

## Forming a Working Group for new topics

### **Introduction**

When a new topic is proposed by a Third Party to buildingSMART, it is important that the Proposer can easily understand how to engage and the steps that need to be followed to achieve a good outcome.

The initial engagement will be with buildingSMART International (bSI) Management Team. Normally the objective at this stage is to form an informal Working Group (this means that the working group is yet to be endorsed in accordance with the bSI Standards Process) to enable rapid, practical progress.

This document describes the engagement and induction process and the creation of a forward plan.

### **Engagement process**

bSI management team will open a dialogue with the Proposer and assist them with the following:

1. Develop a working proposal which will become a Charter for a new Working Group.
2. Find other interested parties who may be willing to join the proposed Working Group.

bSI will assist with finding other interested parties by sending out calls for participation through its media channels.

The Proposer will then submit the working proposal to bSI for endorsement in accordance with the Standards Process.

### **Referral process**

A new activity is proposed to a representative of buildingSMART. This initial contact will likely be made in one of the following ways:

- directly to a member of buildingSMART International (bSI) management through their personal email address or [contact@buildingsmart.org](mailto:contact@buildingsmart.org)
- to a buildingSMART Chapter (regional branch) representative
- to a buildingSMART Room representative

The Chapter representative will refer it to bSI Management

If the Room representative recognises that the proposal does not fit within their remit then they will refer it to bSI Management

bSI Management will contact the proposer and ascertain whether the proposal fits within the remit of an existing Room.

If it does, an introduction will be made to the Leader of the Room

If it does not, then bSI will assume the relationship with the Proposer to establish the way forward.

### ***Introduction to the Standards Process***

bSI will explain to the Proposer, the bSI Standards Process used to develop open standards. As well as explaining the process, introductions to other bSI fora / committees will be made as appropriate. The bSI Standards Process is described here: <http://www.buildingsmart.org/standards/standards-process/>

bSI will put the proposal to their Standards Committee Executive (SCE)

bSI (SCE) will work with the proposer and informal Working Group to enable the most appropriate progression of the work.

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