

Standards development policy



FRDC

Authorised by board: 26 November 2020

Managing Director’s authorisation: *Patrick W Dae*

Effective date: 26 November 2020

TABLE OF CONTENTS

- 1. PURPOSE 3
- 2. RESPONSIBILITY..... 3
- 3. DEFINITIONS AND ACRONYMS 3
- 4. RISK CATEGORY..... 3
- 5. RELEVANT DOCUMENTATION 3
- 6. PUBLICATION 3
- 7. BACKGROUND..... 4
- 8. FRDC STANDING IN THE SEAFOOD INDUSTRY 4
- 9. RESOURCES FOR STANDARDS DEVELOPMENT 5
- 10. RESPONSIBILITIES IN STANDARDS DEVELOPMENT..... 5
 - 10.1 FRDC Board Responsibilities 5
 - 10.2 FRDC Managing Director Responsibilities..... 5
 - 10.3 Nominating Organisations Responsibility 6
 - 10.4 FRDC Standards Reference Body (SRB) Responsibilities..... 6
- 11. FRDC BOARD DELEGATION 7
- 12. STANDARDS DEVELOPMENT POLICY 7
 - 12.1 Standards Development Planning..... 7
 - 12.2 Project Proposal and Development Plan 7
 - 12.3 Standards Reference Body to undertake the Standards Development Activity .. 7
 - 12.4 SRB Chair 8
 - 12.5 Representation on the SRB 8
 - 12.6 SRB Terms of Reference 8
 - 12.7 Announcing a Standards Project Request..... 8

12.8	Achieve and Demonstrate Consensus	8
12.9	Public Review and Stakeholder Feedback	8
12.10	SRB Consideration of Comment.....	8
12.11	Approval of Final Draft Standard	8
12.12	Final Process Approval	9
12.13	Publishing of Standard	9
12.14	New version of Standard.....	9
12.15	FRDC Role in Certification	9
12.16	FRDC Standards – Conformance Assessment	9
13.	STANDARDS REVISION AND MAINTENANCE	9
14.	CONTINUAL IMPROVEMENT OF STANDARDS DEVELOPMENT PROCESS.....	9
15.	COOPERATION WITH SDAC AND STANDARDS AUSTRALIA.....	9
16.	AUDIT BY INTERESTED PARTIES	10
17.	RECORDS MANAGEMENT POLICY.....	11
18.	NEUTRALITY AND INDEPENDENCE	11
18.1	Objectivity and Impartiality	11
18.2	Independence of the SRB.....	11
19.	INTELLECTUAL PROPERTY	11
19.1	Copyright.....	11
19.2	Patents	11
20.	COMPLAINTS PROCEDURE.....	11
21.	INTERNATIONAL PARTICIPATION.....	12
22.	COOPERATION AND LIAISON WITH OTHER SDO’S	12
23.	ATTACHMENTS.....	12

1. PURPOSE

This policy document aims to:

- Outline the FRDC’s policy in relation to its obligations as a Standards Development Organisation (SDO) endorsed by the Standards Development and Accreditation Committee (SDAC).
- Provide a reference point for all internal and external stakeholders associated with standards development.

2. RESPONSIBILITY

Responsibility for this policy resides with the Managing Director.

3. DEFINITIONS AND ACRONYMS

Definitions, Acronyms and Abbreviations (and refer to table below).

Term	Definition
Procedures, Standards Management	Description of standards related activities within the organisation other than for the process of developing a standard. Can include such processes as standards review and complaint handling.
Publication date	This is the date that the standard becomes publicly available. It is also the date on which the standard comes into effect.

4. RISK CATEGORY

Strategic	Operational	Financial	ICT	People
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation
Internal
Accreditation Deed
Code of conduct policy
Privacy policy – Australian Privacy Principles
Quality policy
Stakeholder feedback – monitoring, recording and responding procedure
Standards Development procedure
External
Information on responsibilities of Standards Development Organisations (SDO)
ISO/IEC 17007 Conformity assessment guidelines
Requirements for Accreditation of Standards Development Organisations
Standards Australia website

6. PUBLICATION

FRDC website	No	FRDC Directors’ website	Yes
Seafood standards website	Yes		

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 3 of 12
------------------------	-----------------	---	----------	-----------	--------------

7. BACKGROUND

The SDAC accredits (or, where appropriate, declines to accredit) organisations in Australia in relation to the development, approval, publication and maintenance of Australian Standard brand standards; and also defines the scope under which Australian Standards development activities can be undertaken.

Organisations seeking to be accredited as an SDO must have:

- appropriate recognition and standing within its industry
- an appropriate level of corporate governance procedures in place
- adequate resources to undertake the standards development activities.

The FRDC as an accredited SDO can develop Australian standards within the scope:

To develop Australian Standards in the fields of terminology, sustainability, and operational practices in the fishing and aquaculture industries.

A Standards Reference Body (SRB) is established for each standards development activity (e.g. the Fish Names Committee is the SRB for developing standard names for fish).

8. FRDC STANDING IN THE SEAFOOD INDUSTRY

The FRDC is the national body charged with increasing economic, social and environmental benefits for Australian fishing and aquaculture, and the wider community, by investing in knowledge, innovation, and marketing.

The FRDC's stakeholders include:

- federal, state and territory governments, including fisheries and natural resources managers
- all fishing and aquaculture sectors (Indigenous, aquaculture, commercial wild catch, recreational)
- the Australian community, on whose behalf aquatic natural resources are managed
- seafood consumers
- the research community, including universities, government fisheries organisations, other education organisations, international research organisations, and private-sector research providers.

The FRDC regularly engages with its stakeholders through a range of mechanisms including:

- Four ministerially-appointed representative organisations to which FRDC is accountable under legislation:
 - ✓ Seafood Industry Australia (representing the Australian Seafood Industry);
 - ✓ Recfish Australia (representing recreational and sport fishers);
 - ✓ Commonwealth Fisheries Association (representing commercial fishers who operate in Commonwealth fisheries);
 - ✓ National Aquaculture Council (representing the aquaculture industry).
- The Governance Committee that supports the National Fishing and Aquaculture RD&E Strategy and the National Research Providers Network which represents fisheries researchers (FRDC is a member of both groups).
- Partnerships between FRDC, industry sectors and jurisdictions.
- The Australian Fisheries Management Forum, representing government agencies responsible for fisheries management (FRDC is an observer).
- Research advisory committees (RACs) in each jurisdiction.
- FRDC subprograms and coordination programs.

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 4 of 12
------------------------	-----------------	---	----------	-----------	--------------

It deals with the government, industry and research partners around Australia on both a strategic and operational basis. The FRDC is ideally situated to communicate and network with partners to leverage, and broker knowledge to get the best results from research, development and extension for both government, industry, and the community.

The FRDC plays a leadership role in fisheries RD&E through:

- national leadership and priority setting
- project planning, management and extension across government agencies and industry nationally
- facilitation and partnership activities with research partners
- collaboration across other Research and Development Corporations (RDCs), independent agencies/states and international organisations
- leverage of investment funds across Australia.

The business environment of the FRDC is such that a large component of the research undertaken involves a shared natural resource. This results in a very high component of RD&E being undertaken as public good research for the benefit of the whole community, to ensure sustainability of the fisheries and the supporting ecosystem.

To ensure the FRDC meets stakeholder needs, and increases the speed of output delivery, it continually improves the way it invests in, and manages RD&E. This involves reviewing current funding mechanisms to ensure they are flexible and tailored to meet stakeholders’ needs.

9. RESOURCES FOR STANDARDS DEVELOPMENT

The FRDC will provide the resources to develop and to maintain standards within its scope of accreditation, including core staff. It will co-opt specialist staff as required for additional standards development activities.

The FRDC will appoint a Project Manager for each standard being developed. Each Project shall be provided with the necessary authority and resources to enable the project to be completed within a reasonable timeframe.

10. RESPONSIBILITIES IN STANDARDS DEVELOPMENT

The FRDC will ensure there is a clear separation of roles in relation to standards development between the organisation and the FRDC appointed Standards Reference Body (SRB).

The FRDC board will not overrule the decisions of the Standards Reference Body. The FRDC board may, however, seek further clarification on issues or further information or evidence in relation to adherence to the FRDC approved policies and procedures.

10.1 FRDC Board Responsibilities

The FRDC board is responsible for all standards development activities, including to:

- set the policies under which the SRBs will operate
- give autonomy of the standards development process to the relevant SRB
- give final process approval to a draft standard to become an Australian Standard provided the appropriate FRDC standards development policies and procedures have been followed.

10.2 FRDC Managing Director Responsibilities

The FRDC Managing Director has operational responsibility for the management of all FRDC standard development activities, including:

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 5 of 12
------------------------	-----------------	---	----------	-----------	--------------

- to implement FRDC policies in relation to Standards Development
- to ensure that all standards development procedures are implemented and followed by the specific SRB
- determine the structural representation of the SRB
- to appoint members to the SRB within the constraints of the structural representation approved by the FRDC Board (e.g. FNC)
- to approve terms of reference for the SRB
- to approve the allocation of resources required for the SRB to undertake its work program
- to set reasonable target dates for achieving the milestones of draft for public comment and committee agreement on the final content of the draft Australian Standard
- to provide a standards development plan to SDAC
- to communicate with Standards Australia and SDAC.

10.3 Nominating Organisations Responsibility

A Nominating Organisation will:

- arrange for continuous representation of the organisation’s interests on the relevant committees
- inform FRDC of any changes in representation
- ensure that the organisation’s representative is:
 - familiar with the relevant technical matters;
 - able to effectively represent the view of the organisation (e.g. able to make decisions at meetings without referring all matters back to the Nominating Organisation); and
 - able to competently and actively participate in committee meetings and contribute to the development of standards
- brief its representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees
- require that its representatives brief the nomination organisation on relevant issues arising from committee meetings
- arrange for a delegate to attend if its representative is unable to attend a committee meeting, and inform FRDC of the substitution in advance of the meeting
- comply with FRDC’s Nominating Organisation Code of Conduct (see relevant documentation).

10.4 FRDC Standards Reference Body (SRB) Responsibilities

A FRDC Standards Reference Body will:

- act independently and with authority in the standards development activity that it is tasked with (e.g. The SRB is responsible for the development of the proposed standard and for technical matters relating to that standard)
- comply with relevant policies and procedures adopted by the FRDC board and the terms of FRDC's accreditation as a SDO
- undertake standards development activities within the defined SRB Terms of Reference
- comply with the Code of Conduct for Standards Reference Body members while undertaking FRDC standards development activities

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 6 of 12
------------------------	-----------------	---	----------	-----------	--------------

- develop the technical content of the draft standard
- through the Project Manager provide progress reports on the standards development to the FRDC.

11. FRDC BOARD DELEGATION

The FRDC board will delegate authority to the SRBs to:

1. Act with independence and with authority on the review and maintenance of the standard and technical matters relating to the standard.
2. Approve amendments to the relevant standards subject to the committee's compliance with FRDC endorsed policies and procedures, the committees' budgets, and FRDC's scope of accreditation as a SDO.

The FRDC board, being responsible for the accredited SDO, will:

1. Set policies to guide the standards development activities of the SRBs.
2. Ratify the SRB's decisions subject to the committees' compliance with FRDC SRB policies and procedures and the terms of FRDC's accreditation as a SDO.

12. STANDARDS DEVELOPMENT POLICY

The FRDC will develop standards that:

- have a high level of integrity and credibility
- have the support of the industry and stakeholders
- are developed in an open and transparent manner
- provide a value or benefit to the Australian community that exceeds the costs likely to be imposed on suppliers, users and other parties in the community as a result of its development and implementation.

12.1 Standards Development Planning

The FRDC will evaluate, plan, and prioritise all standards development activities. This evaluation will include the:

- need for the proposed standard
- net benefits of the proposed standard.

The FRDC will, within the constraints of the approved level of responsibilities:

- approve a standards development activity including the allocation of resources
- ensure that the proposed standard is within the FRDC scope of accreditation
- approve terms of reference for the relevant SRB
- determine the membership of the SRB
- approve the allocation of resources required for the SRB to undertake its work program
- set reasonable target dates for achieving the milestones of draft for public comment and committee agreement on the final content of the draft standard.

12.2 Project Proposal and Development Plan

The FRDC will develop a Project Registration and Development plan for each new or revised standard activity.

12.3 Standards Reference Body to undertake the Standards Development Activity

The FRDC will:

- determine the structural representation of the SRB ensuring a balanced membership and representation from all major stakeholder groups

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 7 of 12
------------------------	-----------------	---	----------	-----------	--------------

- appoint an independent chair to the SRB
- appoint a project manager to the SRB to assist and support the activities of the SRB
- make appropriate appointments to the SRB to achieve a balanced representation of key stakeholders.

12.4 SRB Chair

The FRDC will appoint a Chair of the relevant SRB to lead the standards development activities.

SRB Chairs will:

- act in accordance with the FRDC Standards Development procedure, (see relevant documentation)
- promote the attainment of consensus and generally comply with Standards Australia Guide: Standards Development – SG-004 – *Roles and Responsibilities of Standardisation (Section 8: Chairpersons)*.

12.5 Representation on the SRB

The FRDC will appoint a balanced SRB with a membership that reflects the important role of key stakeholders in the standards development process to undertake the standards development activity in accordance with FRDC *Standards development procedure*, (see relevant documentation).

Where the FRDC is represented on the SRB, its contribution shall be impartial, free from bias and avoid a conflict of interest between its role as a facilitator of the Standards Development process and as a participant in the process.

12.6 SRB Terms of Reference

The FRDC will develop the Terms of Reference for each of its SRBs as outlined in FRDC *Standards development procedure* (see relevant documentation).

12.7 Announcing a Standards Project Request

The FRDC will announce requests for standards development activities on its website and via its industry email lists.

12.8 Achieve and Demonstrate Consensus

The SRB chair will attempt to gain a consensus decision at all stages of the standards development or review process in accordance with the FRDC *Standards development procedure* (see relevant documentation).

12.9 Public Review and Stakeholder Feedback

The FRDC will conduct an effective and consultative public review of the draft standard.

12.10 SRB Consideration of Comment

The SRB will consider all comments on the draft standard raised through the public consultation period in detail and if necessary undertake further drafting of the standard.

12.11 Approval of Final Draft Standard

The SRB will vote on the final draft through a formal ballot. For the standard to be eligible for process approval, consensus must be achieved.

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 8 of 12
------------------------	-----------------	---	----------	-----------	--------------

12.12 Final Process Approval

The FRDC board will give final process approval to the final draft standard if it is satisfied that:

- consensus on the final draft has been achieved
- the process has been followed as per the endorsed standards development policy and procedures.

12.13 Publishing of Standard

The FRDC will cooperate with Standards Australia regarding the publishing requirements for Standards.

The FRDC will send a copy of the final published version of the standards to Standards Australia.

12.14 New version of Standard

The new version of a standard supersedes all previous versions.

12.15 FRDC Role in Certification

The FRDC does not plan to be involved in certification activities in the near future. If FRDC were to undertake certification, accreditation or similar activities, the FRDC Board will ensure there is a clear separation of the policy-making and governance functions of such activities from those of standards development.

12.16 FRDC Standards – Conformance Assessment

Any FRDC Standards developed for conformance assessment purposes (i.e. the basis of a certification scheme) shall comply with the principles in *ISO/IEC 17007, Conformity assessment - Guidance for drafting normative documents suitable for use for conformity assessment.*

Where FRDC is developing a standard for certification (or with the potential for certification) the SRB, and particularly those drafting the document, will need to be familiar with its requirements and recommendations.

13. STANDARDS REVISION AND MAINTENANCE

The FRDC will:

- review all standards at least every five years
- continually monitor the technical content of the standard in the intervening period to maintain up to date standards.

14. CONTINUAL IMPROVEMENT OF STANDARDS DEVELOPMENT PROCESS

The FRDC has established, documented, implemented and maintains, a Quality Management System in accordance with AS/NZ ISO 9001:2015 requirements.

The FRDC will continually improve the standards development process through:

- Regular review of the standards development as per the procedures.
- Ongoing requirements as per the Quality policy (see relevant documentation).

15. COOPERATION WITH SDAC AND STANDARDS AUSTRALIA

Standards Australia is responsible for the oversight, co-ordination and governance of SDO Standards development and related activities. The accreditation powers of the Standards Australia Board, have been delegated to the Standards Development Accreditation Committee (SDAC).

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 9 of 12
------------------------	-----------------	---	----------	-----------	--------------

The Standards Development and Accreditation Committee’s (SDAC) role is to encourage and accredit organisations to develop Australian Standards of credibility and integrity for the net benefit of the Australian Community.

FRDC co-operates and liaises with the SDAC and Standards Australia with the intent of enhancing communication and co-ordination of Standards development activities across industry and government.

The FRDC has entered into an accreditation deed with Standards Australia (SA) granting SA an exclusive worldwide licence to publish market and sell each Australian Standard brand standard development by the FRDC.

FRDC fully cooperates with SDAC in the audit process and makes available all records required to demonstrate on-going compliance. FRDC will fully comply with the requirements of the Standards Development and Accreditation Committee’s document Requirements for the Accreditation of a Standards Development Organisation.

FRDC specifically will:

- a. Register all new Standards development projects with Standards Australia through the SDAC prior to commencing substantial work.
- b. Prepare and make available to Standards Australia's Project Office an up to date Development Plan for each Standards development activity.
- c. Comply with all policies and procedures of the SDAC including for the determination and funding of appeals.
- d. Comply with Standards Australia's administrative procedures, including badging and the format of documents.
- e. Make copies of draft and final documents available to Standards Australia via the SDAC, as required.
- f. Notify the SDAC of any significant changes in the organisation’s Standards development procedures or significant changes that could materially affect FRDC’s capacity to be an accredited SDO.
- g. Submit to SDAC’s determination where there is a conflict in the scope of areas of accreditation.
- h. Co-operate with Standards Australia regarding activities of mutual interest.
- i. Facilitate auditing to determine ongoing compliance.
- j. Provide a copy of all final published standards to Standards Australia.
- k. Comply with any additional policies and procedures as required by SDAC from time to time.
- l. Pay all relevant fees to the SA to achieve and maintain accreditation.
- m. Comply with the Standards Australia Guidelines for the badging and formatting of standards that it has developed.
- n. Co-operate with Standards Australia and the SDAC regarding hand-over of relevant information and records where an SDO’s accreditation ceases.
- o. In the event that FRDC ceases to be an accredited SDO, the steps to be taken to hand over IP and other documents are detailed in the FRDC Standards Development Procedure.

16. AUDIT BY INTERESTED PARTIES

The FRDC will make its standards development procedure available for audit by other interested parties where there is a legitimate need for such an audit. These procedures are available on the Seafood Standards website.

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 10 of 12
------------------------	-----------------	---	----------	-----------	---------------

17. RECORDS MANAGEMENT POLICY

The FRDC will maintain effective records management and administrative procedures so as to ensure that its administrative procedures are transparent and accountable.

18. NEUTRALITY AND INDEPENDENCE

18.1 Objectivity and Impartiality

The FRDC will safeguard the objectivity and impartiality of all individuals and groups responsible for Standards Development.

The FRDC will maintain the privacy of its members through adherence to its Privacy policy – Australian Privacy Principles.

The FRDC will maintain the objectivity and impartiality of standards development activities through adherence to the standards development procedures.

18.2 Independence of the SRB

The FRDC will ensure there is a clear separation of roles in relation to standards development between the organisation and the FRDC appointed SRB as outlined in Clause 10 - Responsibilities in standards development.

19. INTELLECTUAL PROPERTY

19.1 Copyright

The copyright of all FRDC developed standards remain the property of FRDC. An exclusive license is provided by FRDC to Standards Australia to sell standards it has developed.

The SRB members will ensure that any material put forward for inclusion in a standard does not infringe a third party’s copyright. Material covered by a third party’s copyright may be included in a standard only after permission has been obtained from the copyright holder.

Where SRB members submit material that they, their employers or nominating organisations have originated, and where such material is subsequently included in a standard, the right of the originator of the material to continue to reproduce that material in the form in which it was originally submitted is recognised.

19.2 Patents

A standard does not confer a monopoly on one section of industry to the detriment of another that can provide an equally satisfactory article.

Nonetheless, on exceptional occasions, technical reasons may justify inclusion in the standard of items or services covered by patent rights. There is no objection in principle to this, provided that certain rules are adhered to. The rules governing patented items in standards are those adopted by ISO and International Electrotechnical Commission (IEC).

The most important rule is that, before use of material known to be the subject of a patent is made a requirement of a standard, it is to be ensured by means of a formal statement that the owner of the patent has agreed to make licences available to all who apply on reasonable and non-discriminatory terms.

20. COMPLAINTS PROCEDURE

The FRDC will maintain an unbiased complaints procedure for handling complaints from affected stakeholders.

Doc ID NEMO-29-1050	Version: 5.0	https://frdc1.sharepoint.com/teams/StrategicManagement/Policies/Standards development policy - effective 26 Nov 2020.pdf	15:07:43	17-Dec-20	Page 11 of 12
------------------------	-----------------	---	----------	-----------	---------------

The FRDC will review its complaints procedure for effectiveness as part of its continual improvement of its operations.

21. INTERNATIONAL PARTICIPATION

1. FRDC recognises that Standards Australia is the Australian member of the International Organisation for Standardisation (ISO) and the International Electrotechnical Commission (IEC). Any participation in the standardisation activities of these two bodies shall be through Standards Australia.
2. The FRDC will, where appropriate:
 - Participate in international standardisation activities within its scope of accreditation.
 - Cooperate with Standards Australia and abide by the policies outlined in Standards Australia *Standardization Guide 015- Australian Involvement in International Standardisation*.
 - Comply with the requirements of ISO/IEC Guide 21.1 Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards where an International Standard is being adopted as an Australian Standard.

22. COOPERATION AND LIAISON WITH OTHER SDO’S

FRDC will participate in meetings with other SDO’s as organised by SDAC from time to time. Where appropriate, or as requested, FRDC will cooperate with other SDOs, including Standards Australia, regarding activities of mutual interest and with the intent of enhancing communication and co-ordination of Standards development activities across industry and government.

23. ATTACHMENTS

#	Description
1	Not applicable