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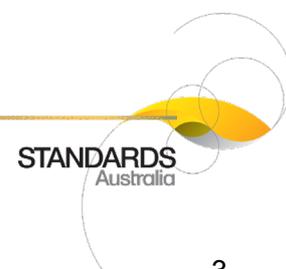*This is an uncontrolled copy if printed*

STANDARDISATION GUIDE 004:

ROLES AND RESPONSIBILITIES IN STANDARDISATION

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Contents

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1   PURPOSE

This Guide describes the operational roles and responsibilities of all participants in the standardisation process used by Standards Australia (SA).

It is aimed at those who are actively involved in the process of standardisation to allow an understanding of the interlocking responsibilities among participants.

2   INTRODUCTION

In the standardisation process, individuals and organisations have well defined roles and responsibilities. These have been refined over many years to ensure the objectives of standardisation are met and to maintain the high reputation that Australian Standards have in the community.

3   MANAGEMENT OF THE STANDARDISATION PROCESS

The governance of the standardisation process and the role of SA are detailed in SG-005: Technical Governance and Advisory Structures for the Standards Development Process. The following is a summary as it relates to the development of Standards by Standards Australia.

3.1   Standards Development and Accreditation Committee

The Standards Development and Accreditation Committee (SDAC) is responsible for the governance of Standards development within SA. Its roles include:

- Assisting the SA Board in fulfilling SA's responsibilities as Australia's peak National Standards Body;

- Overseeing SA's activities as a developer of Australian Standard® brand standards and related documents;

- Providing process governance for the development of Australian Standards and ensuring SA's conformance with appropriate processes;

- Determining which projects are resourced by SA, and providing guidance on priorities for development of Australian Standard® brand standards and other documents in the public interest;

- Ensuring appropriate process approval prior to the publication of Australian Standards and related documents developed by SA (i.e. ensuring the process used to develop a Standard conforms with the rules and policies of Standards Australia, including that technical content has been approved by the committee developing the Standard);

- Assisting with dispute resolution, escalated from the Production Management Group (PMG), in accordance with agreed policies and procedures; and

- Accrediting Standards Development Organisations (SDOs). *Refer to Clause 3 Standards Development Organisations in SG 001 Preparing Standards, and Becoming Accredited on the SA website.*

3.2   Production Management Group

The Production Management Group (PMG) consists of senior SA management and while not strictly a governance body, it provides management oversight to SA's standardisation projects. The PMG is an operational committee that functions under the authority of the SDAC.

The main roles of the PMG are:

- Ensuring project outcomes are in the best interests of SA and the wider community;

- Approving the formation, disbanding and changes to the Terms of Reference and constitution of Technical Committees (TCs);

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- Monitoring the performance of TCs;

- Approving new projects and the agreed development pathway;

- Allocating resources and priorities for Standards development and related projects;

- Assisting with dispute resolution in accordance with policies and procedures;

- Evaluating and approving major project variations to original timeframe, scope, budget and schedule; and

- Ensuring proper application of SA's policies and processes for Standards development.

4 COMMITTEES

Technical Committees (TCs) are the backbone of the standardisation process. They consist of individuals nominated to represent large groups of stakeholders with a common area of interest.

Each TC has specific Terms of Reference prescribing the subject areas and related outcomes that are the responsibility of the committee.

> NOTE: *The formation and structure of committees is detailed in SG-002: Structure and Operation of Standardisation Committees.*

To summarise, within their Terms of Reference, a TC's role and responsibilities include:

- Preparing Standards and related documents;

- Providing overall direction for standardisation projects, including setting and agreeing to objectives, approaches and outcomes;

- Reviewing existing Standards and related documents;

- Contributing technical expertise to international standardisation activities;

- Appointing a Drafting Leader, and where appropriate, a Drafting Team;

- Providing assistance and advice to the Project Manager (PM);

- Identifying issues and risks that impact the project and communicating these to the PM;

- Communicating critical decisions, documents and deliverables from the project to the PM;

- Working towards resolving issues and where these cannot be resolved, recommending a possible solution to SA;

  > NOTE: *The PM may assist with conflict resolution. Depending on the nature of the disagreement, the committee may recommend to PMG that a project be terminated, or that a lower consensus document be published e.g., a Handbook. If consensus cannot be achieved before or during the ballot phase, the PM may also choose to escalate the matter to PMG.*

- Evaluating and recommending to SA variations to the original scope, timeline and benefits; and

- Making a recommendation to SA to cancel or suspend a project, where appropriate.

5 COMMITTEE MEMBERS

5.1 Committee member responsibilities

The responsibilities of all Committee Members, irrespective of the development pathway used are:

- Conforming with SA's Technical Group and Committee Member Code of Conduct and Committee Member Agreement;

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- Committing the resources for drafting, reviewing and discussing projects within agreed timeframes;

- Attending meetings whenever possible;

- Participating fully in all committee work and, based on the member's knowledge and experience in the subject, providing technical input into the Standard being prepared;

- Broadly representing national interests and priorities, over personal or employer interests;

- Following international and SA's principles of transparency and consensus, and actively contributing to reaching committee consensus;

- Pursuing the objectives of the member's Nominating Organisation or Stakeholder Interest Category, and the area of expertise represented;

- Aligning with existing International Standards wherever practical/relevant;

- Fully considering the merit of public comments on drafts and providing sound reasons when not accepting proposed changes;

- Voting during the ballot phase, and clearly presenting the technical justification if submitting a negative vote;

- Tracking and monitoring project progress;

- Raising project issues and risks that need to be recorded, and assisting with their resolution;

- Working within the policies and procedures outlined in this and other Standardisation Guides;

- Declaring all relevant interests in the subject matter, to the committee and to Standards Australia.

> NOTE: Refer to SG-002: Structure and Operation of Standardisation Committees, clause 12.6, for SA's policy on declaration of interests.

5.1.1 Relationship with member's Nominating Organisation

A Committee Member who represents a Nominating Organisation is responsible for:

- Consulting with their Nominating Organisation to ensure that the views expressed are representative of the views of their organisation, particularly where there are major differences of opinion among Committee Members or where the member is considering a negative vote;

- Ensuring they are clearly and effectively presenting the views of their Nominating Organisation and its members;

- Using the benefits of membership for the good of the Nominating Organisation and the area of interest represented (not solely the member's employer);

- Reporting the outcomes of technical meeting(s) to their Nominating Organisation; and

- If attendance at meetings is not possible, contacting the Nominating Organisation so that a delegate can be arranged.

5.1.2 Stakeholder Interest Representation

A Stakeholder Interest Representative is a participating TC member who represents a Stakeholder Interest Category (without a Nominating Organisation) and the interests of their relevant sector as a whole (e.g. all matters relating to manufacturing). SA may consult more widely to confirm the position of an interest group if necessary.

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5.1.3   Non-voting members

Committees may also have other non-voting members included:

- Co-opted (also known as Individual Experts) - members may be appointed to a TC to provide technical input into the work of the committee, contributing on the basis of their individual knowledge or experience and not representing a broader group

- For Information Only (FIO) - members requiring access to the committee and Standards development process e.g. technical writer;

Non-voting members' responsibilities may vary depending on the purpose for their inclusion on the committee, however, they all include:

- Conforming with SA's [Technical Group and Committee Member Code of Conduct](#);

- Broadly representing national interests and priorities, over personal or employer interests; and,

- Declaring all relevant interests in the subject matter, to the committee and to Standards Australia.

5.2   Drafting Leader

At the start of a project, the committee will normally appoint a Drafting Leader (DL). The DL can be a member of the committee or an external documentation specialist. The appointment of a DL from the committee is the preferred and ideal approach for most Standards development projects.

The primary role of the DL is to develop and author the document at all stages of its development: committee draft, public comment draft, ballot draft and final approved Standard). While it may be desirable for the DL to have technical expertise in the subject matter, it is not essential as the responsibility for technical content is the responsibility of the TC. The key requirement for the DL is to have good documentation and authoring skills.

Where there are scheduling issues, writing skill gaps, or contention, it may be more effective to appoint a Technical Writer as the DL. Requests to appoint a Technical Writer may be made by the TC or PM with approval sought from PMG.

The responsibilities of the DL are:

- Developing and authoring technical and non-technical draft content, including identification of graphics and illustrations if required;

- Consulting with the PM and the Committee Chair to develop the drafting schedule;

- Managing the drafting process to ensure it meets the drafting and project schedules;

- Attending committee meetings, discussing the draft and, where appropriate, acting as a review leader when the draft is being considered;

- Circulating the requested/scheduled draft to the committee via the PM when it is in an acceptable format and as complete as practicable;

- Identifying issues and risks that may affect the preparation of a document, and in conjunction with the committee and the PM, managing and resolving these;

- Identifying issues in the text of the document that may result in the document being ambiguous, misleading, inconsistent, incomplete, or difficult to use;

- Advising the committee on documentation issues e.g. whether one clause is in conflict with another; if a test method requires clarification; if a section may benefit from restructuring to improve the content flow.

- Incorporating comments both from Committee Members and the public;

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- Ensuring a consistent style, particularly when incorporating text from different sources (e.g. from different Committee Members);

- Coordinating with SA or an external provider for the preparation of necessary graphics and illustrations, or for the provision of photographs;

- Providing SA with a completed and formatted copy of the draft for public comment and for publishing as a Standard; and

- Addressing any feedback provided by SA (e.g. formatting or editorial issues).

If a formal Drafting Team is required, then the DL is also responsible for:

- Establishing a Drafting Team in consultation with the committee and the PM;

- Leading and guiding the Drafting Team;

- Arranging and administering meetings (face-to-face or electronic) to develop the draft;

- Collating and incorporating input from team members; and

- Preparing and circulating new drafts for further discussion by the team and/or committee.

5.3 Technical Writer

If a Technical Writer is allocated, in addition to their role in the Drafting Team or as Drafting Leader, their responsibilities include:

- Assuming ownership of draft review procedures;

- Providing advice to the PM or Drafting Leader on the drafting strategy, including identifying required Working Groups (WG);

- Ensuring the structure, content, and style of documents aligns with SG 006 Rules for the structure and drafting of Australian Standards;

- Ensuring accuracy and internal consistency of drafts (e.g. cross-references, content) as well as consistency across a series of documents;

- Identifying and advising the PM and TC on potential compliance issues, conformity assessment, and legal, contractual, or copyright issues;

- Advising the Committee on documentation issues in the draft, e.g. conflicting clauses, a test method clarification or restructuring to improve the document usability;

- Completing Appendix A Checklist for Writers and Editors in SG 006 Rules for the structure and drafting of Australian Standards;

- Providing the working draft to the PM and TC ahead of each meeting.

- Providing a finalised draft to the PM, for Publishing Services to create the Public Comment Draft.

- Implementing changes resulting from feedback from Publishing Services.

5.4 Drafting Team

While small Standards or minor revisions of an existing Standard may only need the Drafting Leader, it is sometimes necessary to appoint a Drafting Team (i.e. Working Group) to develop the text of large or complex Standards. This allows the Technical Committee (TC) to concentrate on other projects or activities. A Drafting Team generally comprises members of the TC with particular expertise the subject under consideration. While the Drafting Team may develop the document, the responsibility for the technical content remains with the TC.

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Responsibilities of Drafting Team members include:

- Assisting in the development and authoring of content;

- Providing appropriate technical knowledge and expertise when requested by the committee;

- Attending Drafting Team meetings;

- Ensuring content, comments and drafting process meet the project schedules;

- Actively working towards reaching consensus within the Drafting Team;

- Identifying issues and risks that may affect the preparation of the draft document and identifying possible solutions, e.g. text that may be ambiguous, misleading, inconsistent, incomplete or difficult to use; and

- Providing advice to the committee (in conjunction with the DL) on the resolution of issues.

5.5 The need for consensus

The International Organization for Standardization's (ISO) definition of a consensus is:

General agreement, which is characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: *Consensus need not imply unanimity.*

In constituting a committee, SA seeks representatives from all significant sectors with interest in a particular project. Those representatives will often have differences of opinion about the nature and detail that go into a Standard. Resolving the views of these competing interests, via an open and structured process, forms the basis of consensus standardisation.

Committee Members are responsible for actively contributing to reach consensus, and ensuring the interests of all stakeholders (including members of the public who submit comments on a proposed Australian Standard) are considered during the development of the Standard.

When agreement cannot be reached on a matter, the Chair will record the key points of difference and proposed action(s) to be taken to reach a resolution. The PM may also help facilitate conflict resolution.

If there is sustained disagreement about a significant matter, advice may be sought from SA senior management, the Production Management Group (PMG) or the Standards Development and Accreditation Committee (SDAC).

SG 008 Committee Dispute Avoidance and Resolution also provides some pathways for resolution.

5.6 Statements to the public

A Committee Member, including a Chair, may not make public statements on behalf of their committee or SA. All statements made to the media must be approved by SA's senior management. If a request for comment is made, the Committee Member should direct the enquirer to submit their request via the form on the SA Contact Us web page.

5.7 Obligations

A Committee Member is expected to contribute to mutually acceptable outcomes, and to not criticise the committee's work or findings outside of the committee. Disagreements or differences of opinion are to be mediated and resolved within the committee process, and not escalated to the public arena or media.

Once a Standard has been published, Committee Members and the interests they represent are encouraged to promote the use of the Standard.

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5.8 Confidentiality

Committee Members are bound by the Committee Member Agreement, which specifies the responsibility of each member to maintain confidentiality of 'Committee-In-Confidence' information. This means ensuring such information is not circulated outside the committee, discussed in the media or published inappropriately. However, this does not prevent TC members from consulting with and reporting to their Nominating Organisations and constituents, as required, in relation to the technical issues that are under committee consideration.

To encourage active participation in the Standards development process and promote an effective working environment for the committee, Committee Members are required to treat as confidential:

- all minutes and agendas for SA Committee meetings;

- all SA Committee communications;

- other documents that are actively categorised as 'Committee-in-Confidence'.

Committee documents are distributed using the SA committee website ([Connect](#)). Committee Members:

- may use Connect to post and access committee documents as well as participate in on-line discussions;

- may be granted access to existing Australian Standards, international Standards or other third-party documents for use in the preparation of Australian Standards, international Standards or other normative documents;

- will be advised of any special requirements that may apply to the use of such documents and must comply with those requirements as advised.

'Committee-In-Confidence' documents will also be available to the registered Primary Contact person for Nominating Organisations in relevant committees. Primary Contacts will become de facto Committee Members for this purpose.

Non-voting members may be provided with extracts of Committee meeting minutes, of meetings they attend. Non-voting members are equally responsibly for maintaining confidentiality of such records.

SA will record and may disclose the names and personal information of TC members and any declared interests of participants in the committee process, in accordance with [SA's Privacy Policy](#) and the Committee Member Agreement. SA may also make public the names of Employers and Nominating Organisations participating in the committee process.

6 NOMINATING ORGANISATIONS

6.1 The role of the Nominating Organisation

Technical Committee (TCs) responsible for writing Standards are composed of individuals who can represent the interests of broader sector or national views:

- Benefit to Australia;

- Health, safety and welfare of users and consumers;

- The community;

- The environment;

- Industry best practice;

- New and emerging technologies; and

- Fitness for purpose.

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To achieve these objectives, Committees are usually composed of individuals representing the interests of their Nominating Organisation, as opposed to their own individual interests or their employer's interests.

The relationships of Nominating Organisations to TCs are detailed in SG-002: Structure and Operation of Standardisation Committees.

6.2 Responsibilities of the Nominating Organisations

It is expected that a Nominating Organisation will:

a) Nominate a 'Primary Contact' for standards development activities;

b) Have a transparent documented process for appointing representatives to SA's TCs;

c) Have internal mechanisms to ensure nominated representatives represent the views of government (if a government representative) or the membership base, rather than the views of the individual or company;

d) Inform SA of any change in representation;

e) Ensure their nominated representatives are:

   i.   appropriately qualified, knowledgeable and empowered to effectively contribute to the work of the committee;

   ii. able to effectively represent the views of the organisation and make decisions at meetings without referring all matters back to the Nominating Organisation;

   iii. able to competently and actively participate in all committee meetings in person or via remote access;

   iv. aware of their responsibilities to the Nominating Organisation and to SA;

   v.   aware of and adhere to the Technical Group and Committee Member Code of Conduct; and

   vi. able to actively engage in committee activity throughout the course of the project.

f) Brief its representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees;

g) Provide an appropriate mechanism for its representatives to regularly report back to them on relevant issues and decisions from committee meetings – refer to the Nominating Organisation Guide;

h) Maintain a system to effectively review and manage issues such as non-contributing or non-participating representatives;

   NOTE: If it is evident a representative is not acting in the interest of their Nominating Organisation, SA will refer the issue to the Nominating Organisation for resolution.

i) Change its representative at any time it deems appropriate, particularly where it believes its representative is not acting in its interest;

j) Arrange for a delegate if its representative is unable to attend a committee meeting, and inform SA of the substitution in advance of the meeting;

k) Encourage the use of Standards that it has helped prepare;

l) Operate in accordance with, and require its nominated representatives to operate in accordance with, SA's Standards Development Competition Law Guidelines; and

m) Conform with SA's Nominating Organisation Code of Conduct.

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7   COMMITTEE CHAIRS/COMMITTEE FACILITATORS

For information on Committee Chairs, refer to SG-002 Structure and Operation of Standardisation Committees, Clause 11.

Most TCs are led by a Committee Chair who is a Committee Member, and they take on a dual role, both representing a Nominating Organisation, and being Committee Chair.

Alternately, a Committee Member may be appointed as an Independent Chair, and during their tenure do not make representations for their Nominating Organisation.

Occasionally, a Committee Facilitator may be allocated to Chair a committee. A Committee Facilitator may be an employee of SA, or contracted by SA ('Independent Facilitator') to Chair a committee.

A Committee Facilitator may also be allocated to a committee to facilitate specific meetings or discussions, and not be appointed as a Committee Chair.

Requests to appoint a Committee Facilitator, as Chair or not, may be made by using the Technical Writer or Committee Facilitator proposal form on the Submitting a Proposal - Getting Started page on the SA website. The request is reviewed by the Program Manager, and approval sought from the PMG.

8   PROJECT MANAGERS

8.1   General

All TCs have a Project Manager (PM) who works with the Committee Chair to assist the committee to meet its agreed outcomes. The general responsibilities of a PM, irrespective of the pathway, are to plan, execute and manage all committee/project activities in accordance with the agreed timeframe, quality, scope and budget.

This involves:

- Acting as the point of contact for committee/project administration;

- Ensuring that a balanced committee exists at project commencement and throughout the life of the project;

- Assisting and providing advice to committees, Chair and Drafting Leader;

- Facilitating the Committee 'Kick-Off' meeting;

- In conjunction with the committee, developing and maintaining the Project Scope Breakdown and Delivery Plan;

- In conjunction with the Chair, ensuring the project remains aligned with the scope and objectives agreed in the project proposal and the Project Scope Breakdown and Delivery Plan;

- Creating a Project Schedule and managing progress against the forecasted schedule;

- Identifying and managing major issues and risks that impact the project in conjunction with the Chair, and if appropriate, Nominating Organisations. Where appropriate, resolving issues and risks in consultation with the Chair and SA;

- Managing project interdependencies including direct dependencies between project program or work activities being undertaken;

- Administration of the committee including:

  o   Organising meetings (e.g. notices of meetings, agendas, booking meeting rooms);

  o   Ensuring all documentation is available for the meeting;

  o   Ensuring that meeting minutes are prepared and distributed;

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- o   Distributing documents and drafts; and

- o   Maintaining current details of members and their organisations.

- Assisting the Drafting Leader to meet their responsibilities;

- Receiving and collating public comments and distributing them to the committee;

- Arranging for public comments to be reviewed and recording resolution of comments;

- Maintaining a secure repository for project documents; and

- Facilitating audits of documents and standardisation processes.

The PM is responsible for attending each meeting of their TC, but may not necessarily attend all meetings of Sub-Committees (SCs) and Working Groups (WGs).

Depending on which pathway is used to develop the Standard there are additional responsibilities for the PM outlined below.

8.2   Standards Australia Resourced & Externally Funded Pathways

For committees and projects operating under these pathways, the PM is normally a SA employee (or a SNZ employee in the case of some joint committees).

In addition to the general responsibilities mentioned above, the SA PM is also responsible for:

- Maintaining project documentation in the [Connect](#) Committee Workspace;

- Providing a final determination on the style and formatting of the Standard;

- Arranging publication of the Public Comment Draft;

- Conducting the committee ballot;

- Arranging publication of the final Standard;

- Providing guidance on SA's policies and procedures;

- Collating data from committee meetings, relevant overseas Standards and other sources as necessary;

- Advising on questions relating to standardisation policies. The PM is expected to have access to the latest national and international developments in standardisation; and

- Where necessary, coordinating with other committees or Standards bodies.

9   ADDITIONAL STANDARDS AUSTRALIA ROLES

9.1   Engagement Manager

[Engagement Managers](#) (EMs) will:

- Assist a proponent in the development of a project proposal;

- Conduct preliminary assessments of project proposals;

- Provide an escalation point for policy or relationship issues within the project in consultation with the leaders of the SA project management team;

- Provide guidance to stakeholders on the SA business model and Standards development pathways; and

- Manage the relationship with the Nominating Organisations and Stakeholder Interest Representatives.

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9.2 Publishing Services Team

The Publishing Services Team will, in consultation with the relevant PM:

- Manage the quality of drafting, editing, styling and graphics;

- Manage and assign Publishing Services resources required by the project;

- Ensure the draft is assessed against SA's processes, policies and procedures at each stage of the Standards development lifecycle; and

- Resolve Publishing Services priority and work conflicts;

- Provide Standards New Zealand (SNZ) with final approved joint publications;

- Ensure Public Comment Drafts are published on SA's Public Comment Management System (PCMS);

- Determine dates for each Public Comment Draft in line with SA's policies;

- Edit the draft document throughout the Standards development process; and

- Review and sign-off relevant project documentation, including the final draft.

CONTENT HISTORY

Date	Author	Amendment Details
		v1.2 - Combined SG-004, SG-008 & SG-011& re-issued.
20/07/2009		v2.0 - Review with minor amendments & re-issued.
18/05/2010	Policies & Procedures Officer	v3.0 - Amended to reflect current Standards Development pathways & re-issued.
21/02/2012	Process & Procedures Officer	v3.1 - Update hyperlinks after new corporate website released & re-issued.
03/07/2012	Process & Procedures Officer	v3.2 - Remove mention that SA is accredited by ABSDO & re-issued.
10/08/2012	Process & Procedures Coordinator	v3.3 - Minor amendments to reflect current Standards Development pathways & re-issued.
21/08/2012	Process & Procedures Coordinator	v3.4 - Minor amendments, introduced clause 10, updated pathways references to reflect current practice & re-released.
22/08/2012	Process & Procedures Coordinator	v3.5 - Introduced Confidentiality clause & clarified 'Committee-in-Confidence' policies.
05/12/2012	Process & Procedures Coordinator	v3.6 - Correct spelling error in Clause 3 heading.
16/01/2013	Process & Procedures Coordinator	v3.7 - Reconfirmed/updated Document History & re-issued.
16/07/2013	Process & Procedures Coordinator	v3.8 - Fixed broken hyperlinks to SG-005.
26/08/2013	Process & Procedures Coordinator	v3.9 - Fixed broken hyperlinks to 'Code of Conduct for Committee Members'.

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08/10/2014	Process & Procedures Coordinator	v3.10 - Minor editorial amendments.
11/02/2016	Process & Procedures Coordinator	v3.11 - Remove references to Committee Driven pathway.
26/02/2016	Process & Procedures Coordinator	v3.12 - Replace SDC references with SDAC.
01/09/2016	Process & Procedures Coordinator	v3.13 - Add reference to SG-002 in 6.1 and 8.3 for declaration of interests policy.
25/08/2017	Process & Procedures Coordinator	v3.14 - Replace references to NSM with SEM, and references to Publishing Services Manager with Publishing and Content Solutions Manager.
12/07/2018	Process & Procedures Coordinator	v3.15 - Minor amendments to clauses 7.1 and 7.2 to align with Nominating Organisation Guide (GU 405) and reference to SA Public Commenting Portal added to clause 10.3.
14/02/2019	Process & Procedures Coordinator	v3.16 - Replaced all references to 'Standards Hub' with 'Standards Connect'.
21/06/2019	Process & Procedures Coordinator	v4.0 - Delete content from Section 8 add link to SG-002 Structure and Operation of Standardisation Committees for Committee Chair responsibilities.
06/02/2020	Technical Writer	v4.1 – Added text under 6.8 Confidentiality regarding availability of "Committee-In-Confidence" documents to the registered Primary Contact for Nominating Organisations in the relevant committees. SDAC approved version.
30/09/2020	Process & Procedures Coordinator	V4.2 – Updated references to the Standards Development Public Portal, to 'Standards Connect'.
22/10/2020	Process Improvement Analyst	v4.3- - Updated references to Public Commenting Management System
25/07/2022	Policy Writer	v4.4 - Updated and added roles: • Clarified Independent Chair, Independent Facilitator and Committee Facilitator and updated into clause 8 Committee Chair. • Changed Stakeholder Engagement Manager to Engagement Manager. • Consolidated responsibilities from 10.2 Publishing and Content Solutions Manager to new 10.2 Publishing Services Team. • Added info about appointment of Tech Writer to clause 6.3. • Added Stakeholder Interest Representative and Non-voting members to 6.1 Committee member responsibilities. Changed Committee Member Deed to Committee Member Agreement. Removed Clause 3 Standards Development Pathways, and renumbered the following headings so that Clauses 4-10 are now Clauses 3-9.