



## **Procedure for the Evaluation of Standards Development Opportunities**

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### **Purpose**

The Procedure for the Evaluation of Standards Development Opportunities provides a documented process for the Research and Development Committee to follow when it receives and evaluates proposals for the development of new ICE standards. The Procedure results in the Committee's recommendation to the ICE Board of Directors on whether or not ICE should pursue the opportunity.

The procedure applies to all proposals submitted to ICE for the development of new standards. Proposals for the revision of established ICE standards are the responsibility of the committee that implements the standard.

### **Personnel and Their Responsibilities**

**Committee Chair** – Ensure the Procedure is followed; ensure that adequate subject matter expertise is involved in the process; and provide the final recommendation to the Board liaison.

**Board Liaison** – Provide ongoing communication to the ICE Board of Directors and the Committee during the process and present the Committee's recommendation to the ICE Board.

**Staff Liaison** – Communicate with potential proposers; distribute and receive the application; provide administrative support throughout the review process; store documentation related to the review.

### **Procedure for Proposal Review and Decision Making**

1. Proposals shall be submitted to the ICE office using the proposal application designed by the Committee. The date of receipt shall be recorded.
2. All proposals for standards development projects shall be forwarded to the Committee Chair within three business days for processing.
3. The Committee Chair shall review the proposal with the Committee within two weeks of receiving it to determine if the proposed standard appears to be consistent with ICE's mission. If the Committee finds that the proposed standard is inconsistent with ICE's mission or that there is insufficient information to make a determination, the Chair shall inform the ICE Board of Directors of the Committee's finding and rationale in the next scheduled Committee report to the Board.
4. If the Committee finds that the proposal is consistent with ICE's mission and warrants further consideration, the Chair shall select a task group composed of

Committee members knowledgeable in the subject and other subject matter experts as appropriate. The task group shall consist of no more than five individuals, including the task group leader.

5. At a minimum the task group is responsible for evaluating the merit of proposals using following questions:
  - Is the proposed standard consistent with ICE's mission?
  - Who are the primary stakeholders for the proposed standard and what is their relevance to credentialing?
  - Does the proposed standard fulfill an industry need and benefit ICE members and the credentialing community?
  - Is there research that supports the need for the proposed standard or that describes its potential impact?
  - Are there existing standards that currently address the issues that the proposal seeks to address?
  - If developed, how would the proposed standard relate to existing standards, including ICE standards and NCCA Standards (e.g., potential conflicts, overlap, can the need be fulfilled by revising an existing standard)?
  - If developed, how would the proposed standard relate to existing state or federal regulations (e.g., potential conflicts, overlap, is the need fulfilled by an existing regulation)?
  - Has the proposal been presented to other organizations? If so, what decision did the other organization(s) make and what rationale was provided by the organization(s)?
  - Are other organizations that might be impacted able and willing to provide support for the proposed standard? Is there a letter from a qualified representative of each organization indicating support?
  - Have alternative approaches (e.g., research project, guideline development, policy development, white paper) for addressing the issues been considered?
  - What is the general business case for the proposed standard (e.g., market, need, anticipated time line, cost, other resources required)?
6. The Committee Chair and task group leader will prepare a press release announcing that ICE is evaluating a proposal for development of the standard and the availability of a Website through which it has initiated a public comment period. The purpose of the public comment period will be to develop a good understanding of the key stakeholder groups and their interests in the standard, as well as to identify essential sources of expertise that should be brought to bear in the evaluation process.
7. The task group leader shall submit the task group's recommendation to the Committee Chair. The Committee shall deliberate on the recommendation, making reasonable changes as necessary. Once decided, the Committee's recommendation shall be forwarded to the ICE Board of Directors for consideration.

## Timeline

The goal for this procedure is to have a final recommendation to the ICE Board of Directors within 90 calendar days of receipt of a proposal. The following timeline is based on calendar days.

<u>Procedure</u>	<u>No later than</u>
• Proposal received at ICE Office	Day 0
• Proposal forwarded to Chair	Day 5
• Chair reviews the proposal with the Committee	Day 19
• In the event of a decision not to evaluate the proposal further, Chair notifies the ICE Board of Directors	Day 20
• In the event of a decision to evaluate the proposal further, Chair appoints a task force and task force leader	Day 30
• Task force evaluates the proposal, collects additional information, and formulates a draft recommendation and written rationale (including the conduct of an online public comment period)	Day 75
• Committee reviews the draft recommendation and its rationale	Day 85
• Chair presents the Committee's recommendation and rationale to the ICE Board of Directors	Day 90

