

DIN SPECs according to the PAS Procedure

Today's idea. Tomorrow's standard

The economic success of a good idea depends on how long it takes to reach the market. A DIN SPEC according to the PAS¹ procedure is the fastest way to turn research into a marketable product. Drawn up in small working groups (so-called consortia), DIN SPECs can be published within only a few months. This is excellent for exchanging ideas with other market participants.

Anyone can initiate a DIN SPEC, including companies, organizations, as well as science and research institutes. DIN's job is to ensure that a DIN SPEC does not conflict with any existing standards or rules of procedure and to publish it – also internationally.

This document describes the basic rules regarding the initiation, development, publication, and review of a DIN SPEC according to the PAS procedure.

Initiation: Internal review

The request to develop a DIN SPEC is made in writing by the initiator and submitted to DIN. DIN checks that the request contains all the required information and, if necessary, consults the initiator and starts the internal review. This investigates if there already are pre-existing standards/specifications or standards/specifications under development that cover the intended scope of the DIN SPEC.

If certain protection goals are affected, such as safety and/or environmental protection, an extended review is carried out. However, this is not a compelling reason to cancel the project. The initiator is requested to name all patent rights known to them to be relevant to the project and to make all supporting documents available to DIN.

Initiation: Publishing of a business plan

If DIN approves the continuation of the initiation process, DIN will draw up a business plan for the project in agreement with the initiator. DIN will then calculate the projected budget for the project based on the work programme defined in the business plan and come to agreement on the budget with the initiator. As a rule, DIN will settle all project costs with the initiator. The business plan also serves to inform the general public about the planned project; to this end, it is published on the DIN website and can be downloaded free of charge as a PDF document. Any interested party can comment on this business plan or express interest in taking part in this project within a period of four weeks. The business plan is to contain the following information:

- status of the business plan,
- the initiator and other interested parties,
- objectives of the project
- work programme (e.g., expected start of development, duration, number of meetings/web conferences)
- resource planning,
- rules of cooperation in the DIN SPEC consortium,
- contacts,

- planned project schedule.

DIN will then review all comments on the business plan that have been received, in particular in order to determine whether or not there is sufficient interest and acceptance of the project.

If the kick-off meeting is approved to go ahead, the DIN Project Manager sends out invitations to those interested parties who have registered for the kick-off meeting before the deadline.

Initiation: Founding of a DIN SPEC consortium

The kick-off meeting serves to establish the DIN SPEC consortium. A DIN SPEC consortium is a temporary committee which is set up for the duration of the development of a DIN SPEC.

All those who have registered by the deadline will be invited to the kick-off meeting and can contribute to the development of the DIN SPEC under the conditions of the business plan.

The DIN SPEC consortium shall be composed of at least three consortium members from different organizations. These members do not have to come from different areas or represent different stakeholders. Legal entities and natural persons are considered as organizations if they participate in business transactions on a commercial or freelance basis. If several legal entities are part of a group or a corporate structure within the meaning of Section 15 of the German Stock Corporation Act (§ 15 Aktiengesetz) or Section 271 (2) of the German Commercial Code (§ 271 Absatz 2

Handelsgesetzbuch), they are deemed to be one organization.

DIN is responsible for preparing, leading and implementing the kick-off meeting, in consultation with the initiator. All further project meetings and/or web conferences shall be organized by the DIN Project Manager in consultation with the consortium lead who is elected during the kick-off meeting.

By adopting the business plan, the interested parties declare their willingness to participate in the DIN SPEC consortium and will be formally named as consortium members, with the associated rights and duties.

By adopting the business plan, the experts are committed to stay within the determined scope of the business plan and not to deviate from it. Sharing the burden of these costs is a prerequisite for membership in the consortium. By adopting the business plan, consortium members declare their willingness to bear their share of the project costs, which are borne equally based on the number of consortium members.

Participants at the kick-off meeting who do not approve the business plan are not given the status of a consortium member and are thus excluded from further decisions made during the kick-off meeting and from further project activities.

Once set up the consortium is usually closed, which means that the consortium members decide on the admission of additional members. When expanding the DIN SPEC consortium retroactively, it is particularly important to consider that,

¹ PAS: Publicly Available Specification

- a) the expansion would be conducive to shortening the duration of the project or to avoiding or averting an impending delay in the planned duration of the project;
- b) the expansion would not result in the project taking longer to complete;
- c) the new consortium member would not address any new or complementary issues beyond the scope defined and approved in the business plan;
- d) the new consortium member would bring complementary expertise into the consortium in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e) the new consortium member would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f) the new consortium member would ensure wider application of the DIN SPEC.

The consortium members elect a consortium leader and a deputy, if necessary. Should the consortium leader no longer be able to carry out their duties, the DIN Project Manager shall initiate the election of a new leader. The consortium leader has the following tasks:

- to prepare meetings together with the DIN Project Manager (e.g., draw up agendas),
- to lead the meetings of the DIN SPEC consortium,
- to monitor the implementation of decisions made by the consortium,
- to represent the consortium to DIN and to ensure compliance with the objectives and conditions stated in the business plan within the consortium.

Once the business plan has been approved by at least three different organizations, signalling that the stage is set for a DIN SPEC to be developed, DIN will offer the initiator a contract regarding the development and publication of the planned DIN SPEC.

Development of DIN SPEC

Work on the content of the DIN SPEC is then carried out in accordance with the business plan (schedule/milestones, meetings/web conferences, etc.). DIN makes its infrastructure (electronic document archival system, rooms, etc.) available for this work. The responsible DIN Project Manager coordinates the administrative processes of the project, supports the experts by functioning as a contact partner for all aspects of drawing up specifications, and moderates meetings together with the consortium leader. In the consortium, decisions can be made in voting procedures. Each consortium member is entitled to vote and has one vote. If an organization sends several experts to the consortium, that organization has only one vote, regardless of how many participants it sends. Transferring voting rights to other consortium members is not permitted. During voting procedures, decisions are passed by simple majority, not counting abstentions.

Publication of a draft of the DIN SPEC is optional, therefore not required. It is normally only done if a decision to this effect has been made beforehand and is laid down in the business plan. If the consortium later decides to publish a draft of the DIN SPEC, even though this is not laid down in the business plan, it shall be ensured that any additional costs to DIN incurred by such a publication will be financed by the consortium.

Drafts are adopted by consortium members by a simple majority. Consortium members who voted for the draft shall be named as authors in the Foreword, including the organizations which they represent. Consortium members who voted against the draft or who have abstained, may not be named in the Foreword.

DIN SPEC drafts are made available in DIN Media Webshop as a free PDF document. The period for submitting comments is two months. Once this period has ended, the consortium discusses all comments received. Everyone who has commented on the published draft will be invited to a meeting to discuss the objections. The final decision on the processing of the comments received is made by the consortium members only.

Subsequent changes to the scope or resource planning of the business plan require a 2/3-majority of all votes cast, as well as the approval of DIN. Abstentions will not be included.

Publication of DIN SPEC

The final document is approved by the consortium members by a simple majority. Consortium members who vote for the publication of the DIN SPEC will be mentioned in the Foreword. Consortium members who voted against the publication or who have abstained, will not be named in the Foreword.

DIN checks whether the content of the adopted DIN SPEC corresponds to the planned scope defined in the business plan. Once the check is cleared, the DIN SPEC is produced and published by DIN Media. DIN SPECS are provided as a free of charge PDF download via DIN Media Webshop.

Systematic review and life span

For DIN SPECS, each edition has a maximum life span of six years. The first systematic review takes place no later than three years after publication. DIN contacts the DIN SPEC consortium and asks for a statement on the next steps. For the first systematic review, the following options are available:

- confirmation (unchanged for further three years),
- revision,
- request to develop a standard based on the DIN SPEC,
- withdrawal without replacement.

If the initiator or the DIN SPEC consortium cannot be contacted or does not respond, DIN will either decide to extend the validity of the DIN SPEC or withdraw it without replacement on its own discretion.

The second systematic review takes place no later than six years after initial publication. DIN contacts

the DIN SPEC consortium and asks for a statement on whether the DIN SPEC (PAS) should be

- revised,
- used as the basis for a standards proposal, or
- withdrawn.

With every revision of a DIN SPEC, a new maximum lifespan of six years begins, i.e., every revised new edition of a DIN SPEC can be confirmed without changes once before the DIN SPEC must either be withdrawn or revised. It can be used as the basis for a standards proposal at any time.

Irrespective of maximum life span and systematic reviews, the requirement for DIN SPEC to be consistent with the German body of standards applies in principle, i.e., if a DIN standard is published in the meantime which deals with the same scope as an already existing DIN SPEC, the latter must either be withdrawn or revised to the extent that it does not contradict the contents of the DIN standard. In addition, DIN has the right to revise and, if necessary, terminate work on a DIN SPEC project at any time upon reasonable grounds.

If the DIN SPEC is to be revised, the entire process is to be carried out again (internal review, business plan, kick-off meeting, contract, etc.).