# Standard Development Proposal Form

Please use this form to propose a **new** standard or guideline or a **major revision**

|  | Responses |
| --- | --- |
| Proposed standard information |  |
| * Working title of Standard
 |  |
| * Is this a new standard or a major revision
 | New StandardMajor Revision |
| * Known existing standard (by IFLA or external body)
 |  |
| * Do you propose any changes to the normal publication format and distribution?

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| Responsibility |  |
| * Name of the Committee with primary responsibility for the standard
 |  |
| * For revisions, is this Committee different from any Committee responsible for a previous edition of the standard? If so, indicate which Committee had previous responsibility
 |  |
| * Which other IFLA Committees will be involved in or consulted during the writing of the standard?
 |  |
| * Indicate people or groups outside IFLA who will be consulted or otherwise involved.
 |  |
| * Name, email address of person with overall lead responsibility and relationship to IFLA.
 |  |
| * Names of members of the working group who will work on the standard with indication of roles during the development and expertise in the subject area
 |  |
| Justification |  |
| * Statement on the perceived need for this new standard / revision
 |  |
| * For new standards:
* Is there a need for an international standard in this area?
* How would this standard improve or complement other standards?
 |  |
| * Scope of coverage / application (detail what the aims of this new standard will be or what the revision will aim to do)
 |  |
| * Who is the audience for the standard?
 |  |
| * Is IFLA the best organisation to elaborate and publish this standard?
 |  |
| * Relationship to other standards?
 |  |
| Workplan |  |
| * Development time frame (detailing steps and deadlines)
 |  |
| * Communications and promotion plans to ensure that relevant audiences will know about the new/revised standard.
 |  |
| * How will implementation be supported (for example, training, gathering of feedback, assessment of impact)?
 |  |
| * Budget: If submitted by a Professional Unit, does the lead unit plan to submit a PC Funding Proposal? If so, please briefly indicate details - what funds are needed for and an estimate of the amount.

NB: Planning of the work should not be contingent on project funding and should take into account that such funding may not be granted. |  |

|  |  |  |
| --- | --- | --- |
| Authorisation | \*Name | Date |
| Person with overall lead responsibility |  |  |
| Officers of the committee with lead responsibility |  |  |
| The Chair of the Division or body to which the proposing committee belongs  |  |  |

\*A printed name represents the signature for the purposes of submitting this proposal.

Please return this completed form to the Professional Support Officer - professionalsupport@ifla.org