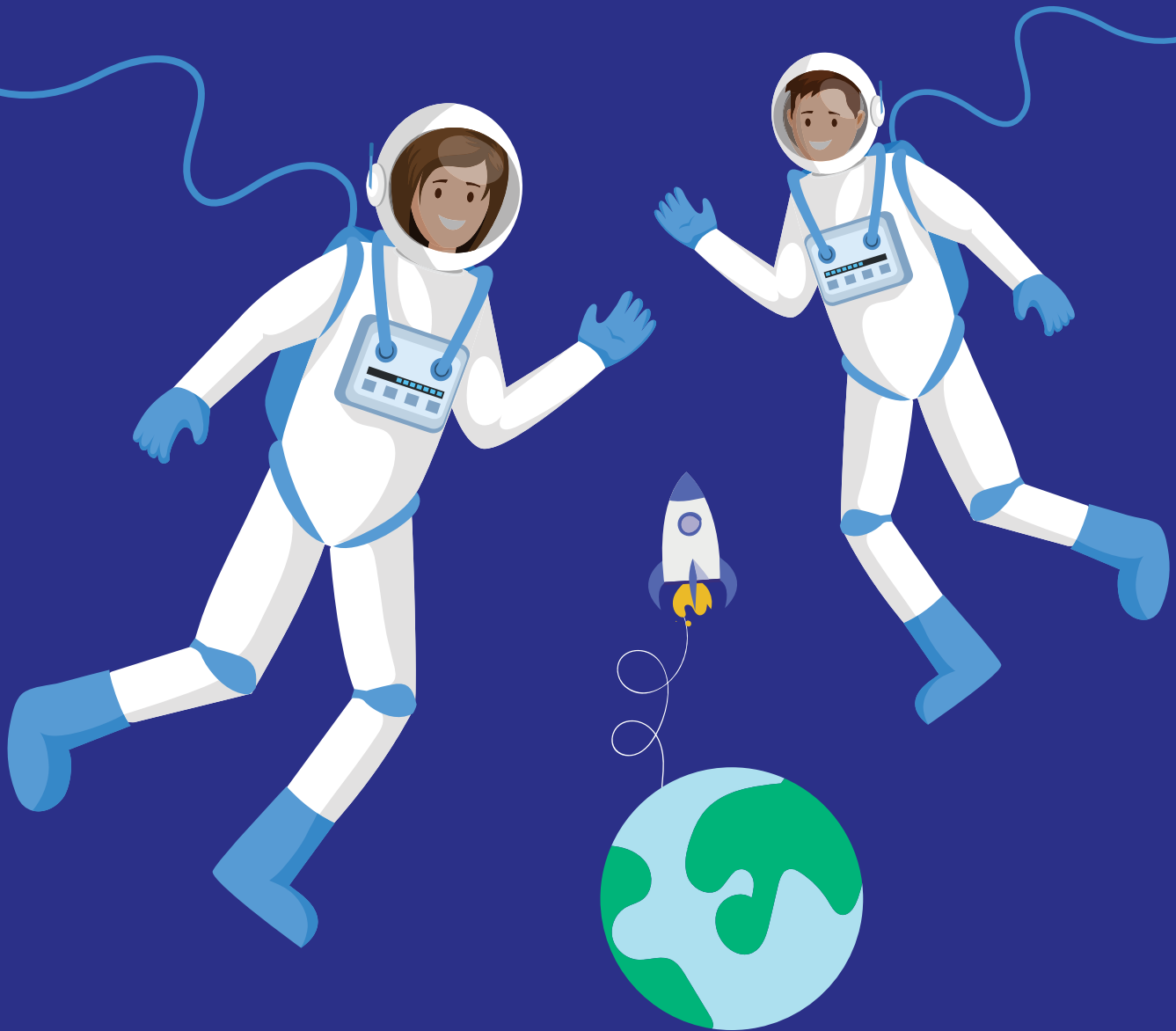




Welcome to Standards Australia

Onboarding Booklet

A message from our CEO



Welcome to Standards Australia.

We are Australia's National Standards Body and the developer of Australian Standards®

Standards are an essential yet often unnoticed part of Australian life. They are quality and safety benchmarks that we develop with the assistance of industry and the community.

Our vision is to be a global leader in trusted solutions that improve life – today and tomorrow. We aim to empower communities and to enhance the economic efficiency, international competitiveness of Australia and contribute to a safe and sustainable environment.

With over 5,000 publications, our work provides the standard for many things, from child car seats to mining equipment for explosive environments!

We also ensure Australia has a voice in the development of International Standards, being Australia's representative for the International Organization for Standardization and the International Electrotechnical Commission.

We have a highly skilled and diverse workplace. Our team is made up of 180+ employee and thousands of contributors all working together to support the Net Benefit of the Australian community.

Our core values underpin everything we do and are summed up with the phrase iCARE: integrity, courage, accountability, respect and excellence. Meaning, what we do is just as important as how we do. Providing exceptional service is essential to our ongoing success.

I'm proud of the work we do and the people who do it, I look forward to working with you.

Adrian O'Connell

A handwritten signature in black ink that reads "Adrian O'Connell".

CEO Standards Australia



Golden meaning behind our logo

Standard Australia's logo was inspired by the work of Leonardo da Vinci. It was created to represent our independence, credibility and aspirations to enrich the quality of life of all Australians.

Fittingly, our beautiful logo was created around a ratio known as the 'golden mean', 'divine proportion' or 'golden ratio'. What makes the golden ratio so special is the number of mathematical properties it possesses.

It is a symbol of our reputation as a trusted organisation that operates with integrity and signifies rigour, vigilance and responsibility. It captures our focus on being responsive, capable and successful and is a mark of Standards Australia's efficiency, effectiveness and sustainability.



STANDARDS
Australia



01

Day One

Today's agenda

9
AM

Welcome

Overview, Agenda and Activity

IT Induction

Morning Tea

Emergency & Evacuation

HR Induction

Energiser Break

Who is Standards Australia

Visions and Values

Our Team

Our Culture

Lunch

Front of House Introduction

Academy Induction

Energiser Break

Must Do training

Security photo

Level 10 excursion

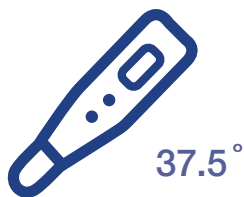
Meet your manager to confirm details for day 2

5
PM



Being COVID Safe

We ask that you do not attend the workplace if you experience any of the following cold or flu symptoms such as:



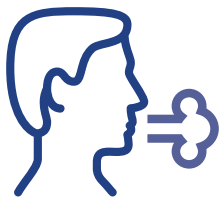
fever



cough



sore throat



difficulty breathing



loss of smell



loss of taste

Other reported symptoms of COVID-19 include:

fatigue, runny nose, muscle pain, joint pain, nausea/vomiting, diarrhoea, loss of appetite or other flu symptoms.



If you have been in close contact with a suspected or confirmed case of COVID-19 or someone that has been overseas in the past 14 days, we ask that you do not attend the workplace as well.

For more information visit: health.nsw.gov.au/coronavirus

Return with Social Distancing



Enter building with face mask on. Use hand sanitiser before entering lifts



Use thermometer and hand wipes provided on exit from level 10 lifts



To ensure we maintain social distancing, staff must book via [MS Team SHIFTS](#) in Teams



Hot desking – first-come-first-served basis and will be set up with stand-up desk, docking station, 2 monitors and a chair. Please bring your own headset



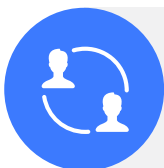
These desks can be recognised by looking at the floor plans at both entrances



Neighborhoods will be recognised across the floor by stickers



Use alcoholic wipes when you arrive and leave the office, please ensure all surfaces are wiped down



Practice social distancing in all communal areas and take all your belongings home

IT Induction

STARTING YOUR PC

- I have reset my Office 365 password
- I have selected my default apps.
- I have updated the default language to English (Australia)
- I know how to connect to the VPN (Virtual Private Network)

CHAT+COLLABORATION

- I have configured Outlook
- I know how to use an email signature (and set up a rule)
- I have configured Microsoft Teams
- I know how to request a Shift through Microsoft Teams
- I have configured Zoom
- I know how to create a Zoom meeting
- I have configured Cisco Jabber
- I know how to use Cisco Jabber using my extension number

CONFLUENCE

- I know how to create an IT Service Desk ticket
- I have bookmarked the SA Confluence Homepage
- I have bookmarked my team/department's Confluence Spaces

IT POLICY

- I know where to find the IT policy in Employment Hero
- I have read the IT policy in Employment Hero

PERSONALISATION

- I have uploaded a profile picture on Microsoft Teams
- I have uploaded a profile picture on Zoom
- I have uploaded a profile picture on Confluence
- I have checked with my manager if I require access to any additional IT software
- I have submitted a ticket in the IT Service Desk for additional IT software that I cannot access





How to access VPN

Step 1



Please plug-in the charger and start-up laptop by pressing power button. It's usually located at top left-hand side of your laptop keyboard.



If you are in the **Standards Australia's** office skip to **STEP 4**.

Step 2



Connect to your home Wi-Fi network.

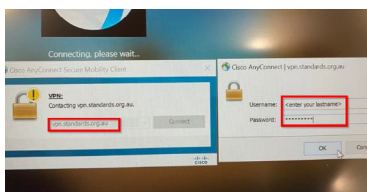
Step 3



Connect to the Standards Australia's VPN. See images below on how to connect.



a. Click **Network Sign-in**



b. Type in **vpn.standards.org.au** and click **Connect**

c. Enter your Username & Password and click OK.
(Please check your text message)

Step 4



Log-in to your laptop. (Please check your text message)

Step 5



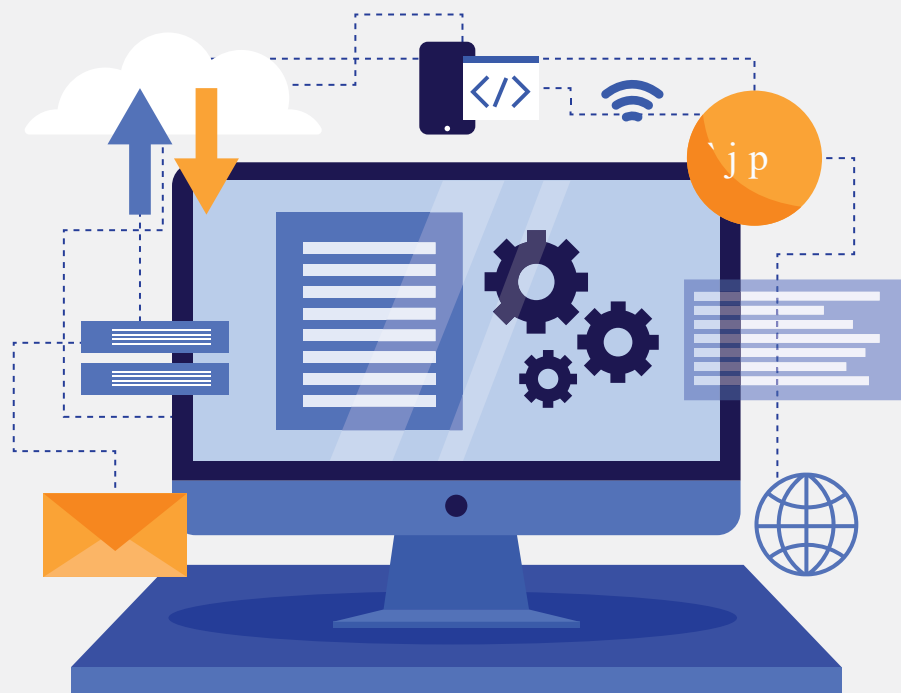
Log-in to your email and click to open Zoom IT Induction link sent by HR.

Fixed Asset Register ID



Username:

Password: (Please check your text message)

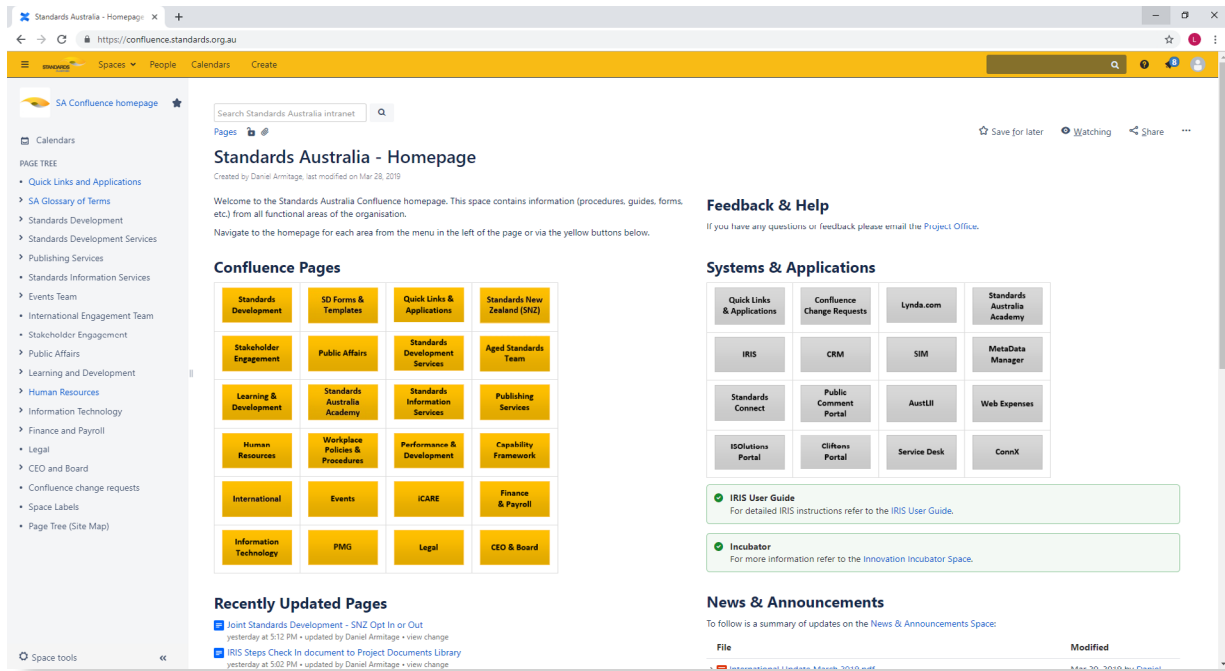


Confluence



Confluence is Standards Australia's intranet.

It is a one-stop-shop for information, procedures, guides and forms from each area of the organisation. Confluence is a tool that we use regularly at SA so, it is important that you get familiar with it as quickly as possible.



Locating Key Information

Complete the following tasks (ask your team for help where required) and tick when complete.

Locate my team page on Confluence

Locate our meeting room booking guidelines

Locate information on Standards Australia's brand and logo

Locate IT service desk portal for issues



HR Overview

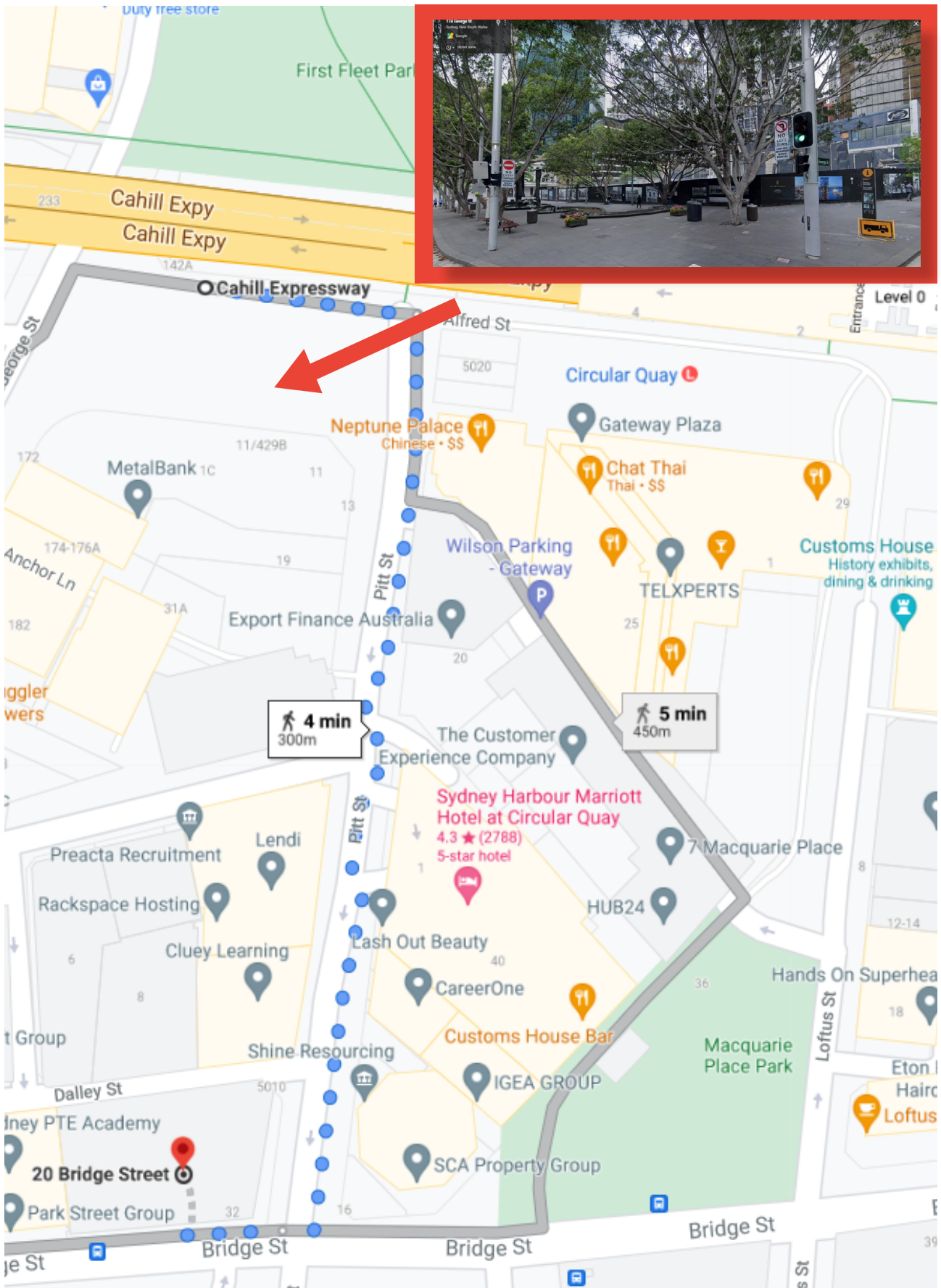
Emergency Exits Level 9 & 10
Fire Wardens
Evacuation Meeting point
Personal Emergency Evacuation Plan
Building Security & COVID
Bicycle parking & Showers on B2
Office Facilities/Management
Hours of Work
Employment Hero
Capability Framework & Salary Banding
Annual & Sick Leave
Running Late Procedures
Manager Contact details
Office Dress Code
Standards Are Life
Our Vision, Strategy and iCare Values

Introduction to Standards Australia

What is a Standard
Who is Standards Australia
Our Vision, Strategy & iCare Values
Our Team
Staff/Team Briefings
Our Culture
Reward and Recognition
Social Scene
Benefits and Discounts
Employee Engagement Survey



Evacuation assembly point

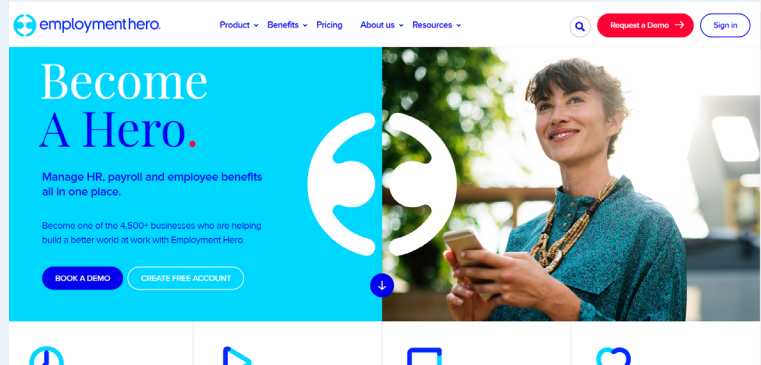




How to access Employment Hero

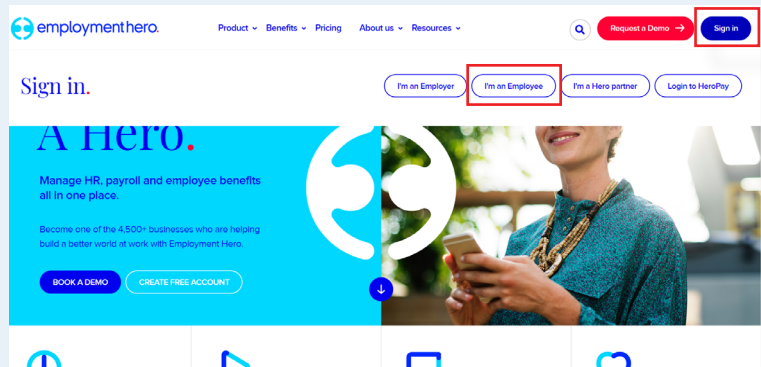
1

Visit Employment Hero Homepage (<https://employmenthero.com/>)



2

Click “Sign in” and select “I’m an Employee”



3

Enter your **email and password** and click “Log In”

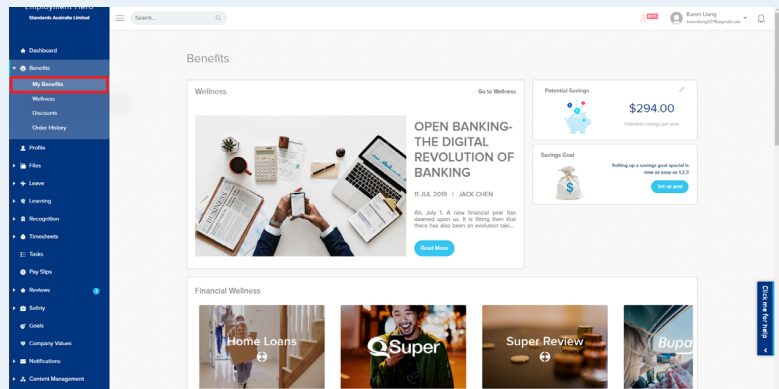




Employment Hero Benefits

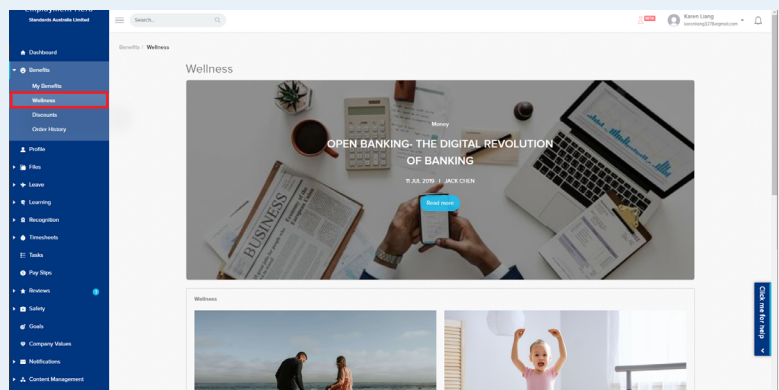
My Benefits

Designed to help employees save for a financial goal by tracking progress online



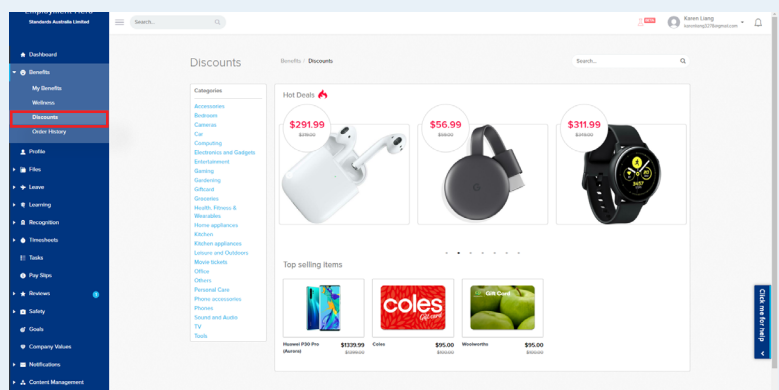
Wellness

Content hub to help manage physical, mental and financial wellness



Discounts

Online marketplace offering discounts on everyday products and technology





Leave

My Leave

Overview of your requested leave

Leave Balance

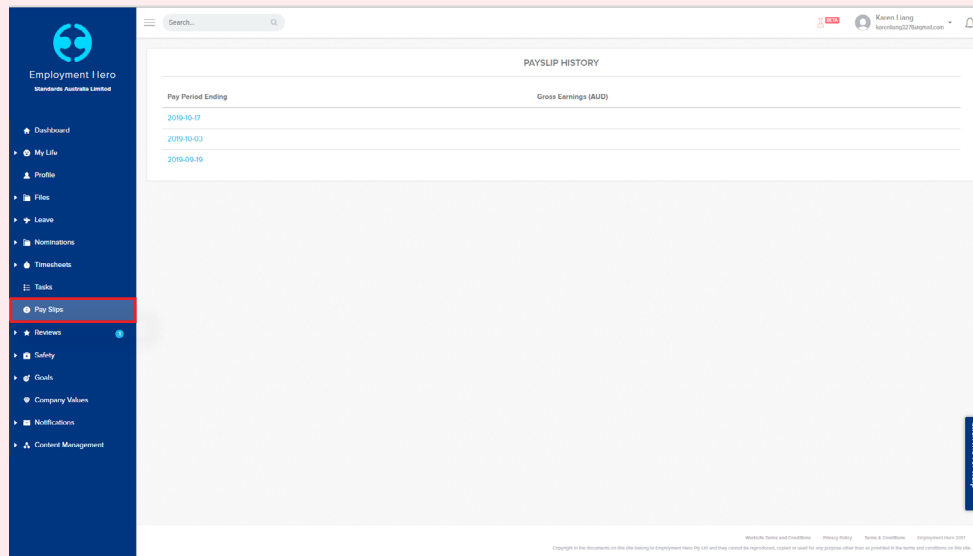
Total accrued hours for annual leave and personal/carer's leave

Request Leave

Request time off by inputting the leave category, start date, end date, comment and any supporting documents



Payslips



Payslips

All payslips will be stored in this section. You will be able to view

- Pay period
- Payment date
- Pay rate
- Hours paid
- Gross earnings
- PAYG
- HELP amount
- Super contributions
- Net earnings



Monthly review

CURRENT REVIEW PERIODS				
Description	Start Date	End Date	Employee Status	Manager Status
October 2019 - One to One Green	01/10/2019	31/10/2019	Not Started	Not Started
September 2019 - One to One	01/09/2019	30/09/2019	Completed	Completed

Monthly Review

You will have monthly reviews with your manager to discuss your performance and determine future goals for your development. These monthly discussions will cover:

- A review of your performance, achievements and KPI's
- Status updates on work-in-progress
- What the focus is moving forward
- What you need help/support with
- Any other business

Capability Framework

The capability framework is a foundational part of Standards Australia's 'People and Culture' plans for 2020 & into the future. The framework helps ensure clarity for each role and how it performs to meet the strategic goals of the organisation. The framework also assists with recruitment, development, performance, coaching and learning



1. iCARE Values



2. The World of Standards



3. Communication



4. Business Enablers



5. Leadership and Management

1. iCARE Values



1.1 Integrity

- Always display integrity in my relationship with co-workers and stakeholders.

1.2 Courage

- Has the courage to constructively challenge ineffective ways and contribute to innovation in doing so.

1.3 Accountable

- Embraces a can-do, follow through attitude and be accountable all the way.

1.4 Respect

- Always acts with respect to one's self and others. Shows and shares support and appreciation along the way.

1.5 Excellence

- Strives for excellence with the aim to delight customers every day.

2. The World of Standards



2.1 SA's Role in the National and International Context

- Comprehends the history, strategy and context of SA and uses this knowledge as a foundation for business interactions with internal and external customers.

2.2 Standards Development

- Understands or demonstrates knowledge of products, pathways and application of Standards development processes and policies for both national and international standard setting.

2.3 Writing and Editing Standards

- Acknowledges or applies the drafting rules for national and international Standards writing.
- Provides advice and guidance to a range of groups to improve Standards writing.

2.4 Standards Publishing

- Comprehends and/or applies the spectrum of publishing processes across styling, formatting, version control, workflows, recording, metadata and library maintenance.

2.5 Stakeholder Engagement/Management

- Keeps SA's purpose front of mind.
- Understands and invests time to understand and keep up to date with developments in industries relevant to role and the broader economy.

2.6 Market Development

- Understands and/or executes the purpose of why SA operates in the market sectors and the international platform.
- Identifies market development opportunities and builds new areas for standards development.

2.7 Committee Support

- Acknowledges or provides a professional service for technical committees nationally and/or internationally.

3. Communication

3.1 Written Communication

- Plans, structures, drafts, shapes, reviews, edits, finalises and transmits a range of business documents from basic emails to complex submissions.

3.2 Public Speaking, Presenting, and Representing SA

- Represents SA both internally and externally by participating in a range of activities such as committee meetings, public media, forums, workshops, presentations and key-note speaking.

3.3 Diplomacy and Cultural Competence

- Demonstrates knowledge of cultural identity and diversity, and the ability to learn and build on the varying cultural and community norms of customers. This refers to not only nationalities and cultures, but also different industries and professions.

3.4 Customer Focus

- Fosters teamwork and positive relationships with both internal and external customers.
- Builds rapport and demonstrates care, consideration, sensitivity and discretion in all interpersonal communications.

3.5 Facilitation

- Works with groups of people to help them have a conversation, come to agreement, learn, or plan for the future.
- Acts as a trusted and neutral outside voice, allowing the group to focus on and control the content of the discussion.

3.6 Influencing and Persuading, Negotiating and Managing Conflict

- Deploys a range of strategies and techniques in dealings with internal and external customers.
- Selects an appropriate approach or response to bring all parties on board, reach consensus and achieve outcomes.

4. Business Enablers

4.1 Project Management

- Demonstrates knowledge and applied use of project management principles and methodologies. This capability also applies to non-Standards development project management.

4.2 Time and Task Management, Productivity and Resource Management

- Takes ownership of individual, team, business unit and organisational resources.
- Actively seeks to achieve goals and complete tasks within agreed time-frames and allocated resources.

4.3 Financial Acumen

- Understands and works within the business and commercial model under which SA operates.

4.4 Risk and Quality Management

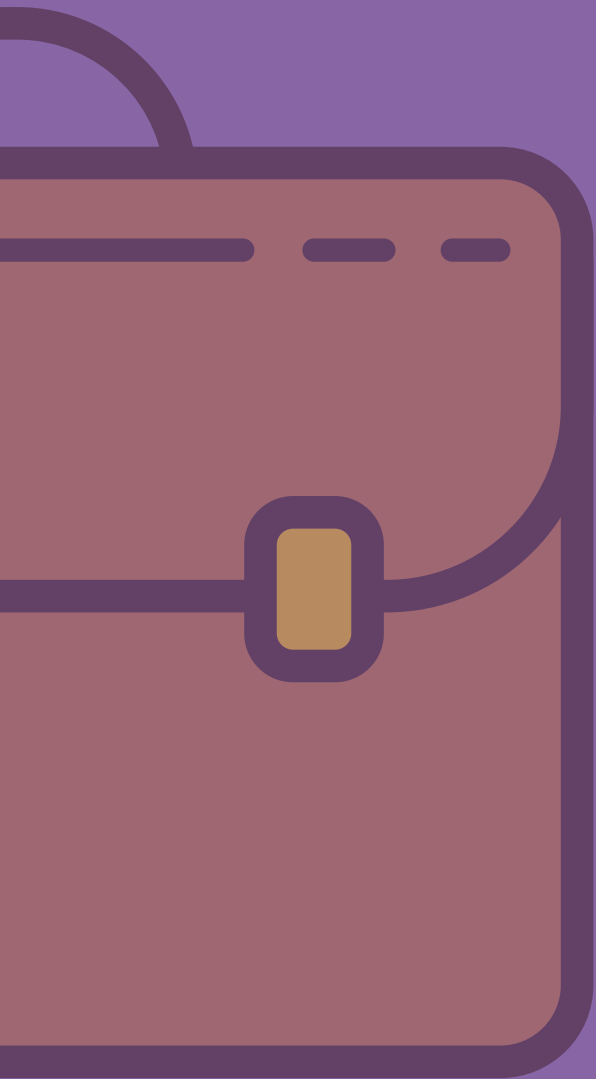
- Understands and ensures SA's legal obligations and identifies and mitigates areas of risk.
- Strives to ensure that SA's products and services are of a high and consistent quality.

4.5 Problem Solving and Decision Making

- Uses a range of techniques to work through problems and make sound decisions, including seeking and weighing evidence and considering alternative solutions.

4.6 Digital Literacy

- Demonstrates proficiency in the use, continuous improvement and/or creation of applications and infrastructure used by SA.



5. Leadership and Management

5.1 Leadership and People Management

- Demonstrates effective personal, team or organisational leadership and management.

5.2 Performance Management and Development

- Facilitates the enhancement of work performance, self-directed learning and personal growth of individuals and teams to create purposeful, positive change.

5.3 Developing Self and Others

- Develops and maintains a personal network and actively builds and connects those of others.
- Mentors and/or coaches other staff using an appropriate approach.
- Actively seeks and shares information, knowledge and expertise with others to build collaborative efforts.

5.4. Change Management

- Uses change management tools, methods and practices to ensure the people aspects of change are successfully managed and benefits are realised.

Our Vision

A global leader in trusted solutions that improve life – today and tomorrow.



Our Mission

Empowering communities



Strategic Plan

To fulfil our mission and vision, the plan focuses our resources on four strategic objectives:

1. Reputation



Standards Australia is recognised for the value we add to industry, government, and the community. We are a trusted adviser to policymakers and industry leaders and have a strong community brand. We're investing in technology and changing how we work with our customers and contributors to make their experience better every day. Our people and their collective capability are our greatest asset and strongest brand ambassadors.

Will be based on our results in empowering communities

2. Reach



More Australians use our trusted solutions to help keep people safe, build economic value and sustain communities and development. Our solutions are trusted, compelling and easy to use. Our international influence is strong, connecting Australia to the world.

Increasing the reach of our content and solutions to those who need them is key

3. Relevance



Innovation and change are at the core of what we do. We help build new technologies, systems, and industries every day. Our solutions help solve problems and deliver products and services. We empower communities. We support traditional and new industries. Our members, contributors and staff reflect a contemporary, diverse and inclusive Australia. We contribute to community discussion and debate and are known for our insights.

We need to amplify and accelerate aspects of our transformation, now

4. Revenue



Our role as Australia's national standards body is supported by solid financial management and revenue generating business activities that support our role in the economy. Our customers and partners understand the value of our work which they use to generate greater public and private value across the economy.

Our focus is moving to "value" as we adapt our business

Who is Standards Australia?

Standards Australia is the country's leading independent, non-governmental, not-for-profit standards organisation.

We are specialists in the development and adoption of internationally-aligned standards in Australia.

We ensure the country has a voice in international standards development, as Australia's representatives of the International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC).



1

What is a Standard?

2

How are we funded?

History of Standards Australia



1922

12th October: the main committee of the "Australian Commonwealth Engineering Standards Association" formally gazetted



1925

Joined the International Electrotechnical Commission (IEC), a membership that continues today

1931

First edition of the Wiring Rules published. Remains most used standard in the 21st century



1947

International Organization for Standardization (ISO) established. Australia was a founding member

1959

The government required SAA to seek around half of its income from non-commonwealth grant

1988

SAA became Standards Australia and signed a memorandum of understanding with the Federal Government. This recognised Standards Australia as the peak non-government standards development organisation

1970

Metric Kate launched to popularise the metric conversion process

1924

William Rayner Hebblewhite, first and longest-serving CEO appointed

1939

88 new Australian Standards published. 419 Australian Standards were in force

1929

Renamed "Standards Association of Australia" (SAA)

1968

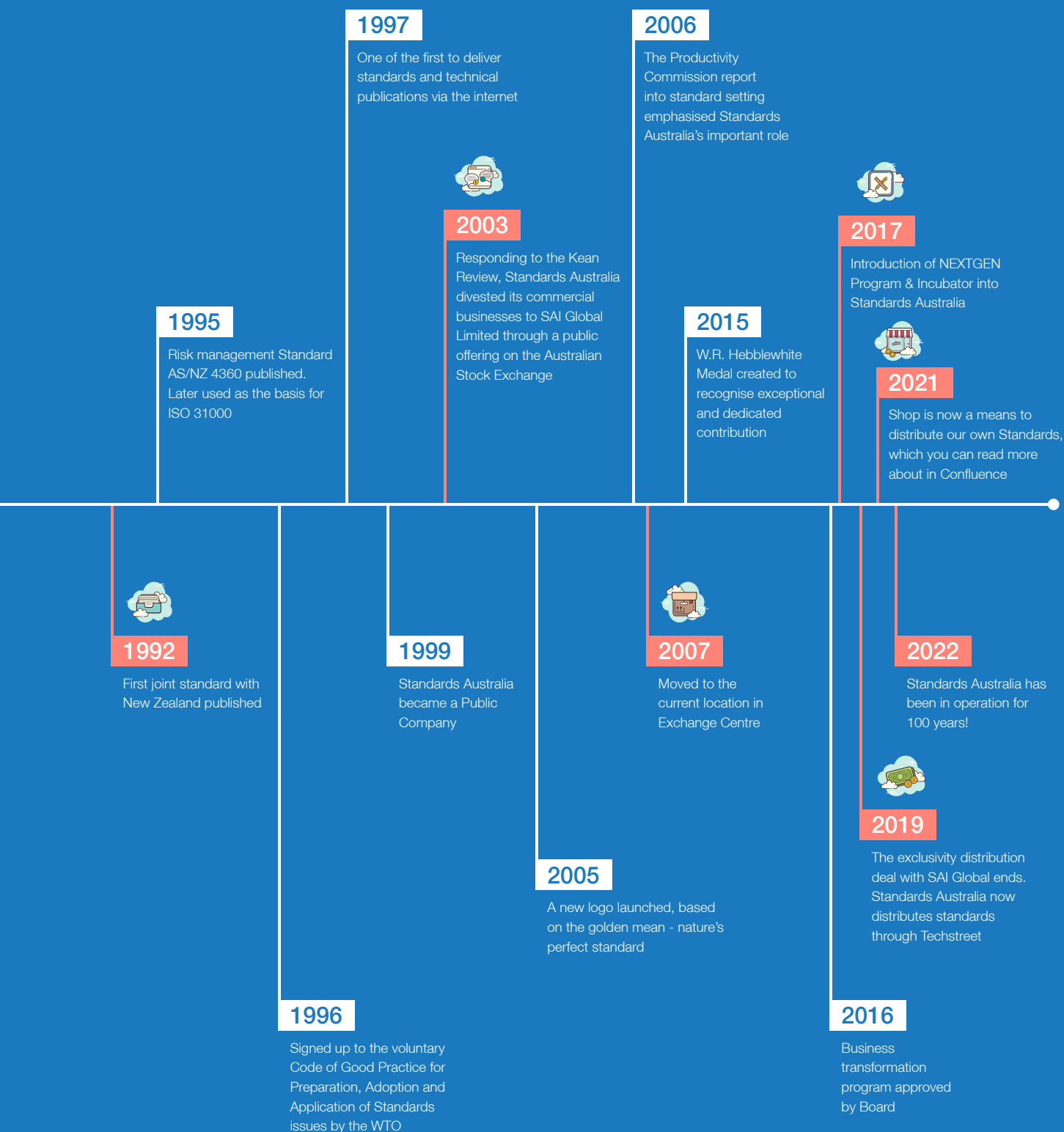
Certification marking of products indicating compliance with Australian Standards began

1973

Joined Pacific Area Standards Congress (PASC) as a founding member

1950

King George VI granted SAA a Royal Charter



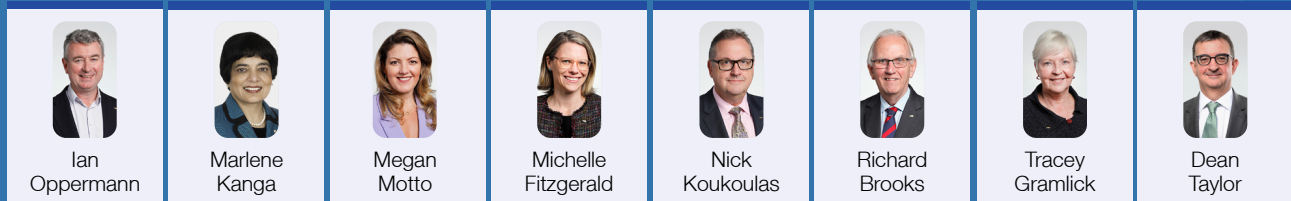
3

Who are our customers?

4

Why are Standards important?

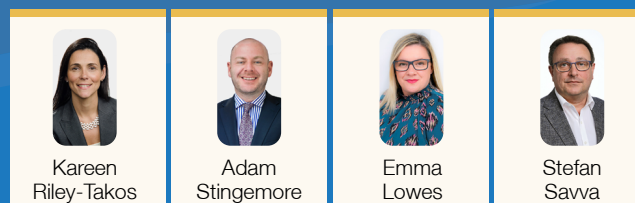
Standards Australia Board



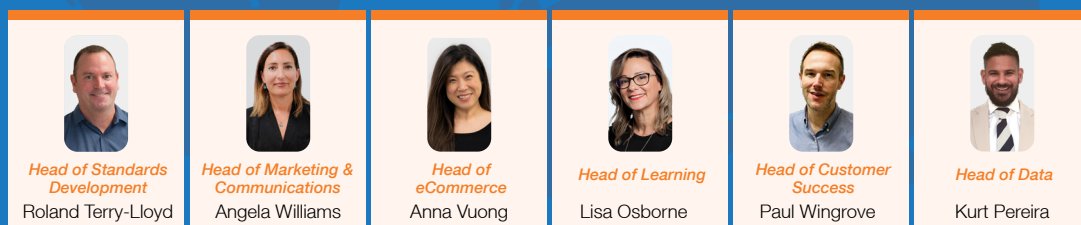
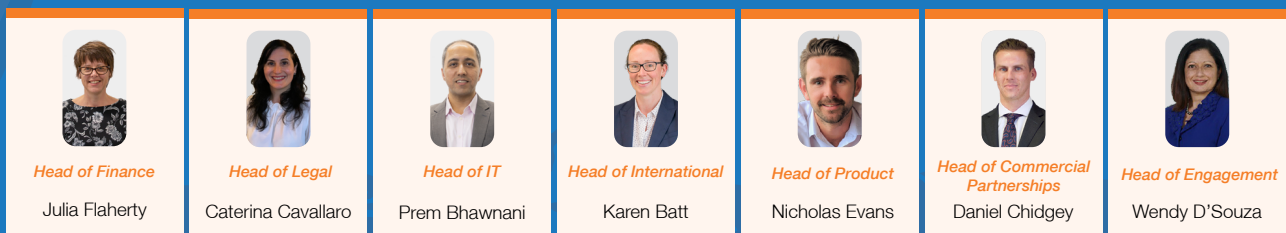
CEO



Executive Team



Senior Leadership Team



Office of the CEO



Legal



Finance



Corporate
Services

Adam Stingemore – Engagement & Communications



Marketing and
Communications



International



Engagement



Research
and Analysis

Stefan Savva – Commercial & Products



Product



eCommerce

Emma Lowes – People & Performance



HR Business
Partners



Learning and
Development



Customer
Success



Talent
Acquisition



Service Design
and Delivery



Licensing

Kareen Riley-Takos – Operations



Information
Technology



Standards
Development



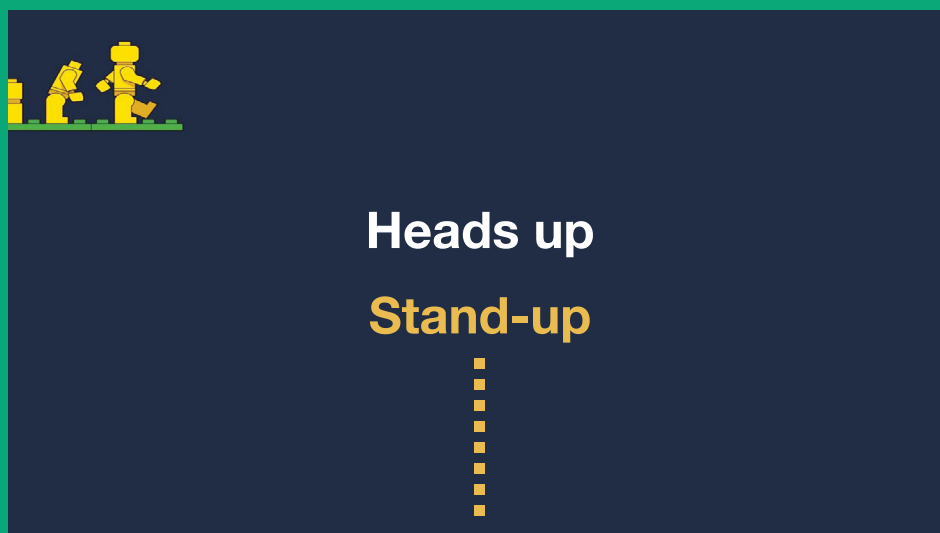
Standards Development
Operations

Staff Briefing



Quarterly Staff Briefings are mandatory for all staff. These are hosted by Adrian O'Connell (CEO) and provide clarity around SA's strategic objectives, our successes and areas for focus.

Heads-up Stand-up



- Informal monthly updates provided by our business units to raise awareness of projects and ongoing initiatives
- Standing meetings to emphasise being concise and straightforward

Our Culture



Reward and Recognition program

Above and Beyond Award

- A quarterly award, where employees are nominated by their peers for going 'Above and Beyond' in their role

Star of Standards Award

- A yearly award is given to an employee who not only goes above and beyond on a regular basis but embodies our iCARE values!

**ABOVE &
BEYOND**
— AWARD —



**STAR *of*
STANDARDS**
— AWARD —



Social Scene

Social Scene coordinates all social events and activities held during business hours. The events are organised by employees and supported by management. Prior to COVID restrictions, this included office events for Australia Day, Easter and Melbourne Cup. These events are fun and provide opportunities to build relationships and increase fellowship across the organisation. They are currently modified to be mindful of safety and social distancing.





End of year shut down

Standards Australia shuts down for a period of time during December. Employees are required to take annual leave over the holiday period to spend time with family and friends!



Picnic Day

One additional day of leave to be taken in December



End of year

An end of year event occurs in December for all Teams. In 2020 we kept COVID restrictions in mind, and each team agreed on the restaurant location that worked for them.



Employee Engagement Survey

- A confidential survey that encourages employees to provide feedback on what it is like to work at Standards Australia
- We collate your feedback and develop action plans to address issues that are raised
- We have an honest, open and engaged workplace. We want you to have your say!



Benefits



Salary Sacrificing

Employees can maximise take home salaries by taking advantage of SA's tax status as a rebatable organisation. Depending on salary threshold, employees can sacrifice items such as:

- Rent and mortgage
- Personal Loans and other regular payments
- Novated Motor Vehicle Leases
- Laptops for business use
- Financial Planning services



Fresh Fruit

Access to fresh fruit at SA's office twice weekly



Group Personal Accident Journey

Protection to and from (home to work, work to home) insurance



Remote Work Arrangements

Flexibility around working arrangements subject to business case and approvals



Parental Leave

A paid parental leave scheme where entitlements are stepped according to tenure. Employees who have worked for SA for 12 months or more are eligible



Skin Checks

Employees elect to have a skin check to detect the early signs of disease to allow early intervention and treatment



Reward & Recognition Program

Peer recognition program and incentive prizes



Social Scene

Participation in core and non-core SA social scene events and activities



Toastmasters

Membership access to an educational organisation which teaches public speaking and leadership skills



News Article Subscription

Access to Australian Financial Review (AFR) and Sydney Morning Herald (SMH).



Employee Assistance Program

Access to a confidential counselling service, for employees and their immediate family



LinkedIn Learning

Online subscription library that teaches the latest software, creative and business skills through high-quality instructional videos



Learning and Development

Vocational, educational or similar access to training opportunities



Give Back Day

Employees have one paid day off, within each year of service, to Give Back to a recognised charity, not-for-profit or community organisation of their choice!



Flu Vaccination

Employees can elect to have the flu vaccination ahead of the flu season



Additional Personal/ Carer's Leave

Additional five extra days for employees to take time off work to deal with personal illness, carer responsibilities and family emergency



Education Assistance Program

Subject to role, negotiation and budget approval EAP may be available towards exam leave and/or tertiary course cost. For consideration, courses must be relevant to the employee's current role or planned development.

Coming soon

Facilities introduction



During this session, you will meet a member of the Customer Success team who will give you a tour of Level 9 and an overview of our functions and meeting rooms.

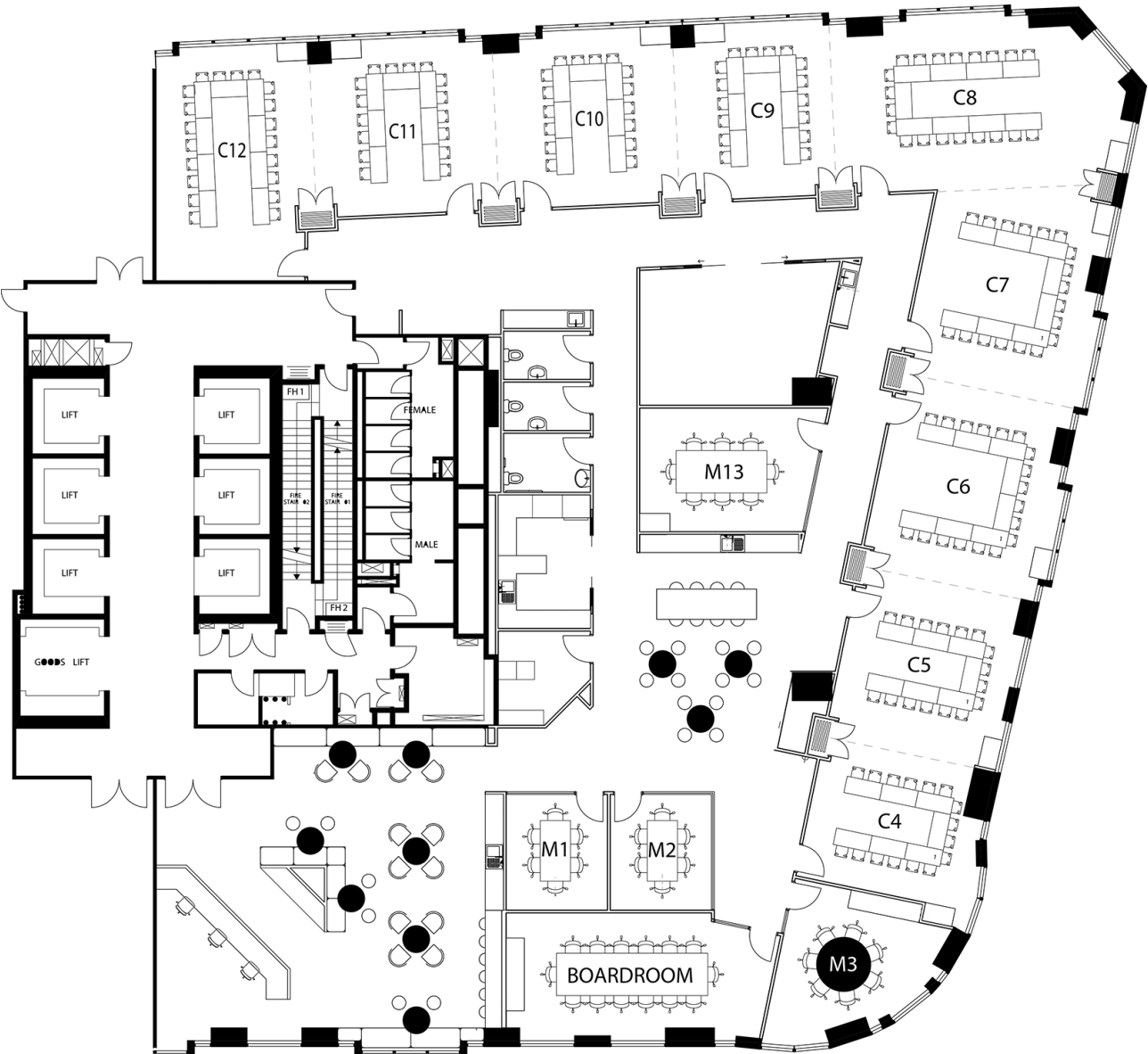


Questions To Ask



Notes

Map of level 9



Introduction to Standards Academy

The Standards Academy is our online Learning Management System (LMS).

It provides you with learning resources, the ability to book future workshops and self-guided learning pathways that help to enhance your understanding of Standards Australia and your role within our organisation.

#standardsloveslearning

The Learning Academy

During this session, you will discover how the Learning and Development team is responsible for the development, coordination and delivery of the Standards Development related education to employees, technical committee members and other Standards Australia stakeholders



Questions To Ask



Notes

How to access Learning Academy

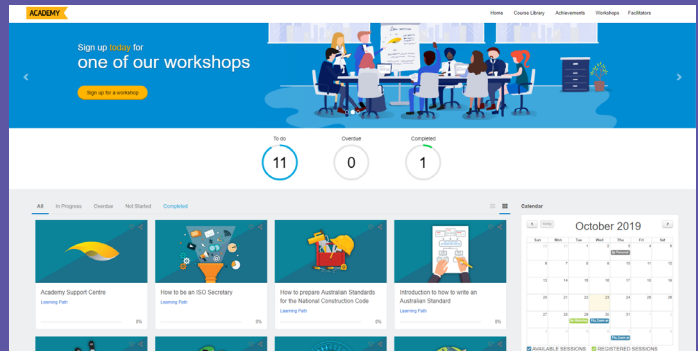
Method 1: Type in URL

Step 1

Open your web browser

Step 2

Type in <http://standardsacademy.litmos.com.au>

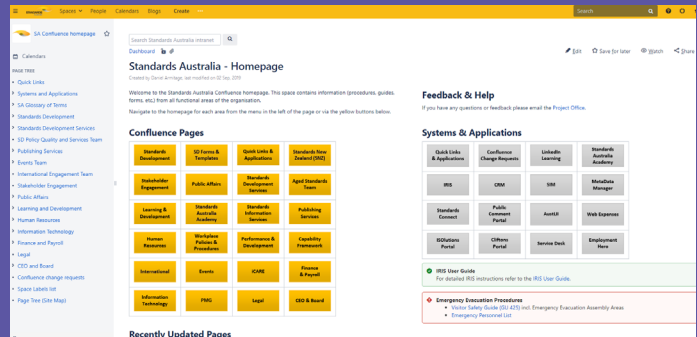




Method 2: Confluence

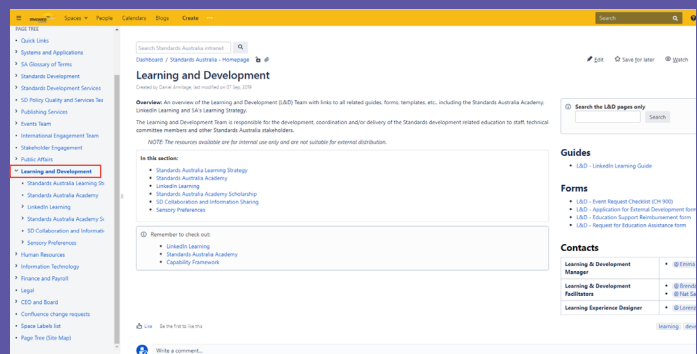
Step 1

Go to <https://confluence.standards.org.au>



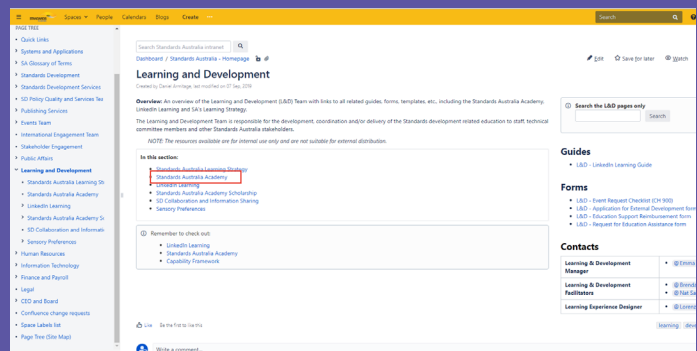
Step 2

Click on “Learning and Development” on the sidebar



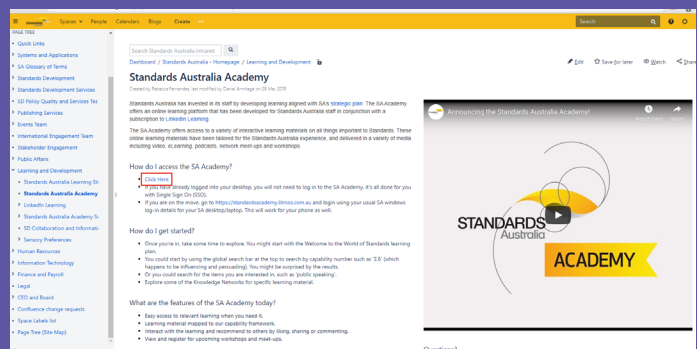
Step 3

Under “In this section” click on “Standards Australia Academy”



Step 4

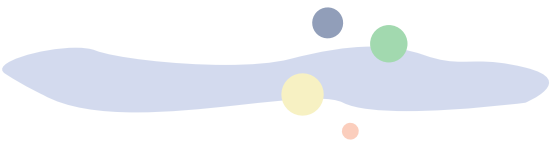
Under “How do I access the SA Academy” select “Click Here”



How to access LinkedIn Learning for the first time

Step 1

Visit the LinkedIn Learning Homepage (<https://linkedin.com/learning/me>) and click **“Sign in with your organization account”** under the Sign In button



Step 2

Enter your Standards work email (e.g. email@standards.org.au) and click **“Continue”** to proceed



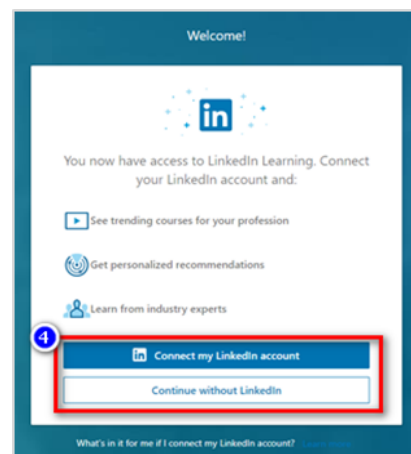
Step 3

Connect my LinkedIn Account

This will sync your LinkedIn Learning to your personal LinkedIn profile. This is recommended if you want to share your completed course achievements to your LinkedIn network

Continue without LinkedIn

If you do not have a LinkedIn account and do not wish to create a LinkedIn account, this option is recommended



Step 4

If you have selected to “Connect your LinkedIn account”

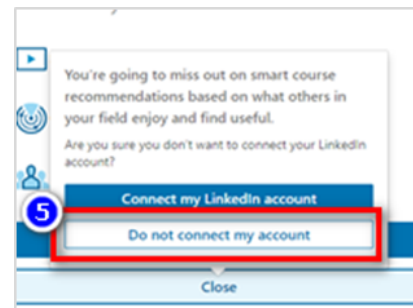
You will be redirected to the LinkedIn login page, where you will enter your personal LinkedIn account details and password

Click **“Sign in”** once you have entered your details. (No need to click “Sign in with your organization account on this page”)



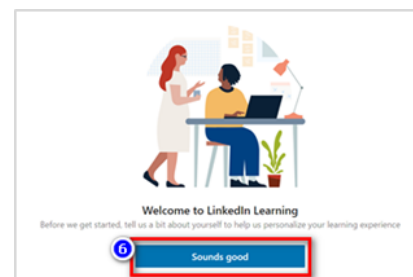
If you have selected to “Continue without a personal LinkedIn Account”

You will be prompted to confirm your decision.
Click **“Do not connect my account”** if you wish to proceed



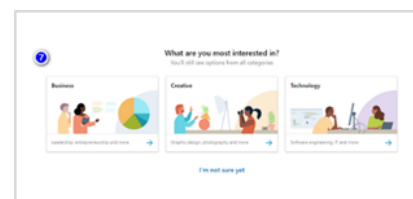
Step 5

You will be redirected to the onboarding screen.
Click **“Sounds good”** to proceed



Step 6

The next couple of pages will prompt you to select what type of subjects you are interested in, so it can personalise your profile to suggest what courses you may be interested in



Step 7

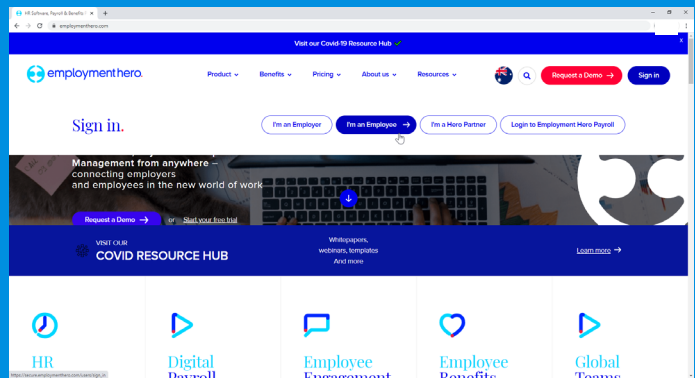
Once you have selected your interested subjects, you will be redirected to the main login page, as shown on the right



How to access Go1

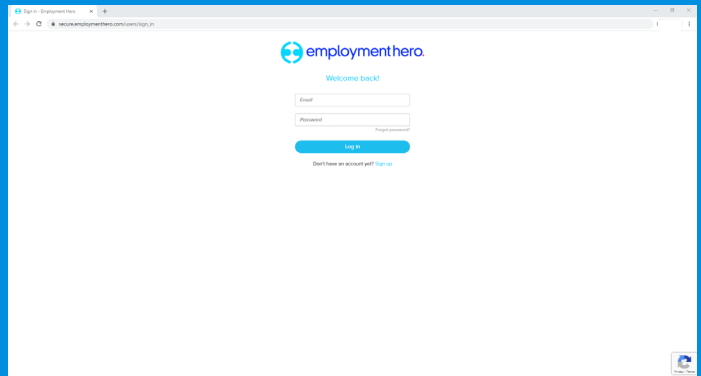
1

Go to <https://employmenthero.com/> and select “I’m an Employee”



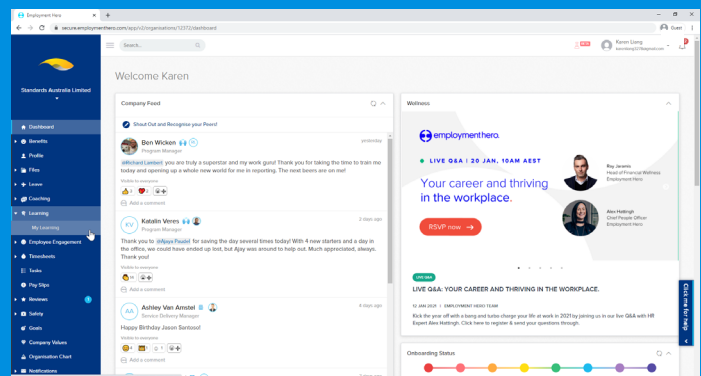
2

Fill in your email and password. Click on “Log in”



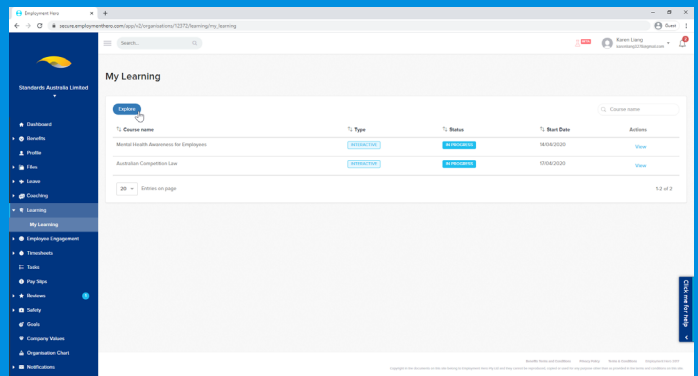
3

Click “Learning” on the side bar and select “My Learning”



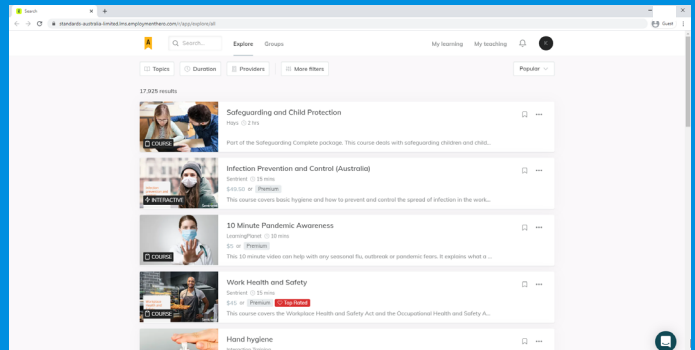
4

Click on the “Explore” under “My Learning”

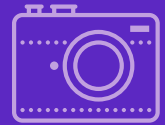


5

You are now in Go1! Happy learning!



Standards Are Life



We have a monthly internal newsletter called “Standards Are Life”.

Each issue includes profiles on new starters, upcoming events, employee updates and more.

Employees are encouraged to send in their own content for Standards Are Life as well. At any time you can send a submission to sal@standards.org.au.

Past issues of Standards Are Life can be found on the News and Announcements Confluence page.



What we need you to do:

To ensure that you appear in the next issue, please answer the below questions and email them to SAL@standards.org.au.

You will also have your photo taken by our Graphic Design team – so practice that smile!



If you were an animal, what would you be and why?



What is the one thing people might be surprised to know about you?



What books are you currently reading?



If you were stranded on a tropical deserted island what are the three things that you would need?



What did you do before coming to Standards Australia?



Security Pass Reminder!

On your first day in the office you will have your photo taken for your security pass. Please confirm your appointment time with reception on the ground floor.

Don't forget to bring your temporary pass with you.

Notes

Meet your team!

Now it's time to meet your team!

Your colleagues will introduce you to your teams daily operating rhythm, how your team operates within the structure of Standards Australia and how they contribute towards our Vision and Values.



1

What is the name of your team?

2

What is the function of your team?

3

How does your team contribute to Standard Australia's Vision and Values?

4

What are some of the team building initiatives that your team has been a part of?

Catch-up with your Manager

Now that it's the end of your first day, it's a good time to reflect and fill out this page before checking in with your manager tomorrow morning!

We're interested to find out how you are settling in, address any questions that you may have and set some expectations. We want to provide you with the knowledge, tools and support for you to thrive here at Standards Australia!

Prior to your catch up

Answer the following questions.



What have you enjoyed most in your first day?



What have you found challenging?



What do you need more information about?



How does your role link to our mission and vision statements?



List two examples of how you lived our values today.

End of Day One!

Congratulations! You have reached the end of your first day!

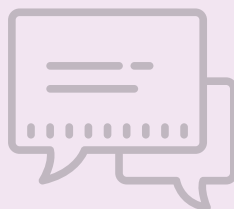


Before you leave for the day, check-in with your manager and have a short chat about your day

Three takeaways from today...

My goal for tomorrow...

Notes





02

First 3 Months

Welcome Back!

Day one was about welcoming you to Standards Australia and introducing you to our mission, vision, values and culture.

This section will focus on developing your understanding of the different teams and their functions within SA, attending face to face training, and creating your first development plan as you transition into your new role.



Introduction to the World of Standards

01

In this first module you can expect to cover:

- 1.1 - What is a standard, why do standards matter and Standards Australia
- 1.2 - Purpose of a standard
- 1.3 - International, regional and national standards



What are three major takeaways from this module?

What are three follow up questions you have for your manager regarding the information in this module?

Standards Development

In Module 2, Part 1 you can expect to cover:

- Standards Development Process

2.1



What are three major takeaways from this module?

What are three follow up questions you have for your manager regarding the information in this module?

Standards Development

In Module 2, Part 2 you can expect to cover:

- Roles and Responsibilities in Standards Development Process

2.2



What are three major takeaways from this module?

What are three follow up questions you have for your manager regarding the information in this module?

Capability Framework

Input the capabilities of your role. Go to the **Capability Framework Space in Confluence** (<https://bit.ly/2Ja4btM>) to get a better understanding of capabilities and ratings.

Capability	Suggested Grade	Goal Grade
iCARE Values		
1.1 Integrity		
1.2 Courage		
1.3 Accountable		
1.4 Respect		
1.5 Excellence		
The World of Standards		
2.1 SA's role in the National and International Context		
2.2 Standards Development		
2.3 Writing and Editing Standards		
2.4 Standards Publishing		
2.5 Stakeholder Engagement/Management		
2.6 Market Development		
2.7 Committee Support		
Communication		
3.1 Written Communication		
3.2 Public Speaking, Presenting, and Representing SA		
3.3 Diplomacy and Cultural Competence		
3.4 Customer Focus		
3.5 Facilitation		
3.6 Influencing and Persuading, Negotiating and Managing Conflict		
Business Enablers		
4.1 Project Management		
4.2 Time and Task Management, Productivity and Resource Management		
4.3 Financial Acumen		
4.4 Risk and Quality Management		
4.5 Problem Solving and Decision Making		
4.6 Digital Literacy		
Leadership and Management		
5.1 Leadership and People Management		
5.2 Performance Management and Development		
5.3 Developing Self and Others		
5.4 Change Management		

Roundtable

Roundtable discussions are an opportunity for you to spend time with the leaders at Standards Australia to learn about their role and the function of the team/department they manage. You will also have an opportunity to introduce yourself, ask questions and get to know other new starters of Standards Australia!



Roundtable - Adrian

During this session you will meet with Adrian O'Connell, CEO of Standards Australia. Feel free to write down any questions you may have below and write some notes in the space provided.



Questions to ask



Notes

Roundtable - Kareen

During this session you will meet with Kareen Riley-Takos, General Manager Operations. Feel free to write down any questions you may have below and write some notes in the space provided.



Questions to ask



Notes

Roundtable - Adam

During this session you will meet with Adam Stingemore, General Manager Engagement and Communications. Feel free to write down any questions you may have below and write some notes in the space provided.



Questions to ask



Notes

Roundtable - Stefan

During this session you will meet with Stefan Savva, General Manager Commercial and Products. Feel free to write down any questions you may have below and write some notes in the space provided.



Questions to ask



Notes

Roundtable - Emma



Questions to ask



Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Roundtable - Senior Leadership Team



Questions to ask



Notes

Workshop - World of Standards



What are your three major takeaways from this module?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

What are three follow up questions you have regarding information in this module?

Workshop - How to Write an Australian Standard



What are your three major takeaways from this module?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

What are three follow up questions you have for your manager regarding information in this module?

Finance introduction

In this face-to-face session, you will get an overview of key finance processes and procedures including:

- Payroll
- Salary packaging
- Superannuation
- Corporate Credit Cards
- Processes and procedures
- Where to find more information



Questions To Ask



Notes



Payroll

- Processed fortnightly and runs from Friday to Thursday
- Paid into your bank account on Wednesday of each pay week
- Payroll cut-off for all payroll matters is the Monday of pay week at 5pm
- Out of pocket reimbursements, including mileage, are paid through payroll. Approved forms must be submitted to the Payroll team by Friday at 5pm

Cost centres

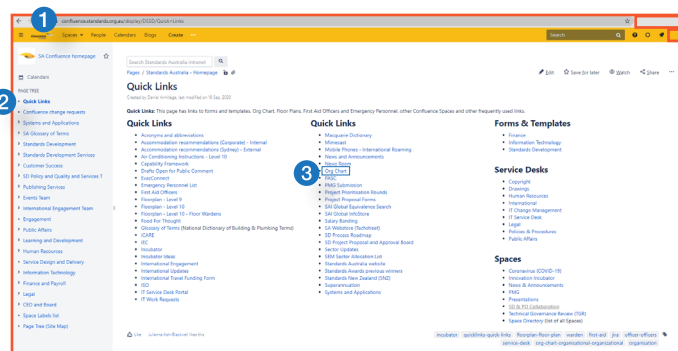
Cost Centre	Name	Owner
1-CEO	Chief Executive Office	Adrian O'Connell
2-CPS	Corporate Services - Other	Adrian O'Connell
2-CPF	Corporate Services - Finance	Julia Flaherty
2-CPH	Corporate Services - HR & L&D	Emma Lowes
2-CPL	Corporate Services - Legal	Christina Forsyth
2-CPI	International Trade and Development	Pamela Tarif
2-CPG	International Governance and Policy	Karen Batt
3-OSD	Operations - General	Kareen Riley-Takos
3-SDO	Standards Development Operations	Hellen Demetriou
3-SDV	Standards Development	Roland Terry-Lloyd
3-TEC	Technology	Prem Bhawnani
4-SPA	Strategy & Public Affairs	Adam Stingemore
5-STE	Stakeholder Engagement	Daniel Chidgey
6-PRD	Product	Stefan Savva
6-SHP	Shop	Stefan Savva
7-DST	Distribution & Licensing	Wendy D'Souza



Getting to know your stakeholders

How to find the “Org Chart”

1. Go to “<https://confluence.standards.org.au/>”
2. Click “**Quick Links**” on the left side navigation menu
3. Click on “**Org Chart**”



Interview - Office of the CEO

Start a conversation with someone from one of the **Office of the CEO Teams** and arrange an interview with them about their role. You can use the questions below as a guide.



Name and Position of the person you spoke to?

How long have they been with Standards Australia?

What is the function of their team?

How do your teams interact?

How do they contribute to Standards Australia's Mission, Vision and Values?

Interview - Engagement & Communications

Start a conversation with someone from one of the **Engagement & Communications Teams** and arrange an interview with them about their role. You can use the questions below as a guide.



Name and Position of the person you spoke to?

How long have they been with Standards Australia?

What is the function of their team?

How do your teams interact?

How do they contribute to Standards Australia's Mission, Vision and Values?

Interview - Commercial & Products

Start a conversation with someone from one of the **Commercial & Products Teams** and arrange an interview them about their role. You can use the questions below as a guide.



Name and Position of the person you spoke to?

How long have they been with Standards Australia?

What is the function of their team?

How do your teams interact?

How do they contribute to Standards Australia's Mission, Vision and Values?

Interview - People & Performance

Start a conversation with someone from one of the **People & Performance Teams** and arrange an interview with them about their role. You can use the questions below as a guide.



Name and Position of the person you spoke to?

How long have they been with Standards Australia?

What is the function of their team?

How do your teams interact?

How do they contribute to Standards Australia's Mission, Vision and Values?

Interview - SD Operations

Start a conversation with someone from one of the **SD Operations Teams** and arrange an interview with them about their role. You can use the questions below as a guide.



Name and Position of the person you spoke to?

How long have they been with Standards Australia?

What is the function of their team?

How do your teams interact?

How do they contribute to Standards Australia's Mission, Vision and Values?

Continuing your personal learning journey

Goal	When	Actions	Success Measures	Progress
What do you want to be able to achieve? What are the areas you would like to develop?	When will this goal be completed?	What methods and resources will you use to achieve your goals? e.g. training, shadowing, study	How will you recognise success? How will you review and measure your improvements?	What have you done that has contributed towards achieving your goal? Are there any areas for further development?

Notes

Catch-up with your Manager

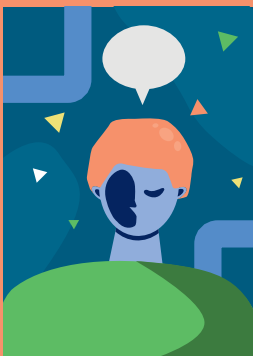
Now that it is the end of your first 3 months, it is a good time to check in with your manager about how you are settling in, address any questions that you may have and set some goals for the coming months. We want to provide you with the knowledge, tools and support for you to thrive here at Standards Australia!

Prior to your catch up

Answer the following questions.



What have you enjoyed most in your first 3 months?



What have you found most challenging?



What do you need more information about?



How does your role link to our Mission and Vision statements?



List two examples of how you lived our values



03

6 Month Check-in

Welcome Back!

This section of your onboarding will be used for the remainder of your probation period. It will provide you with information on how to prepare for your six month probationary review, and useful information as you transition into your new role.



Observing the Standards Development Process

It is important for us that you have a deep understanding of our business and the functions of different teams that you interact with.

With your manager arrange to shadow two people from different departments for a day.



Committee Meetings

Observe at least two committee meetings and watch how the Standards Development team ensure that these meetings are productive and run smoothly.

Search for [FO.437](#) in Confluence to download the Meeting Observation Feedback Form.

Meeting Observation Feedback Form (FO 437)		
Meeting Details		
Committee ID and Title:		
Meeting Date:		
Name of the observed:		
Name of the observer:		
Items for Observation		
Items for Observation	Y or N	Comments
Presentation & meeting facilitation		
SA staff conducted an appropriate meet and greet		
Meeting agenda was displayed/printed and followed		
Presenter's pitch and volume was audible in the whole room		
Engaging eye contact was maintained, room was scanned		
Posture was confident and open		
General presentation was professional		
The use of acronyms was avoided		
Remote participants were frequently acknowledged and given opportunities to speak		
Presenter paused for questions after each topic, and questions were answered with an appropriate, tailored response		

Owner: Head of Standards Development (HSD) Page: 1 Version 1.0 - Revision 10/04/2020



Forums

Make sure you attend a forum to observe another side of the organisation.

Forums are generally arranged to determine the need for a standard or to facilitate an industry to reach consensus on the way forward.

They are usually held for new and exciting areas of standardisation.



REVIEW

Probationary Period

For the first six months of employment in your new role, you will be on a probationary period. During this time, you will have regular check-ins with your manager to discuss how you are getting on, with more formal review meetings at **three** and **six months**.

These review meetings are an important part of your employment process as they provide an ongoing opportunity for you and your manager to discuss your performance, learn more about your development, and find out what has been working and what hasn't.

What should I expect at these review meetings?

The purpose of these meetings is to ensure that you are on track to meet the expectations of your role, identify achievements and areas for improvement, and help strengthen your working relationships, styles, and behaviours.

You should expect a face-to-face meeting with your manager, where you will:

- Give and receive feedback
- Highlight achievements and progress
- Address any issues or areas of concern
- Discuss examples of your performance, both positive and constructive
- Determine whether any additional training or support is needed

Preparation for my 3 month review

Before the three month review meeting, you should review your position description and consider:

- How you feel you are performing overall
- Specific and relevant examples to demonstrate performance and alignment to iCARE values
- Any achievements or progress you have made
- Any roadblocks that may be impacting your progress
- Any skills/knowledge gaps and what training or support you would benefit from

REVIEW

Preparation for my 6 month review

Before the six month review meeting, you should consider the above in conjunction with the following:

- Overall, has the role met your expectations so far? If yes, in what way? If no, what areas differ from your expectations?
- Are there any responsibilities or relationships you are struggling with?
- How do you see yourself developing in this role?
- What else would you make you more effective in your role?



Notes

**CONGRATULATIONS!
YOU HAVE COMPLETED
SIX MONTHS!**



Introduction to Standards Guides

Our Standardisation Guides set out the policies and processes for the development of standards and other technical documents.

Code	Name	Description
SG-001	Preparing Standards	This guide describes: • General policies and processes for both Australian and joint Australian/New Zealand Standards
SG-002	Structure and Operation of Standardisation Committees	This guide describes: • The basic structure of committees • The processes by which committees are set up and maintained
SG-003	Standards and Other Publications	This guide describes: • The range of possible outcomes from the standardisation process • The purpose and structure of Standards • Other technical publications
SG-004	Roles and Responsibilities in Standardisation	This guide describes: • The operational roles and responsibilities of all participants, including: Committee members, Nominating organisations and Project managers
SG-005	Technical Governance and Advisory Structures for the Standards Development Process	This guide describes: • The governance of Standards Australia's development activities
SG-006	Rules for the Structure and Drafting of Australian Standards®	This guide describes: • Rules for the structure and drafting of both Australian and joint Australian/New Zealand Standards
SG-007	Adoption of International Standards	This guide describes: • The adoption process of International Standards as Australian or joint Australian/New Zealand Standards
SG-009	Preparation of Standards for Legislative Adoption	This guide describes: • How standards should reflect the needs of the Australian community and government • Guidelines for committees developing standards that may be referenced in Workplace Health and Safety (WHS) legislation to ensure consistency with legal requirements in Australia • How to develop Australian Standards® referenced by water utilities that meet their contractual or regulatory requirements
SG-015	Australian Involvement in International Standardisation	This guide describes: • Australia's participation in preparing international Standards through ISO and IEC • A summary of the international procedures
SG-020	Participation by Consumers in Standardisation	This guide describes: • The role of the consumer representative on a technical committee

Download any of the Standardisation Guides above at: <https://www.standards.org.au/standardisation-guides>

Acronyms and Abbreviations

A list of acronyms and abbreviations and their meaning, that are commonly used at Standards Australia and Standards development in general.

Acronym	Full Term	Information
ABCB	Australian Building Codes Board	https://www.abcb.gov.au/
ABSDO	Accreditation Board for Standards Development Organisations	ABSDO is now functioning as SDAC (from Jan-2016)
AIM	All Ideas Matter	SA's Executive feedback mechanism - feedback is emailed to AIM@standards.org.au
Amd	Amendment	Project and Product Types (GU) 100
APEC	Asia-Pacific Economic Cooperation	www.apec.org/
AS	Australian Standard	
ASCRM	Australian Certified Reference Material	Project and Product Types (GU) 100
ASMG	American Society of Mechanical Engineers	www.asme.org/
AS/NZS	Australian Standard/New Zealand Standard (Standard)	Indicates a Standard that has been jointly developed by SA and SNZ
AST	Aged Standards Team	Aged Standards Team
ASTM	American Society for Testing and Materials	www.iso.org/organization/3000.html
ATS	Australian Technical Specification	See TS
AWI	Approved Work Item	
BAU	Business As Usual	
BCA	Building Code of Australia	
BP	Business Process	The alpha element of a page or document ID, identifying it as a Business Process, e.g. BP_100
BSI	British Standards Institute	www.bsigroup.com/
CABs	Conformity Assessment Bodies	https://www.iso.org/sites/cascoregulators/01_3_conformity-assessment-bodies.html
CAG	Chair Advisory Group	
CALS	Continuous Acquisition and Life-cycle Support	Used in the CALS Table Model; refer to a DTD Standard for representing tables in XML.
CASCO	Council Committee on Conformity Assessment (ISO committee)	www.iso.org/casco.html
CBD	Committee Ballot Draft	NEW Balloting (PR) 525
CD	Committee Draft for comment (ISO and IEC)	ISO and IEC
CDV	Committee Draft for vote (IEC)	www.iec.ch/standardsdev/resources/processes/stage_codes.htm
CEN	European Committee for Standardisation	www.cen.eu/
CENELEC	European Committee for Electrotechnical Standardisation	www.cenelec.eu/
CEO	Chief Executive Officer	
CER	Closer Economic Relations	
CH	Checklist	The alpha element of a page or document ID, identifying it as a Checklist, e.g. CH_100
CISPR	International Special Committee on Radio Interference	www.iec.ch/emc/iec_emc/iec_emc_players_cispr.htm
COPANT	Pan American Standards Commission	www.copant.org/
CP	Combined Procedure	Combined Procedure Phase (SP3 Standards development project management phase)
CPD	Combined Procedure Draft	Combined Procedure Phase
CRM	Customer Retention Management	SA's customer, stakeholder and committee database - see CRM

Acronym	Full Term	Information
DAISY	Digital Accessible Information System	File format for audio reader devices
DCEO	Deputy Chief Executive Officer	
DCL	Data Conversion Lab	
DEVCO	Committee on Developing Countries Matters (ISO committee)	www.iso.org/devco.html
DIS	Draft International Standard (ISO)	www.iso.org/stage-codes.html
DL	Drafting Leader	NEW Drafting a Standard (PR)500
DOI	Department of Industry	See DOIAS
DOIAS	Department of Industry, Innovation and Science	https://industry.gov.au/AboutUs/
DR	Draft	Prefix used in a document's designation that is released as a DRAFT (at either PC or CP)
DT	Drafting Team	NEW Drafting a Standard (PR)500
DTA	Direct Text Adoption	A term historically used by some SA employee for Identical (IDT) Adoptions. "DTA" is not official nomenclature; instead SA aligns with ISO/IEC Guide 21-1 and uses the term "IDT" for Identical Adoptions (of International Standards).
DTD	Document Type Definitions	Markup language; XML related
DTX	Digital Transformation	
EN	European Standard	Standards that have been ratified by CEN, CENELEC or ETSI
EPM	External Project Manager	
EPT	Enterprise Project Type(s)	IRIS Enterprise Project Types (EPTs)
ETSI	European Telecommunications Standards Institute	www.etsi.org/
Fast Track MOD	Fast Track Modified Adoption	Generally, Fast Track MOD projects initially starts as Identical (IDT) Adoption projects, but changes to the normative references in the adopted text are necessary, meaning that the adoption is no longer "identical" and must be published as a Modified (MOD) Adoption. However, as no changes are made to the technical content in the adopted text, just the normative references, the project follows the same internal workflow as an IDT project, which is a fast track version of the normal Standards Development project, hence the term "Fast Track MOD". See also MOD.
FCD	Final Draft Committee Draft	
FDIS	Final Draft International Standard (ISO)	www.iso.org/stage-codes.html
FIO	For Information Only (Member)	How to Operate a Committee (GU)435
FO	Form	The alpha element of a document ID, identifying it as a Form, e.g. FO 125
GATT	General Agreement on Tariffs and Trade	
GM	General Manager	
GMO	General Manager Operations	
GMSE	General Manager Strategy and Engagement	
GU	Guide	The alpha element of a page or document ID, identifying it as a Guide, e.g. GU 425
HB	Handbook	Project and Product Types (GU) 110
HoSE (or HSE)	Heads of Standards Engagement	
HSD (or HoSD)	Head of Standards Development	

Acronym	Full Term	Information
HTML	HyperText Markup Language	
HUB		When included as the alpha element of a page or document ID, this is identifying the instructions relate to functionality in one of the Standards Connect Modules (which used to be referred to as the HUB), e.g. HUB_006
IDT	Identical Adoption	The expression 'Identical' is used when a national Standard is identical in technical content, structure and wording, although it may contain minimal editorial changes (as specified in ISO/IEC Guide 21-1). The title need not be exactly the same. The 'vice versa principle' is fulfilled in that anything which is acceptable under the International Standard is acceptable under the national Standard and vice versa. See ISO/IEC Guide 21-1.
IEC	International Electrotechnical Commission	www.iec.ch/
IEC IDT	International Electrotechnical Commission Identical Adoption	PDF merge workflow using Typefi to publish IDTs from organisations other than ISO where the source document is not available in XML, only PDF
Int	Interim Standard	Project and Product Types (GU) 110
IPAC	International Policy Advisory Committee	
IRG	International Review Group	
IRIS	Integrated Realtime Information System	IRIS
ISO	International Organization for Standardization	www.iso.org/
ISO IDTs	International Organization for Standardization Identical Adoption	Workflow using Typefi to publish IDTs from ISO where the source document is in XML
ISOSTS	ISO Standards Tag Set	
ITU	International Telecommunications Union	www.itu.int/en/
JAS-ANZ	Joint Accreditation System of Australia and New Zealand	www.jas-anz.org/
JATS	Journal Article Tag Suite	https://jats.nlm.nih.gov/
JATS/NLM	Journal Article Tag Suite National Library of Medicine	https://jats.nlm.nih.gov/ https://dtd.nlm.nih.gov/
JCG	Joint Coordination Group	
JPC	Joint Project Committee	
JTAB	Joint Technical Advisory Board	
JTC	Joint Technical Committee	
JTC1	Joint Technical Committee for Information Technology	
JWG	Joint Working Group	
LMS	Learning Management System	SA's LMS is the Standards Australia Academy
MA	Joint Working Group	
LMS	Matrix	The alpha element of a page or document ID, identifying it as a Matrix.
MB	Member Body	
MBIE	Ministry of Business, Innovation and Employment	www.mbie.govt.nz/
MDM	MetaData Manager	MetaData Manager (MDM)
MOD	Modified Adoption	The expression 'Modified' is used where technical deviations from the International Standard (generally minor differences) exist and are clearly identified and explained. The national Standard reflects the structure of the International Standard, and permits easy comparison of the content of the two Standards. The 'vice versa principle' is not fulfilled with a 'Modified' Adoption. See ISO/IEC Guide 21-1. See also Fast Track MOD.

Acronym	Full Term	Information
MoU	Memorandum of Understanding	
MP	Miscellaneous Publication	Project and Product Types (GU 110)
MRS	Meeting Registration System	Planning and Hosting ISO and IEC Committee Meetings (GU 507)
MSP	Microsoft Project	When included as the alpha element of a page or document ID, this is identifying it as Microsoft Project instructions, e.g. MSP025
MSS	Management System Standard	
MT	Maintenance Team	
NATA	National Association of Testing Authorities	www.nata.com.au/
NCC	National Construction Code	www.abcb.gov.au/Connect/Categories/National-Construction-Code
NB	Net Benefit	Guide to Net Benefit (GU 103)
NBI	Not based on an International Standard	Used where an International Standard (or Standards) that covers the related topic does exist but the national Standard is not based on that International Standard(s).
NEQ	Not Equivalent (to an International Standard)	Used where the national Standard is not equivalent to the International Standard in technical content and structure and any changes have not been clearly identified. There is no clear correspondence between the national Standard and the International Standard. This typically covers the case where only a minority in number or significance of the international provisions are included in the national Standard. This category of correspondence does not constitute an adoption. See ISO/IEC Guide 21-1.
NIS	No International Standard exists	Used where no suitable international standard exists that can be used as the basis for a national Standard.
NISO	National Information Standards Organization	www.niso.org/
NMC	National Mirror Committee	
NMI	National Measurement Institute	www.measurement.gov.au/Pages/default.aspx
NOITA	Notice of Intention to Adopt	Preparation of Adoptions for Public Comment (GU 577)
NSB	National Standards Body (or Bodies)	
NWIP (or NP)	New Work Item Proposal	
NZS	New Zealand Standard	
O-Member	Observing Member	
ORCID		https://orcid.org/about/
P-Member	Participating Member	
PAS	Publicly Available Specification	
PASC	Pacific Area Standards Congress	https://pascnet.org/
PC	Project Committee	
PC	Publishing Coordinator	Publishing Services role
PC	Public Comment/Commenting	4. Public Commenting Phase (SP3 Standards development project management phase)
PCD	Public Comment Draft	4. Public Commenting Phase
PDF	Portable Document Format	
PDP	Project Details Page(s)	IRIS Project Details Pages (PDPs)
PgM	Program Manager	

Acronym	Full Term	Information
PIA	Preliminary Impact Assessment	A Preliminary Impact Assessment (PIA) is an early-stage analysis of the impacts of proposals to change BCA referenced documents and is to be undertaken by the document proposer.
PM	Project Manager	
PMG	Production Management Group	Production Management Group (PMG)
PMO	Project Management Office	
PMP	Project Management Plan	
PO	Project Office	
PO	Policy	The alpha element of a page or document ID, identifying it as a Policy, e.g. PO 555 .
SDPQSM	Standards Development Policy, Quality and Services Manager	
SDPQST	Standards Development Policy, Quality and Services Team	Previously known as the Project Office (PO)
PR	Peer Review	Peer Review Phase (SP3 Standards development project management phase)
PR	Procedure	The alpha element of a page or document ID, identifying it as a Procedure, e.g. PR 300 .
PSB	Partner Standardization Body	
PSPC	Publishing Services Publishing Coordinator	
PSJT	Publishing Services Job Tracking	PSJT
PT	Project Team	
PVR	Project Variation Request	IRIS Project Variation Request (PVR)
PWI	Preliminary Work Item (IEC)	www.iec.ch/standardsdev/resources/processes/stage_codes.htm
RBS	Resource Breakdown Structure	
Rec	Reconfirmed	Project and Product Types (GU 110)
RISSB	Rail Industry Safety and Standards Board	www.rissb.com.au/
RUL	Ruling	Project and Product Types (GU 110)
SA	Standard Australia	
SAA	Standards Australia Academy	Standards Australia Academy
SAIG	SAI Global	One of Standards Australia's distributors - https://infostore.saiglobal.com/
SC	Sub-Committee	
SCDWG	Sharing of Committee Drafts Working Group	Sharing of Committee Drafts Program
SCSC	Sub-Committee on Standards and Conformance	
SDAC	Standards Development and Accreditation Committee	
SDC	Standards Development Committee	SDC is now functioning as SDAC (Jan-2016)
SDO	Standards Development Organisation(s)	
SDT	Simplified Drafting Template	Microsoft Word template used for first Drafts of national Standards
SEM	Stakeholder Engagement Manager	Stakeholder Engagement
SET	Stakeholder Engagement Team	Stakeholder Engagement
SFS	Finnish Standards Association	www.sfs.fi/en
SG	Standardisation Guide	Standardisation Guides (SGs)
SG	Sub Group	
SG	Standardisation Guide	
SHPM	Shadow Project Manager	
SIM	Standards Information Management	Digital catalogue of Standards Australia publications - see SIM
SIS	Standards Information Services	Standards Information Services

Acronym	Full Term	Information
SISO	Support for Industry Service Organisations	
SMB	Standardization Management Board	IEC Governance Committee - www.iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:3228,25
SNZ	Standards New Zealand	www.standards.govt.nz
SoU	Statement of Understanding	
SPA	Strategy & Public Affairs	
SP3	Standards Professional Project Practice	SP3 Project Management
SSO	Single Sign On	Technology used to enable a single sign on process to multiple systems
STS	Standard Tag Suite	www.niso.org/standards-committees/sts
Sup	Supplement	Project and Product Types (GU 110)
TBT	Technical Barrier(s) to Trade	
TBX	TermBase eXchange	Compatible vocabulary derived from ISO 30042 - www.tbxinfo.net/tbx-about/
TC	Technical Committee	
TDM	Technical Drawings Manager	
TE	Template	The alpha element of a page or document ID, identifying it as a Template, e.g. TE 436 .
TIA	Technical Infrastructure Alliance	
TMB	Technical Management Board	ISO Governance Committee - www.iso.org/committee/4882545.html
ToR	Terms of Reference	Terms of Reference example (TE 440(b))
TPM	Technical Program Manager (ISO)	
TR	Technical Report	Project and Product Types (GU 110)
TS	Technical Specification	Project and Product Types (GU 110)
TTMRA	Trans-Tasman Mutual Recognition Arrangement	
TW	Technical Writer	
WD	Working Draft	
WG	Working Group	
WHO	World Health Organization	www.who.int/
WTO	World Trade Organization	www.wto.org/
WTO TBT	World Trade Organization Technical Barriers to Trade (Agreement)	www.wto.org/english/docs_e/legal_e/17-tbt_e.htm
XHTML	Extensible HyperText Markup Language	
XML	eXtensible Markup Language	
ZZ Appendix		Appendix of a national Standard which specifies modifications to the content of a source International Standard

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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