**Guidance on contributing to standards development**

There are several stages in the development or review of a standard where the UK conservation community can make a useful contribution. Contributions need to be channelled through B/560, which is the committee within the British Standards Institute (BSI) with responsibility for the Conservation of Cultural Heritage standards, and B/560 feeds into the relevant European standards committee, CEN/TC 346. Icon’s Professional Standards Development committee recently suggested that B/560 could supply some guidance for Icon members on how to contribute, and this is set out below.

*Proposal for a new standard or revision of an existing document*

Members of the B/560 committee vote on whether to begin work on a new standard, and on whether an existing standard that has been in use for five years should be confirmed (i.e. retained as it is for a further five-year period), revised or withdrawn. Members of the UK conservation community can suggest ideas for new standards and advise B/560 members on current proposals.

*Drafting of a new/revised standard*

Once it has been agreed that a standard will be created or revised, a working group is formed, with membership from at least five European countries, which will usually include the UK. The UK’s representative will consult with experts from the UK conservation community and may even form a sub-committee or ‘mirror group’ to pull together the UK’s ideas; members of the mirror group do not need to be members of B/560.

When the working group is satisfied that a draft is ready for wider review, the draft is circulated to all the countries within the CEN/TC 346 committee for comment, so this would be the UK’s chance to input if it had not participated in the working group.

During the drafting process, the standard is not available to the public through the BSI website, so conservation professionals who want to input need to do this by contacting the B/560 committee.

*Public consultation/comment on the new/revised standard*

Following approval at the committee stage, the draft is made available for public consultation/comment, through the BSI website. The UK conservation community can input directly into this process.

*Comment resolution, approval and publishing*

Following the public consultation, the comments received are collated within each country and sent to the working group, which modifies the draft accordingly. The updated draft is then circulated to member countries to vote on, before proceeding to approval and publishing. The UK conservation community will not usually be involved in these stages unless significant technical changes are made to the draft and a second consultation period is needed.

**How to make a contribution**

B/560 has representation from a wide range of cultural heritage organisations within the UK, and its members will often reach out to known experts on a particular topic to get their opinions and feedback. However, it’s important that anyone who wants to can contribute, and this can be done through the BSI website.

*Using the BSI website to find out what’s going on and submit feedback*

* Go directly to the B/560 page [British Standards Institution - Committee (bsigroup.com)](https://standardsdevelopment.bsigroup.com/committees/50001857) (Or the long way round is to go to the BSI standards development website [Home Page (bsigroup.com)](https://standardsdevelopment.bsigroup.com/), then type B/560 into the search box, then scroll down to the committee results and click on B/560).
* Look at the list of work in progress. The status column shows which stage the standard is at, either: proposal, drafting, public comment, comment resolution, approval, or published standard.
* For more information, click on a reference number, which will contain the name of the standard. The timeline this brings up is helpful because often one stage will have finished but the next one won’t have started yet. For example, when an item is shown as a ‘proposal’, the process of voting on whether review is needed may be ‘live’, or the proposal may be waiting for the CEN/TC 346 committee to review the voting results and agree how to proceed.
* If the timeline shows you that a standard is at a point where input can be given (i.e. it is live in the proposal, drafting or public consultation stage) you can do so by clicking on the **message committee** button. You will be prompted to login or register on the website, and then you can send a message to B/560. Additionally, if a standard is at the public consultation stage, anyone can read it by clicking on the **read draft and comment** button, and comments can be submitted directly into the draft using the **add/view comments** function.