



Part 2. How do I work with BSI?

This series of guides is for members of BSI's technical committees and anyone interested in the development of standards. It is designed to accompany BS 0, *A standard for standards* and gives you information on:

- [1 The benefits of being involved in standardization](#)
- [2 How to work with BSI](#)
- [3 How committees work](#)
- [4 How standards are created](#)
- [5 Different types of standards and related publications](#)
- [6 Legal aspects, training and European Directives](#)
- [7 Background, history and helpful links](#)

BSI facilitates the development of standards through committees representing interested parties.

The work of committees in developing national standards and providing the UK input to international projects is governed by BS 0, *A standard for standards*. BSI Programme Managers provide a range of supporting services, and for national projects additional support is provided by Content Developers. Delegates and experts to international committees and working groups are nominated by national committees, and may be eligible for Government funding to help defray travelling expenses.

There are state-of-the-art meeting facilities at BSI and committee members are also encouraged to use eCommittees, an electronic working environment.

BSI Technical Committees are constituted under the authority of the Standards Policy and Strategy Committee (SPSC) and are responsible for the development and maintenance of national standards, and for the UK input into the European and international work programmes. Some aspects of their work may be delegated to subcommittees and panels, as illustrated opposite.

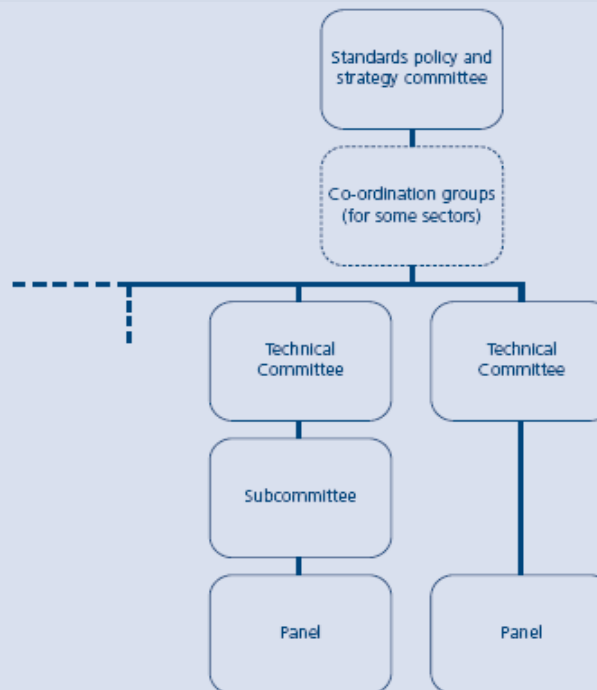
BSI committees usually include representatives from trade associations, academic institutions, government departments and other interested groups. Companies do not normally nominate people directly to committees. Ask your trade association or industry body if they already participate in the committee: they may welcome your input.

You can also contact BSI staff responsible for the committee via (ecommittees.bsi-global.com).

If you have a specific area of expertise, a committee may co-opt you for a specific task. Co-opted members do not represent an external organization and their membership of the committee is reviewed regularly.

See [3.3](#) for further details of committee membership.

Technical Committee structure



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Standards Policy and Strategy Committee

BSI's Standards Policy and Strategy Committee (SPSC) has a responsibility to:

- bring together the views of all stakeholders in British Standards
- ensure that committees involve all stakeholders and nurture good communication with them
- provide advice on the priorities for developing standards and deploying resources
- investigate and advise on the development of products and services to enhance the use of standards
- monitor policies, plans and the use of resources in British Standards

- help identify priorities and solutions to meet the standardization needs of stakeholders
- monitor changes in business and society that could imply changes in the role and nature of British Standards
- resolve technical or representational disputes arising from standards development.

To oversee standards work, SPSC has established a programme panel to:

- ensure that committees represent all interests
- identify priority areas for standards work and make recommendations on allocation of resources
- confirm the appointment of UK technical committee chairmen
- oversee the use of targeted funds from the Department of Innovation, Universities and Skills (DIUS).

The panel consists of senior British Standards operations staff, an HMG representative and external representatives.

Committees in the electrotechnical area report to the British Electrotechnical Committee (BEC) which provides the UK voice within the International Electrotechnical Commission (IEC) and the European Committee for Electrotechnical Standardization (CENELEC).

Other advisory groups cover industry sectors such as building and construction, information and communication technologies and management systems.

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BSI

BSI maintains the infrastructure for developing and publishing British Standards. Together with the British Electrotechnical Committee (BEC), it acts as the UK gateway into European and international standardization and is responsible for co-ordinating UK participation in it

Committee members

[BS 0](#) requires committee members and chairmen to safeguard the impartiality and integrity of the standards development process (see [3.5 – 3.10](#)).

BSI retains copyright on all work accepted for inclusion in a standard. Membership of a committee requires you to assign to BSI the rights of exploitation of any material that you contribute which is used in a standard. For more information see the BSI copyright policy in the [Guide to standardization – Section 3](#).

Members are expected to maintain close and effective working links with the organizations that they represent; to keep them informed and to take briefs from them.

In doing so, they should also take reasonable steps to ensure that confidential committee documentation is circulated only on a restricted basis.

Any contact with the media (including online message boards and blogs) on committee matters must be agreed with BSI beforehand. For more information, see the BSI media policy in the [Guide to standardization – Section 3](#).

eCommittees (ecommittees.bsi-global.com) is a web-based system that provides a working environment for technical committees, subcommittees and panels in BSI. Members have access to committee documents and much more, including powerful search features and the ability to hold online meetings and e-mail discussion forums. A similar system is used for CEN and ISO committees.

To use eCommittees, you will need:

- a modem capable of at least 56 kb/s
- A program to view and print documents in pdf format, e.g. Adobe Acrobat reader, version 4 or higher. Acrobat is free to download

- A program to open .zip archive files, such as Winzip, PKZIP or Aladdin Expander all of which are free to download.
- The ability to view Microsoft Word documents (Version 6.0 and higher).

Username and password

You will be sent a username and password on joining a committee. If you need support for these please email the eCommittees support desk.

[\(ecommittee-support@bsigroup.com\)](mailto:ecommittee-support@bsigroup.com)

Support

For the Useful Document Folder, which includes the eCommittee User Guide, FAQs and guides on online meetings, please click [here](#).

If this does not solve your problem please e-mail ecommittee-support@bsigroup.com.

When developing a standard of national origin, first decide what the project is about and consider the resources available – for example, who will draft the text and be the main source of expertise?

Before drafting, the project proposal has to go through the BSI acceptance process. Your BSI contact will advise on this.

As early as possible, projects are allocated to a British Standards Content Developer who will help you to:

- clarify the scope of your document
- manage your project for timely publication
- edit your draft
- arrange for drawings to be prepared
- resolve technical and editorial queries with your panel or committee
- have the document published.

More information is available from your Content Developer.

Sector structures

The BSI standardization work programme comprises a large body of work which is under constant change as new standards are developed and existing standards are updated or withdrawn.

- British Standards has approximately 30 000 current standards, covering everything from accounting to zoom lenses.
- There are some 7 000 standards in development at any one time.
- About 8 000 people from 1 800 organizations are involved in helping BSI to publish approximately 2 000 standards each year.

In order to manage the standards development programme, BSI Operations is structured around the following six broad subject categories.

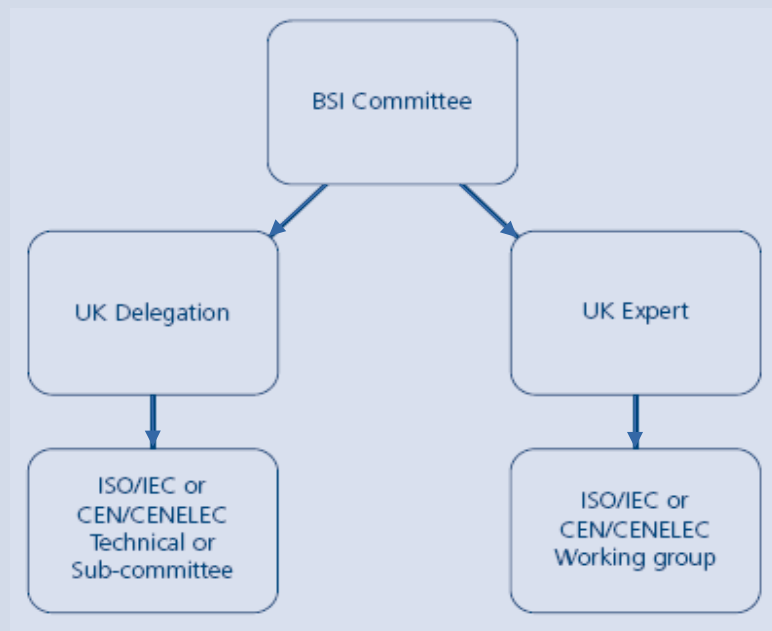
- Construction and the built environment
- ICT and Electronics
- Manufacturing and Services
- Materials and Healthcare
- Risk, Quality and Health & Safety
- Sustainability (incorporating Environment, Transport, Energy, Food/Drink and Agriculture)

Each committee is assigned to one of these categories where responsibility for delivering the formal standards programme and development of new opportunities lies with the relevant BSI Head of Market Development, supported by a team of Sector Content Managers, Committee Managers and Programme Managers who in turn work with the committees assigned to that sector.

Where standards are of relevance to multiple committees across the sector groupings, the work is led by one sector team that co-ordinates work with others as necessary.

These groupings reflect new as well as traditional areas of standardization, and are kept under constant review to ensure they evolve over time to reflect changing market and societal needs.

As a member of a UK committee, you may be nominated or appointed to attend international meetings. You will attend either as a UK expert to a working group or as a national delegate to a technical committee or subcommittee.



As a delegate you should bear in mind that:

- the composition of delegations reflects the agenda of the meeting
- delegations represent the agreed UK view
- delegations are not permanent
- delegations keep BSI committees informed of progress.

As an expert you should bear in mind that:

- an expert is a permanent member of the working group
- experts act in their own capacity but maintain regular communication with BSI committees
- experts are expected to be aware of the national view
- experts keep BSI committees informed of progress.