Process for Creating Guidance

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Policy 1-105 "Creation and Use of Guidance"

- Sets the tone
- Defines guidance as non-mandatory
- Explains proper use
- Requires disclaimer
- Authorizes creating a procedure for crafting guidance
- Approved by Policy Committee and TNI Board

SOP 1- 105 "Process for Creating Guidance"

➢ Anchored by POL 1-105

➢ Reiterates unenforceability of guidance; re-emphasizes disclaimer

➢ Establishes stepped process

➢ Approved by Policy Committee

➢ Will be presented for concurrence to TNI Board

Definition

"Guidance is non-mandatory information, rendered in any medium intended for communication, which explains, illustrates, or summarizes a subject without imposing requirements, establishing policy, or becoming a standard operating procedure."

Exclusions

- Some informational material produced by TNI is dynamic or follows alternative approval processes. The SOP does not apply to:
  - Answers given by programs to frequently asked questions (FAQs).
  - Responses to requests for TNI Standards interpretations.
  - Presentations delivered by TNI members, when those presentations are reasonably understood not to constitute guidance.

Use of Guidance: "Facilitates"

YES

- Helps
- Suggests
- Explains
- Unenforceable

NO

- Dictates
- Demands
- Proselytizes
- Enforceable

The Process I: Establishing Need for Guidance

- Any one can suggest creating guidance.
- Committees, executive committees, councils, and TNI Board review and decide guidance is needed.
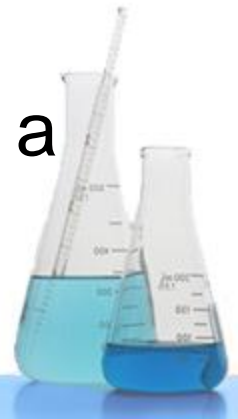 - ➢ Only these groups can develop a proposal for creating guidance.

The Process II: Developing **Proposal** for Guidance

☐ Authorized group uses form to present proposal for guidance

  ➢ Crafters

  ➢ Purpose

  ➢ Communicates, clarifies, helps implement TNI Standard

  ➢ Justification for creation

  ➢ Parties reviewing guidance

  ➢ Levels of technical review

Technical Review

- A review undertaken by the originator of guidance and any designated group to determine the accuracy and utility of the content of guidance.

- Two levels of technical review:
  - Minimal
  - Comprehensive

- Proposals that communicate, clarify, or help implement a TNI Standard will likely receive a comprehensive technical review.

The Process III: Reviewing **Proposal** for Guidance

- Policy Committee reviews all proposals for guidance.
- If justified:
  - Sends OK to originator
  - Identifies any additional conditions for approval
  - Specifies level of conformance review

Conformance Review

- A review undertaken by the Policy Committee or its designee to determine whether proposed guidance meets and does not exceed the definition of guidance.

- Two levels of conformance review:
  - Minimal
  - Comprehensive

- Proposals for creating guidance that communicates, clarifies or helps to implement a TNI Standard should receive a comprehensive level of conformance review.

- If review determines guidance is not justified, Policy Committee informs originator and recommends:

  - Develop Policy
  - Develop SOP
  - Modify or create Standard

Review and Approval of Guidance

- Guidance goes back to Policy Committee after completed and approved by creators.
- Policy Committee or designee performs conformance review.
  - If guidance is in conformance, Policy labels it "Official TNI Guidance" and clears it for publication.
  - If guidance is not in conformance, Policy returns to originator with suggestions for revision, and can be resubmitted for reconsideration.

Drafts of Guidance

- ☐ May be circulated and available if labeled as such.

- ☐ Possibility for having a place in the TNI Website for "unofficial" guidance.

Be Very Afraid?

or

Don't Worry, Be Happy?

Final Thoughts

- Many of our constituents tell us guidance is needed.
- Many of our constituents are afraid of guidance being misused.
- We will meet in between the dark and the light.
- We will see how this works, and if not, we will retool.