



Survey Participation Guide

APEC Survey to Identify Career Path and Task Requirements of Standards Professionals

*APEC/CTI SCSC 02 2017S

APEC Sub-Committee on Standards and Conformance (SCSC)

Prepared & Submitted by: Republic of Korea (20 Oct 2017)
Co-Sponsored by: China, Indonesia, Japan, Malaysia, Peru, Singapore, USA, Viet Nam

Requested Action: Survey Response *by December 15, 2017*

Note: Your timely contribution is very much appreciated.

For survey participation, please click online survey link below:

<https://ko.surveymonkey.com/r/WDKW3K8>

You are cordially invited to participate in the Survey for the project of '*Inspiring Next Generation of Standards Professional Development*' Please respond by Dec. 15, 2017

to the project editor, Dr. Donggeun CHOI of Korean Standards Association.

(Email: stannovation@gmail.com, Phone:+82-2-6009-4850)



20 October 2017

To: APEC SCSC Member economies (and related Organizations & Companies)

Subject: APEC Survey to develop ‘Standards Professionals’ (Phase 2)

The APEC Sub-Committee on Standards and Conformance (SCSC) is undertaking a project, led by Korea, co-sponsored by China, Indonesia, Japan, Malaysia, Peru, Philippines, Thailand, USA, Viet Nam, “Inspiring Next Generation of Standards Professional Development: Phase 2. Developing Career Path and Career Map.”

APEC has commissioned the Korean Agency for Technology and Standards (KATS) and Korean Standards Association (KSA) to conduct the project. The objectives of this project questionnaire are the following:

- To identify career path and career map of professionals in the field of standardization in private companies (type A) and standards-specialty organizations (standards development organization, national standards body)
- To identify required knowledge, skills, and attributes (abilities/attitudes) of competence requirements defined in the Phase 1 project.
- To distill recommendations for the discussion in the APEC Subcommittee on Standards and Conformance (SCSC) to inspire standards Professional

On behalf of the APEC SCSC Member Economies, we are writing to invite companies and organizations to participate in this important initiative. We have prepared the survey online which is easily accessible anytime at <https://ko.surveymonkey.com/r/WDKW3K8>, and it will be completed around 15 minutes. You are cordially requested to respond **no later than December 15, 2017.**

Multiple individuals in one company or organization are more than welcome to participate in this online survey. Company and Individual information will be protected and NOT be publically available, and will be used for statistical purpose only. As a token of appreciation, the survey summary results will be freely provided around March 2018 to all participating contributors.

Thank you in advance for your contribution. If you have questions or suggestions, please contact Korea at by email stannovation@gmail.com or by phone +82-2-6009-4850.

Sincerely,

Chung Ha KOH
Project overseer of APEC CTI 02/17S
Korean Agency for Technology and
Standards (KATS)

Donggeun CHOI
Co-Project Overseer
Korean Standards Association (KSA)

Terms and Definitions

1. TASK

(1) Activities required to achieve a goal [ISO/TS 20282-2:2013, 4.18]

* Process: Set of interrelated or interacting activities which transforms inputs into outputs [ISO/TR 14062:2002]

* Responsibility: Obligation to act and take decisions to achieve required outcomes [ISO/IEC 38500:2015, 2.22]

2. COMPETENCE

(1) Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes [ISO/IEC 17024:2003, definition 3.6, ISO 9000:2005, definition 3.1.6]"

(2) Application of knowledge, skills, and behaviors in performance [ISO 10015:1999, 3.1]

(3) Ability to apply knowledge and skills to achieve intended results [ISO 17027:2014, 2.25]

3. Competences consist of a set of K.S.A. (Knowledge, Skills and Attributes)

— K represent **Knowledge**, S represent **Skills**, and A represent **Attributes**(Attitudes).

3.1 Knowledge

(1) Awareness and basic understanding over the breadth of the subject, but not to the depth that would be expected of a specialist in the specific subject area [ISO 22222:2005, 3.1]

(2) Facts, information, truths, principles or understanding acquired through experience or education [ISO 17027:2014, 2.56]

3.2 Skill

(1) Ability to perform a task or activity with a specific intended outcome acquired through education, training, experience or other means [ISO 17027:2014, 2.74]

(2) Ability to apply knowledge and use know-how to complete tasks and solve problems [EQF1), Annex I]

3.3 Attributes (Attitudes/Abilities)

(1) Inherent characteristic of a person [ISO 17027:2014, 2.10]

(2) Disposition to respond in a given way toward a class of objects or ideas [ISO 5492:2008, 1.38]

Survey Structure: Overview of Tasks and K.S.A.

This survey asks '***1. What are major Tasks of workforces related to standardization in your company or organization'*** and more specifically '***2. What kind of Knowledge, Skills, and Attributes are required to conduct the Tasks for standardization successfully.'***

In the process of developing this survey questionnaire, we analyzed previous references about competence requirements and skills for standards professionals. As a result, this survey presents 5 Tasks in Company (Type A) and 9 Tasks in Standards-Specialty Organization (Type B) as below.

Of course, you can easily, add new Tasks and K.S.A for standards professionals. Please note that, in the survey, ***your answer is expected to reflect the facts and practices within your company or organization.***

< Type A. Business > (i.e. Private Company; Public Corporation; Research Institute)

- Task 1/5. Standardization Planning & Evaluation
- Task 2/5. Standards Development (within Company)
- Task 3/5. Standards Development (Participation in external Standards Committees)
- Task 4/5. Applying Standards (Company Standards)
- Task 5/5. Applying Standards (External Standards)
- Task x. Any Others ()

*For the Tasks of Business, a set of 18 Knowledge, 16 Skills, and 20 Attributes are Developed To Facilitate the Selection of Competence Requirements

<Type B. Standards-Specialty Organization > (i.e. National Standards Body/Committee, Standards Development Organization, Conformity Organization)

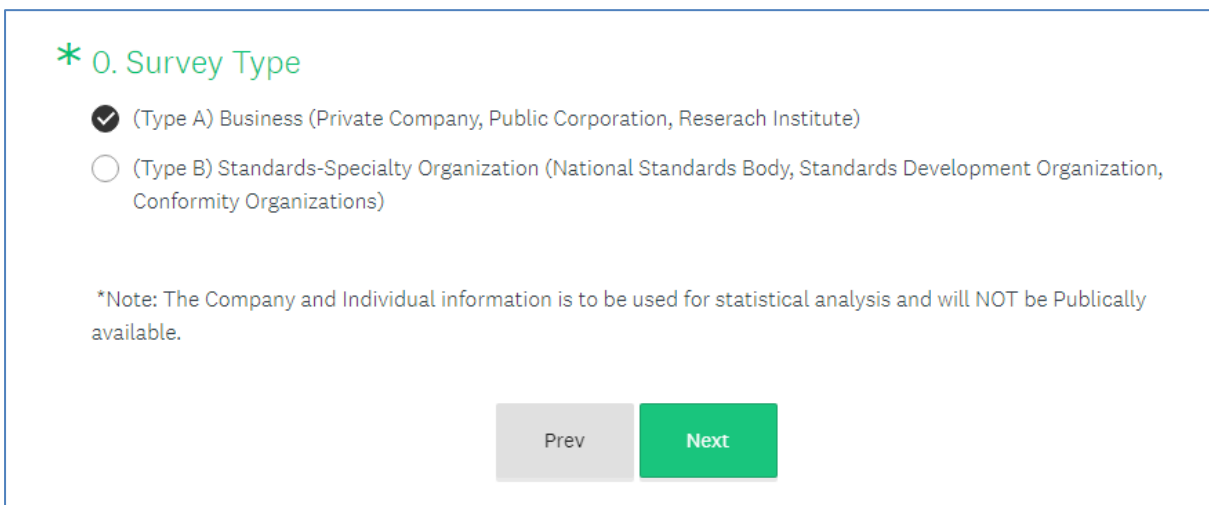
- Task 1/9. Standardization Planning & Evaluation (National/Organization Level)
- Task 2/9. Standards Development (Work Program Management)
- Task 3/9. Standards Development (Committee Operation and Assistance)
- Task 4/9. Standards Development (Drafting Standards)
- Task 5/9. International Standardization
- Task 6/9. Editing and Publication of Standards
- Task 7/9. Dissemination of Standards
- Task 8/9. Training and Education
- Task 9/9. Public Service
- Task x. Others ()

* For the Tasks of Business, a set of 20 Knowledge, 29 Skills, and 20 Attributes are Developed To Facilitate the Selection of Competence Requirements

For survey participation, please click online survey link below:

<https://ko.surveymonkey.com/r/WDKW3K8>

The following pictures are screenshots of the actual online survey for your preview purpose:

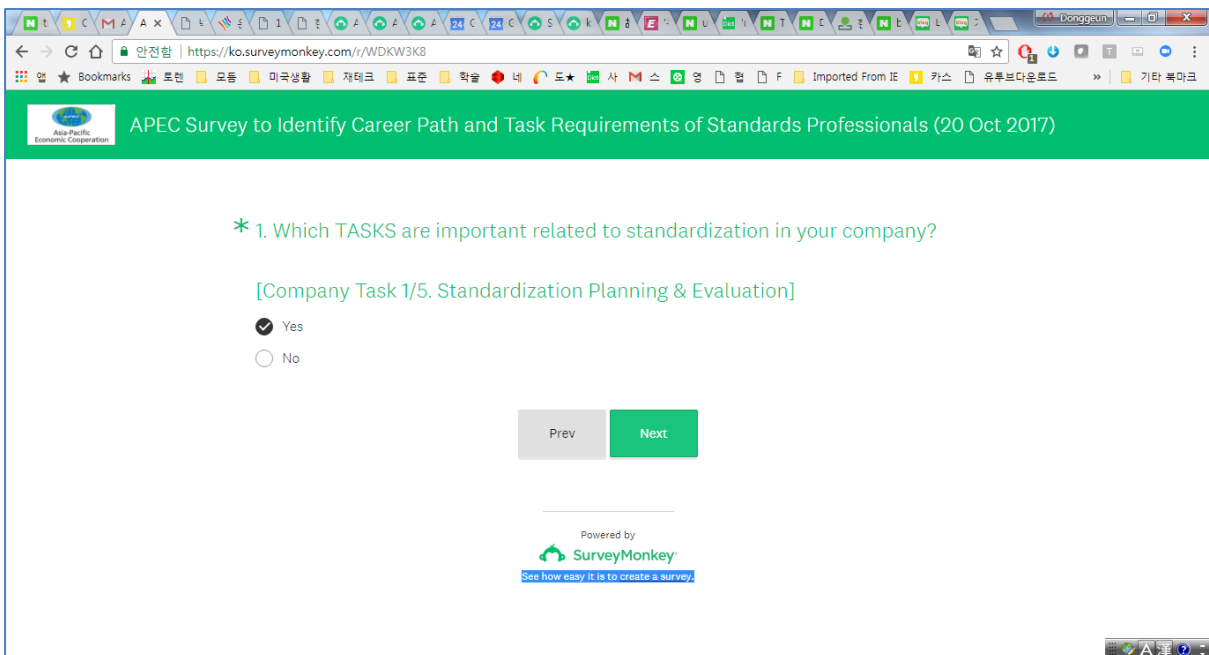


* 0. Survey Type

- (Type A) Business (Private Company, Public Corporation, Reserach Institute)
- (Type B) Standards-Specialty Organization (National Standards Body, Standards Development Organization, Conformity Organizations)

*Note: The Company and Individual information is to be used for statistical analysis and will NOT be Publically available.

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* 1. Which TASKS are important related to standardization in your company?

[Company Task 1/5. Standardization Planning & Evaluation]

- Yes
- No

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! You may choose 1 or 2 divisions for one Task.

* 1.1 Please select the most relevant division/department responsible for Company Task 1/5 (Standardization Planning & Evaluation) in your company. You may choose 1 or 2 divisions for one Task.

- Standards Division
- R&D Division
- Quality Division
- Manufacturing Division
- Any Others()

CTO Office

! This question requires an answer.

* 1.2 Which Sub-Tasks are more important in Company Task 1/5 "Standardization Planning & Evaluation"? Please rate the following from 1-5 where 1 is NOT at all important and 5 is EXTREMELY important

	1	2	3	4	5
Set and Implement Company Standardization Strategy - Objectives, Priorities, Resources aligned with Company Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Conduct Standardization Environment and Stakeholder Needs Analysis - PEST Analysis, Technology Trends Analysis, Needs Analysis"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review and Evaluate Performance of Company Standardization Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Take Actions according to the results of performance analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any Others()

! Please select up to 4 KNOWLEDGE.

* 1.3 Which of the following KNOWLEDGE is important in Company Task 1/5 "Standardization Planning & Evaluation"? Please select up to 4 KNOWLEDGE.

- K1 : Technical knowledge in specified sector
- K2 : Knowledge of existing standards/technical regulations in specified sector
- K3 : Knowledge of principles and applications of company standardization
- K4 : Knowledge of methodologies and methods for strategy development (e.g. SWOT Analysis, PEST Analysis, etc.)
- K5 : Knowledge of methodologies for performance management
- K6 : Knowledge of methods for standard/technology analysis and needs survey
- K7 : Knowledge of process and methods to establish standardization plans

* 1.3 Which of the following KNOWLEDGE is important in Company Task 1/5 "Standardization Planning & Evaluation"? Please select up to 4 KNOWLEDGE.

- K1 : Technical knowledge in specified sector
- K2 : Knowledge of existing standards/technical regulations in specified sector
- K3 : Knowledge of principles and applications of company standardization
- K4 : Knowledge of methodologies and methods for strategy development (e.g. SWOT Analysis, PEST Analysis, etc.)
- K5 : Knowledge of methodologies for performance management
- K6 : Knowledge of methods for standard/technology analysis and needs survey
- K7 : Knowledge of process and methods to establish standardization plans
- K8 : Knowledge of the system of company standardization(type, structure, hierarchy, establishment/revision process, etc.)
- K9 : Knowledge of drafting rules for company standards
- K10 : Knowledge of process and procedure for standards development (e.g. ISO/IEC Directive - Part 1)
- K11 : Practical knowledge(or information) of international standardization activities and organizations
- K12 : Knowledge of process and methods for impact analysis of standards application
- K13 : Knowledge of methods for company standards verification

i Please select up to 4 ATTRIBUTES. This question requires an answer.

* 1.5 Which of the following ATTRIBUTES are important in Company Task 1/5 "Standardization Planning & Evaluation"? Please select up to 4 ATTRIBUTES.

- A1 : Accurate/ Precise/ Meticulous
- A2 : Adaptable/ Adjustable/ Flexible/ Versatile
- A3 : Analytical/ Logical/ Systematic
- A4 : Attentive/ Good-listening
- A5 : Collaborative/ Cooperative/ Synergic
- A6 : Courteous/ Well-mannered/ Polite/ Respectful
- A7 : Culturally broad-minded/ Non-discriminatory/ Unprejudiced
- A8 : Decisive (able to reach timely conclusions)
- A9 : Diplomatic
- A10 : Friendly/ Outgoing/ Curious
- A11 : Globally minded (able to work with people around the globe)
- A12 : Intellectual/ Fast-learning

* 5.1 Please select the most relevant division/department responsible for Company Task 5/5 (Applying Standards - External Standards) in your company. You may choose 1 or 2 divisions for one Task.

- Standards Division
- R&D Division
- Quality Division
- Manufacturing Division
- Any Others()

* 5.2 Which Sub-Tasks are more important in Company Task 5/5 "Applying Standards - External Standards"? Please rate the following from 1-5 where 1 is NOT at all important and 5 is EXTREMELY important

	1	2	3	4	5
Identify and Analyze External Standards required for Company Products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Incorporate External Standards to Company Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

* 6. In your company, do you think is there any other important Tasks and Sub-Tasks related to standardization?

- Yes
- No

17. What should be considered or discussed In case that international standards of competence requirements for standards professionals are proposed and developed.

18. Please share your ideas or suggestions for the development of career path and competence requirements to APEC SCSC.



* 0. Survey Type

- (Type A) Business (Private Company, Public Corporation, Reserach Institute)
- (Type B) Standards-Specialty Organization (National Standards Body, Standards Development Organization, Conformity Organizations)

*Note: The Company and Individual information is to be used for statistical analysis and will NOT be Publically available.

* 9. Which TASKS are important related to standardization in your organization?

[SSO Task 3/9. Standards Development - Committee Operation and Assistance]

- Yes
- No

! This question requires an answer.

* 9.2 Which Sub-Tasks are more important in SSO Task 3/9 "Standards Development - Committee Operation and Assistance "? Please rate the following from 1-5 where 1 is NOT at all important and 5 is EXTREMELY important

	1	2	3	4	5
Manage Standards Development Projects (Committee Work Program) - Scheduling, Prioritization, Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Produce and Circulate Committee Projects Documents - Proposal, Comment Resolution, Ballot Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrange and Coordinate Committee Meetings - Agenda, Minutes, Decision/Resolutions, Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Advise and Liaise with Chair, Conveners, Project Leaders - Procedure and Rule for Standards Development	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any Others()



Please select up to 4 KNOWLEDGE.

* 9.3 Which of the following KNOWLEDGE is important in SSO Task 3/9 "Standards Development (Committee Operation and Assistance)"? Please select up to 4 KNOWLEDGE.

- K1 : Technical knowledge in specified sector
- K2 : Knowledge of existing standards/technical regulations in specified sector
- K3 : Knowledge of methodologies and methods for strategy development (e.g. SWOT Analysis, PEST Analysis, etc.)
- K4 : Knowledge of methodologies for performance management
- K5 : Knowledge of methods for standard/technology analysis and needs survey
- K6 : Knowledge of program management (in PMBOK)
- K7 : Knowledge of the harmonization with international standards
- K8 : Knowledge of process and procedure for standards development (e.g. ISO/IEC Directive - Part 1)
- K9 : Knowledge of project management (in PMBOK)
- K10 : Knowledge of drafting rules for standards (e.g. ISO/IEC Directive - Part 2)
- K11 : Knowledge of methods for standards verification (e.g. Round Robin Test, Validation for testing standards)
- K12 : Practical knowledge(or information) of international standardization activities and organizations

Please select up to 4 SKILLS.

* 9.4 Which of the following SKILLS are important in SSO Task 3/9 "Standards Development (Committee Operation and Assistance)"? Please select up to 4 SKILLS.

- S1 : Ability to develop strategic plan for standardization in alignment with national development plans
- S2 : Performance measurement and assessment skill for standardization
- S3 : Ability to develop action plans to implement the strategic plan
- S4 : Ability to make standards needs from standardization environment analysis
- S5 : Ability to collect relevant information/data of standards
- S6 : Ability to quantify the statement on interest parties' opinions and requirements, etc.
- S7 : Ability to judge whether standard(s) needs to be newly established or revised
- S8 : Ability to make standards development plans
- S9 : Ability to manage multiple projects
- S10 : Written and verbal communications and presentation skills
- S11 : Ability to work with committees and individuals
- S12 : Program management abilities (i.e., setting and reviewing objectives, coordinating activities across