

THE INSTITUTE FOR TRIPLE HELIX INNOVATION STANDARDS DEVELOPMENT MANUAL

For use in the development of American National Standards Institute (ANSI) and International Organization for Standardization (ISO) standards.

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1.0 GENERAL

This manual outlines the steps that are to be taken by the Institute for Triple Helix Innovation's standards secretariat and standards committee, including the Institute's standards administrator, to prepare standards that are determined to be required for the Institute to perform its functions and operate at an optimal level. When taking action to develop Institute standards, all entities of the Institute must adhere to the guidelines established in *The Institute for Triple Helix Innovation Standards Creation Operating Procedures*, *The Institute for Triple Helix Innovation Standards Committee Operating Procedures*, and the American National Standards Institute's (ANSI) *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

2.0 DECISIONS TO DEVELOP STANDARDS

2.1 Standards Secretariat

The Institute for Triple Helix Innovation, through its standards secretariat (the Institute's Board of Directors and CEO/Executive Director) shall provide oversight for the determination of standards requirements vis-à-vis the Institute. Such determinations should be on an ongoing basis; i.e., decisions to undertake the development of standards may be an idiosyncratic process. In determining the Institute's need for standards, the standards secretariat must consider the financial and other resource requirements for the full operation of standards committees for the expected period required to prepare required standards.

2.2 Standards Administrator

The Institute's standards administrator will act on behalf of the standards secretariat to ensure that all necessary actions are completed toward the development of standards in accordance with directives from the standards secretariat; including performing preliminary research, formulating and executing written and oral correspondence, and responding to the requirements and needs of standards consensus bodies.

3.0 ESTABLISHING STANDARDS' SCOPE

The standards secretariat, with assistance from the standards administrator, must ensure that preliminary research is performed to verify that standards that are viewed as required by the Institute do not already exist as ANSI or International Organization for Standardization (ISO) standards. Given the latter determination, the standards secretariat must use available resources, including the standards administrator, to draft an original outline of the scope of the standards work that will be assigned to an appropriate standards committee (consensus body).

4.0 CHARTERING A STANDARDS COMMITTEE

The standards secretariat shall use available resources, including the standards administrator, to convene an appropriate standards committee (consensus body), to charter that committee by extending to it an outline and scope of the standards that are to be developed, and to obtain, in writing, an agreement from the standards committee to prepare required standards.

5.0 DRAFTING STANDARDS

Once established, standards committees must receive the outline and scope of standards that the Institute's standard secretariat develops, provide a revised (if necessary) outline and scope of required standards, and reach general agreement with the standards secretariat on the work to be performed. Afterwards, the standards committee must draft completed standards and obtain consensus approvals of draft standards from the consensus body, then transmit the completed, draft standards to the standards secretariat for approval. Standards committees may, intermittently, provide portions of, or early drafts of, standards outlines, scopes, and completed draft standards to the standards secretariat.

6.0 APPROVAL OF STANDARDS COMMITTEE STANDARDS

The Institute's standards approval process shall unfold in stages that are outlined below.

- Standards committees shall complete draft standards and transmit them to the standards secretariat.
- The standards secretariat will review, request modifications to, and/or approve complete draft standards that are submitted by the standards committee.
- Standards secretariat approved draft standards will become exposure drafts that will undergo ANSI approved comment period procedures; including the release of draft standards, requests for comments, receipt of comments, provision of responses to comments by the standards committee or secretariat, and resolution of all related issues as prescribed by ANSI.
- Standards that proceed successfully through the exposure draft process must receive a final "yes" consensus ballot from the standards committee and the standards secretariat before being transmitted by the standards secretariat to ANSI for adoption.

7.0 THE TRIPLE HELIX INSTITUTE STANDARDS AS ISO STANDARDS

When transmitting Institute standards to ANSI, the standards secretariat must request that ANSI consider submitting the Institute's standards to the International Organisation for Standardization (ISO) for adoption as international standards.

8.0 MAINTAINING INSTITUTE STANDARDS

Once adopted by ANSI and/or the ISO, Institute standards must be maintained in accordance with requirements established by the two aforementioned organizations. The Institute's secretariat must be certain to ensure that sufficient resources are provided for the proper maintenance of Institute standards.

9.0 DISSOLUTION OF THE INSTITUTE FOR TRIPEL HELIX INNOVATION STANDARDS DEVELOPMENT INFRASTRUCTURE

In the event that the Institute's standards secretariat determines that it is no longer in the best interest of the Institute to continue as a developer and/or maintainer of Institute standards, then the standards secretariat must undertake the orderly dissolution of the Institute's standards infrastructure. The standards secretariat must ensure that this dissolution process is perfectly consistent with guidelines established by ANSI and/or the ISO for such dissolution; including identification of the entity that will assume responsibility for existing standards that the Institute developed, and the transmission of all required standards-related documents to that entity.