

10, rue Montoyer, 1000 Brussels, Belgium - Telephone: +32 2 775 8126, Telefax: +32 2 775 8131
Direct Line (+49) 2203 601 2954, Email: andreas.jain@asd-europe.org, Web <http://www.asd-stan.org>

ASD-STAN Standardization Process Manual (SPM) Tutorial

1. Introduction of the changes of the SPM

ASD-STAN Standardization Process Manual V9 (SPM) and related The Project Form (TPF)

All major changes since the GPM version 6 cover: (versions 7 and 8 not published because of major changes within the document)

- alignment/in-cooperation of the IAQG process to the ASD-STAN process (page 39)
- alignment/in-cooperation of the AIRBUS 6000 process to the ASD-STAN process (page 40)
- in-cooperation of the Fast track (and - in the meantime - the proposed super fast track) to the ASD-STAN process (page 2)
- clarification on the Vienna Agreement use (page 38)
- clarification on requirements for drawings (referring the CEN rules) (page 41)
- clarification on cooperation between several WGs (page 35)
- clarification on the process for implementing a corrigendum (page 32)
- in-cooperation of the 2015 changes of the CEN process (e.g. 3months NDB)
- to remove duplications, coming from other documents, like the ASD-STAN statutes and adding reference links
- to reduce the abbreviations, terms and definition to the only ones used (page 10)
- to update and include the references (page 8)
- to reduce the number of interactions, coming from lesson learned about steps, where the process was stopped
- to update and simplify the forms, which refer only to product oriented standards and contain a lot of duplicated information (page 2)
- addressing fixed deadlines, monitoring of work and actions if deadlines are not met (page 13, 17)
- covering the whole ASD-STAN standard development and publication time to 9,5 to 17 months depending on the document drafting time of max. 6 months.

Any requests could be addressed to the Executive managers Christelle Festaud (christelle.festaud@asd-europe.org) and Anja Lange (anja.lange@asd-europe.org).

2. General overview of Ballots

Overview of Ballots

ASD-STAN (regular time without VA)	ISO (regular time without VA)	CEN (regular time without VA)	Parallel voting time for VA ASD- STAN
NWP (1 Month)	NP(3 months)	-	3 months
-	Optional CD (2 months)	-	
NDB (3 months)	DIS (3 months)	-	3 months
prEN Publication (1 month)	-	-	
prEN Transformation (8,5 Months)	-	-	
-	FDIS depending on DIS optional (2 months)	Formal Vote (2 months)	2 months
	EN ISO publication		

3. Standardization Process / Project stages

This section details the Standardization Process and identifies the steps in the process, the personnel responsible for each step and the procedures to be followed. Figure 1 shows an overview of the total process and should be used as a reference throughout this SPM.

The primary duty of ASD-STAN is the development and systematic review of EN standards.

Figure 1 – Project stages and associated documents for the standardization process

Process Step	Stage Code	Duration	Platform/ deliverable	Exec	DTC	FP	WG	Orig	TAC
NWP issue	00.00							A	
NWP Assessment	00.20	Max 2 weeks	NWP Form	A	A			I	I
Vote on NWP Review of target dates	10.00	1 month				A			
Final Assessment, prEN number allocation Launch Project	20.00	Max 1 week	online tool	A	I	I	I	I	
Establishing committee draft (CTD) by the WG Check conformance to the CEN drafting rules	20.99	0 to 6 months (Note 1)	CTD				A		(A)
NDB / CEN-CENELEC Enquiry	30.00	3 months	online tool			A			
NBD / CEN-CENELEC Enquiry Results	30.70		online tool	A	I	I	I		I
Disposition of comments Template and preparation of CD Check conformance to the CEN drafting rules	30.70	Max 3 months (Note 1)	Comment Template				A		(A)
Editing / Preparation of prEN Publication	30.90	Max 1 month	CD	A					
Final check and approval for publication	30.99	Max 2 weeks	Executive Decision	A	A		A		
ASD-STAN prEN Published	40.00	1 week	Final prEN	A					
I = Information, A = Action									
Note 1: Depending on the maturity of the NWP draft document. Extension needs approval of the TAC									

Figure 2 – Transformation of ASD-STAN prEN into EN

Process Step	Stage Code	Duration	Platform/ deliverable	Exec	DTC	FP	WG	Orig	TAC
Review by users		6 months		C			FA		
Submission to CCMC for FV	50.00	3.5 months	E-TRANS	S					
CEN-CENELEC FV	50.20	2 months	online tool	FA, C					
CEN-CENELEC FV results/comments	50.70	3 months	online tool	FA, C		I	FA	I	
Preparation for publication	50.90 50.95			FA			C		
EN publication	50.99 60.60		E-TRANS	S, FA					
Withdrawal of prEN	60.97			FA					
S = Submit, I = Information, C = Communication, FA = Further Action									
Note: timing according the Annex A									

4. Practical Guidelines for the standardization process

4.1. NWP proposal

To issue a New Work Proposal (NWP), the Originator shall follow these steps:

1. Fill out the writer [00.00] in the TPF as follows:
 - Fill out the title in the header (it repeats automatically on each other writer);
 - If it's a revision, fill out the prEN/TR number and the Edition number in the upper right-hand corner of the writer (make sure to select all writers before filling out these items, so it repeats on each other writer);
 - Fill out the NWP date, the Originator section;
 - Inform the type of standard, the corresponding Domain, if it's a revision, the Edition number, the English title, the scope of the project;
 - Justify the proposal: the range of application, the platform program, the selling categories (best seller, medium seller, limited application);
 - Indicate if there are other standards to consider due to their similar nature;
 - Propose a time frame for this project and justify the option: 8, 12 or 17 months;
 - Option [8 months]: only for mature drafts already accepted within the community (recommended for IAQG documents)
 - Option [12 months]: for mature drafts which are not accepted yet within the community; comments are expected [*default option*]
 - Option [17 months]: for new standards/documents

Note that the Working Group will be engaged to respect the planned work schedule.

NOTE: A well prepared draft and good project management are essential to meeting deadlines. A Domain/Working group may be granted only one extension of up to 9 months for the total project duration - to be approved by the TAC. If that extension deadline is exceeded the project may be cancelled.

 - Indicate potential implications from patents, licenses, intellectual property rights;
 - Suggest potential additional participants to a related Working Group or if no Working Group exists, potential participants including proposal for the Working Group Convenor (WGC);
 - Sign the writer [00.00] of the TPF;
2. Provide a first working draft or an outline of such a working document;
3. If it's a revision, fill out writer [Evolution sheet] in the TPF.

The completed NWP Proposal (TPF and Draft) shall be sent to the Executive by the Originator via email.

4.2. NWP Assessment

The first part of the NWP Assessment [00.20] is filled out by the Executive.

The DTC or TAC shall fill out the writer [00.20] in the TPF as follows:

- Indicate if an existing standard/project already covers the subject (Y/N)
- Indicate if an existing Working Group is covering this general topic, select the Domain and corresponding WG
- Indicate if the justification for the development is sufficient (Y/N)
- Indicate if this standard is subject to additional patents (Y/N)

- If the DTC agrees to continue the process, select the recommended time frame for this project: 8, 12 or 17 months;
- Sign the writer [00.20] of the TPF;

The completed NWP Assessment (TPF) shall be sent to the Executive by the DTC or TAC of the corresponding WG via email.

4.3. NWP Ballot and NWP Ballot Results

The Executive shall launch the New Work proposal (via Online Tool), see TPF writer [10.00].

Focal Points shall fill out writer [10.00] in the TPF as follows:

- Choose the option (Y/N), if you agree to support the NWP
 - *If NO, please indicate comments.*
- Choose the option (Y/N), if you are prepared to participate in the development of this standard
- If Yes, indicate name, company and email address of the participants
- Indicate if there are relevant standards in the comments section
- Select a country or representative
- Sign the writer [10.00] of the TPF

Once writer [10.00] has been completed, Focal Points shall record the TPF as follows:
8.XXX TPF prEN XXXX-XXX – NWP – Country Initials.

For instance, France Focal Point will record the TPF as such:
8.XXX TPF prEN XXXX-XXX – NWP –FR.

The TPF shall then be sent back to the Executive via email.

The Executive will afterwards distribute the results (via Online Tool), see TPF writer [20.00].

4.4. NDB and NDB Results

The WG Secretary (or by default the WGC) shall inform the Executive about the finished CTD (20.99) with TPF writer [20.99].

The Executive shall then launch the National Domain Ballot (via Online Tool), see TPF writer [30.00].

Focal Points shall follow these steps:

1. Issue the CD to interested parties in their area for approval or comments;
2. Compile comments received from the interested parties;
3. Fill out writer [30.00] in the TPF as follows:
 - o Choose the corresponding option (Approve, Disapprove, No national expertise)
 - o Select a country or representative
 - o Sign the writer [10.00] of the TPF

Once writer [30.00] has been completed, Focal Points shall record the TPF as follows:
8.XXX TPF prEN XXXX-XXX – NDB – Country Initials.

For instance, France Focal Point will record the TPF as such:
8.XXX TPF prEN XXXX-XXX – NDB –FR.

The TPF shall then be sent back to the Executive via email.

The Executive will afterwards distribute the results (via Online Tool), see TPF writer [30.70].

NOTE 1: The UK Focal point shall check the English Title and the French and the German Focal Points shall check the translation of the proposed title of the draft. If necessary, a corrected translation shall be provided with comments.

NOTE 2: There shall be at least 3 valid votes and the result is established by simple majority. There is one vote per ASD-STAN member. The answer "no national interest / expertise" is counted as a valid vote and counted as abstention.

NOTE3: All CEN-CENELEC members are entitled to vote or comment during this balloting stage. For comments the ISO/CEN comment form has to be used (http://boss.cen.eu/formtemp/Commenting_Form.doc).

4.5. Editing

If comments were submitted during the NDB, The WG Convenor shall proceed with the disposition of comments. He will then update accordingly the draft submitted to NDB and send it to ASD-STAN Executive.

ASD-STAN Executive will then request the Editing of this document to one of the service providers.

If no comments were submitted during the NDB and the draft was approved as presented, ASD-STAN Executive will directly request the Editing of this document to one of the service providers.

4.6. Approval for publication

After the editing of a document, in order to publish it as a prEN, the Executive shall send the Approval for publication (writer [30.90] of the TPF), mentioning a deadline to reply.

The Working Group Convenor (WGC), the DTC and the Working Group Secretariat shall fill out writer [30.90] in their corresponding sections as follows:

1. Select a Domain and Working Group;
2. Put a cross in the checkbox, if they approve the publication;
3. Sign the writer [30.90];
4. Fill out the company.

Once writer [30.90] has been completed, the TPF shall be sent back to the Executive via email.

Once ASD-STAN Executive has collected the three approvals, the prEN will be published on ASD-STAN website.

NOTE: Once the deadline has passed, any absence of reply shall be considered as an approval.