The process IFLA committees follow to create standards and guidelines.

**STEP 01**
- The Proposal
  - An IFLA committee evaluates the need for a new standard or the revision of an existing standard.
  - The committee submits the appropriate proposal form (Form A).
  - The Review Team reviews the proposal.
  - If approved, move to step 2. If not approved, the committee revises and resubmits, if appropriate.

**STEP 02**
- The Development
  - Draft the standard.
  - Include broad internal (IFLA committee) and external (related bodies) consultation.
  - Review and revise the draft based on feedback.
  - Submit the draft and the appropriate forms (Form B).

**STEP 03**
- The Review
  - The standard or guideline is reviewed against the criteria by the Review Team.
  - The Review team usually consists of:
    - The Professional Council Chair.
    - The Division Committee Chair.
    - 3-4 members of the Committee on Standards.

**STEP 04**
- Evaluation & Recommendation
  - The Review team reviews the standard or guideline.
  - A determination is registered of approved, approved with revisions, or a request for revision and resubmission.

**STEP 05**
- Endorsement, Publication, Dissemination, Implementation
  - Approved standards move to the Professional Council for endorsement.
  - Standards are edited, formatted, and published to the IFLA Repository as a resource for the field.
  - Committees review their standard every 5 years and determine maintenance, revision, or withdrawal of the standard.

2024 - For full information, please visit the Officer’s Basecamp or contact the Professional Support Officer.