



**Asia-Pacific
Economic Cooperation**

2018/SCSC/WKSP1/013a

Session: Panel 3

Annex A – Standard Tasks and Sub-Tasks

Submitted by: Korea



**APEC-IEC-ISO Joint Workshop on
Developing Competence Requirements
and Career Path for Standards
Professionals
Singapore
23-24 January 2018**

□ 표준전문기관에서의 표준화 직무와 연결된 세부 직무

	직무(Task)	세부 직무(Sub-task)
1	Standardization Planning & Evaluation (national/organization level)	1-1 Set and Implement Medium-Long Term Strategic Plan - Objectives, Priorities, Resources, Performance index 1-2 Develop and Implement Action Plan based on Medium-Long Term Strategies - Action Items, Expected Results, and Related Projects 1-3 Conduct Standardization Environment Analysis - PEST Analysis, Technology Trends Analysis, Needs Analysis 1-4 Review and Evaluate Performance of Strategic and Action Plan
2	Standards Development (Work Program Management)	2-1 Develop Work Plan or Roadmap of Technical/Industrial Sector * Sector: Transportation, Environment, Services, ICT, etc. 2-2 Manage and Evaluate Work Plan Performance of Technical/Industrial Sectors 2-3 Develop and Manage Standards Development Procedures(Rules) (ex. ISO/IEC Directives - Part 1)
3	Standards Development - Committee Operation and Assistance	3-1 Manage Standards Development Projects (Committee Work Program) - Scheduling, Prioritization, Communication 3-2 Produce and Circulate Committee Projects Documents - Proposal, Comment Resolution, Ballot Results 3-3 Arrange and Coordinate Committee Meetings - Agenda, Minutes, Decision/Resolutions, Reporting 3-4 Advise and Liaise with Chair, Conveners, Project Leaders - Procedure and Rule for Standards Development
4	Standards Development - Drafting Standards	4-1 Draft Standards in accordance with Guideline (ex. ISO/IEC Directives - Part 2) 4-2 Amend/Modify Existing Standards in accordance with Guideline 4-3 Review and Provide Comments on Circulated Draft Standards 4-4 Verify standards in a process of regulated verification
5	International Standardization	5-1 Organize and Coordinate Domestic Mirror Committee 5-2 Participate in International Standardization Meetings and Voting 5-3 Cooperate with Other Organizations for International Standardization
6	Editing and Publication of Standards	6-1 Plan and Manage Publication Process 6-2 Edit and Proofread to Publish Standards 6-3 Publish Standards (online, offline)
7	Dissemination of Standards	7-1 Develop and Manage Dissemination Strategy 7-2 Develop and Sell Catalogue, Package Products, Handbook (Paper) 7-3 Develop and Operate Information System for Standards Dissemination 7-4 Develop and Maintain Online Sales System (Webstore) 7-5 Promote Standards Related Information - ex. Webzine, Bulletin, Journals 7-6 Analyze and Reflect Customer Voices

8	Training and Education	8-1 Develop Training and Education Plan and Program 8-2 Operate Training and Education Courses - Registration, Course Providing, Certificate, etc. 8-3 Analyze and Reflect Customer Voices
9	Public Service	9-1 Make and Enact Laws and Legal Systems on Standardization 9-2 Promote Harmonization of Various Standards and Regulations 9-3 Provide Export Assistance/Consulting in response to Foreign Technical Regulations(TBT) (including Operation of WTO/TBT Inquiry Point) 9-4 Communicate and Coordinate with Regulatory Agencies and Industry Associations

□ 기업에서의 표준화 직무와 연결된 세부 직무

	직무(Task)	세부 직무(Sub-task)
1	Standardization Planning & Evaluation	1-1 Set and Implement Company Standardization Strategy - Objectives, Priorities, Resources aligned with Company Strategy 1-2 Conduct Standardization Environment and Stakeholder Needs Analysis - PEST Analysis, Technology Trends Analysis, Needs Analysis" 1-3 Review and Evaluate Performance of Company Standardization Strategy 1-4 Take Actions according to the results of performance analysis
2	Standards Development - within Company	2-1 Develop Work Plan for Company Standards Development 2-2 Amend/Modify Existing Standards in accordance with Company Guideline 2-3 Draft New Standards for New Products/Technology in accordance with Company Guideline 2-4 Review and Verify Draft Company Standards 2-5 Manage and Operate Company Standards Development Process
3	Standards Development - Participation in External Standards Committees	3-1 (National/Domestic) Participate in National/Domestic Standards Development Committees 3-2 (National/Domestic) Provide Inputs to National/Domestic Standards (based on Company R&D results and Products Specifications) 3-3 (International/Foreign) Participate in International/Foreign Standards Development 3-4 (International/Foreign) Provide Inputs to National/Domestic Standards (based on Company R&D results and Products Specifications)
4	Applying Standards - Company Standards	4-1 Develop Standards Application Plans and Impact Analysis 4-2 Operate Training Program on How to Apply Company Standards 4-3 Disseminate Company Standards (online, offline) 4-4 Monitor Application of Company Standards 4-5 Assess/Audit Compliance with Company Standards
5	Applying Standards - External Standards	5-1 Identify and Analyze External Standards required for Company Products 5-2 Incorporate External Standards to Company Standards 5-3 Identify and Meet the Requirements of External Standards 5-4 Prepare and Acquire External Certification