# **Standard Development Proposal Form**



Submit this form to the IFLA Professional Support Officer: [professionalsupport@IFLA.org](mailto:professionalsupport@IFLA.org)

|  |  |
| --- | --- |
| DATA ON THE PROPOSED STANDARD | YOUR ANSWERS |
| Working title of standard |  |
| Indicate if this is   * a new standard or * a revision / development of an existing standard |  |
| Known existing standards related to the proposed standard (published by IFLA or others) |  |
| Do you propose any changes to the normal publication format and distribution?  (PDF, CC BY 3.0 license, Online-only) |  |

| RESPONSIBILITY | YOUR ANSWERS |
| --- | --- |
| Name of the IFLA professional unit with primary responsibility for the standard |  |
| Is this unit different from any unit responsible for a previous edition of the standard? If so, indicate which unit had previous responsibility |  |
| Which other IFLA units will be involved in or consulted during the writing of the standard |  |
| Will people or groups outside IFLA be consulted or otherwise involved? If so, indicated who, why and how |  |
| Name and email address of person with overall lead responsibility and relationship to IFLA (if any) |  |
| Names of members of the working group who will work on the standard with indication of roles during the development. |  |

|  |  |
| --- | --- |
| JUSTIFICATION | YOUR ANSWERS |
| Statement on the perceived need for this new standard / revision |  |
| Scope of coverage / application (detail what the aims of this new standard will be or what the revision will aim to do) |  |
| Who is the audience for the standard? |  |

|  |  |
| --- | --- |
| WORK PLAN | YOUR ANSWERS |
| Development time frame (detailing steps and deadlines) |  |
| How it is intended to promote the availability of the new document to the relevant audience? |  |
| What supporting implementation is planned (for example, training, gathering of feedback, assessment of impact)? |  |
| Budget: does the lead professional unit plan to submit a PC Project Proposal? If so, please briefly indicate details what money is needed for and an estimate of the amount\* |  |

\*Once the proposal is accepted, the Working Group may consider submitting an IFLA PC Project proposal in case financial resources are needed. Planning of the work, however, should not be contingent on project funding and should therefore take into account that such funding may not be granted.

## Authorization

The following people must be aware of and informed of the details on this form and agree to support the development work being proposed:

|  |  |
| --- | --- |
| AUTHORIZATION | SIGNATURE AND DATE |
| Person with overall lead responsibility |  |
| Officers (Chair and Secretary) of the unit with lead responsibility |  |
| Division Chair |  |

## For completion by the Professional Committee and Standards Committee: Evaluation of proposal

The proposal will be evaluated by the Professional Committee, in consultation with the

Committee on Standards. External advice may also be sought.

The proposal will be evaluated as follows:

|  | COMMITTEE ON STANDARDS COMMENTS | PCCOMMENTS |
| --- | --- | --- |
| Convincing arguments for the work to be undertaken (justification) |  |  |
| Appropriateness for IFLA to undertake this work and/or lend its name to the final product |  |  |
| Convincing, realistic and effective development time frame |  |  |
| Effective promotion and implementation plan |  |  |
| Initial response to proposed budget needs |  |  |
| Consultation process and consideration of IFLA’s global membership and interest in standards and guidelines – and if necessary consulting beyond the membership of the relevant SC or IFLA unit |  |  |
| Sufficient resources (expertise within the WG and outside resources) |  |  |
| Data (title and publication format) |  |  |
| Other comments |  |  |
| Further information needed from proposing unit/person |  |  |
| Decision and date |  |  |

The decision on the proposal will be communicated to the IFLA professional unit Officers and person with lead responsibility by the IFLA Professional Support Officer.

The Committee on Standards will post information on accepted proposals on its web page with the goal of informing IFLA Members and standards organisations of IFLA standards activities.