

SABS



PROJECT PRIORITISATION PROCESS AND CRITERIA

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1. Introduction

This guide is an overview of the processes and criteria necessary when submitting a proposal for a Standard to be developed by the Standards Division of the South African Bureau of Standards (SABS).

This guide is applicable to requests for:

- New, revised, amended or reaffirmed South African National Standards.

In principle, Standards must demonstrate a positive net benefit to the South African community. Once the SABS is satisfied that a project will have a positive net effect, the Standard will follow the Standards Development process and be allocated on a priority basis in accordance with the project prioritisation process outlined in this guide.

The Standards Development process which is open and transparent for all interested groups, makes the positive impact of standards on economic growth more likely. This guide will support the fair and equitable selection of Standards-related activities and projects that will be resourced by the SABS. Hence, it serves to make the SABS's Project Prioritisation Process and Criteria: Transparent, open, relevant, effective and efficient, through a process that involves all stakeholders and which is based on: Consensus, impartiality and coherence.

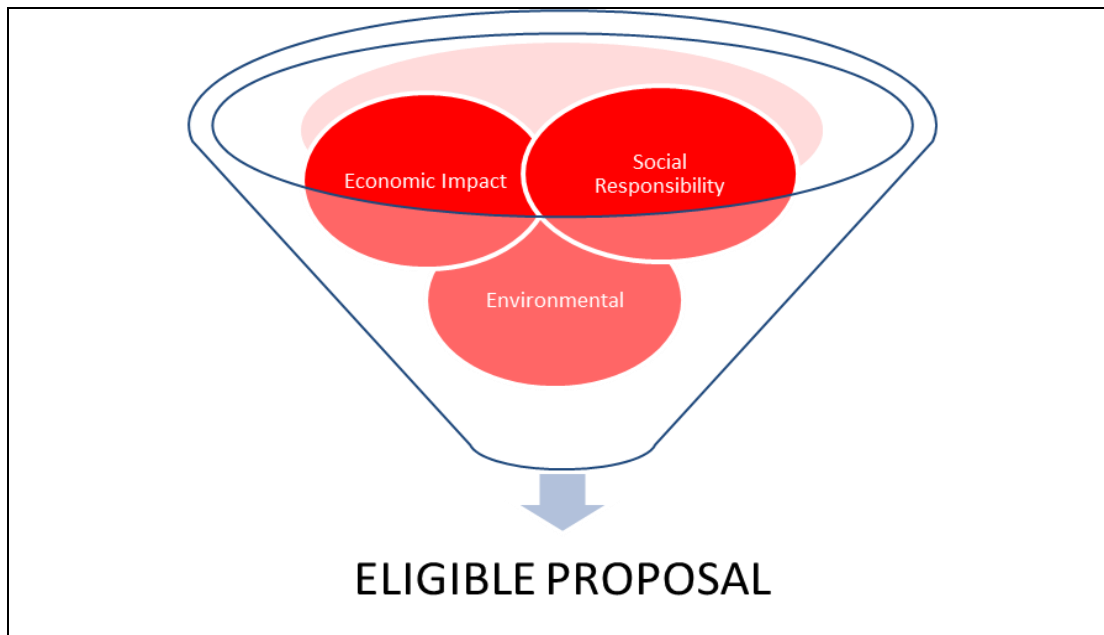
2. Proposing a project

The process described below is summarised in Figure 2 in Appendix A.

Anyone wishing to propose a new Standard must complete the Project Proposal form which is accessible from the SABS website.

All complete submissions are initially evaluated on the net benefit criterion, with Figure 1 below depicting the key aspects of such.

Figure 1: Criteria to be met for a proposal to be considered as eligible



In other words, the SABS evaluates proposals within three categories:

1. Economic benefit,
2. Social responsibility, and
3. Environmental.

For a proposal to be considered as eligible by the SABS, it must demonstrate a positive net benefit under at least one of the three categories, while remaining neutral in the other criteria. Thus, the proposal must have an overall positive effect across the three categories. In other words, if a proposal demonstrates a positive impact under Economic growth, it is eligible to be evaluated by the SABS – provided that the Social responsibility and Environmental impacts do not produce a negative net impact. Such a proposal is considered as having a net benefit to society (net benefit is further explained in section 3.1).

All proposals must be submitted using the official project proposal form.

A proposal may incorporate a single project, a national, regional or international program of work including multiple projects.

2.1 Preparing your proposal

The Industrial Policy Action Plan (IPAP) 2011/12 – 2013/14 identifies three Clusters that are to be focused on:

Cluster 1 – Qualitatively New Areas of Focus

- Realising the potential of the metal fabrication, capital and transport equipment sectors, particularly arising from large public investments;
- Upstream Oil and gas;
- ‘Green’ and energy-saving industries;
- Agro-processing, linked to food security and food pricing imperatives; and
- Boatbuilding.

Cluster 2 – Scaled-Up and Broadened Interventions in Existing Industrial Policy Action Plan (IPAP)

Sectors

- Automotive products and components, and medium and heavy commercial vehicles;
- Plastics, pharmaceuticals and chemicals;
- Clothing, textiles, footwear and leather;
- Biofuels;
- Forestry, paper, pulp and furniture;
- Creative and cultural industries; and
- Business process services.

Cluster 3 – Sectors with Potential for Long-Term Advanced Capabilities

- Nuclear;
- Advanced materials;
- Aerospace, Defence; and
- Electrotechnical and ICT.

For more information on completing your proposal for Standards Development visit https://www.sabs.co.za/Standardss/standard_proposal.asp.

- The new project proposal forms will be available in May 2012. Applicants are requested not to use earlier versions of the form but rather the new versions linked to above.

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- Rene Heydenrych, of the Economic Impact and Industrial Policy Department, can be contacted to assist with guidance and advice regarding the requirements and completion of the new proposal form.
Tel: 012-428 6835
E-mail: rene.heydenrych@sabs.co.za
- It is important to complete all sections of the form before you submit electronically to the SABS: Processes and Innovation at e-mail address newproposals@sabs.co.za.

The Externally Funded pathway for Standards Development remains in place, offering stakeholders customised solutions, greater choice in resourcing levels and accelerated project timeframes. While Externally Funded project proposals are subject to the same assessment requirements, this pathway is not part of the Prioritisation and Selection Process. Proposals for Externally Funded projects may be submitted to the SABS at any time throughout the year.

2.2 Proposal review and prioritisation

All received proposals will be logged centrally with confirmation sent to the applicant. The Economic Impact and Industrial Policy Department within the Standards Division is the initial point of contact for receiving and documenting proposals. All proposals will be listed on the SABS website, with further details available on request. Once proposals are evaluated and reviewed and a decision has been made by the SABS, the outcome will be communicated directly to the applicant.

A list of prioritised proposals will be published on the SABS website. Project applicants and responsible Committees will be notified with details on project commencement activities.

Any interested parties may contact the SABS to discuss the publicly listed proposals. In so doing, the SABS ensures the transparency of proposed projects.

3. Assessment

The assessment criteria is tabulated and further explained in Appendix B.

Applicants must address and complete all sections of the proposal form. Even if all sections are complete, the SABS may request additional information in support of the proposal. Incomplete proposals will not be considered.

The formal assessment process consists of all proposals being individually assessed against the criteria described below and in Appendix B. Assessment is done on the basis of the information provided in the proposal. The projected resource requirements for each project will be determined and will be used to assist in determining resource allocation across the project portfolio. All project assessments and resource requirements will be reviewed before prioritising the entire portfolio of projects.

Where there is a critical requirement for a new project, the SABS may assess the recommended proposal(s) for immediate processing – provided resources are available.

3.1 Net benefit

Every South African National Standard must demonstrate positive net benefit to the community as a whole. Net benefit, therefore, takes into account the costs and benefits related to the following criteria:

1. Economic impact

- Growth (GDP and employment),
- Competition (market power, concentrated supply, concentrated purchasing of inputs or the cost effectiveness of public infrastructure), and
- Export importance (access to foreign markets).

Is the proposal in line with IPAP and government's target of creating 5 million jobs by 2020?

Further, is competition in the economy enhanced?

2. Social responsibility

- Public health and safety,

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- Social and community development, and
- Consumer requirements.

Will the proposal continually commit business to behave ethically and to improve the quality of life of workers and their families as well as the local community and society at large?

3. Environmental

- Environmental impact;

Is the proposal in line with environmental sustainability?

All South African Standards must prove to have a positive net value or benefit. In other words, the fundamental principle of net benefit is that the benefits must exceed the costs likely to be imposed on suppliers, users and other parties in the community as a result of its implementation. Furthermore, proposals must be in line with Government's targets of economic growth, social responsibility and sustainability.

Each of the net benefit sub-criteria are assessed on a defined scale, taking into account potential positive and negative impacts on different stakeholders.

3.2 Prioritising and selecting proposals

The project prioritisation process ensures the SABS's funds and resources are allocated where they can deliver greatest benefit to the Country and in a manner that allows the SABS to operate on a sustainable basis.

While the SABS would like to meet the expectations of all project applicants, it is important to understand that resources are finite and, therefore, the selection process is competitive. Selection is based on:

- 1) the strength of the net benefit case;
 - alignment with government objectives: NGP and IPAP.
- 2) robustness of the project proposal;
- 3) stakeholder consultation and support;
- 4) government regulatory imperatives; and above all
- 5) the availability of SABS resources.

Please note that only complete applications will be considered.

4. Approval of proposals

If all the above criteria are met, a proposal will be approved. Once approved, proposals will receive a consistent level of service and support, across the portfolio of projects, as defined by the SABS.

Projects will be scheduled to commence as soon as possible considering their assessed priority and availability of suitable resources, meaning start dates may be staggered depending on priority.

Approved proposals will operate under a plan that indicates agreed timelines, resourcing mix and deliverables. The timelines will be agreed to at the start of the project. Projects will undergo continuous monitoring and evaluation to ensure progress and project variations will be considered as appropriate. Dependent on progress, projects may be re-evaluated, reprioritised or cancelled.

4.1 Non-approved proposals

Proposals that meet the required criteria but that do not receive SABS support, may be submitted at any subsequent time through another stakeholder funded pathway or resubmitted for reconsideration in future prioritisation rounds. Non-approved proposals will not automatically be referred to the next round and applicants are invited to consider resubmission during later submission periods.

5. Withdrawals and reconfirmations

The SABS is committed to maintaining a contemporary and relevant suite of South African National Standards. This is part of our strategy to ensure our stakeholders and especially the users of products and services based on our Standards are confident that our Standards mirror contemporary practice, are technologically up to date and reflect current views on safety, quality and environmental impact.

South African National Standards that have been reviewed as part of this program and are intended to be either withdrawn or reconfirmed without technical changes are listed on the SABS website for

public feedback before the proposed actions become effective. Should you wish to provide comment regarding these actions, you can do so via the SABS website.

6. Assistance and support

If you have any queries, please contact:

Rene Heydenrych

Standards Division

Researcher: Economic Impact and Industrial Policy Department

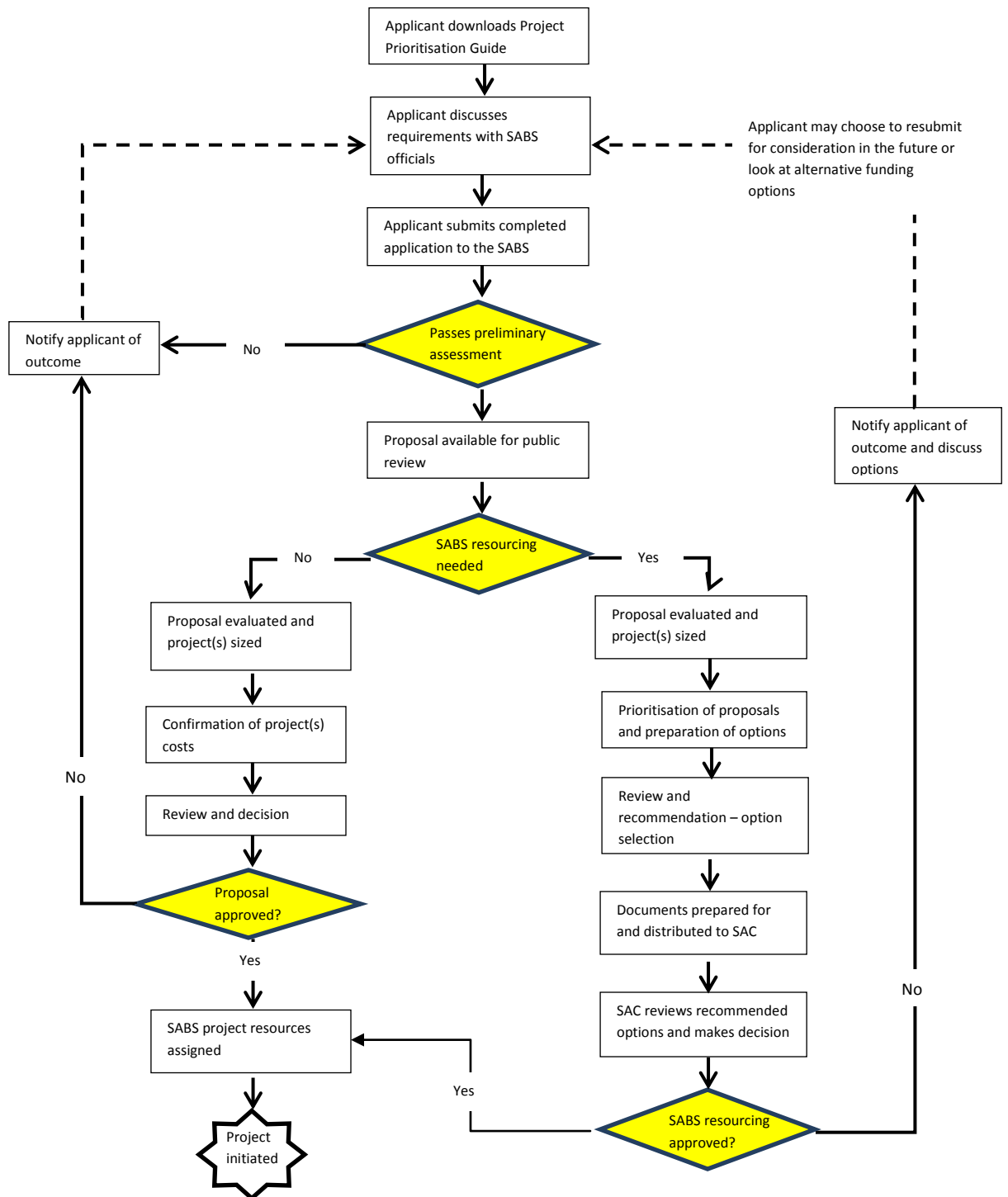
Tel: 012-428 6835

E-mail: rene.heydenrych@sabs.co.za

or the SABS's Call Centre by e-mail (info@sabs.co.za) or phone (012-428 6666).

Appendix A

Figure 2: Proposal evaluation and approval process¹



¹Adapted from Standards Australia Guide Guide – Project prioritisation process and criteria, V2.0. 2011.

Appendix B

Stage of process	Criteria applied	Sub-criteria	Comment
Evaluation and Prioritisation Criteria			
1	Preliminary assessment – Proposal evaluation	Quality	<p>Completeness All sections of proposal form completed.</p> <p>Positive net benefit – indicative On initial review, the proposal indicates a positive net benefit.</p> <p>Clarity Proposal has a reasonable level of clarity and project/program definition.</p> <p>No duplication Does not duplicate published and ‘in development’ SABS and/or International Standards.</p> <p>Dependencies Identifies any interdependencies with other Standards that may require consequential changes.</p>
		Capability	<p>Stakeholder support Evidence of commitment of resources and to timeframes from a balanced group of multiple stakeholder interests.</p>
2	Proposal evaluation	<p>Assessment measures</p> <p>Net benefit:</p> <ul style="list-style-type: none"> • Social responsibility <ul style="list-style-type: none"> • Public health and safety impact • Social and community impact • Consumer requirements • Environmental 	<p>Describe how the Standard will improve public and/or workplace health or safety; Demonstrate that the Standard is the most appropriate method to improve health or safety; and Summarise the overall health and safety impact of the Standard.</p> <p>Consider the social and community impact of the Standard, including ‘tangible’ costs and benefits borne by different sectors of the community, including the most vulnerable consumers or end users, for e.g.: better information, improvements to products and services or more reliable outcomes; and Summarise the overall social and community impact of the Standard.</p> <p>Consider the environmental impact of the Standard, including ‘tangible’ costs and benefits, for e.g.: noise, pollution and amenity; Will the Standard help mitigate environmental impact; and Summarise the overall environmental impact of the Standard.</p>

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			<ul style="list-style-type: none"> Economic impact Growth Competition Export importance <p>Strategic alignment to national interest and public policy issues.</p> <p>References in legislation and other standards.</p> <p>International alignment.</p>	<p>Consider the economic impact of the Standard over its life on different sectors of the community, such as consumers, manufacturers, small business, suppliers, etc.; and Detail the impacts, which may include elements such as increased/decreased costs; increased/reduced utility; redistribution of wealth; inequitable impacts across or between sectors; inequitable impacts on the most vulnerable consumers or end users; employment or productivity outcomes;</p> <p>Show that the Standard will contribute to sector/national GDP and/or to employment. Describe how the Standard enables domestic and/or international alignment in global markets;</p> <p>Identify potential competition restrictions or improvements that may result from the Standard;</p> <p>Identify potential impacts upon innovation;</p> <p>Detail how the Standard can enable most widely used technology and/or supports international interoperability (demonstrate if applicable);</p> <p>Summarise the overall impacts on competition; and</p> <p>Summarise the overall economic impact on the community.</p> <p>Public and national interest objectives as specified by Provincial and National Governments will be taken into account.</p> <p>References to the South African Standard in primary legislation, subsidiary legislation or other statutory rules made under the Province or Nation or in other standards.</p> <p>Specifies level of alignment to relevant international activity where there is an existing International Standard or project.</p>
Resource Requirements				
3	Costing	Resource requirements	<p>Designation</p> <p>Project type</p> <p>Project complexity</p>	<p>Type of project/activity to be delivered, whether South African specific or participation in the development of an international Standard or Committee.</p> <p>Indicates the type of project and change to the Standard – New, Revision, Amendment or Reconfirmation.</p> <p>Combination of document size, project duration, consensus risks, project type, likelihood of successful outcome to calculate an overall project complexity.</p>

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			Likelihood of success	Anticipated risks to the building of consensus which may jeopardise successful project completion to agreed timeframes have been identified.
4	Prioritisation	Assessed benefit Resource requirements	All proposal assessments are compiled, prioritised and ranked as a portfolio, based on weighted net benefit score, alignment to public priority, international alignment and sectoral diversity. Likelihood of project success	
5	Review	Portfolio scenarios	Review of scenarios	
6	Approval	Options	Final decision by SABS	