



Guidance for establishing a
National Standards Users Group



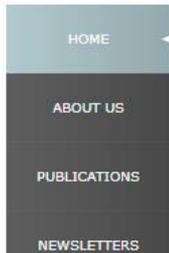
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International Federation of Standards Users
IFAN

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IFAN News



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Guidelines for establishing a National Standards Users Group
First edition, 2007-01 (reprinted with minor changes in 2008-01)
Second edition, 2019

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Foreword

Founded in 1974, the International Federation of Standards Users (IFAN) is the international voice of standards users and provides its members with direct input into international and regional standards organizations. IFAN members include national organizations for the application of standards and companies concerned with the use of standards.

National IFAN members are usually standards users organizations / committees in a given country/customs territory which admit standards users to their membership without restrictions with respect to professions, industry sectors, sub-divisions of territory, etc. These organizations provide a variety of services and programs to keep members informed of issues of interest to standards users and they promote standards users needs and concerns. Current IFAN national members operate within a variety of organizational structures. Several members have created the following web sites for providing additional information about their organizations:

China:	China Association for Standardization http://www.china-cas.org/
France:	Association française pour la connaissance et l'application des normes (ACANOR) www.acanor.org/
Germany:	DIN - Ausschuss Normenpraxis (ANP) im DIN https://www.din.de/go/anp
North America:	Society for Standards Professionals (SES) www.ses-standards.org/
United Kingdom:	British Standards Society (BSS) https://www.bsi.com/en-GB/about-bsi/uk-national-standards-body/how-to-get-involved-with-standards/join-the-british-standards-society/

A number of IFAN Members and IFAN itself also have LinkedIn and Facebook pages.

General information on standards organizations around the world is available on the ISO Website:
<https://www.iso.org/members.html>

This booklet provides guidance for countries interested in creating a national standards users group in terms of structure, management and other important considerations, and will hopefully encourage the establishment of these national groups to support and further the needs of the users of standards throughout the world. In addition, consideration might also be given to the establishment or formation of a regional standards users groups. Regional standards users groups can present remarkable opportunities for networking and for advocating interests at a national standards body or even international consortia level because they typically share similar cultural influences, economic impacts and common standardization goals. As an example, one of IFAN's Members (SES) is actually a regional group representing North American (United States and Canada). IFAN also has as one of its working groups, a European Group which is effectively, a regional body as well. Certainly, other regions that share many commonalities might be amenable to this approach; regions such as the Asia-Pacific, South and/or Central America, Africa, the Middle East.

Guidance for establishing a National Standards Users Group



The National Standards Users Group (NSUG) is the national voice of standards users. It is affiliated with the International Federation of Standards Users (IFAN) and helps standards users stay informed about standards developments and implementation, as well as the benefits of using standards based on the practical experience of others. The NSUG champions users' views and needs to the national standards development organization/s of the country to promote effective participation in standardization and standards development.

Objectives

- To participate in reviewing and commenting on standards;
- To improve standards users awareness, to promote the use of standards and increase users knowledge of standardization;
- To share information and provide mutual support;
- To identify the needs of users in the field of standardization and help meet those needs;
- To encourage standards users to set up committees on topics that are important to users and provide feedback from these committees to the country's national standards body;
- To influence the international standards process through the national standards body;
- To keep standards users up to date concerning standards development;
- To initiate or organize conferences, standards-related courses, training seminars, and workshops to improve and increase the knowledge of interested parties in standardization matters;
- To have their proposals included in the national standards body's periodic strategic plan;
- To collaborate with non-NSUG members.





NSUG Membership

Membership in the NSUG should be open to anyone interested in the use and implementation of standards, the standards developing process and standardization in general whether they are companies, organizations or individual standards users.

Members could be from:

- Industry
- SME
- Academia
- Government
- Consumer organizations
- Other interested parties

If a membership subscription fee is charged, then this can be decided through some means such as by the members at an annual meeting or by the NSUG Management Committee.

Benefits of membership

Could include:

- Keeping members up to date on the important issues of interest to them related to standards, standardization and conformity assessment as well as to promote business and access global markets;
- Influencing the development of standards that are important to them and their industries through the national standards body;
- Providing members with the opportunity to represent users on national technical committees etc., or attending training courses and workshops through the national standards body of their country;
- Discounts on registration fees when attending NSUG conferences, standards-related courses, training seminars, or workshops;
- Discounts on NSUG publications.

Finance

The NSUG can be financed through variety of means either individually or in combination, for example:

- membership subscription fees
- income from the annual conference
- training seminars
- standards-related courses or workshops
- sales of publications it might produce

Alternatively, it could be partially or even fully funded by the national standards organization or be a free web based forum.

NSUG meetings and conferences



Many NSUGs hold meetings and conferences. Conferences can be open to all persons interested in the work of the NSUG. These are generally focused on issues related to the Group's objectives.

Structure of NSUG

There are a variety of ways or means to structure the NSUG but generally, they will often include a Management Committee, working groups, and the Secretariat.

Management Committee

The Management Committee should be constituted to reflect the composition of the membership of the NSUG as well as meet the legal requirements of the jurisdiction under which it will operate. Members of the Management Committee should be elected by members of the NSUG. The members will elect the President/Chair and as necessary Vice-President/Chair, Treasurer and Secretary (who may or may not be a member of the Committee). The Management Committee should meet at least once a year, and more frequently as required. The meeting agenda includes reports on follow-up actions with regard to resolutions, projects, and a financial report from the Treasurer, where appropriate. An annual meeting of members is normally held to allow for members to vote in members of the management committee or other administrative matters, discuss strategic goals or objectives, and network.

Working groups

Working groups are usually established by the Management Committee for addressing agreed upon projects and for the development of specific tasks as identified and taking into account the NSUG objectives. Working groups are composed of the NSUG members but may also include representatives of organizations cooperating with the NSUG, particularly when specific expertise is required.

Secretariat

The Secretariat of the NSUG may be operated by the national standards body or may be a member of the NSUG. If the Secretariat of the NSUG is a member, then that person normally becomes the dedicated contact to the NSUG within that countries' national standards body.



IFAN Membership

Information on IFAN Membership, membership fees and application forms can be found here:
<http://www.ifan.org/membership.html>

IFAN Publications

IFAN Guide 2 Guidance for establishing a National Standards Users Group (Revised 2019)

IFAN Guide 3 Guidelines to assist members of standards committees in preparing user-friendly European standards (Revised 2018)

IFAN Guide 4 Education and Training about Standardization (Updated 2018 and corrected by corrigenda 1)

IFAN Guide 5 Introduction to the world of standards for standards users (in preparation)

IFAN Statutes and Rules of Procedure, (8th Edition, updated 2018)

IFAN Publications can be downloaded here:
<http://www.ifan.org/ifan-publications.html>

IFAN also publishes a newsletter and the current edition as well as the archive of past newsletters can be found here:
<http://www.ifan.org/ifannewsletters.html>

If you require any further information, please contact info@ifan.org