**ICGdR Standard Development & Approval Process**

**0. Introduction**

The development, revision and approval of standards within the Committee on Standardization in Geo-disaster Reduction (CSGdR) encompasses Project Application, Initiation, Standard Development, Soliciting Opinions, Standard Review, Approval and Publication.

**1. Project Initiation**

**1.1 Applicant**

The proposal should be jointly submitted by no less than 3 applicants from at least 2 different countries/regions, which can be either ICGdR member or non-member entities.

**1.2 Application materials**

The applicants should complete and submit the Appendix 1.1-Standard Project Initiation Form for Application, including the origin, overview and technical of the standard development task, the comparisons and relations with current relevant standards, the detailed outline of the standard, the essential information regarding the initiating entities.

**1.3 Project initiation review**

(1) CSGdR is responsible of establishing a *Project Initiation Review Committee* comprising 7 relevant experts from academia or industry, which should cover at least 3 countries/regions.

(2) The *Project Initiation Review Committee* is tasked with evaluating the necessity, applicability, compliance with legal and regulatory requirements, feasibility, effectiveness, professionalism, and representativeness of the proposed standard project.

(3) Each expert should fill the review comments in the Appendix 1.2-Standard Project Initiation Form for Review within **1 month**, with overall comments and a determination concerning the approval or disapproval.

(4) The initiated project should be publicly announced on the ICGdR official website.

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**2. Standard Drafting**

The applicants should conduct comprehensive research and perform necessary experimental validation in accordance with the established outline. The preliminary manuscript should be completed and submitted within **6 months** since project initiation. The applicants should draft the standard following the ICGdR standard template Appendix 2- Standard Template.

**3. Soliciting opinions**

**3.1 Approach**

(1) CSGdR is responsible for both public and targeted solicitations of opinions.

(2) The public solicitation is primarily conducted via the official website of the ICGdR, with a duration of **1 month**.

(3) The targeted solicitation should involve distributing the preliminary manuscript to 9 potential members of *Standard Review Committee* for their formal review and comments.

**3.2 Response**

The applicants should summarize, analyse, and respond to the feedback received from the committee members, and submit a list of responds and a revised manuscript **within 1 month**.

**4. Standard Review**

**4.1 Review committee**

The CSGdR is responsible for establishing a *Standard Review Committee*, which consist of 9 experts with relevant expertise in the corresponding area, which should cover at least 3 different countries/regions.

**4.2 Review process**

(1) The CSGdR is tasked with organizing at most 2 iterations of peer review in written format. The CSGdR should distribute the review materials to the *Standard Review Committee*, compiling all review comments, and providing comprehensive feedback to the applicant entities.

(2) Each member of the *Standard Review Committee* is required to complete the Appendix 4-Standard Review Form within **1 month**.

(3) Applicant entities must refine the manuscript in accordance with the review comments received and submit a revised manuscript with a list of responses within **1 month**.

(4) Following the completion of the second round of review, the CSGdR should solicit determinations of approval or disapproval from each member of the *Standard Review Committee.*

**5. Standard Approval**

(1) The proposal standard manuscript can be initially approved with approvals of the *Standard Review Committee*.

(2) The initially approved standard manuscript should be sent to the ICGdR members via email. The standard should be ultimately approved by the ICGdR board meeting.

(3) The approved standard number should comply with the regulations specified by CSGdR (e.g., ICGdR/ST-BN0133 001-2024).

**6. Standard Publication and distribution**

(1) ICGdR is responsible for publishing the soft copy of approved standard via the ICGdR official website and other social media.

(2) If necessary, ICGdR is responsible for helping publish the hard copy of the approved standard. In this condition, the applicants need to pay extra publication fees.

(3) The applicants are invited to submit an academic research paper in the ICGdR journal to introduce the main technologies and applications in the approved standard. The paper will be prioritized for publication after being accepted.

**7. Financial Expenditures**

**7.1 Contractual arrangement**

Upon successful initiation of the project, the principal applicant's organization should enter a commission contract with the ICGdR. A template for this contract is provide as Appendix 5-Contract template.

**7.2 Expenses**

All expenditures associated with the standard project are governed by the financial regulations and guidelines of the ICGdR. The specific cost for non-member entities is 16,000 EUR. The specific cost for member entities is 14,000 EUR. The details of charges are listed in the Appendix 6-Charge details.

**8. Declaration of interests**

The applicants should declare that they have no known competing financial interests or personal relationships that could have appeared to influence the proposed standard by signing the Appendix 1.1-Standard Project Initiation Form for Application.

The selected review committee members shall recuse themselves from projects in which they have a conflict of interest by signing the Appendix 1.2-Standard Project Initiation Form for Review, Appendix 3.2-Targeted Solicitation of Opinions Form and Appendix 4-Standard Review Form.