbanded once a project is completed.



## Nominating organisation responsibilities

Organisations should nominate experts within their field who are able to contribute strongly as committee members.

As part of their responsibilities, standards development committee members should consult with nominating organisations and other interest groups during the development of a standard. Nominating organisations are encouraged to participate in this informal consultation, along with the more formal consultation – the public consultation period – that is part of the standards development process.

On the rare occasion where consensus cannot be reached on a development committee, Standards New Zealand may engage with the nominating organisations directly to see if a solution can be achieved.

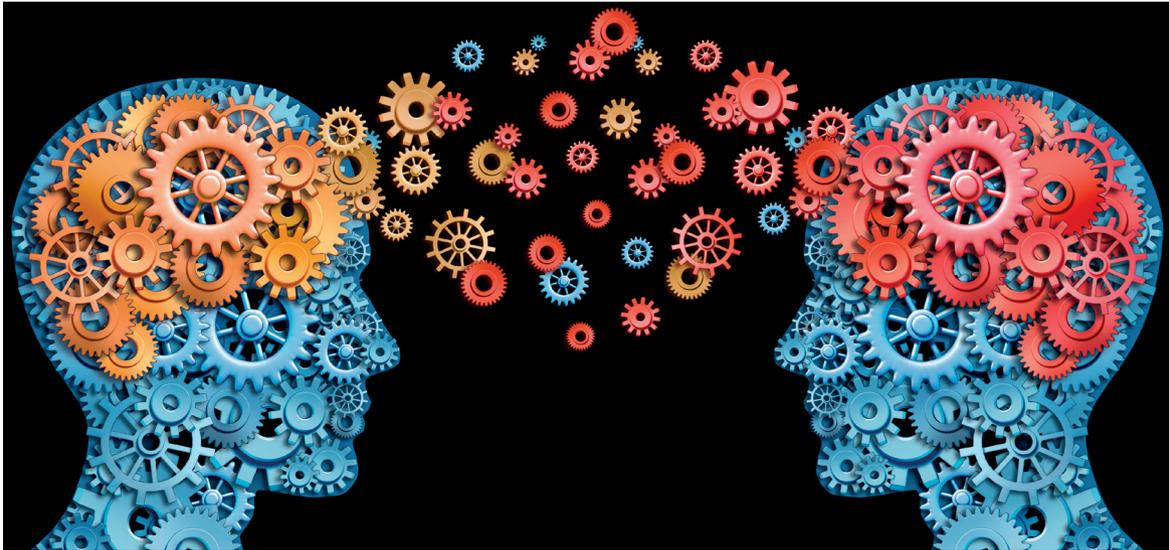
## Our responsibilities

We recognise that committee members are providing their expertise and time to the standards development process. It is our role to ensure projects are well run to the planned timetable, so that committee members are able to focus on producing a high-quality standards solution.

## Costs

The standards development process provides an opportunity for a sector to contribute towards a common objective. While Standards New Zealand works to minimise costs and create maximum value through the development process, our business model relies on nominating organisations covering their nominees' costs. This support should cover costs associated with contributing to the standards development process, including attending meetings.





*In an increasingly globalised economy, it is crucial that standards development committees have both breadth and depth of technical expertise at the table. Nominating organisations play an important role in this by nominating technical experts and supporting the standards development process. In return, they ensure that the standards that are related to their industry are robust and workable.*

**Alison Holt**

**NZ Head of Delegation for ISO's IT Service Management and IT Governance committee**





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