



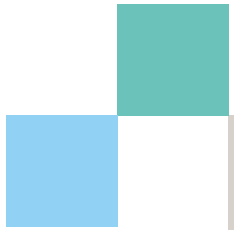
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## WELCOME

Thank you for joining the session. This session will be recorded. Due to the number of participants, all attendees have been muted upon entry. If you have any questions, please use the chat feature and your questions will be addressed at the end of the presentation. Any questions not addressed by the close of the program will be collected and addressed by email.

Thank you!

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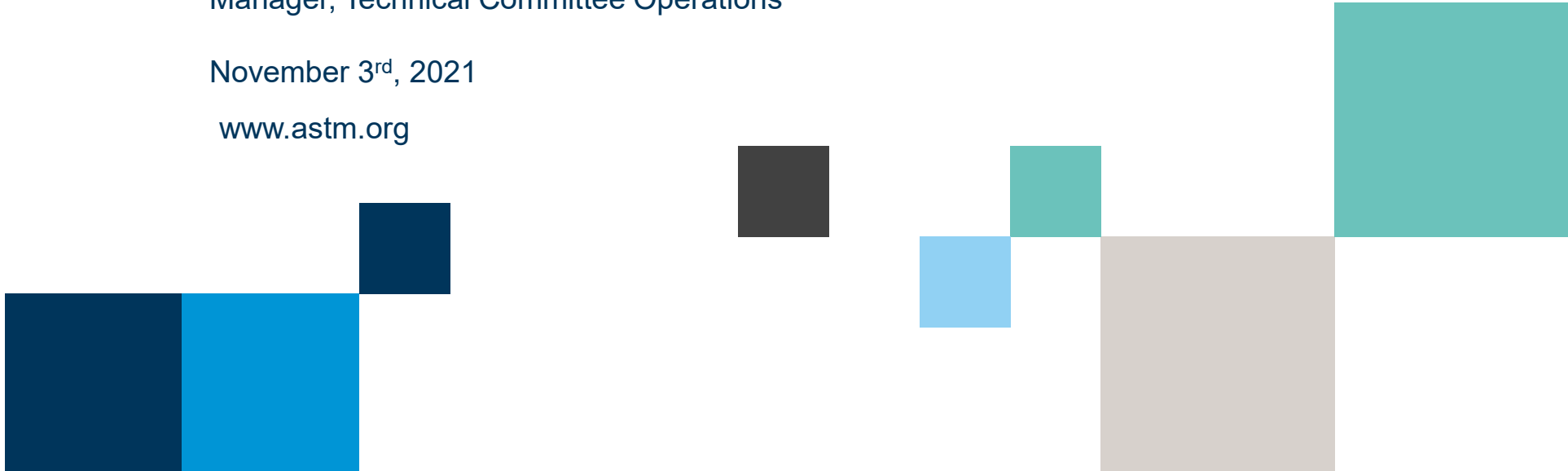
# Membership and Stakeholder Engagement

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# Topics

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**1**

An Overview of ASTM, the WTO  
Principles and the MoU Program

**2**

Benefits and Types of Membership

**3**

Membership Promotions  
Stakeholder Engagement

**4**

Stakeholder Engagement

**5**

Managing the Process



# ASTM International

## Operating Globally

- ASTM is one of the world's largest Standards Developing Organizations, with global reach and influence
- With over a century of experience, ASTM offers trusted, relevant, and high quality standards that are accepted globally
  - Established in 1898
  - 30,000 volunteer members from 155 countries
  - 148 main committees and 2,053 subcommittees, covering over 90 industry sectors
- The choice for many global industries
- Almost 50% are outside the U.S.



12,800+

ASTM standards  
operate globally



# International Standards

## WTO TBT Committee Decision

- The World Trade Organization (WTO) Technical Barriers to Trade (TBT) Committee Decision on Principles for the Development of International Standards, Guides and Recommendations **provides guidance**
  - in the form of six principles; does not designate SDOs
  - helps regulators determine which international standards may be relevant for the purposes of the TBT Agreement

## WTO/TBT Principles

Transparency

Openness

Impartiality and Consensus

Effectiveness and relevance

Coherence

Consideration of developing nations



# The ASTM MoU Program



## Memorandum of Understanding

### ASTM International

- Full collection of ASTM Standards (adoption, as the basis of a national standard, consultation, normative reference, reference in regulation)
- Membership at no cost to participant
- Training (on-site, virtually; sponsored and shared cost)

### MoU Partner

- Access to ASTM standards in its Information Center
- Annual Report on use of ASTM standards
- Utilization of ASTM standards where relevant and appropriate

8400+  
citations of  
ASTM  
standards  
in 75 non-US  
nations

119

MoU partners  
worldwide



# ASTM International Member Types



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## Membership Benefits Checklist



Benefit	Organizational	Participating	Informational
10% Discount off ASTM Publications	✓	✓	✓
Subscription to Standardization News and eNews	✓	✓	✓
Free Meeting Attendance (applies to non-members also)	✓	✓	✓
Reduced fees for qualified symposium and workshops	✓	✓	✓
Professional Development Opportunities <a href="http://www.astm.org/leadership">www.astm.org/leadership</a>	✓	✓	✓
Access to MyCommittees page	✓	✓	✗
Free Volume of BOS (online access or print)	✓	✓	✗
Online Terminology Dictionary	✓	✓	✗
Input on standards development	✓	✓	✗
Free engraved plaque	✓	Available for \$35	Available for \$35
Logo and Listing in Online Organizational Member Directory	✓	✗	✗
Membership is Transferrable	✓	✗	✗


\*Membership terms: ASTM memberships are for the calendar year January 1 - December 31.

# Benefits of Membership Promotions



## Promotion:

- Brings new participants into the organization
- Increases participation
- Introduces new stakeholders to process of standards development
- Increases awareness of the organization and our mission



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**ASTM has a Memorandum of Understanding with the Belize Bureau of Standards**

[www.astm.org](http://www.astm.org)

ASTM International Standards are accepted by organizations around the world that recognize the importance of providing safe, well designed, high quality products for use in today's global marketplace. Private industry and government agencies benefit from using ASTM's standards and they are the preferred choice of many industries around the globe.

ASTM has over 140 technical committees and almost 12,000 standards. These standards are created using a consensus process that allows individuals from government and the private sector to represent the goals and interests of their organizations through direct input.

Because of the MOU between ASTM and the Belize Bureau of Standards, you can become a participating member of ASTM at NO COST. ASTM International encourages international participation and is seeking new members from around the world to ensure the continued strength and global acceptance of its standards and technical documents.

Join ASTM International and contribute to the standards development process!  
Increase your knowledge and become a part of the decision making process. Stay informed with information regarding the most up to date issues affecting the operation of your business. Make contact with industry professionals from around the world and gain new insights and perspectives on issues facing your field of interest.

**Benefits**

- Influence in standards development
- E-Balloting - which provides EXCLUSIVE ACCESS to content of proposed action items 24-7
- Subscription to Standardization News, ASTM's bi-monthly magazine
- Networking opportunity with other organizations in the global marketplace
- Interact with customers, competitors and regulators on a cooperative basis
- Exclusive access to ASTM's Online Terminology Dictionary (76,000 terms)

**To become a member of ASTM International, contact Jose E. Trejo, Director Belize Bureau of Standards**  
3rd Floor Diamonds Building Constitution Drive | Belmopan Cayo District | BELIZE, C.A. | P.O. Box 430  
website: [www.bbs.gov.bz](http://www.bbs.gov.bz) | tel + 501.822.0446/47 fax + 501.822.2571



# Focus



## Promotions are based on:

- New committees
- New activity within existing committees
- Significant revisions to existing standards

### E54 on Homeland Security Applications

Contribute to a Safer Nation as a Member of ASTM's Newest Committee

**A diverse range of stakeholders has come together in ASTM International to create the standards that will help protect our homeland by forming Committee E54 on Security Applications.**

ASTM Committee E54 comes together at a time of increasing focus on homeland security following the terrorist attacks of September 11, 2001.

The creation of the Department of Homeland Security (DHS) has been characterized as the most significant transformation of the U.S. government in over a half-century. Its mission is to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur.

The prevailing sentiment among government and business leaders is that homeland security is a complex issue requiring a coordinated effort between both the private and public sector. Both see that solutions for homeland security will require coordinated combinations of strategy, management structures, human resources, technology (equipment and data-intensive), financial investment, and a comprehensive standards component.

#### UNIFIED STANDARDS DEVELOPMENT UNDER THE ASTM UMBRELLA

As homeland security initiatives continue to evolve, voluntary consensus standards are viewed as a critical unifying component to the long-term success of these initiatives. ASTM offers you the opportunity to team up with other technical experts who will develop the standards that will impact the safety of our nation. Together you will help create the standards and guidance materials that will influence major areas of homeland security, including:

- Borders, Ports, and Transportation Systems
- Advancing and Harnessing Science and Technology
- Preparing for and Responding to National Emergencies
- Protection of Critical Infrastructure

#### Get Involved

Be part of this exciting initiative and play a vital role in the advancement of homeland security. [For more information visit the E54 homepage.](#)

# The Target Audience



## Examples:

- Acquire Mailing Lists
- Trade Associations
- Industry Related Conference Attendees
- ASTM Meeting Visitors
- Technical Training Program Attendees

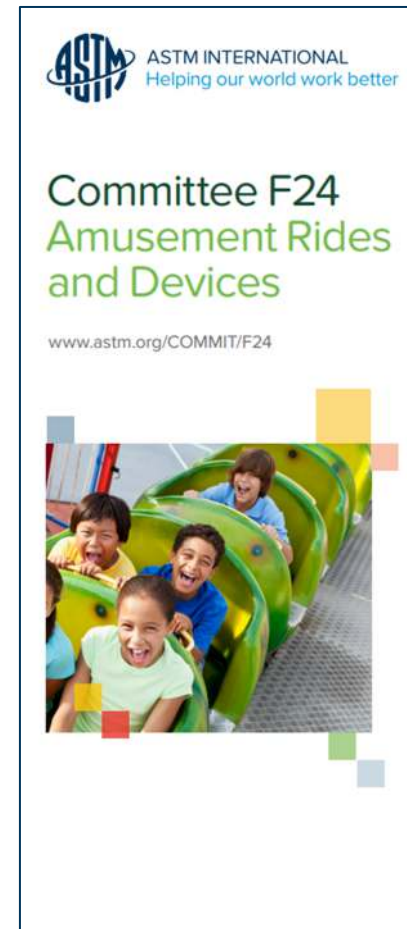


# Formats for Promotions



## Materials and Platforms:

- Flyers and Brochures
- Committee Fact Sheets
- News releases
- Social Media
- Ecards
- Invitation letter mailings
- Peer to peer invitations from existing members via the Invite a Colleague tool



# Resources



## Tools and programs:

- Academic Outreach and Student Members
- Officer's training conference
- Emerging Professionals program
- Awards and Recognition
- Member retention program
- Face to face meetings

The flyer is divided into several sections. On the left, a dark teal background features three student testimonials with their photos. The top section is titled 'What Student Members are Saying...' and includes quotes from Muhammad Mahtabi, Joel Kulesza, and Heather Wilson. The middle section is white with the heading 'Become a Student Member of ASTM International'. Below this, there are two boxes: 'Visit our Website' with the URL www.astm.org/campus and 'Contact' with the name Ileane Smith and email ismith@astm.org. The bottom section is dark teal with the ASTM logo, the text 'ASTM INTERNATIONAL 300 Barr Harbor Drive PO Box C700 West Conshohocken, PA 19428-2959 USA', and contact information: tel: +1 610 832 9552, fax: +1 610 834 3643, servc@astm.org, www.astm.org. On the right, a photograph shows a group of students sitting on grass, working on laptops. A dark teal banner at the bottom of the photo contains the text 'ASTM INTERNATIONAL Helping our world work better Become A Student Member of ASTM International www.astm.org/campus'.




# Standardization: The Business Advantage



## – Standards are business tools that:

- Incorporate innovation
- Enable access to new technologies
- Shorten cycle times from concept to global access
- Lower costs
- Ensure compliance
- Enable cross-border interoperability
- Facilitate trade
- Limit liability



Designation: D5076/D5076M – 13

### Standard Test Method for Measuring Voids in Roofing and Waterproofing Membranes<sup>1</sup>

This standard is issued under the fixed designation D5076/D5076M; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

#### 1. Scope

1.1 This test method includes two procedures for measuring the area of voids in the adhesive between materials used in roofing and waterproofing systems. Both procedures require a count of the number of voids.

1.2 The values stated in either SI units or inch-pound units are to be regarded separately as standard. The values stated in each system may not be exact equivalents; therefore, each system shall be used independently of the other. Combining values from the two systems may result in non-conformance with the standard.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

#### 2. Referenced Documents

2.1 *ASTM Standards:*<sup>2</sup>  
D1079 Terminology Relating to Roofing and Waterproofing  
D2829 Practice for Sampling and Analysis of Existing Built-Up Roof Systems

#### 3. Terminology

3.1 *Definitions*—For definitions of terms used in this test method, see Terminology D1079.

#### 4. Summary of Test Method

4.1 All voids are counted and measured. In addition, in built-up roofing and waterproofing membrane samples, voids may be classified into dry, glazed, uncoated, and overlying voids (see Terminology D1079). Count and measure only voids

with at least one dimension equal to or larger than 13 mm [0.5 in.]. Smaller adhesive layer defects are not considered voids.

4.2 The void area in each adhesive layer is estimated with the aid of a template, or alternatively, digitized and measured with a computer.

#### 5. Significance and Use

5.1 This laboratory test method can be used on multi-ply roofing and waterproofing systems to measure, classify, and count the voids between felt plies, between insulation layers, and between the membrane and insulation layers. Voids between the felt plies or between the membrane and insulation layer in multi-ply systems can be the seeds for future blisters.

5.2 In one-ply systems, this test method can be used to count and measure the voids in the adhesive in laps and, in adhered systems, in the adhesive between the membrane and the insulation. Voids in the lapping adhesive can be the source of leakage while voids in the lapping adhesive or in the adhesive between the membrane and insulation can be the seeds for future blisters.

#### 6. Apparatus

6.1 *Freezer*, for conditioning bituminous samples. A standard freezer, such as that used for storing frozen foods, may be used provided it has the volume to loosely hold the samples to be tested. Do not store food and condition samples in the same equipment.

6.2 *Transparent Sheets*, to record the size and location of the voids. Any clear, rigid sheet that can be marked with a flow pen can be used.

6.3 *Flow Pen*, or other marking device that is compatible with the transparent sheet selected.

6.4 *Void Estimating Template*—A stiff, 305-mm<sup>2</sup> [12-in.<sup>2</sup>] transparent template with a 25.4-mm [1-in.] minimum grid. Special templates can be prepared and used with lap samples, or just part of the above template can be used.

6.5 *Computer Equipment and Image Analysis Software*, for digitizing accurate images, and determining areas.

#### 7. Sampling, Test Specimens, and Test Units

7.1 Samples may be from the laboratory or the field as in Practice D2829.

<sup>1</sup> This test method is under the jurisdiction of ASTM Committee D08 on Roofing and Waterproofing and is the direct responsibility of Subcommittee D08.20 on Roofing Membrane Systems.  
Current edition approved Dec. 15, 2013. Published December 2013. Originally approved in 1990. Last previous edition approved in 2006 as D5076 – 06 (2006). DOI: 10.1520/D5076\_D5076M-13.

<sup>2</sup> For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For Annual Book of ASTM Standards volume information, refer to the standard's Document Summary page on the ASTM website.



# Role of the Committee Officers

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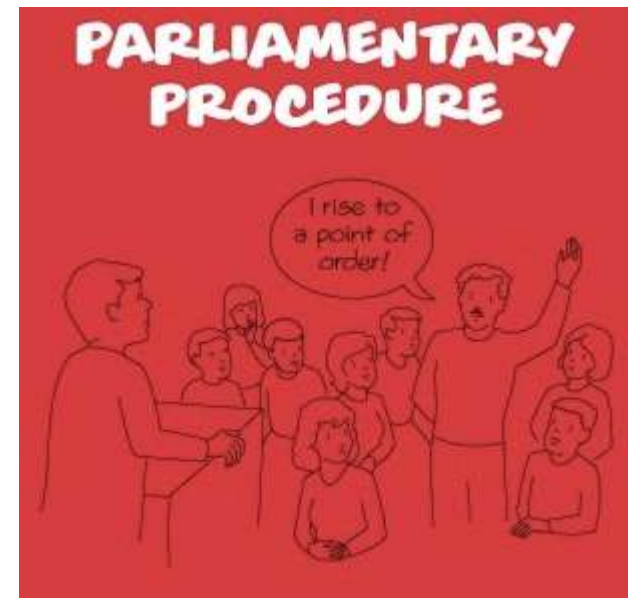
- Leader
- Communicator
- Administrator
- Organizer



# What are Robert's Rules?



- A book containing rules of order intended to be adopted as a parliamentary authority for use by a deliberative assembly.
- Provides common rules and procedures for deliberation and debate in order to place the **whole membership on the same footing** and speaking the same language.
- Provides for **constructive and democratic meetings**, to help, not hinder, the business of the assembly.



# How does an ASTM Chairman implement Robert's Rules in ASTM meetings?

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## The Agenda

- Is a component of the meeting notification
- Is approved at the beginning of the meeting. Any proposed changes to the agenda are made at this time. After that, stick to the agenda.
- Is enforced by the Chairman
  - Members have the opportunity to raise additional items during unfinished business and new business sections of the agenda.

## The Chairman follows the agenda and ensures that the ASTM Regulations and Robert's Rules are followed.

- Recognizes speakers in the order that they requested the floor.
- “Out of Order”. Meeting is “on hold” until “Out of order” situation is resolved (ex. Recording taking place, any interruption of the order of business).



# Accelerating Standards Development



## Project Management

- Work Item goals
- Discussions with stakeholders
- Develop a timeline
- Up-front editing
- Virtual meetings
- Contact negative voters
- Task group to recommend resolutions
- Preparing the document for publication



# Engagement and Participation



## Robust online suite of tools:

- Orientation for new members
- Virtual Classroom
- Work Item Registration
- Email notification system for ballots
- Meeting announcements and registration
- WebEx online meetings
- Collaboration areas

### Classroom for Members

ASTM International recognizes that understanding the consensus process is crucial for members who wish to participate in the development of technical standards. Below you will find a variety of materials that were developed to assist members. In addition, ASTM also offers trainings via the WebEx tool and encourages members to take advantage of whatever trainings/materials they need to effectively participate in their committee work. For specific questions related to your committee please contact your staff manager. For questions about the online trainings please contact [Kristy Straiton](#).

### Member Training Materials

- [ASTM 101](#)
- [New Member](#)
- [Committee Operations](#)
- [Meetings](#)

### Virtual Members Trainings

- [New Member Orientation & Training](#)
- [Balloting & Handling Negatives Votes](#)
- [WebEx Training](#)
- [Training on ASTM Online Tools](#)
- [Roster Maintenance](#)
- [Developing & Revising a Standard](#)
- [Responsibilities for Task Group Chair & Technical Contacts](#)
- [Subcommittee Chairman's Duties and Responsibilities](#)
- [Interlaboratory Studies Program](#)

[https://www.astm.org/MEMBER\\_TRAINING/](https://www.astm.org/MEMBER_TRAINING/)



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Thank you

[www.astm.org](http://www.astm.org)

Questions?

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**Thank you for your participation in today's session.**

Any unaddressed questions submitted through the chat will be collected and answered by email. If you have further questions, please submit them to [GlobalCooperation@astm.org](mailto:GlobalCooperation@astm.org).

The session recording will be made available on:  
<https://astmppecollaboration.org/jsmo-astm-cooperation>

[www.astm.org](http://www.astm.org)

