

The Standards Development Process in Canada and Abroad

Brian Thurgood

“The Preservation of the World Memory”

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Standards Development

Canadian General Standards Board



The CGSB is one of the largest standards development and conformity assessment organizations in Canada. In business since 1934, and a component of the Government of Canada, Department of Public Works and Government Services.



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CGSB international activities include:

- Administration of Canadian Advisory Committees of ISO committees,
- Secretariat to ISO committees,
- Standards development through a consensus approach for a wide variety of subject areas,
- Registration to ISO 9001:2000 (quality management), ISO 14001 (environmental management) and OHSAS 18001 (occupational health and safety),
- Certification or qualification of products and services from abroad, and
- Education for a number of different stakeholder groups through conferences, seminars and workshops on quality and related topics.



Key Standards



MICROGRAPHICS AND IMAGE MANAGEMENT

- CAN/CGSB-72.11-93 Microfilm and Electronic Images as Documentary Evidence
- CAN/CGSB-72.34-2005 Electronic Records as Documentary Evidence

CANADIAN CONTENT

- CAN/CGSB-147.3-82 Definition of Canadian Content



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Standards Development

Standards Council of Canada



Standards Council of Canada
Conseil canadien des normes

The Standards Council of Canada (SCC) is a federal Crown corporation. It has its mandate to promote efficient and effective standardization in Canada.

Located in Ottawa, the Standards Council has a 15-member governing Council and a staff of approximately 90.

The organization reports to Parliament through the Minister of Industry and oversees Canada's National Standards System.



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The Standards Council of Canada also reviews standards submitted by standards development organizations for approval as National Standards of Canada.

The basic process by which a standard is developed is consistent among all standard development organizations, national and international. The following is a simplified breakdown of the process:

- Identification of the need for new standard
- Preliminary study and preparation of a draft outline
- Establishment of a committee (pre-existing or new)
- Committee meetings and consensus building on the draft
- Vote on the draft standard
- Publication of the standard





Most Requested:

- ISO 14001:2004
- ISO 9001:2008
- ISO/IEC 17025:2005
- ISO/IEC 27002:2005
- ISO 9000 Collection 1

Popular Standards:

- Aviation and Aerospace
- Automotive
- Construction
- Electronics
- Health and Safety
- Medical
- Quality Standards
- Telecommunications
- Welding and Metals



Standards Development International



ISO (International Organization for Standardization) is the world's largest developer of standards. Although ISO's principal activity is the development of technical standards, ISO standards also have important economic and social repercussions. ISO standards make a positive difference, not just to engineers and manufacturers for whom they solve basic problems in production and distribution, but to society as a whole.





International
Organization for
Standardization



- [ISO/AWI 13008](#) Digital records conversion and migration process
- [ISO/AWI TR 13069](#) Information and documentation -- Risk assessment for records systems
- [ISO/DTR 13028](#) Information and documentation - Implementation guidelines for digitisation of records
- [ISO/CD 13390](#) Information and documentation -- Management system for records -- Fundamentals and vocabulary
- [ISO/CD 13391](#) Information and documentation -- Management system for records – requirements
- [ISO/DIS 16175-1](#) Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles
- [ISO/DIS 16175-2](#) Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for records in electronic office environments
- [ISO/DIS 16175-3](#) Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems



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TC46/SC11 background

- **Full title:** Technical Committee 46 (Information and documentation), Sub-committee 11 (Archives/Records Management).
- **Created 1997:** Canada (LAC) was one of the original members that also included US, France, Australia, UK
- **Current membership:** 40+ countries (global representation: US, Canada, UK, Europe, Eastern Europe, Africa, Asia)

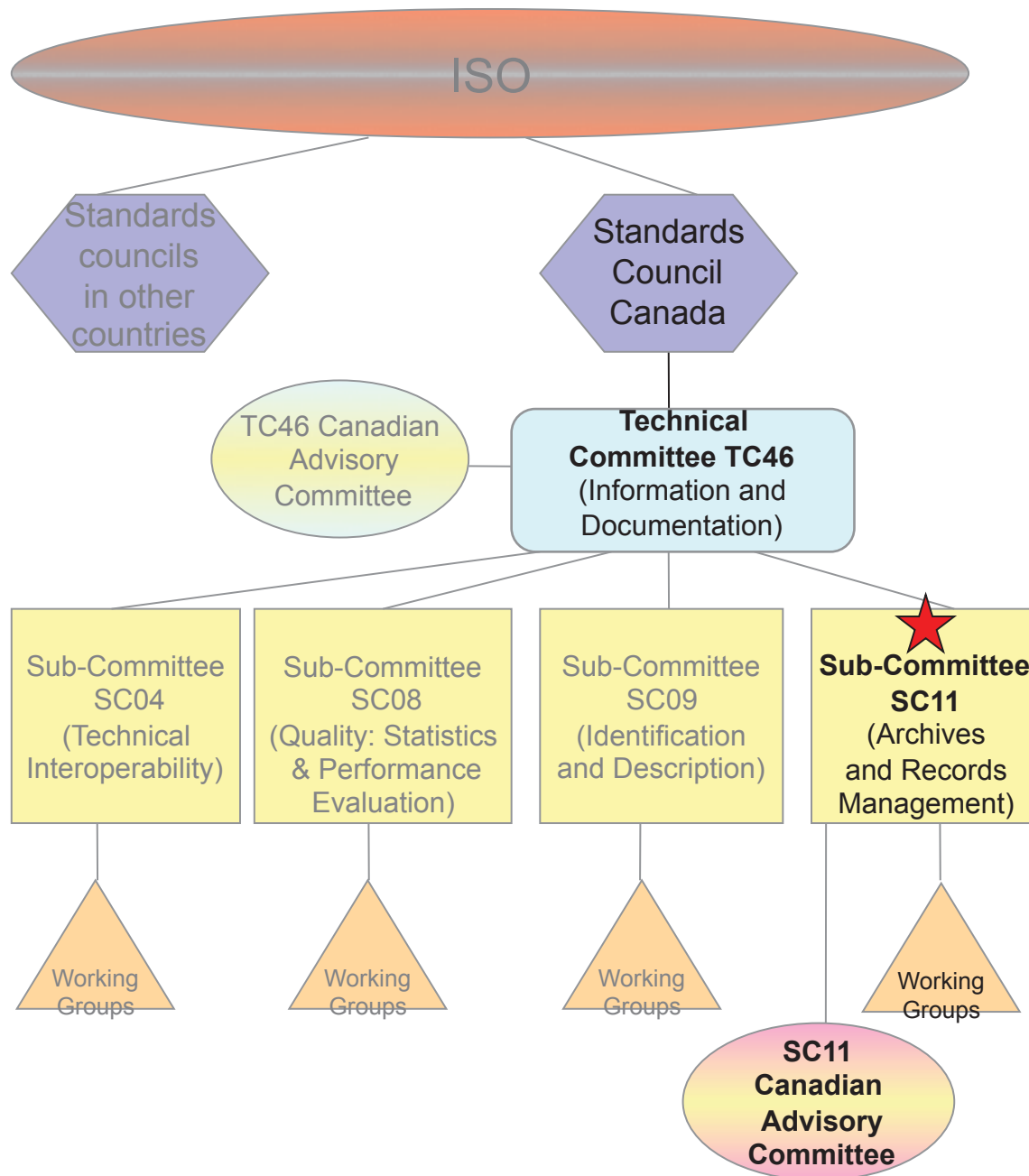


TC46/SC11 background

- **Membership includes:** public, private sector archives and RK/RM organizations (e.g., LAC, NARA, BNF, NA (AUS), ARMA, private consultants, Standards Council bodies, etc.)
- **Meetings:** Bi-annually (May and November)



ISO TC46/SC11 Governance structure



Scope of TC 46:

“Standardization of practices relating to libraries, documentation and information centres, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science”

(Marg Stewart, Manager, Standards, Intellectual Management Office, LAC, is Chair of Canadian Advisory Committee for TC46 and coordinates Canadian input at the TC46 level.

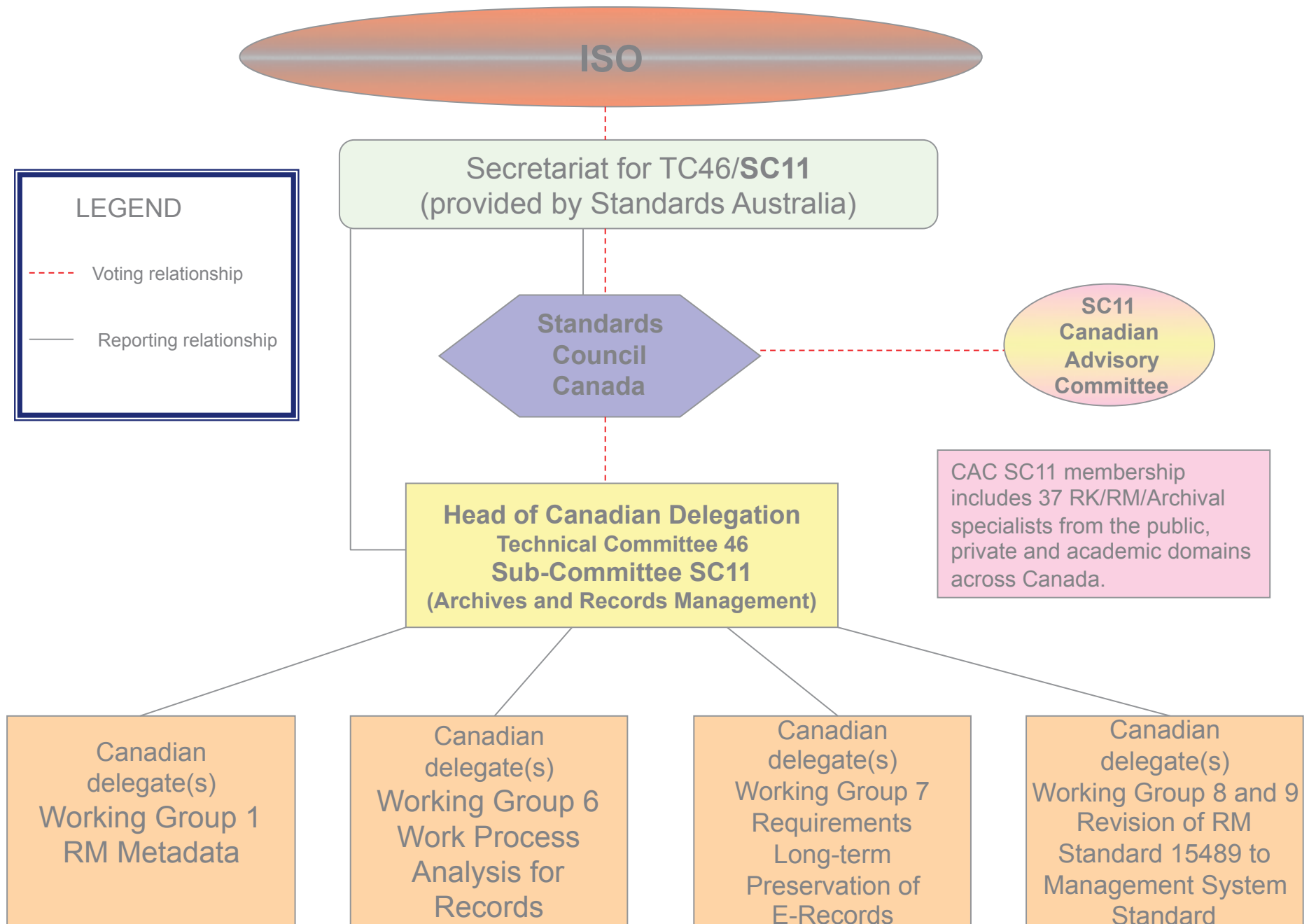
Scope of SC11:

“Standardization of principles for the creation and management of documents, records and archives as evidence of transactions and covering all media including digital multimedia and paper”.

(Doug Rimmer is Head Canadian Delegation for SC11, other national level delegates include Sue Franklin, LAC, Brian Thurgood, LAC, Kat Timms LAC)

SC11/CAC membership includes 37 public, private and academic RK/RM/ Archival specialists across Canada. *(Sue Franklin, LAC is Head of the CAC; Brian Thurgood, LAC, is Deputy Head of the CAC).*

ISO TC46/SC11 Governance and Voting structure in Canada



TC46/SC11 Current Working Group Activities

- SWG Program coordination group
- WG 1 Metadata
- WG 3 Access frameworks – STANDBY
- WG 4 Self assessment guide - STANDBY
- WG 5 Records management (Revision of ISO 15489-1 and ISO/TR 15489-2)
- WG 6 Work Process Analysis for recordkeeping



TC46/SC11 Current Working Group Activities

- WG 7 JWG on Digital records preservation
- WG 8 Records management systems and Fundamentals and Vocabulary
- WG 9 Records management fundamentals - Requirements
- WG 10 Implementation Guidelines for Digitization of Records
- WG 11 Risk assessment for records systems
- WG 12 Digital records conversion and migration process



TC46/SC11 Standards: Outputs to date

- **ISO 15489-1:2001** “Information and documentation – Records Management – Part 1 General”
- **ISO 15489-2:2001** “Information and documentation – Records management – Part 2: Guidelines”
- **ISO 22310:2005** “Information and documentation – Guidelines for standards drafters for stating records management requirements in standards”



TC46/SC11 Standards: Outputs to date

- **ISO 23081-1:2006** “Information and documentation – Records management processes – Metadata for records – Part 1: Principles”
- **ISO 23081-2: 2007** “Information and documentation – Records management processes – Metadata for records – Part 2: Conceptual and implementation issues”
- **ISO 26122** – Information and documentation - Work Process Analysis for Records [2008]



Liaison with other organizations

TC46/SC11 maintains liaison with other organizations and ISO TCs that might impact on its standards development work e.g.:

- TC 171 Document Management Applications Working Groups
- ISO Technical Committees: JTC 1/SC 27, JTC 1/SC 32, TC 10, TC 20/SC 13, TC 42, TC 154, TC 176
- ISO Working Group on Social Responsibility
- International Council of InterPARES Project
- IFLA, IRMT, World Bank Group Archives
- ARMA International



Roles and Responsibilities Head of Canadian Delegation

- Provides leadership to SC11 Canadian delegation on Canadian position with respect to strategic direction of the WGs and SC11 as a whole;
- Ensures participation in SC11 is in keeping with the strategic direction of the GRB/LAC; and
- Provides formal communication with the Standards Council of Canada
 - (i.e. nominates experts to the Canadian delegation; provides other national body level reports as required);



Roles and Responsibilities Delegation members

- Provide subject matter expertise for development of Standards and Technical Reports
- Informs Head of Delegation on progress within the WG, issues etc;
- Provide leadership as Work Group Convener;
- Write or edit text for standards and technical reports;



Roles and Responsibilities

Delegation members

- **Provide input to Standards underdevelopment in other relevant ISO Technical Committees, and international organizations;**
- **Ensure relevant LAC staff are informed of progress of development of Standards and Technical Reports;**
- **Provide input to voting process on Committee Draft Standards and Technical Reports**
- **Ensure that the Canadian position is representative of both Federal, non-Federal, private and academic sectors;**
- **Submits formal votes on draft standards and documents (Head/ Deputy Head Canadian Advisory Committee).**



Our Playground

- Treasury Board Secretariat
- Public Works and Government Services Canada
- GC Institutions – Chief Information Officers, IM/ RM/RK specialists
- Provincial Governments
- Colleges and Universities
- IM Technical Specialists
- Other related fields (Microfilming, Imaging, and Social Responsibility)



Questions?



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