

Updates of guidelines, standards and methodologies

1. Regular updates

This chapter describes the workflows for regular updates of guidelines, standards and methodologies. Regular updates may also include internal and external requests for amendments to guidelines, standards and methodologies.

Regular updates are carried out by CSI and after instigation by CSI. The intervals for regular updates may vary depending on the guideline, standard, methodology but should be carried out at least every three years.

Step 1 - First version

The first draft prepared by the scientific management (Ithaka) and, if necessary, already agreed with the Scientific Advisory Board, is first assessed by the Technical Committee at CSI. This first draft will include all proposals that have been received since the last update and are available from CSI for the amendment process in the list of topics (see 26_102) for standard updates. Details of the first draft can already be discussed in advance with associations, stakeholders, scientists, authorities, etc.. This will result in the first version, which will be prepared by the scientific management.

Step 2 - Expert group

If an external expert group has been appointed for the guideline, standard, methodology (currently at EBC), this first version is sent to the expert group and is proofread and commented on by them. The comments of the expert group are again reviewed by the scientific management and commented on by the latter. This exchange goes a maximum of three rounds and lasts a maximum of 6 weeks, then there is the pre-final version.

If no external expert group has yet been set up for the guideline, standard, methodology mentioned, this step is omitted. In this case, the first version is transferred to the pre-final version by the scientific management.

Step 3 - Public consultation

The pre-final version goes into public consultation. In a first step, the feedback from the public consultation is assessed by the CSI technical committee and forwarded to the scientific management with comments. The scientific management responds to the feedback from the public consultation and brings the guideline, standard, methodology into the final version.

Step 4 - Publication

The final version is published on the website and communicated to the addressees of the public consultation by means of a newsletter. The newsletter and the website provide transparent information on the updates made from the previously valid to the newly valid version.

The final version of the guideline, standard, methodology is valid as of its publication. Transition periods may be defined, which in turn must be published.

2. Exceptional updates to guidelines, standards and methodologies

An extraordinary update is always preceded by at least one internal or external request for amendment to guidelines, standards and methodologies.

Application to the Scientific Management

Internal and external requests for guidelines may lead to the need for an extraordinary update. The CSI Technical Committee submits a request to the Scientific Director. The scientific management assesses the request and comments on whether or not they consider an extraordinary update to be justified in this case.

In the event of negative feedback from the scientific management, the positions are discussed as required. In case of disagreement, the CSI Board of Directors may be consulted, which will make the final decision.

If the change process is followed up with an extraordinary update, steps 1-4 described above apply mutatis mutandis.

Minor changes

In the case of minor changes (e.g. correction of errors, translation errors), these can be made by CSI without an ordinary or extraordinary update. In this case, the changes are made after consultation with the scientific management and the new version is published according to step 4 above.

Urgent clarifications

Urgent clarifications or corrections may be required. In such cases, the CSI may, after consultation with the scientific management, publish an annex or consider this urgent clarification as a minor amendment. For minor amendments, the procedure is as described in the previous chapter.