



## **ASPRS Policy on the development, maintenance, approval, and compliance of ASPRS Authored Geographic Information Standards**

Board Approval: October 29, 2007  
Modified by Board Action: July 6, 2009

The American Society for Photogrammetry and Remote Sensing (ASPRS) Board of Directors has the responsibility for ASPRS Standards and has chartered the ASPRS Standards Committee to oversee the ASPRS Standards Program. One aspect of the Standards Program is having defined responsibilities and procedures for developing, maintaining, and approving standards authored by ASPRS.

An ASPRS authored standard is one developed wholly by ASPRS for use by the image based geospatial community and ASPRS members. It is a goal of the ASPRS Standards Program to ensure the broadest acceptance and implementation of ASPRS authored standards within the geospatial community of interest by working with recognized Standards Development Organizations (SDOs) and Standards Setting Organizations (SSOs) to move ASPRS Authored Standards forward for further SDO and/or SSO processing.

### **PURPOSE:**

This policy defines the responsibilities and procedures of ASPRS in the development, maintenance, approval, and compliance for ASPRS Authored Standards.

### **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, standards, specifications, and calibration processes for those sensors and activities of primary importance to the membership; expand ASPRS presence on national and international standards development committees; use established procedures for reviewing, modifying and approving standards; publish or link to pertinent technical standards on the Internet; and promote the use of published standards.

### **POLICY:**

- (a) **APPROVAL:** Approval of an ASPRS authored standard requires approval by the ASPRS Board of Directors.
- (b) **OWNERSHIP:** The ASPRS Board of Directors (or an ASPRS Board of Directors designee) is owner to the Standard and agrees to maintain and encourage the implementation of the Standard. If the ASPRS Board is no longer capable of satisfying this requirement, ASPRS is responsible for (within reason) finding a

replacement organization. At a minimum, each ASPRS Authored Standard is evaluated every five years to satisfy revision requirements following the process described in (f).

- (c) **DUE PROCESS and CONCENSUS:** Standards developed by ASPRS are based on an open, consensus process. The Board of Directors is responsible for ensuring that all requirements for due process, consensus, and other criteria for approval have been met by the standards developer. Consensus is established when, in the judgment of the ASPRS Board, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.
- (d) **COMPLIANCE:** The use of ASPRS Authored Standards is completely voluntary; their existence does not in any respect preclude anyone, whether he or she has approved the standards or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standards.
- (e) **INTELLECTUAL PROPERTY RIGHTS:** ASPRS will not knowingly approve a standard 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 a standard.
- (f) **FORMAT:** ASPRS Authored Standards will conform to a style guide approved by the ASPRS Board of Directors.
- (g) **PROCEDURE:** Standards development shall adhere to a multi-step process administered by the Standards Committee.
  1. Any ASPRS organizational entity or member may submit a proposal for the development or revision of a standard. The proposal shall be presented in written form to the ASPRS Standards Committee. The proposal shall identify the requirement, purpose, scope, and applicability of the proposed standard.
  2. The Standards Committee, upon receipt of the proposal, shall acknowledge receipt and work with the submitter to review the proposal for necessary content and to ascertain that no other existing standard or any standard under development meets the requirement. If these conditions are true, the Standards Committee will forward the proposal to the ASPRS Board of Directors. The Board may approve the proposal as written, may reject the proposal, or ask that the proposal be revised. The Board’s review should assess the proposal, with input from the Standards Committee, for the standard outside ASPRS (i.e. recommendation to develop the standard as a National or International Standard) or to add or delete requirements.
  3. If approved, the Board will direct the Standards Committee to initiate a new standards development item. The Standards Committee will issue a subject matter expert call for participation from the ASPRS organization and members. The Standards Committee will also notify outside organizations possibly

interested in participating. All interested parties may participate. The Standards Committee will be responsible to coordinate all Board approved proposals that have been assessed as proposals that should pursue coordination and development outside ASPRS. The Standards Committee will update the Standards web pages to reflect the new standards items and will work with the Publication Committee to issue a general announcement to interested parties.

4. An ad hoc committee of the subject matter experts (SME) will be assembled and chartered to develop a standard that best meets the documented requirements. The SME committee may add, modify, or delete requirements as needed with Board approval, coordinated with the Standards Committee. The Standards Committee will facilitate the work of the SME committee; helping to formalize a schedule and plan, communicating with the Board of Directors, ASPRS Committees, and Divisions on issues and progress on the development, and providing access to other needed documents (i.e. referenced standards). The Standards Committee will work with the SME's to facilitate conference presentations and/or sessions and workshops on the standard under development. The Standards Committee will also notify outside organizations of progress and schedule changes through media such as the Standards web pages and through the Publications Committee and ASPRS Communications Staff.
5. Upon completion of a technical draft of the Standard, the Standards Committee will coordinate the circulation for review (and comment) of the developed draft standard to all ASPRS organizations and Committees. The review period will be 60 days unless modified by the Board. The Standards Committee will work with the Publications Committee and ASPRS Communications Staff to publicize the review. All comments received by the Standards Committee during the review period will be forwarded to and adjudicated by the SME committee; accepting or rejecting the comment and providing justification of the decision. The SME will modify the standard based on the accepted comments. The Standards Committee will also coordinate the circulation of the technical draft to outside interested entities with the ASPRS Publications Committee.
6. The SME Committee will forward the final revised technical draft of the standard to the Standards Committee who will coordinate with the ASPRS Communications staff, final editorial edits.
7. The Standards Committee will provide the final draft and adjudicated comments to the Board for approval vote. If approved, the approval of the developed standard will be communicated by the Standards Committee to ASPRS Committees, Divisions, members, and ASPRS Staff and the final standard posted on the Standards web page. The Standards Committee will manage, control, and maintain access to the all Board approved documentation to include the standards proposal and approved standards.