A business need for a standard is identified by stakeholder(s) who wishes to develop and propose a standard. If a significant enough shared need and interest exists to develop a standard,

Proposer contacts other stakeholders (agencies, interests, individuals) to determine if a significant enough shared need and interest exists to develop a standard.

YES: Proposer(s) begins standard development process

NO: Development and usage of an internal or agency-specific standard

Proposer(s) documents the range of business needs to be met or satisfied by a standard;
Proposer(s) conducts research on other related or similar existing standards already in use;
Proposer(s) will engage appropriate ECN staff;
Proposer(s) prepares documentation, purpose and need statements that support the creation of the standard;
Proposer(s) conducts additional info gathering such as input sessions, outreach, surveys of users, as needed;
Proposer(s) engages their stakeholder community to foster communication and ensure as many business cases are known;
Proposer(s) develops a Draft Standard and submits it to the Standards Workgroup or appropriate committee (OTC/IOC/Steering/NG9-1-1). Draft will include report detailing the following: Impact on other Standards; Costs; Other discussion points.

Appropriate committee reviews the proposed Draft Standard and conducts the following actions:
> Detailed review of the proposed Draft Standard and comparison to related resources
> If needed, solicitation of technical or subject matter experts for review of the proposed Draft Standard as necessary
> Review of this standard in context of other SECB Standards

After review, appropriate committee will propose one of the following courses of action for the Draft Standard:

- Approval of proposed Draft Standard
- Modification and Approval of Draft Standard by Committee
- Recommendations for revision by candidate and/or Standards Workgroup or Subcommittee and resubmittal
- Rejection of candidate Draft Standard with recommendations on next action for proposer(s)
- Other course of action as deemed circumstantially appropriate or needed by the SECB

Proposer(s) approval process:

- Appropriate committee advances Standard to SECB for Approval
- Approval by SECB
- Rejection by SECB

Approval of Standard

Official Standard posted to SECB website