



## BSI Committee Member Policy

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...making excellence a habit.™

# Our Vision

To engage, value and recognize committee members and other experts to create a productive network of people with the knowledge, skills and resources to make world-class standards by ensuring that committee members are provided with the tools and support they need to effectively engage in standards-making and enabling them to have a rewarding experience.



# Introduction

BSI warmly welcomes and appreciates the valuable contribution of committee members whose time, experience and expertise are an integral part of BSI's role as the National Standards Body (NSB) for the UK. BSI strives for participation of all relevant stakeholders by supporting and enabling the engagement of committee members and we are committed to providing them with a rewarding and enriching experience.

Committee members are the heart of the standards-making process and BSI's role as a National Standards Body (NSB). The fundamental principles of the role of committee members are set out in BS 0. This policy is intended to supplement and complement BS 0 by providing more detail, clarity and transparency about the role of committee members and the relationship between them and BSI. This policy aims

to clarify our respective responsibilities in the standards-making process as well as the expectations of being involved in standards-making. Being a committee member involves spending time providing pro bono expertise to create standards. A committee member is an unpaid, voluntary role and as such best practice in volunteer management has informed and underpinned this policy.



## The policy

### Definitions

For the purposes of this policy the following applies:

**BSI standards-maker:** any UK committee, panel or working group member, chair or convenor and any BSI employees involved in the standards development process

**Committee member:** all volunteers serving in any role on any committee or group reporting to a committee, including panels, working groups, subcommittees, etc.

### Standards-Makers Agreement

Accepting any standards-maker / committee member role implies an acceptance of the BSI Committee Member Policy and the agreements, commitments and codes of practice outlined in the Policy. BSI, in turn, agrees to uphold its commitments and obligations as outlined in the Policy.

NB: The principles herein may also be extended to members of PAS Steering Groups as applicable.

### Core Principles

BSI opposes and prohibits all forms of unlawful and unfair discrimination. BSI recognizes that it is essential to provide equal opportunities to all persons and is committed to eliminating discrimination, and encouraging diversity amongst the entire BSI standards-making community. The aim is that each BSI standards-maker feels respected and able to give their best.

All BSI standards-makers have the right to be treated respectfully in their work developing standards. BSI is therefore committed to providing an environment free from harassment and bullying; such behaviour can adversely affect morale, health and performance. BSI standards-makers found to be engaging in any form of harassment or bullying may be subject to disciplinary action, up to and including dismissal.

BSI has a zero tolerance approach to bribery and corruption. BSI is bound by the laws of the UK, including the Bribery Act 2010 which governs our conduct both in the UK and worldwide. BSI is also committed to upholding all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate.

More information about BSI's policies in these areas can be found on eCommittees and any relevant training will be provided as part of the Committee Member Training Programme. For details about how you can raise a concern and how feedback is handled please see the BSI Standards-Makers Feedback Policy 2018.

### Recruitment & Selection

BSI recognizes that it is essential to provide equal opportunities to all persons and is committed to eliminating discrimination and encouraging diversity amongst the entire BSI standards-making community.

BSI can make and request recommendations (from nominating bodies, other committee members etc.) but BSI will also openly promote the opportunity of being a committee member.

Prospective committee members will be provided with a role description prior to completing the application / registration process to help them understand if the role is right for them.

Prospective committee members will need to provide their personal details, their employment details / background and their areas of expertise as part of the committee member application process.

BSI will make the final decision about who will be confirmed as a committee member but they may consult the committee and / or chair for their views on candidates.

NB: In some cases an individual may need to be endorsed or nominated by a relevant nominating body but the final decision still rests with BSI.

In order to be selected, prospective committee members will need to demonstrate they have the relevant expertise and / or represent a relevant stakeholder or group of stakeholders. Committees need to be of a manageable size and seats are distributed to organizations and individuals to try to ensure there is balanced representation of all relevant stakeholders.

### Registration / Training / Development

All new committee members will receive a new member pack which may include:

- general introduction to BSI and our work as the NSB
- the role description
- explanation of the benefits of being committee member
- committee member policies and procedures
- committee member training brochure
- pocket Guide to Standards Development
- quick Guide to eCommittees
- guide to the next steps

NB: The new member pack contents are regularly reviewed and revised so the above may vary.

New committee members will also receive e-mails with details of how to complete the registration process and activate their account on the eCommittees system. It is important to action these e-mails in a timely manner as the registration processes need to be completed in order to access tools and information required to fulfil the committee member role.

New committee members will have:

1. access to the general (introductory) committee member training
2. the opportunity to review their first year to help them to get the most out of their committee member experience

All committee members will have access to:

1. training in European and global standards-making
2. personal and professional development to help them build skills important in standards-making (e.g. working across cultures, influencing skills etc.)
3. the opportunity to provide feedback about their experiences as committee members

### Specific Roles & Responsibilities

The role description for each role (e.g. committee member, chair, panel member etc.) sets any specific expectations for each position and will be provided in the welcome pack. As per the Standards-Makers Agreement accepting any role implies the acceptance of this (BSI Committee Member) Policy which outlines the general expectations for all committee members.

### BSI's Commitment

BSI recognizes that committee members are not substitutes for paid employees but they are crucial contributors to the standards-making process, the core activity of the NSB.

BSI will:

- Govern and facilitate the standards-making process and work with standards-makers in accordance with the principles set out in BS 0.
  - Enable committee members to provide feedback about their experiences and act fairly and impartially when reviewing and responding to such feedback.
  - Ensure committee members understand their roles and are involved in standards-making as outlined in their role description.
  - Hold ultimate responsibility for the recruitment, selection, development and management of all its committee members, but it may require more experienced committee members to support these activities.
  - Provide induction, information, training, professional development, on-going communication and support to committee members as appropriate to their role.
  - Ensure that committee members and BSI employees work together in accordance with the BSI Committee Member Policy and BS 0.
- Provide remote/online meeting facilities (e.g. web conferencing) to facilitate engagement and participation in the work of the committee.
  - Provide committee members with access to the tools and platforms required for engaging in the standards-making process.

### Committee members' commitment

Committee members will:

- Actively and constructively engage in the work of their committee in accordance with the principles set out in BS 0 and any other policies which may govern their work.
- Carry out their role reliably, willingly and to the best of their ability.
- Ensure they are meeting any deadlines for their work / contributions and give reasonable notice, wherever possible, if unable to undertake agreed activities.
- Attend induction, training and support sessions as specified for their role including any further training identified by BSI to assist them.
- Accept and follow the BSI Committee Member Policy and any related procedures / processes.
- Reveal any conflicts of interest and/or Intellectual Property Rights issues to their committee.
- Share concerns or problems as soon as they arise and work constructively with BSI in order to solve them quickly and effectively.
- Respect the confidentiality of the standards-making process.
- If representing a nominating body, ensure they are doing so effectively and that they are communicating regularly with that body.
- Inform BSI of any disability or medical condition that may impede their ability to carry out the role so that support, where appropriate, can be arranged.



### Recognition

Please see the separate flyer about committee member recognition (enclosed in new member packs) or visit the webpage here [www.bsigroup.com/standards-makers-recognition-uk](http://www.bsigroup.com/standards-makers-recognition-uk)

### Feedback and Concerns

If committee members have any concerns about meeting the expectations of this Policy and / or those within BS 0 please inform BSI as soon as possible. Anyone wishing to provide any form of feedback about their standards-making experiences at any time is strongly encouraged to do so. The first point of contact should always be the Programme Manager or the regular BSI point of contact for your committee. Alternatively, there is an online form which can be found here <https://www.surveymonkey.co.uk/r/standardsmakersfeedback> or feedback can be e-mailed to [standardsmakers@bsigroup.com](mailto:standardsmakers@bsigroup.com). Please also see full details about all the ways feedback can be provided and how it

will be handled in the BSI Standards-Maker Feedback Policy 2018.

### Recommended Term of Service

Being a committee member is a voluntary role and committee members can continue to serve for as long as they:

- are able to make a contribution
- continue to have relevant expertise
- continue to participate in accordance with principles in BS 0 and this policy
- retain the support of a nominating body (where applicable)

It is recommended that Chairs should serve no more than two consecutive terms unless there are exceptional circumstances.

### Recruitment and Selection of Chair

Vacancies do arise for committee chairs and BSI does its utmost to ensure these positions are appropriately filled. For further details about this process please refer to BS 0 sub-clause 8.5.



### Committee Member Logo Terms of Use

BSI grants to officially registered committee members ("Named User") a non-exclusive licence to use the Committee Member Logo strictly in accordance with the user guidelines "How to promote your BSI committee membership" found on eCommittees. For the avoidance of doubt the right of the Named User to use the Committee Member Logo shall cease immediately upon that Named User no longer being a part of any committee for any reason. BSI reserves the right to withdraw the licence at any time upon notice to the Named User.

This licence does not give the Named User any rights in the Committee Member Logo and any goodwill in the Committee Member Logo that may be created by use of it shall belong to BSI. This Agreement does not give the Named User a licence to use any other trade mark, trade name or logo owned or used by BSI, all of which may not be used without a separate licence from BSI to do so. In using the Committee Member Logo, the Named User may not pass itself off as a subsidiary of BSI, or a member or partner of it or any of the companies in its group. The Named User agrees that it will not use any other logo that is similar to any other BSI trade mark or trade name, which may cause confusion or imply that it is a subsidiary, member or partner of BSI.

### Intellectual Property Rights

The committee member holds all of the intellectual property rights in all material that the committee member may contribute during the business of the committee. If the committee member does not hold all the intellectual property rights in such material, and if it is required, the committee member must have the appropriate consent from the holder of those rights so that the committee member is authorised to contribute such material.

The business of the committee will lead to the creation of new work. The committee member acknowledges that all copyright in the new work will vest in BSI exclusive of any competing right either the committee member or any third party may have. To the extent that the law may deem any copyright in the new work to be held by the committee member, in consideration of BSI accepting contribution of materials from the committee member, the committee member assigns the copyright in the new work (or any part of it) to BSI and will do any other thing reasonably requested of the committee member by BSI to ensure that the assignment is valid and perfected.



# Media policy

## Introduction

BSI employs specialist staff in its press office to manage all contact with the media. The role of the press office is to:

- formulate and provide responses to media enquiries;
- provide (either attributable or non-attributable) quotes on behalf of BSI
- confirm the accuracy of information before responding to media enquiries
- request comment, technical assistance or written materials from BSI staff or committee members as necessary before responding to media enquiries or making any public statement on behalf of BSI
- advise relevant staff / committee members of any media enquiry or response relating to a business issue or theme they are responsible for or connected with work they are undertaking
- prepare and seek publication of media materials to promote BSI's influence or commercial interests
- get prior approval from any individual they wish to quote in media materials
- appoint spokespeople and media train accordingly
- maintain effective relationships with journalists and other media representatives
- manage the communications aspect of any issue or crisis affecting BSI.

## 1. Scope

This policy is designed to protect BSI, its staff and those involved in the standards-making process. It is applicable to BSI staff, committee chairs and committee members and relates to all media enquiries from print, broadcast or online sources. The policy is intended to assist BSI staff, committee chairmen and committee members to deal appropriately

with the confidential information they are privy to through their position when dealing with media enquiries or other communications with journalists, commentators, opinion-formers, policy-makers and other external parties interested in the creation, publication or promotion of standards (or the products and services offered by the BSI Group in conjunction with or derived from standards).

## 2. Media Enquiries

All media enquiries should be passed immediately to the press office:

[pressoffice@bsigroup.com](mailto:pressoffice@bsigroup.com) 020 8996 6330

## 3. General Policy rules (applicable to all)

- No individual should comment or speak to the media on behalf of BSI unless they are an appointed spokesperson or approved to do so by the press office.
- Should you be contacted by the media, you should take down the details of the enquiry and notify the press office immediately.
- Should you be contacted by an unknown third party, please be aware that it may be a media enquiry. Unless you know the source and are confident that it is a legitimate stakeholder in the matter in question, you should refer it to the press office. Keep a look out for any enquiries around topical news issues and check both the email address and signature to see if it comes from a media publication.
- If you are an approved spokesperson and you are contacted directly, please notify the press office of the media enquiry and what action was taken; including any follow-up required by the press office.

#### 4. Standards / Committee Member / Committee Specific Policy Rules

- The names of individuals sitting on a committee are confidential and cannot be disclosed to any outside party.
- The names of companies / nominating bodies involved in a committee can be made public.
- All committee details and activities (other than the names of member companies / nominating bodies) are confidential and cannot be disclosed.
- The occurrence of a meeting may be discussed but details of what was discussed at the meeting cannot be disclosed.
- All meeting details and discussions are confidential and cannot be disclosed.
- No committee chair or member should respond to a media enquiry or issue any public statement or author an article representing themselves as a chair or member of a BSI committee, without the prior knowledge and approval of the BSI press office.
- Quotes from a committee chair can be provided in relation to a standard or the committee they are responsible for only on condition that both the BSI press office and the individual chair have given prior approval. Quotes should reflect the work of a committee as a whole and should not be of a personal nature. Any issues relating to a standard that are unresolved at the time of comment, may not be commented on.
- Committee members cannot provide quotes in relation to a committee they sit on or to a standard they have been involved in developing. All quotes should come from the committee chair or BSI officials.
- Any quote or statement or article by a committee chair without BSI press office prior knowledge and approval must be made only in a personal capacity and must make no reference to BSI or their position as a BSI committee chair and must not make specific reference to a standard which they have been involved with that would otherwise not be public knowledge.
- A committee chair or member must not provide quotes to the media purporting to give BSI's position or opinion on any issue or standard. Only a member of staff, having been authorised by the BSI press office, may give a quote on behalf of the company.





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