

Consensus Standards Development Executive Committee (CSDEC) Charter

Mission:

To guide the Consensus Standards Development process in the development and maintenance of standards. The CSDEC through expert committees for each of the subject areas of the TNI standard ensure necessary, relevant and timely development of and/or changes to the Volumes and Modules which collectively compose the Standard.

It is the role of the CSDEC to:

- Receive and respond to stakeholder requests for improvements and/or developments of the Standard
- Insure that development and/or changes are made in a timely and implementable fashion by working with stakeholders and other TNI executive committees and the Accreditation Council.
- Insure that conflicts do not exist within the various Volumes and Modules of the Standard
- Oversee the development and/or changes in the Standard and those activities are completed consistent with prevailing SOP.
- Contribute to implementation of the TNI Strategic Plan
- Constitute and oversee operation of the Standards Review Council

Composition of the Committee:

The CSDEC is composed of the following:

- The Chair person from each of the TNI Expert Committees
- Three (3) at-large members

As Expert Committees are formed or disbanded, the size of the CSDEC is adjusted accordingly.

The chair of the CSDEC is appointed by the Board of Directors and the committee elects a vice-chair. The CSDEC does not have a requirement for balance.

Objectives:

1. Develop policies and procedures that guide standards development
 - a. Provide oversight, guidance and direction to the Expert Committees.
 - b. Evaluate the need for new and/or modified standards.
 - c. Recruit interested parties for developing new Expert Committees, as necessary
 - d. Revise SOPs as necessary and appropriate

Success Measures:

Utilizing appropriate SOP(s), assist Expert Committees in development and presentation of new and/or modified modules of the TNI Standard in a timely manner.

2. Ensure consistency and uniformity between the volumes and modules of the standard, including interaction with other boards, committees and interested parties as require and ensure that consensus standards development is in conformance with applicable policies and procedures of TNI

Success Measures:

Through use of effective communication tools, provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comment. Utilize Standards Review Council to review all committee materials to ensure consistency and compliance with all TNI policies and procedures.

3. Provide technical and administrative assistance in developing tools to facilitate the implementation of the Standard.

Success Measures:

Working with and between Expert Committee, other Executive Committee (i.e., LASEC) and the Accreditation Council ensure effective and timely implementation of the new and/or modified Modules of the Standard. Assist Expert Committees with webinars, meeting and other forms of communication to aid in the implementation process.

Decision Making:

Decisions of the CSDEC can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process. All decisions regarding Standard Development (steps within the standard development process; SOP 2-100) require a 2/3 majority of the committee for passage. Other decisions of the committee of an administrative or procedural nature require a simple majority for approval.

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Expert committees and support
- Teleconference services
- Administrative support
- Technical editor support

Anticipated Meeting Schedule:

- Monthly teleconferences; published on the TNI website
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed

Program Administrator: Ken Jackson

Approved by the TNI Board of Directors on October 11, 2017