

AUSTRALIA COUNCIL STANDARDS COORDINATOR

ROLE & RESPONSIBILITIES

Introduction

In the past IEEE members in Australia have been invited to represent IEEE on various technical committees of Standards Australia (SA) without any formal arrangement between IEEE and Standards Australia. The matter was taken up with the SA in November 2017 and it was resolved that SA will seek expertise of IEEE members through Australia Council instead of individual members or any particular IEEE Section.

According to Standard Australia policy there are two categories under which one can serve on Standards committees. These categories are (1) “representatives” who represent their organisation on technical committees and have the right to vote and (2) “experts” who do not represent their organisation and hence can’t vote but can help in the work of preparing a standard owing to their expertise. Since Australia Council does not have the authority to appoint someone to represent IEEE or IEEE Standards Association, it is not possible for AC to nominate members onto a SA Technical Committee with voting rights. However, Standards Australia recognises the much-needed technical expertise available among IEEE members for the development of standards and has suggested that Australia Council appoint a single point of contact to seek services of IEEE members as experts. Australia Council recognises that involvement of IEEE members in the development of standards will provide opportunities to its members for professional development and networking. In this regards AC had already passed a motion in 2016 to create a position of AC Standards Coordinator, which satisfies the understanding achieved between AC and SA.

AC Standards Coordinator Role

The role of AC Standards Coordinator (AC SC) is to liaise on behalf of AC primarily with Standards Australia and as required with IEEE Standards Association. The AC SC will regularly present progress reports to the AC Committee.

AC SC Responsibilities

The main responsibilities of AC SC are described below. However there may be situations, which are not covered here, and AC SC can be requested by the AC Committee to assist in such situations e.g. IEEE SA seeking help in Region 10 for matters related to standards development.

The main responsibilities for AC Standards Coordinator are:

1. Liaison with Standards Organisations

- a) Respond to requests from Standards Organisations, such as IEEE SA and Standards Australia, for assistance of IEEE members as experts in preparation of standards.
- b) Contact IEEE members of relevant technical society, relevant Chapter Chairs and Section Chairs in Australia to call Expressions of Interest (EOI) to serve as an expert on the technical committees of Standards Australia and other standards organisations. The AC SC may need to devise effective strategies to maximize contact with relevant IEEE members in Australia
- c) Form a committee to assess EOIs and select appropriate experts for recommendation to SA and other standards organisations.
- d) Present list of selected EOI to AC Chair and seek approval for recommending names to Standards Australia or to any other standards organisation.

- e) Negotiate appropriate arrangements for IEEE members to be involved as experts for preparing the standards.

2. Act Responsibly and in the Best Interest of IEEE and its Members

- a) Maintain appropriate contacts with IEEE Standards Association and keep him/herself familiar with the IEEE policies for interaction with external organisations. The AC SC will ensure that Australia Council is not in breach of any IEEE policies and not putting any member at risk.
- b) Develop consistent guidelines for Australia Council involvement in standards development and encourage member Sections to follow the same guidelines.
- c) Maintain a record and seek feedback on performance of IEEE experts on external standards bodies.
- d) Declare all Conflicts of Interest (1) in selecting IEEE members to serve as experts on Standards Australia or other standards organisations' committees and (2) with anything related to role and responsibilities of AC Standards Coordinator.

Appointment Process

The Australia Council will make the appointment of AC Standards Coordinator by a call of Expression of Interest/Nomination and selection after due scrutiny process.

Term of Appointment

The nominal term of office of the AC Standards Coordinator will be two calendar year (Jan – Dec) coinciding with the term of the elected AC officers unless approved by AC committee to continue in the role for a specified period.