# Standard Approval Request Form

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

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| 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 |  |

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| 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](mailto:professionalsupport@ifla.org) along with the draft standard document.