

Quick Reference Guide (FOR MEMBERS)

National Ballot Module Overview

1 Ballot Module Overview

BSI Documents is comprised of two modules, National Documents and National Ballots. The National Balloting module allows Committee Members to express their opinions on the Standards Development process in a transparent manner.

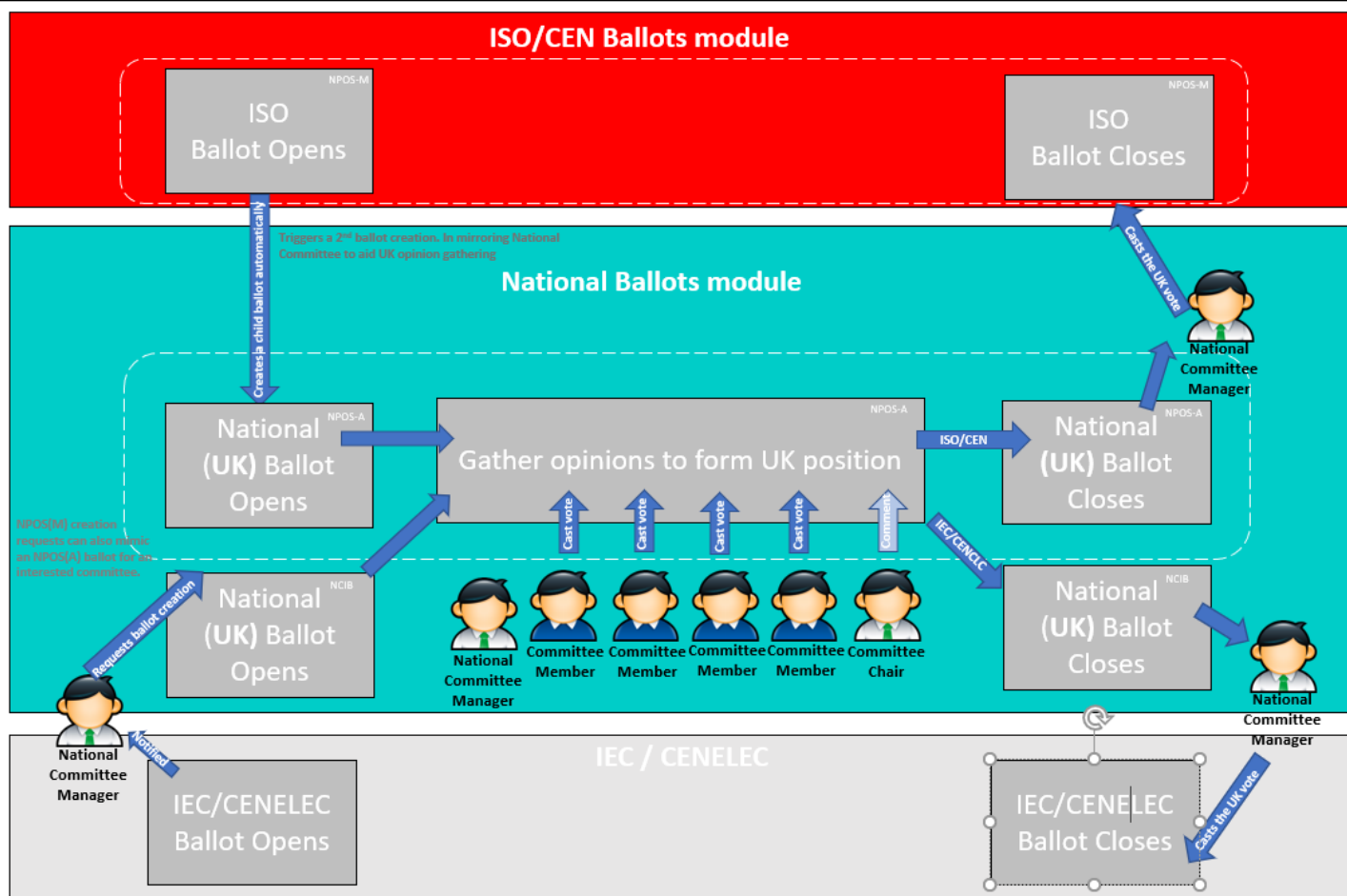
BSI Documents is fully integrated with the ISO platform, therefore we will have national ballots created automatically in response to an ISO/CEN ballot (depicted in figure 1).

- At the end of the national balloting period, all committee members' opinions and comments can be viewed in the ballot, providing members of the committee with opinion transparency enabling them to decide on their national position before BSI returns the UK vote to the relevant Standards Development Organisation (*SDO).
- All related balloting documents are accessible and easy to locate.
- There is now reduced delay in the national committee receiving the ballot from their ISO/CEN mirror committee.

2 Ballot Types

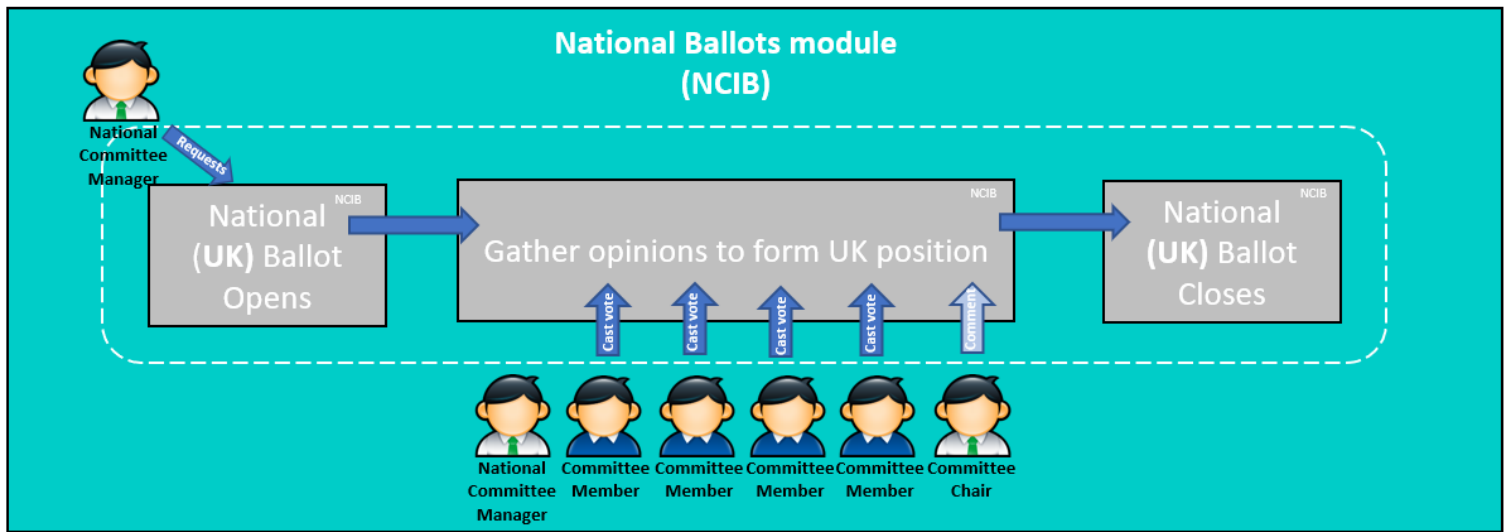
You will see the following acronyms being used to describe ballots:

- **NPOS(A)** (automated national positioning ballots) are created because of an ISO or CEN ballot opening (see fig 1)
- **NPOS(M)** (manually created national positioning ballots) are created when an additional NPOS-A ballot is required.
- **NCIB** (national committee internal ballots) are created manually by BSI staff and are used for IEC, CENELEC and National British Standards (see fig 2, on pg2).



(Fig 1)

*Example of an SDO: ISO/CEN, IEC/CLC



(Fig 2)

3 What is Expected of Committee Members?

- All Committee Members should submit their response to a ballot via the National Balloting module, to not do so runs the risk of their opinion being missed. If a Committee Member has difficulty in using the module, they should contact their Committee Manager who can submit the members opinion on their behalf, prior to the national deadline.
- Where committee members do not have an opinion on a ballot, they do not have to respond but should be aware they will continue to get reminder emails because they have not responded.
- The voting intention is communicated to the national committee and any differences in opinion are resolved before the SDO deadline by the Committee Manager, Chair and Committee Members.
- Where conflicting opinions are cast, all efforts to meet consensus must be made in line with BS 0:2021 (clause 7.5.3).
- The Chair cannot cast their opinion, but can provide comments to guide the committee.

4 Default Position Guidance

Instructions on how to response as per the default national position often appears on the ballot. The default position will be submitted in lieu of a committee response. Supporting documentation for the ballot, including a commenting template will appear as attachments.

Default national deadlines have been set for all stages of balloting. These will ensure that all members can submit their opinion, and BSI staff members can return the ballots to relevant SDO on time.

5 Notifications

Committee members will receive notifications when the national ballots are open, and they will also receive a reminder 4 weeks and 1 week before the ballots closes if they have not submitted their opinion.

Committee members are sent a notification email at the end of every day for all the ballots across all the committees on which they sit.

*Example of an SDO: ISO/CEN, IEC/CLC