



## **ASPRS Policy on the development, maintenance, and approval of ASPRS Authored Geographic Information Specifications, Best Practices, Guidelines, and Handbooks**

Approved by the ASPRS Board on July 6, 2009

The American Society for Photogrammetry and Remote Sensing (ASPRS) has an imperative to develop Geographic Information Specifications, Best Practices, Guidelines, and Handbooks. These Specifications, Best Practices, Guidelines and Handbooks are periodically compiled by ASPRS to communicate contemporary, definitive and authoritative methodologies, procedures, tools and techniques to plan, procure, acquire, compile, review and deliver consistent, predicable and high quality Geographic Information. When available, these documents reference universally accepted Standards and Specifications as defined and approved by the international standards community. These documents are differentiated from ASPRS Standards which are subject to compliance with ISO approval protocols for eventual vetting by this universally recognized international standards body. Procedures for the development of ASPRS Standards and Specifications that are to be developed into a Standard are outlined in a separate document entitled "ASPRS Policy on the development, maintenance, approval, and compliance of ASPRS Authored Geographic Information Standards and Specifications."

### **PURPOSE:**

This policy defines the ASPRS responsibilities and procedures in the development, maintenance, approval, and compliance for ASPRS Authored Specifications, Best Practices, Guidelines, and Handbooks.

### **BACKGROUND:**

An objective of ASPRS, as stated in the ASPRS Strategic Plan, is for ASPRS to "Proactively develop standards and guidelines for emerging technologies." To meet this objective, ASPRS needs to maintain a leadership role in the development of guidelines and handbooks for those activities and initiatives of primary importance to the membership.

### **POLICY:**

- (a) **APPROVAL:** ASPRS authored Specifications, Best Practices, Guidelines, and Handbooks require approval by the ASPRS Board of Directors.
- (b) **OWNERSHIP:** The ASPRS Board of Directors is owner to the specifications, best practice, guidelines, and handbooks and agrees to maintain and encourage their implementation. The ASPRS Board of Directors may designate ownership

responsibility for these documents (ASPRS Board of Directors' designee) to a division or standing committee within the society. The Standards Committee will maintain a list of all current and active specifications, best practices, guidelines, and handbooks. The Standards Committee will coordinate with the ASPRS Board of Directors, or its designee, to facilitate evaluating these documents every three years or as necessary to satisfy revision requirements following the process described in (f).

- (c) COMPLIANCE: The use of ASPRS Authored Specifications, Best Practices, Guidelines, and Handbooks are completely voluntary.
- (d) INTELLECTUAL PROPERTY RIGHTS: ASPRS will not knowingly approve a Specification, Best Practice, Guideline, or Handbook that it believes has or would infringe on third party Intellectual Property Rights (IPR) unless the owner of that IPR had agreed to provide license rights on a "reasonable and non-discriminatory" basis. Due to cost and other considerations, ASPRS will not perform patent searches prior to approving Specifications, Best Practices, Guidelines, or Handbooks.
- (e) FORMAT: In general, ASPRS-authored Specifications, Best Practices, Guidelines, and Handbooks should conform to a style guide approved by the ASPRS Board of Directors. The Division Directors and Standing Committees shall define and maintain the style guide. An alternative format may be used, if at the discretion of the Board an alternative format better suits the intended purpose of the document.
- (f) PROCEDURE: Specifications, Best Practices, Guidelines, and Handbook development shall adhere to a multi-step process under the oversight of a Division or Committee:
  - 1. Notification to the Board of Directors, Standards Committee, and other Standing Committees of the intent to develop a specifications, guidelines, best practices, or handbook document. Notification will include such information as purpose, brief scope, proposed process, and contact information for the individual assigned to lead the development process. Individuals on the Board of Directors, Standards Committee, and other Standing Committees will be given a period of 30 days to express any concerns, identify any potential duplication of effort, or provide any other suggestions or guidance. The status of ongoing work will be reported to the Board within the Division and Committee reports at the bi-annual Board of Directors Meetings or more frequently as necessary.
  - 2. Notification to the full ASPRS membership of the intent to develop a draft document, including such information as purpose, brief scope, proposed process, and contact information for the individual or group assigned to lead the development process.
  - 3. Development of the draft document by the assigned working group; development may be initiated concurrently with notification of the ASPRS membership.
  - 4. Submission of the draft document to the Board for approval to publish as a draft for review to the full ASPRS membership.

5. Publication of the draft for full ASPRS member review with a timeline for comments and a point of contact for receipt of comments; timeline, process and review period to be set by the Board. Outside organizations may be included in the draft for review process at the Board or working group's discretion.
6. Submittal of a final document for Board approval and adoption. Submittal of a final document will also include a review summary including a synopsis of the comments received, the corresponding responses and/or actions taken, and a copy of (or reference to) the full text of the original comments.
7. If approved, the Specification, Best Practice, Guideline, or Handbook will be communicated by the Board (or the Board's designee) to the full membership of ASPRS and the document will be posted to the ASPRS website. The Standards Committee will maintain the official list of all current and active Specifications, Best Practices, Guidelines, and Handbooks, and will post these documents to the Standards web pages. Divisions and committees may also post copies or links to the same documents on their web pages.

Every effort will be made to ensure transparency, openness, impartiality, effectiveness, relevance, consensus, coherence, and due process.