# **Standard Approval Request Form**



Please also send a copy of the original Standard Development Proposal Form (proposal form) and submit both forms to the IFLA Professional Support Officer: [professionalsupport@ifla.org.](mailto:professionalsupport@ifla.org.)

|  |  |
| --- | --- |
| DATA ON THE PROPOSED STANDARD | YOUR ANSWERS |
| Final title of standard |  |
| Known existing standards related to the proposed standard (published by IFLA or others) if different to those listed on the proposal form. |  |
| Do you propose any changes to the publication format and distribution indicated on the proposal form?  (pdf format, CC BY 3.0 license, online-only) |  |

| RESPONSIBILITY | YOUR ANSWERS |
| --- | --- |
| Name of the IFLA professional unit with primary responsibility for the standard |  |
| Which other IFLA units were involved in or consulted during the writing of the standard? |  |
| Which people or groups outside IFLA were consulted or otherwise involved? Indicate how. |  |
| Name and email address of person with final overall lead responsibility and relationship to IFLA (if any) |  |
| Final (full) list of names of people who contributed to the standard |  |

|  |  |
| --- | --- |
| JUSTIFICATION | YOUR ANSWERS |
| Indication of changes to the need or scope since submission and approval of the proposal form |  |
| Who is the audience for the standard (if different from the proposal form)? |  |

|  |  |
| --- | --- |
| WORK PLAN | YOUR ANSWERS |
| How it is intended to promote the availability of the new document to the relevant audience? |  |
| What supporting implementation is planned (for example, training, gathering of feedback, assessment of impact)? |  |
| Are there any outstanding budget reimbursement claims at the time of submitting this form? |  |
| Are there any deadlines you would like to request the final endorsement process tries to meet? If so, please indicate the date and reason |  |

## Authorization

The following people must be aware of and informed of the details on this form and agree to support the development work being proposed:

|  |  |
| --- | --- |
| AUTHORIZATION | SIGNATURE AND DATE |
| Person with overall lead responsibility |  |
| Officers (Chair and Secretary) of the unit with lead responsibility |  |
| Division Chair |  |

## For completion by the Professional Committee and Standards Committee: Evaluation of standard approval request

The approval request will be evaluated by the Professional Committee, in consultation with the Committee on Standards. External advice may also be sought.

The approval request will be evaluated as follows:

|  | COMMITTEE ON STANDARDS COMMENTS | PCCOMMENTS |
| --- | --- | --- |
| Contents accurate and consistent; scope and need clearly articulated |  |  |
| Format, style and language correct and appropriate |  |  |
| Consultation process appropriate and consideration of IFLA’s global membership and interest in standards and guidelines taken into account |  |  |
| Document is still appropriate for IFLA to publish and/or lend its name to the final product |  |  |
| Promotion and implementation plan |  |  |
| Data (title and publication format) |  |  |
| Other comments |  |  |
| Decision and date if further work is needed on the document\* |  |  |
| Endorsement and date. |  |  |

\* Comments from the Professional Committee, Committee on Standards and/or external experts will be returned to the unit for comment and action after which the document should be re-submitted to the Professional Committee for endorsement. The unit should allow time for the completion of any necessary updates at this stage before planning the announcement of the endorsed document.

The decision on the approval request will be communicated to the IFLA professional unit Officers and person with lead responsibility by the IFLA Professional Support Officer.

## Final publication

1. Endorsed standards should be amended to include the final publication date and indication of endorsement by the Professional Committee.
2. The finished document will be uploaded to the IFLA Library.