



## OSAC Guidance for SDO Liaison Positions

To promote continuing acceptance of standards being developed, official technical liaisons shall be appointed from OSAC for each standard proceeding through the SDO process. This individual may serve as the SDO Technical Contact for the standard within the SDO, and the SDO/OSAC Liaison to OSAC. Please refer to the individual SDOs for duties of the Technical Contact for an SDO work item. The subcommittee shall identify the SDO Liaison when submitting the draft standard/work item for SAC approval to send to the SDO.

Ideally, an OSAC member already sits on each Technical Committee/ Consensus Body/ or Subcommittee of each SDO being utilized by an OSAC Subcommittee, and can be asked to serve as the SDO Liaison. If the SDO liaison is not the same person as the SDO technical contact for the standard, the SDO liaison is to work with the SDO technical contact in a manner that enables them to keep OSAC informed.

### Duties of SDO Liaisons

1. Notify OSAC Affairs (via email and copy the OSAC Subcommittee Chair) when the document is sent to the SDO for listing on the OSAC Subcommittee's website and in the monthly OSAC Standards Bulletin.
2. Notify OSAC Affairs (via email and copy the OSAC Subcommittee Chair) and the sponsoring OSAC committee when the document is available for comment/public comment. If no Resource Committee Liaison is appointed, the SDO Liaison must also ensure the Resource Committees are aware of any SDO actions.
3. Notify OSAC Affairs (via email and copy the OSAC Subcommittee Chair) and sponsoring OSAC committee when the document is published by the SDO.