



# toolkit

July 2014 edition

A top-down view of a dark desk with various items: a white computer monitor at the top, a black smartphone on the left, a pair of black-rimmed glasses in the center, a blue smartphone with white text in the middle-right, a silver pen on the right, a white keyboard at the bottom left, and a white mouse at the bottom right. The text 'Getting started toolkit for ISO committee secretaries' is overlaid on the blue smartphone.

**Getting started**  
toolkit for ISO  
committee  
**secretaries**

# Abbreviations:

CD	Committee draft
DIS	Draft international standard
FDIS	Final draft international standard
IEC	International Electrotechnical Commission
IPR	Intellectual property rights
ISO	International Organization for Standardization
ISO/CS	International Organization for Standardization/Central secretariat
NSB	National standards body
SC	Subcommittee
TC	Technical committee
TMB	Technical Management Board
TPM	Technical programme manager
WD	Working draft
WTO	World Trade Organization

This information document has been designed to assist ISO committee secretaries in ISO's technical work. It is a guidance document only. The following publications prevail in any case:

ISO Statutes and Rules of Procedure

ISO/IEC Directives – Part 1 - Procedures for the technical work

ISO/IEC Directives – Part 2 - Rules for the structure and drafting of International Standards

ISO/IEC Directives, ISO Supplement - Procedures specific to ISO

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# Introduction

Congratulations on your appointment as Secretary of an ISO committee. The role of Secretary is an important role in the ISO technical community, as the success of an ISO committee is highly dependent on its secretariat and Secretary.

There are many resources made available by the ISO Central Secretariat (ISO/CS) to assist you in performing your duties as Secretary. This toolkit is designed to help you get started in your new role and to bring together all of these resources in one place.

For any further assistance or questions, the **Technical Programme Manager (TPM)** for your committee is at your disposal at ISO/CS. You can find the name and contact email of your TPM listed under “ISO central Secretariat contact” on your committee page on ISO online:

[www.iso.org/iso/list\\_of\\_iso\\_technical\\_committees.htm](http://www.iso.org/iso/list_of_iso_technical_committees.htm)

If you are new to ISO, the following brochure may provide a nice introduction and general guidance on the work of ISO and the different roles in the technical community:

‘My ISO job’: [www.iso.org/iso/my\\_iso\\_job.pdf](http://www.iso.org/iso/my_iso_job.pdf)

## 1. The role of Secretary

Responsibilities of an ISO committee Secretary include the following:

### Good advice on ISO processes

Providing advice on procedures and on interpretation of the ISO Directives to the committee Chair, project leaders or Convenors

### Project management

Establishing priorities, solving problems, and meeting milestones and target dates for projects. Notifying the names of project leaders and working group Convenors to ISO/CS.

### Document preparation

Preparing drafts for the committee, distributing them, and collating any comments received. Making sure that ISO/CS submission requirements are met.

### Meeting preparation and follow-up

Assisting to set meeting dates and locations, and to draft meeting agendas. Distribution of the agenda and other meeting

documents. Recording decisions at meetings and preparing meeting minutes. Following-up to ensure agreed actions are completed.

### Management of IT tools

Using ISO electronic applications to manage your committee documents, initiate ballots, announce meetings, etc.

See also:

Annex SQ of the Consolidated ISO Supplement: [‘Selection criteria for the people leading the technical work’](#)

Annex D of the ISO/IEC Directives, Part 1: [‘Resources of secretariats and qualifications of Secretaries’](#)

## 2. Training – ‘ISO Secretaries’ week’

Each year, ISO/CS organizes training sessions for the staff of ISO members and professionals engaged in standards production activities. There are no registration fees for these training sessions, but participants must cover their own travel and accommodation costs.

### Secretaries’ Week

For ISO TC/SC Secretaries (and their support teams) and working group Convenors, ISO organizes dedicated ISO Secretaries’ week training sessions 3 times per year. Over the 5 day course, held at the ISO Central Secretariat (ISO/CS) in Geneva, participants learn about Procedures for ISO Secretaries, *How to write standards* and *eServices for ISO secretaries*. The ISO secretaries’ week may also be held outside of Geneva, upon invitation from ISO members.

Dates of training sessions can be found on ISO Online: [www.iso.org/iso/home/about/training-technical-assistance.htm](http://www.iso.org/iso/home/about/training-technical-assistance.htm).

In addition, ISO/CS carries out training for ISO members holding secretariats via customized courses, usually on site, on a cost recovery basis.

Training courses are advertised via circular letters, which are sent to TC/SC Chairs and to ISO Member Bodies and Correspondent Members.

For further information, please contact [training@iso.org](mailto:training@iso.org).

# 3. ISO Rules and procedures

## 3.1 ISO Procedures – ISO/IEC Directives

The ISO/IEC Directives, Part 1 and Consolidated ISO Supplement define the official procedures to be followed when developing and maintaining an International Standard, as well as procedures specific to ISO.

See [www.iso.org/directives](http://www.iso.org/directives)

## 3.2 The ISO Code of Conduct

The ISO Code of Conduct is an obligation for those participating in ISO work - participants in ISO committees, working groups or consensus groups are asked to work to the principles in the Code of Conduct during all aspects of the technical work: [www.iso.org/iso/codes\\_of\\_conduct.pdf](http://www.iso.org/iso/codes_of_conduct.pdf)

The ISO Technical Management Board has developed some suggestions for implementation of the ISO Code of Conduct: [www.iso.org/iso/suggestions\\_for\\_implementation\\_of\\_the\\_iso\\_code\\_of\\_conduct.pdf](http://www.iso.org/iso/suggestions_for_implementation_of_the_iso_code_of_conduct.pdf)

## 3.3 The ISO Global Relevance Policy

The adoption of the WTO Technical Barriers to Trade Agreement (WTO/TBT), placed an obligation on ISO to ensure that the International Standards it publishes are globally relevant (for details see <http://www.standardsinfo.net/info/inttrade.html#2>).

ISO committees should ascertain at the outset of a project whether:

- a globally relevant International Standard presenting one unique international solution in all of its provisions is feasible;
- an International Standard is feasible that presents options in specific provisions to accommodate existing and legitimate market differences, where justified; or
- the preparation of a globally relevant International Standard is not feasible and work should not be undertaken in such circumstances.

Additional practical guidance for committee leaders and delegates/experts may be found in the ISO/TMB's Global Relevance Implementation Guidance document: [http://www.iso.org/iso/iso\\_tmb\\_implementation\\_guidance\\_global\\_relevance.pdf](http://www.iso.org/iso/iso_tmb_implementation_guidance_global_relevance.pdf).

## 3.4 Intellectual Property Rights / Copyright / Trademarks

Intellectual Property Rights (IPR) Issues and other legal issues are addressed for TCs in the IPR section of ISO Connect (<https://connect.iso.org/display/ipr>). Here you can find answers to questions related to:

- How to protect ISO's copyright in ISO standards.
- How to address copyright issues in relation with content of ISO standards.
- How TCs are allowed to use the ISO short name "ISO" and the ISO logo (little picture).
- That trademarks, services or products of third parties in ISO standards should in principle be avoided and how to address these issues.
- Which procedures need to be followed for patents in ISO standards.
- How to address Registration Authority issues in ISO standards.

For further information, contact your TPM or write to [logo@iso.org](mailto:logo@iso.org).

# 4. Project management

## 4.1 ISO deliverables and development tracks

Secretaries have the challenging task of keeping track of a committee's projects and setting priorities to ensure that progress is made and target dates can be met. The importance of good project management is emphasized by the fact that a committee may be granted **only one extension of up to 9 months** for the total duration of any project. To avoid cancellation of projects in cases where there is no consensus but still strong interest from stakeholders to continue the work, the publication of intermediary deliverables (such as PAS and TS, see below) is recommended.

Knowing and understanding the **different requirements, stages and timelines** of ISO deliverables is essential for efficient project management.

Different deliverables can be developed by an ISO committee:

- [ISO Standards](#)
- [ISO/PAS Publicly Available Specifications](#)
- [ISO/TS Technical Specifications](#)
- [ISO/TR Technical Reports](#)

For more information on ISO deliverables, see: [www.iso.org/iso/deliverables-all.htm](http://www.iso.org/iso/deliverables-all.htm)

The target date planner (see Figure 1 on p. 7) shows the three main development tracks for project managing the development of an ISO standard: Accelerated (2 years), Default (3 years), or Extended (4 years).

The Harmonised stage code system is used to designate the stage of a project in its development (e.g. 00 is preparatory, 10 is proposal... 30 is committee stage... 60 is publication, etc.). For more details on the stage code, see Annex SD of the Consolidated ISO Supplement or ISO online: [www.iso.org/iso/stages\\_table.htm](http://www.iso.org/iso/stages_table.htm)

### Optional stages

Note that the Committee Document (CD) stage is now optional and, if used, the default period for the circulation of a CD is two months. The final decision about whether to conduct a CD ballot should be made by the parent committee through a one-month committee internal ballot, or at a meeting. A guidance document is available as Annex SS in the Consolidated ISO Supplement.

The Final Draft International Standard (FDIS) stage is now **skipped by default**. This means that, when the DIS meets the necessary approval criteria, the default is to proceed to publication. However, a committee can still decide to include the FDIS stage, and it may be necessary in some cases – for example when a significant number of countries with a major interest in the subject make comments at the DIS stage which result in substantial technical changes.

### Management system standards (MSS)

For management systems standards (which provide a model to follow when setting up and operating a management system), there are special requirements to take into account. A justification study must be prepared for each deliverable, before the new work item ballot takes place (see the Consolidated ISO Supplement, Annex SL for details).

### ISO online – support for standards development

This page on ISO's website contains information about, and links to, the resources needed for each stage in the standards development process: [www.iso.org/iso/support-for-developing-standards.htm](http://www.iso.org/iso/support-for-developing-standards.htm)

## 4.2 Tools and guidance

### ISO forms and models

To complete some project management tasks, it is necessary to fill out and submit the correct form - for example, appointment

of committee Chairs, proposals for new work, extension of project target dates, change in committee title/scope, etc.

ISO also provides models/templates for things such as: committee strategic business plans, a report of DIS voting, results of systematic review, cover page of a committee draft, and more.

All forms and models are available at: [www.iso.org/forms](http://www.iso.org/forms)

### Keeping up to date with changes to procedures, tools or services

From time to time, ISO/CS upgrades its tools or services related to the standards development process – these changes may affect your work processes.

To be notified of these changes, subscribe to the 'Changes to services' page on ISO Connect by choosing 'Watch' from the Tools menu: <https://connect.iso.org/x/6oYS> (access ISO Connect using your Global Directory username/password).

The ISO/IEC Directives Part 1 and Consolidated ISO Supplement are also **updated every year** – a new edition is released in April. Your ISO/CS Technical Programme Manager will keep you informed of relevant changes, but also make sure you read the **TMB Communiqué**, a newsletter that is published after each TMB meeting and summarizes important news for the technical community. Published 3 times per year, it is sent to all Chairs, Secretaries and Convenors, but can also be accessed here: [www.iso.org/tmb-communication](http://www.iso.org/tmb-communication).

# 5. Preparation of ISO deliverables (IS, TS, PAS, TR)

## 5.1 Guidance and rules on drafting standards

'How to write standards': this document provides simple guidance on how to write clear, concise and user-friendly ISO International Standards and other publications. It should be used in conjunction with the ISO/IEC Directives, Part 2, which gives more detailed authoring and editorial rules for ISO deliverables. [www.iso.org/iso/how-to-write-standards.pdf](http://www.iso.org/iso/how-to-write-standards.pdf)

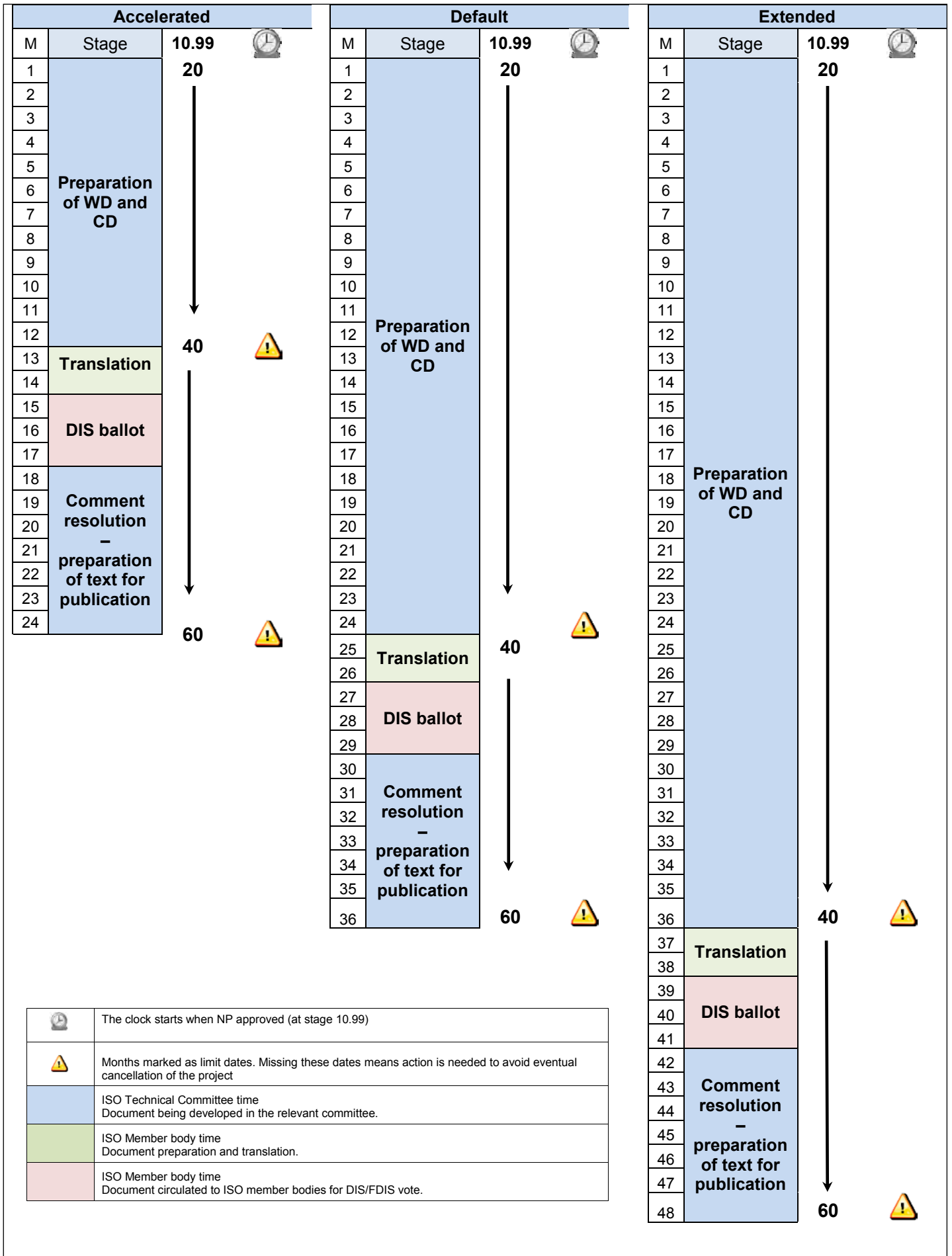


Figure 1: target date planner (relevant for non-Vienna Agreement documents)

[www.iso.org/directives](http://www.iso.org/directives)

### The Online Browsing Platform (OBP)

The OBP is another useful resource when drafting standards. It allows users to preview the content of standards, run full-text searches and more. You can use the OBP to check if key terms have already been defined, so as to avoid redefining them (click on ‘terms and definitions’ and then use the search function).

[www.iso.org/obp/ui/](http://www.iso.org/obp/ui/)

## 5.2 Submitting drafts to ISO/CS

The Secretary must submit a draft to ISO/CS at the DIS stage (and the FDIS stage, if this stage is used).

Note: new work item proposals and CD stages are balloted directly by the Secretary, not sent to ISO/CS.

Here is some useful information for preparing the submission:

Guidance on figures, graphics formats and tools:  
[http://www.iso.org/iso/graphics\\_formats\\_and\\_tools.pdf](http://www.iso.org/iso/graphics_formats_and_tools.pdf)

# 6. Preparation of other committee documents

Documents distributed to the TC/SC must contain certain information, such as a subject line, reference number, title, expected action, etc. Annex SB of the Consolidated ISO Supplement provides a list of these requirements and a table to show who needs to be sent what, and when.

When distributing documents to the TC/SC using e-Committees, it is necessary to give each document an ‘N-number’. This is so that each official committee document has a unique identifier. The system will automatically suggest the next available N-number, but the Secretary can choose any number, as long as it has not yet been assigned. (See the e-Committees user guide for more details).

# 7. Participants in ISO’s technical work

Secretaries must know the rights and obligations of the different kinds of participants in ISO committee meetings (see ISO/IEC Directives, Part 1, clause 1.7).

## 7.1 ISO membership status

There are three member categories in ISO:

- full members
- correspondent members
- subscriber members

Each category of members has **different participation rights** in ISO committees. Only full members can actively participate in the development of international standards.\*

For further information on ISO membership, refer to the **ISO membership manual** which can be downloaded from this page: [www.iso.org/iso/iso\\_members.htm](http://www.iso.org/iso/iso_members.htm)

\*NOTE: Following Council Resolution 03/2013, correspondent and subscriber members may participate in a maximum of five committees, for a two-year trial period 2014-2015.

## 7.2 Delegates vs experts

Members of ISO committees (P- and O-members) are delegates of national standards bodies – the members of a country’s delegation are drawn from its national mirror committee and they represent the views of their national members on the international stage.

In contrast, members of working groups are experts who have been nominated by their national standards body and should be aware of their national point of view, but act in a personal capacity.

Working group level decisions: **one expert = one voice**

Committee level decisions: **one country = one vote**

### Participating members in committees (P-members)

Participating members have the obligation to contribute to meetings and to vote on all questions formally submitted for voting within the committee.

P-members receive automatic reminders to vote from ISO/CS while ballots are open. If a P-member fails to vote, they will



receive a warning from ISO/CS and membership will be downgraded to O-member status, if no explanation is given.

If a P-member is persistently inactive (it has failed to contribute to two successive meetings), it is the responsibility of the committee secretariat to notify ISO/CS, who then contacts the member. If there is no response and change in behaviour, the P-member will be downgraded to O-member.

### Observing members in a committee (O-members)

Observing members follow the committee's work and receive all documents. They have the right to submit comments and to attend meetings, but not to vote in committee internal ballots.

### Experts in working groups

Experts are appointed by the P-members of the parent committee (also by A- and D-liaisons). (see ISO/IEC Directives, Part 1, clause 1.12).

## 7.3 Liaisons

Liaisons exist between ISO TCs/SCs, between ISO and IEC TCs/SCs, and with other organizations at the TC/SC level (liaison categories A and B) and at the working group level (liaison category D).

Liaisons must be approved by consultation with the P-members of the committee. For more information on liaisons, see the ISO/IEC Directives, Part 1, clause 1.15-1.17

# 8. Meetings

## 8.1 The role of the Secretary in ISO meetings:

- Be impartial
- Circulate attendance lists (including liaison representatives)
- Circulate the link to the meeting feedback survey to all participants
- Ensure that participants are duly appointed and authorized to participate (e.g., suspended NSBs, experts nominated by NSB or liaisons, no D-liaison in TC/SC plenary etc.)
- Listen, summarize, take notes for the minutes
- Ensure ISO/IEC Directives and TMB decisions are followed
- If the TPM is not giving a presentation, consider giving a short presentation on recent changes in the Directives and TMB resolutions that might affect work

- Know where the projects are (stages) to help in discussions, bring an up-to-date status list

## The 'Secretary's report'

Before the meeting, prepare a report, to be posted on e-committees along with the meeting documents.

This report should contain:

- Title and number of committee
- Chair and Secretary of committee (names)
- Membership of committee (list of participating and observing countries, plus internal liaisons, external liaisons, and other interested parties)
- Projects in the committee (a table including the project reference, title, project leader, stage, limit dates and any comments – this can be extracted from the project portal, see 9.3)
- List of any new work items circulated
- List of systematic reviews since the last meeting (standards confirmed, standards withdrawn and standards where the decision was inconclusive and the status needs to be determined)
- Contact details of the Chair, Secretary (support team, if relevant), and working group Convenors and Secretaries, if relevant.

## 8.2 Hosting of meetings

### E-meetings!

**Remember – only call a physical meeting when it is necessary in order to discuss committee drafts or matters of substance that cannot be settled by other means.**

The Webex phone/internet conferencing system is available free of charge to ISO members, committees and working groups for all ISO-related work. Contact [webconferencing@iso.org](mailto:webconferencing@iso.org) to get a Webex account and see ISO Connect for instructions on how to use Webex: <https://connect.iso.org/display/it+Web+Conferencing+Resource+Page>

Meetings may be hosted by:

- any ISO member (member body, correspondent member, subscriber member);
- for working group meetings only, any liaison member of the committee concerned.

For TC or SC meetings, the ISO member in the country where the meeting will be held is considered the primary host and its pre-approval of the meeting details is required.

For working group meetings, the ISO member in the country where the meeting will be held must be informed of the meeting before it is confirmed.

A body wishing to act as host for an ISO committee meeting must contact the TC/SC secretariat. See Annex SF to the Consolidated ISO Supplement for details.

### 8.3 Meeting organisation and management - checklists

Planning ahead is the key to good meeting organization. The ISO/IEC Directives Part 1 impose a number of requirements related to meetings, such as the amount of advance notice that must be given and how far in advance meeting documents must be sent out.

ISO/CS has developed a checklist for Secretaries to help with meeting organization and management (see Annex A).

Further information about ISO meetings can be found in the ISO/IEC Directives Part 1, clause 4 'Meetings', and the Consolidated ISO Supplement, Annex SF, 'Hosting meetings'.

### 8.4 Meeting Agenda

Important: any items that will be subject to decision at the meeting must be placed on the meeting agenda that is circulated 4 months in advance of the meeting date.

A model agenda can be downloaded at: [www.iso.org/forms](http://www.iso.org/forms)

### 8.5 Writing resolutions

Resolutions only need to be taken for the major decisions from committee meetings. As Secretary, you are responsible for drafting resolutions, however a "drafting committee" can also be formed at the meeting. The role of the drafting committee is to draft the resolutions as the meeting advances. All the resolutions are reviewed and approved at the end of the meeting to make sure that they actually reflect what was discussed and that all participants are in agreement with them. Resolutions must be posted on e-committees within 48 hours of the meeting.

Here are a few pointers to guide you in drafting resolutions:

- Keep it as short as possible – the point of the resolution should be clear and unambiguous (there should not be room for interpretation)

- Resolutions should be clear enough that someone not at the meeting can understand them
- Include the project number if the resolution concerns a specific work item
- The way resolutions are numbered is optional, but choose a system that is logical and clear and stick to it: e.g., Resolution 1234; Resolution 2013/01, etc.

Annex B provides some examples of good resolutions to use as models.

## 9. ISO electronic applications (e-Services)

### 9.1 Access

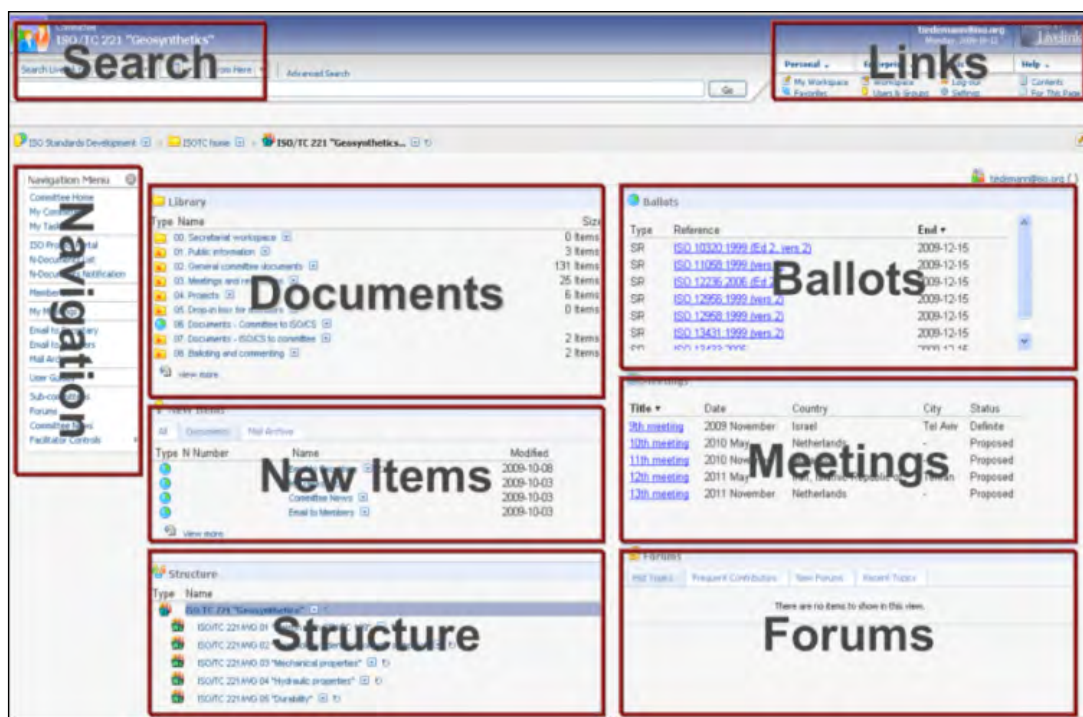
ISO has developed a set of electronic applications to support the full standards development process and the work of Secretaries. This set of applications can be accessed using the ISO electronic application portal: <https://login.iso.org>.

Note that the access to ISO electronic applications is limited and managed by the NSBs and ISO following established rules. Users must therefore be registered through their NSB in order to be issued a username and password.

### 9.2 ISO eCommittees

ISO eCommittees provides secretariats with the tools to manage their committee work (see figure 2). It is a document management system allowing you to circulate documents and drafts to committee members and experts using an automatic notification process. It also includes features to simplify the daily work of a secretariat: a member list allowing you to follow up the assignment of committee experts, an email feature allowing you to send/archive emails to all your members, discussion forums, etc. As Secretary of a Committee you are granted read-only access to the documents of all SCs and Working Groups under your parent TC.

ISO eCommittees is integrated with other ISO electronic applications such as the Electronic Balloting application, the Meeting Management and Project Portal. This integration allows you to display information on upcoming meetings and ballots on your eCommittee homepage. ISO eCommittees can also be linked to



**Figure 2: The structure of a committee home page on e-committees**

National Mirror Committee platforms, facilitating consultation at the national level.

**The use of e-committees is mandatory for ISO committees (and for working groups).**

The user guide for Secretaries and Convenors can be accessed here:

<http://isotc.iso.org/livelink/livelink/fetch/2000/2122/5156198/8723802/1 ISO eCommittee Guide for Secretaries and Convenors.pdf?nodeid=8753204&vernum=2>

Committee members: To see the list of members, go to 'Member list'

NOTE: if a delegate does not appear on this list, it means s/he has not been registered in the Global Directory by the NSB.

Email lists: To email all members of the committee, go to 'Email to members' (see figure 3). Emails and notifications sent from e-committees will be archived automatically – these can be viewed in the 'Mail archive'. The 'member list'/'email to members' on e-committees is always up-to-date as NSBs can remove or add delegates at any time.

### 9.3 ISO project portal

The ISO project portal gives detailed information about ISO projects, their history, status, and milestones. You can also view the overall work programme of any other committee. Use the

'export' function to download a spreadsheet showing all of the details of your committee projects – this can be a useful document to have at committee meetings!

NOTE: the default choice for project 'Status' is 'Active', if you wish to see all the projects of your committee displayed, change the 'Status' to 'All'. See figure 4.

### 9.4 Submission interface

The submission interface is a tool facilitating and archiving the submission of committee project documents to ISO/CS (e.g. drafts, graphics, translation). This applies in particular to the submission of files for processing as Draft and Final Draft International Standards (DIS and FDIS). Each TC/SC e-committees home page has a direct link to the Submission Interface in the committee working area.

### 9.5 Other electronic applications

E-balloting – voting platform supporting consensus feedback processes in ISO (e.g. votes on new work item proposals, Committee Drafts, Draft and Final Draft International Standards, etc.)

Post-Voting decision process: tool enabling the secretary to submit voting decisions to ISO/CS.

ISO meeting management – central access point to ISO meetings (organizers, participants, ISO/CS).

Webex – web conferencing service offered free of charge to ISO members, committees and working group

User guides area available for all ISO electronic applications: [www.iso.org/e-guides](http://www.iso.org/e-guides)

You can also contact the ISO International Helpdesk at [helpdesk@iso.org](mailto:helpdesk@iso.org) for help with any of ISO's electronic applications.

For any question regarding your access to ISO electronic applications, contact your National Standards Body.

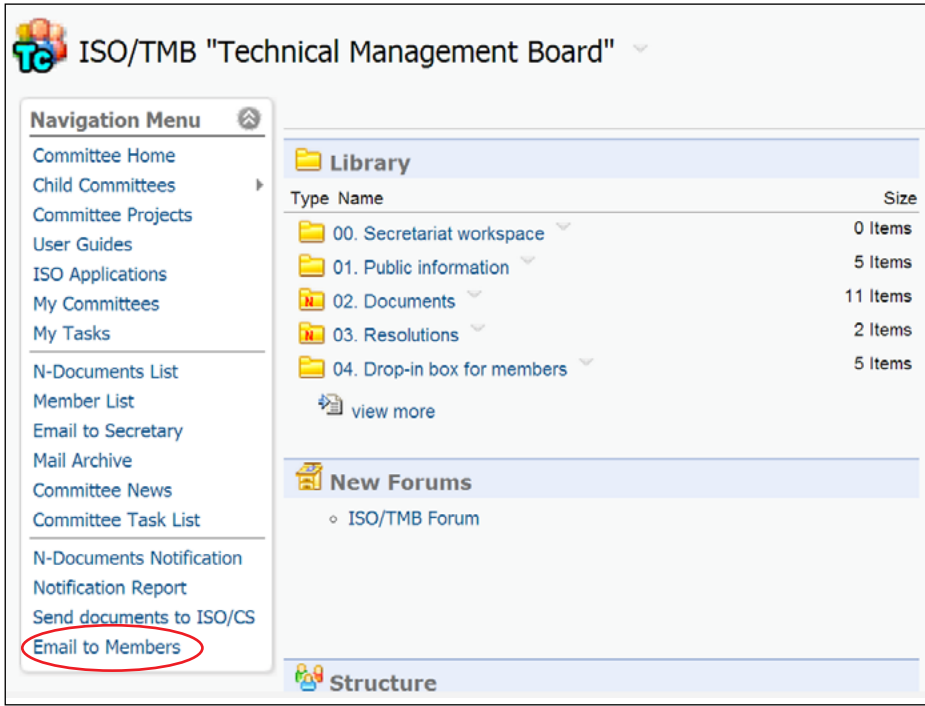


Figure 3: Email lists in e-committees let you email all members of your committee with one click

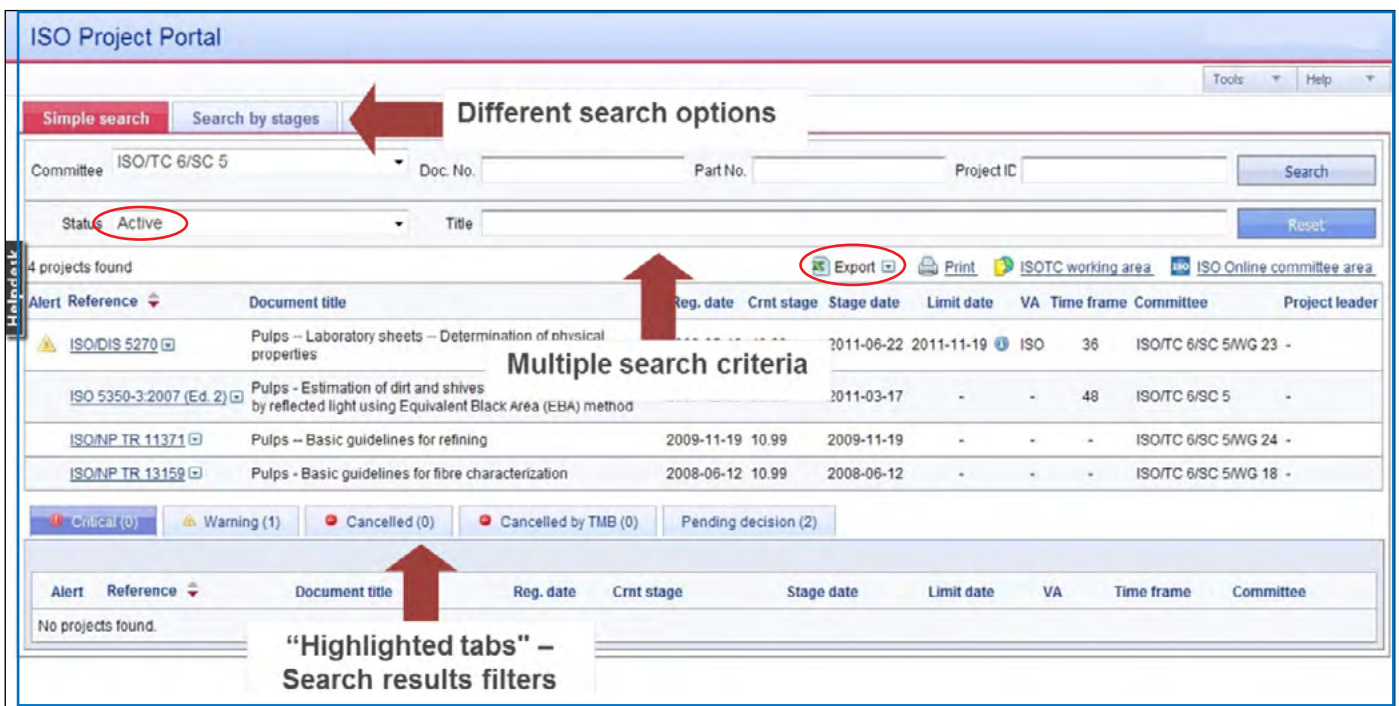


Figure 4: The ISO project portal is where you can see detailed information about all of your ISO projects

# 10. Check your knowledge - Secretaries quiz

ISO's online quiz for Secretaries is a self-assessment tool to help you test your knowledge and competence of secretarial duties in ISO committees. Its purpose is to help you identify both your strengths and your knowledge gaps.

The quiz is [available on e-committees](#) (ISO/TC home page > in the folder 'Communication by the ISO Central Secretariat' > 'To committee Secretaries and/or Chairpersons').

# 11. Other useful resources and links

## Who to ask for help:

Technical questions related to committee work or procedures your TPM at ISO/CS

## Questions related to:

### electronic applications

[helpdesk@iso.org](mailto:helpdesk@iso.org)

### DIS, FDIS or SR votes

[votes@iso.org](mailto:votes@iso.org)

### Committees and meeting management

[agendas@iso.org](mailto:agendas@iso.org)

### The submission of projects

[projects@iso.org](mailto:projects@iso.org)

### The development of ISO standards

[draftingstandards@iso.org](mailto:draftingstandards@iso.org)

### The ISO/IEC Directives or Consolidated ISO Supplement

[directives@iso.org](mailto:directives@iso.org)

### The Vienna Agreement

[va@iso.org](mailto:va@iso.org)

## Copyright and trademarks

[logo@iso.org](mailto:logo@iso.org)

## Webex and web/phone conferencing

[webconferencing@iso.org](mailto:webconferencing@iso.org)

## Other useful sources of information:

### The TMB Communiqué

[www.iso.org/tmb-communicue](http://www.iso.org/tmb-communicue)

### ISO Connect

<https://connect.iso.org/>

ISO Connect is for people working within the ISO system who want to know more about, or participate in, ISO's general activities. It provides news and high-level information about ISO initiatives excluding the technical work. Download the user guide here.

## Other key policies and guidance

### ISO Strategic Plan 2011-2015

[www.iso.org/iso/iso\\_strategic\\_plan\\_2011-2015.pdf](http://www.iso.org/iso/iso_strategic_plan_2011-2015.pdf)

### Vienna Agreement (agreement on technical cooperation between ISO and CEN)

[www.iso.org/va](http://www.iso.org/va)

### Conformity assessment do's and don'ts

[www.iso.org/iso/publication\\_item.htm?pid=PUB100303](http://www.iso.org/iso/publication_item.htm?pid=PUB100303)

### Registration authorities, guidelines for committees

[www.iso.org/iso/registration\\_authorities\\_guidelines\\_for\\_committees.pdf](http://www.iso.org/iso/registration_authorities_guidelines_for_committees.pdf)

## ISO online

### ISO online resources area

[www.iso.org/iso/resources-for-technical-work.htm](http://www.iso.org/iso/resources-for-technical-work.htm)

### List of ISO technical committees

[www.iso.org/iso/list\\_of\\_iso\\_technical\\_committees.htm](http://www.iso.org/iso/list_of_iso_technical_committees.htm)

Online browsing platform

[www.iso.org/obp/ui/](http://www.iso.org/obp/ui/)

# Annex A: Meeting organization and management for Secretaries

## References (rules and procedures)

Always consult the latest edition of the ISO/IEC Directives and Consolidated ISO Supplement for the latest information and rules related to hosting and organising ISO meetings:

ISO/IEC Directives part 1, clause 4. “Meetings”

Consolidated ISO Supplement, Annex SF, “Hosting meetings”

## Additional considerations when scheduling a meeting

Consider scheduling/locating the meeting to coincide with an industry event or other working group meeting – this may ease travel costs and increase participation

Consider grouping meetings of TCs and SCs dealing with related subjects to increase participation and improve communication

## Planning for TC or SC meetings: checklist

### Document preparation (if relevant)

Timing		
<b>(at least) 2 Years before</b>		
Decide, by mutual agreement with the committee Chair, on <b>the date</b> for the meeting. Put this in a committee Resolution.		4.1.2
NB in the case of an SC meeting, the SC secretary must contact the secretary of the parent TC to ensure coordination of meetings		
<b>(at least) 7 months before</b>		
Submit a <b>DIS text</b> to ISO/CS. Results will be available in 5.5 months, plus another 6 weeks for comment circulation. (Note: the timetable for a Vienna Agreement document is longer – 2 months for translation and 5 months for the DIS vote)		2.6.5
No later than 3 months after the end of the voting period, a full report must be prepared and circulated.		
<b>(at least) 3.5 - 4.5 months before</b>		
Launch NP or CD ballots.		
NP ballot: 3 month ballot and 6 weeks for comment circulation before the meeting (noting that the committee may pass a Resolution to shorten the NP ballot to two months, if desired, see the ISO Supplement, clause 2.3.4)		
CD ballot: can be 2, 3 or 4 months (2 months, by default) plus 6 weeks for comment circulation before the meeting.		

<b>(at least) 4 months before</b>		
<p>Decide, by mutual agreement with the Chair and the national body acting as host, <b>the location</b> of the meeting – add these details to ISO meeting management</p> <p>Post the calling notice and meeting agenda and all other basic documents on e-committees (a model form for the agenda can be found at: <a href="http://www.iso.org/forms">www.iso.org/forms</a>). If you do not see your meeting appear under ‘meetings’ within a week of posting these documents, contact your TPM.</p> <p>Post information on e-committees about <b>visa applications, hotel options and transport</b> (this is not a fixed deadline, but the earlier, the better)</p> <p>Post a registration form on e-committees asking delegates to sign up by xxx date</p> <p>Coordinate with the national body acting as host to arrange meeting facilities (rooms and equipment such as interpretation facilities, power outlets for computers, wifi etc.)</p>	4.2.1.3	
<b>6 weeks before</b>		
<p>Post meeting documents on e-committees, including the Secretary’s report</p> <p>Circulate the working documents for plenary decision (including the compilation of comments on drafts to be discussed at the meeting)</p> <p>Ask liaisons and WG Convenors to send progress reports and other important information</p>	4.2.1.3, 4.2.2.1	
<b>1 or 2 weeks before</b>		
<p>Prepare attendance lists to be circulated at each meeting</p> <p>Prepare draft resolutions if possible – with alternatives depending on the result (see the drafting guidance in Annex B of the ‘Getting started’ toolkit for secretaries)</p> <p>Think about volunteers for the resolution committee – in some TCs it is often the same people at each meeting (try to have both a native English speaker and a native French speaker, if the Resolutions will be translated)</p> <p>Compile the results of any systematic reviews, in case they need to be discussed at the meeting</p> <p>Prepare badges with delegates’ names (Remember that the TC/SC chair and secretary and the TPM do not represent a country – put name and function only)</p> <p>Prepare meeting feedback survey for circulation at the meeting (via a survey monkey link that must be shared with all participants. The survey will close 2 weeks after the meeting)</p>		
<b>After the meeting</b>		
<ul style="list-style-type: none"> <li>▶ Review feedback from participants</li> <li>▶ Follow-up on action items from Resolutions – coordinate with the ISO/CS TPM, who may take care of some of these items</li> <li>▶ Post the Resolutions from the meeting on e-committees</li> <li>▶ Post the meeting minutes on e-committees (within 3 months of the meeting)</li> <li>▶ Check participation and follow-up on persistent absences</li> </ul> <p>...Plan for the following meeting, follow progress of projects using the ISO project portal</p>		

# Annex B: Examples of Well Written Resolutions

## Approving a Liaison with Another TC:

### Resolution 4

ISO/TC XX resolves to create an internal liaison with ISO/TC YY in order to access their documents, (and invites TC YY to reciprocate with the liaison). TC XX designates Mr. John Doe (johndoe@company.com) as liaison officer,

*(Note: TC x shall provide the full contact details of the liaison officer to ISO/CS.)*

## Creating a New Liaison with Organization XYZ:

### Resolution 2012-07

Noting the written request from XYZ Organization (N Document Number), ISO/TC XX agrees to establish a Category A Liaison with XYZ Organization.

*(NOTE: For first-time liaison organization requests, please see ISO Directives Part 1 for procedure and criteria. Also note that Liaison requests must specify each TC and SC that the external organization wants to liaise with).*

## Establishing New Subcommittees or Working Groups:

### Miami Resolution 12

ISO/TC XX resolves to create a new working group, titled “Give the Title of Working Group”, to develop work item 12345 and appoints Mr. John Doe (johndoe@company.com) as convenor.

## Advancing Documents/Registering documents for next steps

### Resolution 4/2012

ISO/TC XX/SC XX decides to add to ISO/DIS 12345 a new Clause 5 “Marking” as follows: ... ..

....

### Resolution 5/2012

ISO/TC XX/SC XX decides that ISO/DIS 12345, as amended during the meeting on 19 October 2012, will be sent to ISO/CS for direct publication.

## Systematic Review Decisions:

### 2012/TC XX/SC XX Resolution 4

ISO/TC XX notes the comments and ballot results from the Systematic Review of 12345:2012 in Nxxxx, and resolves to confirm this standard for an additional five years.

### 2012/TC XX/SC XX Resolution 5

ISO/TC XX notes the comments and ballot results from the Systematic Review of 12345:2012, and resolves to revise 12345:2012 as a Minor Revision to correct Table 1 and Table 2. The Minor Revision text will be submitted to ISO/CS for FDIS ballot by 15 January 2013.

## Next Meeting Details:

### RESOLUTION 1011 TC XX 2013 and Future Meetings

ISO/TC XX approves the dates of November 18-20, 2013 for the 47<sup>th</sup> TC XX Plenary meeting.

TC XX accepts with appreciation the German delegation’s proposal to have the meeting hosted by DIN in Berlin, Germany.

TC XX notes with appreciation the Russian delegation’s tentative offer to host in 2014 and Brazilian delegation’s offer to host in 2015.







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