



<b>Section:</b>	3. Publications
<b>Subpart:</b>	3.3. Handbooks and Publications
<b>Policy No.:</b>	3.3.3.
<b>Title:</b>	NCWM Publications Process
<b>Effective:</b>	September 2022
<b>Revised:</b>	N/A

## NCWM Publications Process

**Purpose:** Provide the process for preparation, review, and approval of NCWM publications.

**Background:** In 2021, NCWM began developing Inspector Field Training Manuals. In 2022, NCWM assumed responsibility for publication of the annual Final Reports of the National Conference on Weights and Measures, which had previously been published by NIST since the initial 1905 meeting. In addition, NCWM Committees, Subcommittees or Task Groups may create content which can be published to promote uniformity in the marketplace.

With the increasing responsibilities and initiatives for NCWM publications, the Board of Directors recognize the need to define a process to assure proper preparation, review, and approval of those publications before their release.

Examples of NCWM Publications include:

- Annual Reports of the National Conference on Weights and Measures
- Inspector Field Training Manuals
- NCWM Guidance Documents
- Other technical publications as developed

This policy does not apply to NCWM Publications 15 and 16.

**Policy:**

1. Content of the NCWM publications is solely the purview of NCWM and shall be approved by the Board of Directors.
2. Prior to developing a document for publication, the individual or group proposing the document shall provide the Board of Directors with a brief summary and outline of the proposal. The approval of the concept does not approve the final document.
3. NCWM Publications may be prepared by:
  - NCWM Committees, Subcommittees or Task Groups
  - NCWM Staff
  - NCWM Contractors
  - Outsourced Publication Specialists
  - Volunteer Membership
4. Each NCWM Publication Review is conducted by a Publication Review Group consisting of:
  - NCWM Publications Editor
  - Additional staff person as designated by the Executive Director

- One to two Subject Matter Experts as appointed by Chair of the Board of Directors based on the type of document and the nature of the content.

5. The Review Group will examine:

- Style
- Format
- Grammar
- Technical content as needed
- NCWM Capability to Support once published

6. The Review Group will have 30 days to conduct the initial review. Two-week extensions may be necessary at the discretion of the Review Board to accommodate assistance with concerns with technical content.

7. The Review Group will make a final recommendation to the Board of Directors for approval to publish.

8. NCWM staff will identify when technical documents require revision, review, and approval.