

Volunteer Q&A

The evolved standards development process and structure was strategically developed to build upon existing strengths while further optimizing volunteer time.

Use this Q&A sheet to understand the why, what, and how of the standards development evolution.

1. *I'm on a Consensus Committee; how am I affected?*

You may be selected to participate on an Expert Panel for your specialty area. If you are selected, you will prepare project proposals, review draft documents, and provide comments on those draft documents. You may also be asked to chair and/or participate on a Document Development Committee or Working Group. If you are not selected, you are encouraged to participate on a Document Development Committee, where you can help shape standards first-hand.

2. *I'm on a Document Development Committee or Working Group; how am I affected?*

Meetings and conference calls will be scheduled in advance, for the duration of the project. The timeline for development is expected to be shorter. The project status will be reviewed on a regular basis by the Consensus Council in order to help it stay on schedule. You can also tap the knowledge of the Expert Panel members in your specialty area as needed, to gain their expert scientific and technical input when questions arise.

3. *I'm on a Subcommittee; how am I affected?*

Subcommittees will continue to work as they do today. The calls and meetings will be scheduled in advance, and the project status will be reviewed by the Consensus Council to help document development stay on schedule.

4. *What is the purpose of the Consensus Council?*

The Consensus Council reviews and approves project proposals, prioritizes projects, oversees project status and expenditures, and gives the final consensus approvals for publication. The Consensus Council reviews the consensus process, not the technical content of documents.

5. *What is the purpose of the Expert Panels?*

The Expert Panels each support the technical quality of documents developed in their specialty area. They write project proposals, and review and comment on documents in their technical areas. They also assist the Consensus Council with selecting chairholders and rosters for Document Development Committees.

6. *When will this new structure be in effect?*

All of the changes take effect on January 1, 2016.

7. *How much time does it take to develop a document?*

Our new process targets total development time to span no more than 12 to 18 months.

8. *What is the new structure? How are volunteers selected?*

The Consensus Council is selected from a Call for Volunteers, and is planned to include 8 to 10 volunteers from each of the three CLSI constituencies. The Expert Panels are selected from Calls for Volunteers, and are planned to include 8 to 10 volunteers with expertise in the technical areas. In the beginning, we will have 9 Expert Panels. The Expert Panels do not need to include experts from every constituency. Document Development Committees, Subcommittees, and/or Working Groups do not change.

9. *Why are these changes being made?*

These changes are being implemented to decrease document development time, increase efficiency, and optimize volunteer experience and time.

10. *Who is eligible to vote on documents?*

During the document drafting process, the Document Development Committee, Subcommittee, and/or Working Group reviews, votes on, and may comment on the proposed draft, along with the CLSI Delegates. The associated Expert Panel members may review and comment on the draft. Any person may request a copy of the proposed draft for review and comment. At the final draft, the Consensus Council votes to confirm the consensus process was followed, and then approves the document for final publication.

11. *I submitted a project proposal; how does my project get approved and prioritized?*

The project proposal is reviewed first by the associated Expert Panel, and then reviewed and approved by the Consensus Council. The Consensus Council determines how the proposal fits within several criteria established by the Board of Directors. After approval, the Consensus Council determines the priority of the project to finalize its timing for development.

12. *Where can I find more information?*

Please visit www.clsi.org/NewStandard to find more details and resources regarding the standards development process changes.