# Standard Approval Request Form

Please use this form when your draft standard is ready to be submitted for review.

|  |  |
| --- | --- |
| Proposed standard information | Responses |
| 1. Final title of Standard
 |  |
| 1. Known existing related standard

(by IFLA or external body). |  |
| 1. Do you propose any changes to the normal publication format and distribution?

IFLA Standards and guidelines are published as PDF, CC BY 4.0 licence, Online-only. |  |
| Responsibility |  |
| 1. Name of the Committee with primary responsibility for the standard.
 |  |
| 1. Which other IFLA committees were involved in or consulted during the writing of the standard?
 |  |
| 1. Which people or groups outside IFLA were consulted or otherwise involved? Indicate how?
 |  |
| 1. Name, email address of person with overall lead responsibility and relationship to IFLA (if any).
 |  |
| 1. Final (full) list of names who contributed to the Standard.
 |  |
| Justification |  |
| 1. Indication of changes to the need, scope or audience since submission and approval of the proposal form.
 |  |
| Promotion and implementation |  |
| 1. Communications and promotion plans to ensure that relevant audiences will know about the new/revised standard.
 |  |
| 1. How will implementation be supported (for example, training, gathering of feedback, assessment of impact)?
 |  |
| 1. Are there any outstanding budget reimbursement claims at the time of submitting this form?
 |  |
| 1. Are there any deadlines you would like to request the final endorsement process to meet? If so, please indicate the date and reason.
 |  |
| 1. Desired or planned format of publication
 |  |

|  |  |  |
| --- | --- | --- |
| Authorisation | \*Name | Date |
| Person with overall lead responsibility. |  |  |
| Officer(s) 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 and the initial Standard Development Approval Form to the Professional Support Officer professionalsupport@ifla.org along with the draft standard document.