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
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.
The Process III: Reviewing Proposal for Guidance (cont.)

- 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.