

Consensus Standards Development Program Executive Committee (CSDP EC) Charter

November 4, 2021

Mission:

To guide the Consensus Standards Development process in the development and maintenance of standards. The CSDP EC, through representation from expert committees for each Module/Volume of the TNI Standards, ensures necessary, relevant, and timely development and/or changes to the Standards.

It is the role of the CSDP EC to:

- Receive and respond to stakeholder requests for improvement and/or development of the Standards;
- Ensure that changes are made in a timely and implementable fashion by working with Stakeholders, other TNI executive committees, and the Accreditation Council;
- Ensure that conflicts do not exist within the various Volumes and Modules of the Standards; and,
- Ensure that Standards Development is done in conformance with ANSI requirements.

Composition of the Committee:

The CSDP EC is composed of the following:

- The Chairperson from each of the TNI Expert Committees;
- Three (3) at-large members; and,
- One (1) ex-officio member appointed by the Accreditation Council and confirmed by the CSDEC.

As Expert Committees are formed or disbanded, the size of the CSDP EC is adjusted accordingly. The CSDP EC does not have a requirement for balance. Associate Members are not allowed.

Objectives:

1. Develop policies and procedures that guide standards development, to include:
 - Providing oversight, guidance and direction to the Expert Committees;
 - Evaluating the need for new and/or modified Standards;
 - Recruiting interested parties for developing new Expert Committees, as necessary;
 - Revising SOPs as necessary and appropriate; and,
 - Providing a forum for interaction to ensure coordination and minimize conflict between Volumes and/or Modules, and to promote free exchange of information and ideas.

Success Measures:

- Expert Committees are assisted in development and presentation of new and/or modified modules of the TNI Standard in a timely manner.
- Accreditation as a Consensus Standards Body.

2. Ensure consistency and uniformity between the Volumes and Modules of the Standards.

Success Measures:

- All Standards are developed in compliance with TNI policies and procedures.
- CSDP EC reviews all final Volumes and Modules of the Standards to ensure consistency and uniformity among the Standards.

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

Success Measures:

Guidance Documents, Training Modules, Checklists or other requested tools are developed prior to the implementation date of the Standard.

4. Provide opportunities for stakeholder involvement throughout the development process and assist Expert Committees in dissemination of pertinent information and responses to comment.

Success Measures:

Each Expert Committee solicited feedback from stakeholders and interested parties, through activities such as website postings, public meetings, Webinars, and/or committee meetings.

5. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measures:

Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources:

- Volunteer committee members;
- TNI Infrastructure;
- Environmental technical community;
- Expert committees and support;
- Virtual Meetings;
- Administrative support; and,
- Technical editor support.

Anticipated Meeting Schedule:

- Monthly virtual meetings; schedule and minutes published on the TNI website;
- In-person meetings during the semiannual TNI Forums; and,
- Additional meetings as needed.

Approved by the TNI Board of Directors – November 10, 2021