



TEC-103: Standards – 14 October 2021

Purpose

This policy defines the INCOSE process for participating in standards development, and the endorsement of resulting standards. Participation is also subject to any applicable criteria in an established INCOSE collaboration agreement.

Applicability

This policy applies to anyone representing or sponsored by INCOSE and involved in any standards development activity.

Definitions

For this policy, the term standard also refers to standards-related documents like guides, handbooks, technical specifications, technical reports, etc.

Policy Content

1.0 Participation in Standards Development

1.1 INCOSE shall participate in the development of national, international, and other standards, where such participation is deemed to be of benefit to INCOSE and its members.

1.2 Table 1 lists the four levels of participation and their corresponding levels of approval.

Table 1: Levels of Participation

Type of Participation	Participation Category	Endorsing Agent: Intent to Participate	Approval Authority: Participation Plan
Correspondence	C	Technical Director	None Required
Review	R	INCOSE Representative	Assistant Director Standards Development Department
Ballot	B	Technical Director	Technical Director
Joint Development	D	Technical Director	INCOSE Board of Directors

C = Correspondence, R = Review, B = Ballot, D = Joint Development



1.3 When an entity within INCOSE wishes to participate in a standards development effort at levels B or D, it shall provide a memo describing the intent to participate (see item 2.0 below) to the Assistant Director for Standards Development Department who shall provide copies to the Technical Director.

1.3.1 Category D participation requires a collaboration agreement in accordance with OUT-101.

1.4 Other participation categories shall be forwarded to the Technical Director for guidance.

2.0 Intent to Participate in Standards Development

2.1 The Assistant Director for Standards Development Department shall review each *Intent to Participate in Standards Development* to ensure the effort is aligned with INCOSE goals.

2.2 The *Intent to Participate in Standards Development* shall be submitted using TEC-FORM-03. The form includes background information, the details of the proposed participation, its justification, its interrelationships, and possibly a draft joint working agreement.

3.0 Standards Participation Plan

3.1 Following endorsement of the *Intent to Participate in Standards Development* by the appropriate agent, a formal *Standards Participation Plan (at the Standards Development Organization [SDO] level listing INCOSE's participation in the standardization projects)* shall be drafted by the Assistant Director for Standards Development Department, in conjunction with the originator of the *Intent to Participate in Standards Development*.

3.1.1 Standards Participation Plan shall be approved at the appropriate level prior to commencing participation with the SDO.

3.2 The *Standards Participation Plan* shall be developed using TEC-FORM-04, and shall update and expand upon the *Intent to Participate in Standards Development*. The form includes background information, the details of the proposed participation, its justification, its interrelationships, and a final joint working agreement.

4.0 Justification

4.1 Justification for each participant in Joint Development activities shall be provided to the Technical Director for concurrence.

4.1.1 This justification should show the evaluation criteria used and the other candidates considered in the selection process.



4.1.2 Specific data regarding evaluation of candidates shall be treated as confidential information.

5.0 Maintenance

5.1 The Assistant Director for Standards Development Department shall, in conjunction with the Technical Director, establish and maintain a Standards webpage on the INCOSE website that provides the following information for all standards activities with INCOSE participation:

- a. List of standards currently being supported
- b. Type of Participation
- c. Name(s) of participating INCOSE Working Group(s) with contact information and name of designated INCOSE primary point of contact representative(s) with contact information
- d. What the current approved revision of the standard is
- e. Summary of ongoing activity on this standard
- f. Compilation of known System Engineering Standards by SDO

5.2 The Category D *Standards Participation Plan* is filed with the INCOSE Administrative Office, with a copy to the Assistant Director for Standards Development Department.

5.3 Regular status of each standard development effort shall be monitored by the Assistant Director for Standards Development Department.

5.3.1 Regular status of each standard development effort shall be reported to the Technical Director.

5.3.2 Summary status reports on all existing standards projects shall be presented to the BoD at the International Workshop & the International Symposium Joint Leadership meetings on request.

5.4 The Technical Director shall recommend to the BoD the termination of any Standards development effort which, on balance, has ceased to be of benefit to INCOSE or its members.

6.0 Standards Endorsement

6.1 Standards may be endorsed by INCOSE, as indicated by the approval signature of the Technical Director.



Consequences of Non-Compliance

Non-compliance to this policy results in uncoordinated efforts in standards development which will impact INCOSE's professional reputation.

Related Policies

OUT-100 Outreach Principles

TEC-100 Technical Operations Infrastructure

Related Procedures, Templates, and Forms

TEC-FORM-03 Intent to Participate in Standards Development

TEC-FORM-04 Standards Participation Plan

SUPERSEDES: TEC-103 dated 16 October 2020

APPROVED BY: INCOSE Board of Directors, Virtual, 14 October 2021

POLICY OWNER (RACI Responsible R): Technical Director

MAINTAINED BY (RACI Accountable A): President-Elect