

TERMS OF REFERENCE OF THE CQI STANDARDS DEVELOPMENT GROUP

PURPOSE

The *Standards Development Group* (SDG) has been established for the purpose of influencing the development and promotion of Standards for the benefit of the Chartered Quality Institute (CQI), its members and society and in this endeavour will contribute to the charitable purposes of the CQI.

SCOPE AND FIELD OF ACTIVITY

The SDG develops and manages the processes for pursuing the CQI's objectives relative to quality standards from the viewpoint of the internal and external stakeholders. It will represent the CQI on national and international standards making bodies, prepare CQI position papers, communicate and seek consensus and generally act as the UK quality conscience on standards for the UK. In this role, it may seek research into the need for particular standards needs and the effectiveness or relevance of existing standards to the consumer.

The subjects covered will be Quality Management, Quality Assurance, Quality Control, Metrology, Process Management, Statistical Methods, Reliability (Dependability etc.), Management Techniques, Environmental Standardization and Health and Safety to the extent that they impact upon CQI member's interests. The field of activity is to be reviewed at each meeting of the SDG and an up to date matrix maintained by the secretary.

COMPOSITION

The SDG will comprise:

- A Chairman, and Vice Chairman of the SDG, appointed by the Professional Policy Board (PPB).
- Scrutineers will be nominated by members of the SDG and approved by the Chairman to review draft standards
- Representatives will be nominated by members of the SDG and approved by the Chairman to represent the CQI on external standards and policy committees
- The Secretary of the SDG will be provided from Central Office staff
- Other members may be co-opted by the Chairman from time to time.

Members of the SDG will meet periodically (a minimum of twice yearly) and conduct its business through electronic and voice communication.

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RESPONSIBILITY

The CQI Standards Development Group is accountable to the PPB for:

- Determining and maintaining the direction (vision and mission) of the group consistent with the goals of the CQI and seeking agreement from the PPB for its planned objectives and budget,
- Identifying and prioritizing the standards which the CQI needs to influence,
- Influencing the selected standards in a manner that enhances the reputation of the CQI,
- Promoting the selected standards within the CQI membership and the wider community in a manner that improve public perceptions of quality,
- Measuring and reporting performance and demonstrating to those concerned that progress and performance is consistent with the group's declared targets and the goals of the CQI as stated in the current Corporate Plan.

AUTHORITY

The SDG has the delegated authority of the PPB to:-

- Determine the needs of its stakeholders relative to its purpose and to develop and manage the processes necessary for satisfying these needs
- Appoint CQI members to represent the CQI in pursuit of its purpose,
- Establish a budget for achieving its agreed objectives and authorize expenditure within the agreed budget,
- Develop the CQI position on standards and policies when considered necessary by the SDG chairman,
- Obtain input to draft standards etc from CQI members,
- Disseminate outputs from SDG activities to CQI members.

REVIEW AND APPROVAL

These Terms of Reference will be reviewed annually by the SDG and any changes will not be effective until approved by the PPB.