ANSI

American National Standards Institute

Taking the Secret out of Secretariat

ISO Secretariat Operations

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Taking the *Secret* Out of *Secret*ariat

A course for effective Secretariat operations

Learning Outcomes

At the conclusion of this training program, the participant will have:

- considered the roles of international standards personnel;
- identified the relevant international procedures and studied the process used for developing technical documents;
- reviewed the special issues for secretariats; and
- outlined specific requirements for international meetings; and
- discussed with the ANSI trainer any additional questions or specific questions relating to the international committee for which they have responsibility.

Taking the *Secret* Out of *Secret*ariat

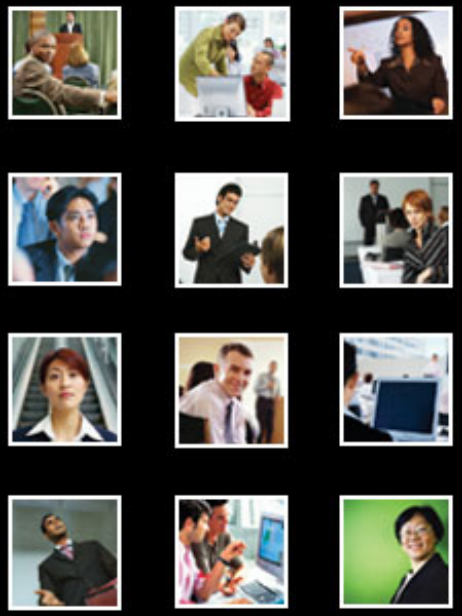
A course for effective ISO Secretariat operations

Agenda

Introductions / Overview

Module 1	**Committee Officers**
Module 2	**Striving for a Higher Goal**
Module 3	**Meet and Greet**
Module 4	**Special Issues for Secretariats**
Module 5	**End of the Day Review**

Questions and Answers



Committee Officers

The People

The Activities

The Responsibilities

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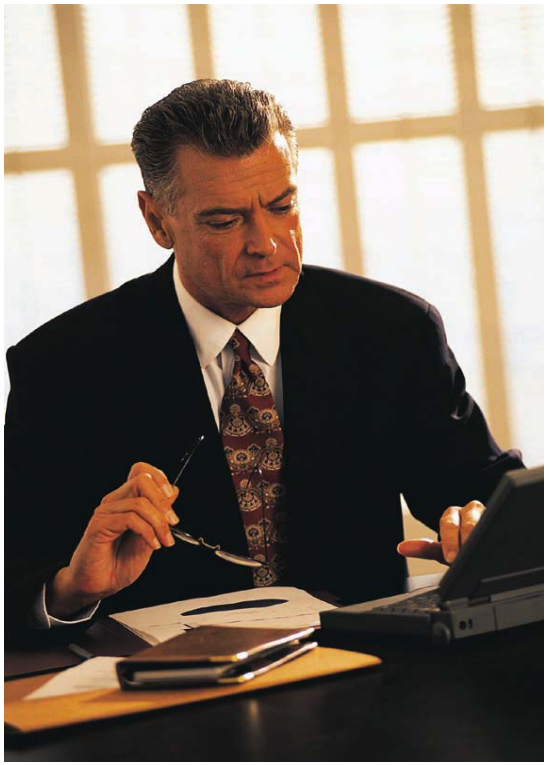
Providing Leadership and Guidance for Global Work Teams

- Secretary
- Convenor
- Project Leader/Editor
- Liaison Representative
- Chairman



Secretariat

- Held by the national body (country), but may be delegated to outside sources for administration
  - Secretary provides administrative and management support to committees
- Required to be neutral and to dissociate itself from the national point of view

Responsibilities

- Interpret and ensure committee's compliance with ISO/IEC Directives

- Monitor and administer the committee's work, maintaining strict neutrality
  - Administer the day-to-day operations
  - Distribute appropriate committee documentation
  - Monitor the progress/target dates of work items

Responsibilities (continued)

- Meeting Administration
  - Communicate meeting requirements to host
  - Circulate Meeting Notice and Draft Agenda
  - Attend committee meetings
  - Prepare reports/minutes following the guidelines set forth in the ISO/IEC Directives
  - Act on meeting resolutions

Responsibilities (continued)

- Work closely with ISO Central Secretariat (ISO/CS) in the administration of the committee

- Ensure adequate management of projects
  - Identify and communicate progress on specific work program items and potential problems being faced in fulfilling established target dates

Secretariat Qualifications

- Good knowledge of the ISO/IEC Directives
- Able to act with neutrality in an international capacity
- Good organizational and administrative skills
  - Able to execute all committee actions as instructed (i.e., resolutions, ballots, etc.)
  - Able to follow-up on outstanding issues

Secretariat Qualifications (continued)

- Good interpersonal skills
  - Able to interface effectively with officers and staff from ISO and parent- and sub-committees as well as external groups
  - Able to maintain effective relationships with the officers and members of the committee

Appointment Process

- TC Secretariat
  - Allocated to a national body by the Technical Management Board (TMB)

- SC Secretariat
  - Allocated to a national body by the parent technical committee
    - If two or more apply, the TMB shall decide

Change of Secretariat

- Relinquishment
  - Minimum of fifteen months notice to the CEO
  - TMB decides on transfer to another national body

- Failure to fulfill responsibilities
  - CEO or a national body may have the TMB review situations where secretariats persistently fail to fulfill responsibilities
  - TMB will determine need to transfer responsibility

Convenors

- Convenors function as chairmen of working groups (Working groups are a collection of individually appointed experts brought together to deal with a specific task.)
- Convenors may also function as project leaders
- Co-convenors are only allowed in twinning arrangements or Joint Working Groups

Responsibilities

- Organize and chair WG meetings
- Manage the development of the project or projects assigned to the WG
- Report to the TC/SC Secretary and Chairman on progress/delays
- Report on any significant problems affecting the project

Responsibilities (continued)

- Answer inquiries on assigned work program as necessary
- Ensure liaison is effectively maintained with relevant internal and external organizations
- In the absence of a WG Secretary, may be responsible for distribution of relevant committee documentation

Appointment Process and Term of Office

- Appointment Process
  - Nominated by national body, WG or TC/SC
  - Appointed by the TC/SC and accountable to the WG and the TC/SC
- Term of Office
  - 3 year terms
  - No limit on number of terms

Project Leaders/Editors

- Project Leaders/Editors function as the driving force behind a project. They are responsible for developing the standard in a timely fashion

- Project Leaders/Editors permit decentralization of a secretariat's responsibility to maintain successive drafts and to make up-dated drafts available more rapidly

- **The Project Leader/Editor shall act in a neutral and purely international capacity**

Responsibilities

- Act as the driving force behind a project
- Recommend actions on comments received
- Consult experts as necessary
- Ensure successive drafts are produced on schedule

Responsibilities (continued)

- May convene working group or editing group
- Act as committee's consultant at
  - committee stage (consensus building)
  - enquiry stage (Draft International Standard (DIS)
  - approval stage (Final Draft International Standard (FDIS)

Responsibilities (continued)

- Take a specific work item through its multiple iterations promptly and efficiently
- Be knowledgeable of ISO Template
- Conduct editing meetings as necessary
- Prepare original WD and subsequent drafts
  - Following the ISO/IEC Directives Part 2 - Rules for the structure and drafting of International Standards
  - Taking account of related International Standards already published

Responsibilities (continued)

- Judge, along with the Working Group (WG) and WG convenor, when working draft is ready for submission to TC/SC for consideration as first committee draft
- Maintain document in electronic format for publication
- Work with the ISO/CS on publication issues

Appointment Process and Term of Office

- Appointment Process
  - Nominated by national body, WG or TC/SC
  - Appointed by the TC/SC and accountable to the WG and the TC/SC
- Term of Office
  - Normally, will serve throughout the development life of a particular project
  - However, appointment should be reviewed and reconfirmed periodically by the parent committee

Liaison Officers

- Liaison Officers function as representatives of a TC or SC to other organizations

- In order to be effective, liaison should operate in both directions, with suitable reciprocal arrangements. One liaison officer may operate in both directions, or there may be different liaison officers representing each organization

Responsibilities

- Act as representative of the ISO TC/SC to the organization with which a liaison has been established
- Participate in the discussions of, and present written contributions to, the other organization
- Report to parent committee on work of the liaison organization
- No voting rights, comment on behalf of their own committee

Appointment Process and Term of Office

- Appointment Process
  - Nominated by national body, WG or TC/SC
  - Appointed by and accountable to the TC/SC

- Term of Office
  - Appointment should be reviewed and reconfirmed periodically by the parent committee

Chairman

- Important difference between function as committee chairman and possible earlier participation as a national delegate
  - act in a purely international capacity, divesting him- or herself of a national position; thus she/he cannot serve concurrently as the delegate of a national body in his or her own committee
- As chairman, role is to assist committee in reaching an agreement which is internationally valid
- **It is necessary for the chairman to remain neutral with respect to conflicting national views**

Responsibilities

- Lead the committee and its work in a purely international capacity following the procedures in the ISO/IEC Directives
  - Manage the committee's Program of Work to meet the needs of the user community
  - Provide guidance to the secretary of the TC/SC
- Conduct meetings of the committee
  - ensure all points of view expressed are adequately summed up so that they are understood by all present
  - ensure all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting

Responsibilities (continued)

- Work with committee's officers ensuring adequate management of projects
  - Ensure progression of entire work program
  - ensure the policy and strategic decisions of the technical management board are implemented in the committee
- Represent committee to other bodies
- Ensure liaison is effectively maintained with relevant internal and external organizations

Appointment Process

- Proposed by National Body, If….
  - There is national body interest in the work
  - The national body will actively participate
  - The national body can confirm that management support will be provided
- Nominated by Secretariat
- Endorsed by committee
  - Approved by
    - the ISO TMB (for TC Chairmen)
    - the parent TC (for SC Chairmen)
- The candidates for chairmanships shall have the competencies and attributes listed in Annex SQ *Selection criteria for people leading the technical work* (see SQ.3.1).
- The new nomination form requests listing skills

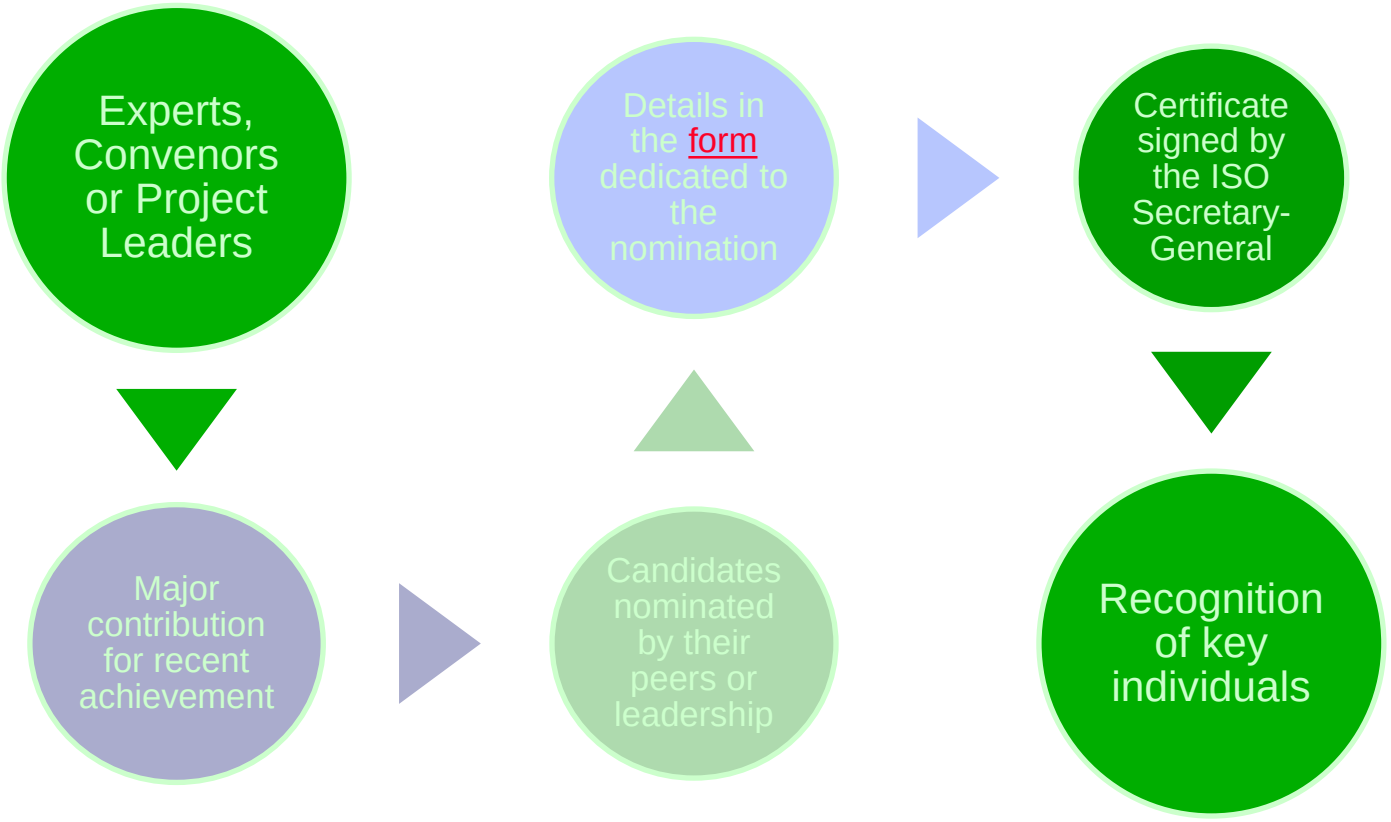
Term of Office

- Appointed for an initial three year or six year term (maximum for initial), as may be appropriate for the committee
  - Allowed one 3 year extension only regardless of initial term length
- **May serve for a maximum of nine years**
  - Secretariats may submit nominations for new chairs up to one year before the end of the term of existing chairs.
  - Chairs appointed one year before shall be designated as the “chair elect” of the committee in question. This is intended to provide the chair elect an opportunity to learn before taking over as chair of a committee.

Establishing a Good Relationship with your Chair

- Keep the lines of communication open
  - Meet regularly to discuss any issues
- Have dinner
  - Get to know your Chair on a personal level
- Emphasize their strengths and assist in their weakness
- Be their right hand
  - Anticipate their needs
- Become a team!

ISO Excellence Award

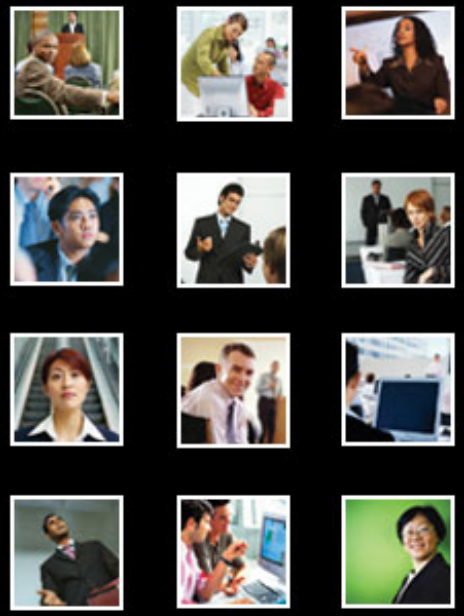


http://www.iso.org/iso/home/about/iso-awards.htm

Effective Leadership

- Competency
- Cooperation
- Coordination

Module Completed!



Striving For A Higher Goal

The ISO/IEC Deliverable Development Process

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ISO Deliverables Are Developed Using the Project Approach

A project is any work intended to lead to the issue of a new, amended or revised ISO deliverable

ISO Code of Conduct

- Work for the net benefit of the International Community
- Uphold consensus and governance
- Agree to a clear purpose and scope
- Participate actively and manage effective representation
- Escalate and resolve disputes
- Behave ethically
- Respect others in meetings
- www.iso.org/iso/codes_of_conduct.pdf

“Consensus” Defined

General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE — Consensus does not imply unanimity
Source: ISO/IEC Guide 2

Project Development

- It is the primary duty of an ISO or IEC Technical Committee (TC) or Subcommittee (SC) to develop and maintain International Standards and other deliverables.

- Projects may be sub-assigned to Working Groups for development

- Projects must fall within the scope of the committee
  - projects must be defined and accepted in accordance with relevant procedures
  - projects must be managed through a defined process in accordance with strict target dates

ISO/IEC Directives Part 1 and Consolidated ISO Supplement

- Procedures for the technical work
  - Seventh edition, 2016
  - Sets out the common procedures to be followed within ISO, IEC and JTC 1 in developing, approving and maintaining International Standards, and for the administration of TCs and subsidiary bodies
  - Also includes ISO-specific information. IEC and JTC 1 have similar documents
- www.iso.org/directives

ISO/IEC Directives Part 1

- Procedures for the technical work – Table of Contents
  - Organizational structure and responsibilities for the technical work
  - Development of international standards
  - Development of other deliverables
  - Meetings
  - Appeals
  - Annexes A-K
  - ISO only Annexes SA-SS
  - Reference documents

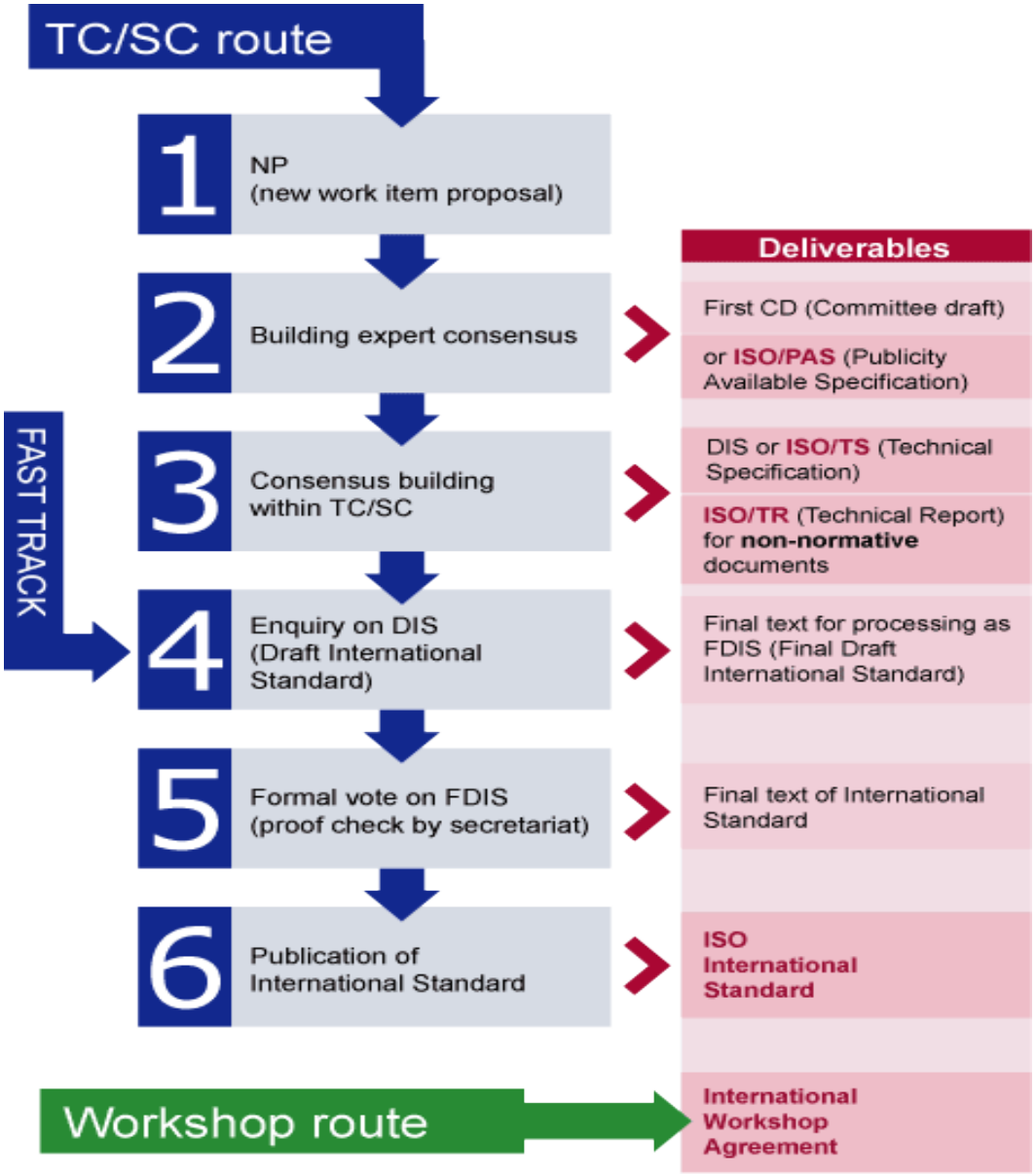
ISO/IEC Directives Part 2

- Rules for the structure and drafting of International Standards
  - Seventh edition, 2016
  - Sets out the specific rules for the structure and drafting of documents so that International Standards, Technical Reports or Guides are drafted in as uniform a manner as possible, irrespective of technical content

ISO/IEC Directives Part 2

- Rules for the structure and drafting of International Standards – Table of Contents
  - Introduction
    - Scope
    - Normative references
    - Terms and definitions
  - General principles
  - Subdivisions of the Document
  - Components of the Text
  - Policy
  - Annexes A-D

Stages of ISO Development



Progress Control

- Target dates shall be established that
  - correspond to the shortest possible development times
  - consider relationships among projects (priority should be given to International Standards upon which other standards will depend for implementation)
    - *See next slide for details*
- You are able to add intermediate target dates for the projects under your committee via the ISO Project Portal. You can add, modify or delete an intermediate target dates but not the Limit dates (i.e. first DIS and publication).
- Regular progress reports shall be submitted to the TC by the SCs and WGs

Recommended Dates (Default Timeline – 36 months)

- Established for:
  - circulation of the enquiry draft -
    - – within 24 months
  - circulation of the approval draft -
    - – within 33 months
  - availability of published standard -
    - – within 36 months

NOTE: Clock starts upon acceptance of the NP

Other Timeframes

- Accelerated Timeframe
  - 12 months to produce DIS
  - 24 months to publication
- Extended Timeframe
  - 36 months to produce the DIS
  - 48 months to publication
- The Project Leader decides which timeframe to apply to the project

Extension of Target Dates

- Two years is the permitted time during which a project can be regarded as stagnant prior to cancellation
  - One year's notification is provided of the impending cancellation
- If a project is not meeting its target dates, but there is a strong committee interest in the project, a committee may be granted one extension of up to 9 months for the total project duration by the ISO/TMB.
  - If the project cannot be completed after this extension, the ISO/TMB recommends that the committee consider completing and publishing the document as another form of ISO deliverable (such as PAS and TS).

Preliminary Stage (Stage 0)

- A TC or SC may introduce into its work program “preliminary work items” (PWI) that are not yet sufficiently mature for processing to further stages or where target dates cannot yet be established

- Addition to program of work requires approval by a simple majority of the P-members of the TC or SC

- Subject to regular review by the committee
  - Any PWI on a Program of Work for 3 years will be automatically deleted
- Agreement to ballot a new work item proposal or to remove PWI from work program concludes Stage 0

New Work Item Proposal (Stage 1)

- A New Work Item Proposal (NWIP) is a proposal for new work in ISO and can be:
  - New standard
  - New part of an existing standard
  - Revision of existing standard
  - Amendment to existing standard
  - Technical Report
  - Technical Specification
- It can be accompanied by a draft of that work.
- A NWIP can be submitted by any member ISO, the TC, a WG of the TC, an organization in liaison, the ISO TMB, or the ISO Chief Executive Officer

Stage 1 (continued)

- Each New Work Item Proposal MUST be submitted via ISO Form 4.
- Elements include:
  - Title
  - Scope
  - Purpose and justification
  - Reference to relevant documents
  - Information on recommended liaisons
  - Indication of preparatory work
  - Working Draft or at least an outline for proposed document
  - Nomination of Project Editor
  - A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables
  - Identification of relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed deliverable(s).

Stage 1 (continued)

- NWIP Acceptance Criteria
  - Approval by a simple majority of P-members voting AND
  - Commitment to participate actively by at least 5 P-members approving the work item. P-members agreeing to participate must also nominate an expert who will participate.

- Once accepted, the project is included in the program of work of the TC
  - The project is then assigned by the TC to a WG
    - If no WG exists, the TC will establish one. This can be done at a meeting or via electronic ballot.

Stage 1 (continued)

- NP Acceptance Criteria
  - Approval by a simple majority of the P-members voting (including justification of market relevance),
    - only negative votes must be justified by voting P-members. A reason must be given for approval or disapproval
    - If no reason given, the committee secretariat should go back to the member body and give it two (2) weeks to provide an explanation. If the member body does not provide a response within that 2-week period, the vote will not be counted in the result. Secretariats must not make value judgments about the justification and must ask the member body in case of doubt.
    - Post-decision process is responsibility of TC/SC Secretary

Stage 1 (continued)

And

- Commitment to participate actively and name an expert by at least five P-members in TCs/SCs with more than 16 P-members and 4 P-members in TCs/SCs with less than 16 P-members approving the work item.
  - Experts must be named on return NP ballot form if they are to be counted towards approval. If member bodies do not name an expert when voting, they have two (2) weeks following the result of the vote to name their expert. If this delay is not respected, the member body's vote will not be counted.

- TC/SC Secretary asked to provide Form 6 (ballot results) within 1 month of end of vote

Stage 1 (continued)

- Once accepted, the project is included in the program of work of the relevant TC or SC
  - The project may be assigned by the TC or SC to a WG or Ad Hoc Group for development purposes
- Acceptance of the New Project (NP) and completion of the Form 6 on the ISO Post Decision Voting Tool **concludes Stage 1**

Stage 1 (conclusion)

- The NWIP stage is not required for the revision or amendment of an existing standard or TR provided that the committee passes a resolution containing the following elements: 1) target dates, 2) confirmation of scope and 3) the convenor or project leader. The committee must however launch a call for experts for the revision or amendment.

- If the revision or the amendment results in an expanded scope for the deliverable, then a NWIP is required.

Preparatory Stage (Stage 2)

- This is the development of the first Working Draft

- Working Draft must be available within six months of the date that the project was added to the Program of Work
  - NOTE: if a draft was submitted with the NWIP, this criteria has been met.

- Development of the technical content is done by the Working Group assigned the project or an ad hoc group led by a convenor who is usually the Project Leader

- Successive drafts are considered until the WG is satisfied with the technical solution and agreement is reached to register the project as a committee draft (CD)

Committee Stage (Stage 3)

- The Committee Draft (CD) stage is optional in ISO (not JTC1)
  - Decisions to skip the CD should be made on a case by case basis and on the basis of what is expected to be gained by a CD circulation (e.g. further understanding of an issue) compared to possible increases in costs and time (additional drafting and meetings).
  - The proposal to skip the CD stage should be made by the Working Group Convenor/Project Leader following a consultation with the WG experts to prove consensus.
  - The final decision should then be taken by the parent committee by consensus through a one-month Committee Internal Ballot or at a meeting.
- For additional guidance on when it can be skipped see Annex SS of the ISO/IEC Directives Part 1.

Stage 3 (continued)

- The Committee Stage (if used), it is from registration of first committee draft to approval for registration as a Draft International Standard (DIS)
  - Committee consensus on draft standard is established
  - Committee draft (CD) registered
  - CD study/ballot initiated
  - Comments/voting summary circulated
    - CD referred back to TC or SC (or WG)
    - Successive drafts can be circulated until consensus is reached on the technical content.
  - CD approved for registration as DIS

Stage 3 (continued)

- Timeline
  - A first CD must be available within twelve (12) months of the date that the project was added to the program of work

- National bodies comments are taken into consideration and successive drafts reviewed until consensus is achieved

- Successive drafts are considered until the committee is satisfied with the technical solution and no more “substantive” changes are made

- Last stage of voting that occurs within the TC or SC

Stage 3 (continued)

- Three types of CDs
  - For discussion at meeting
  - For comment
  - For voting

- CD for Discussion at a Meeting
  - Must be circulated 4 months prior to the meeting

- CD for Comment
  - Deadline for replies is 8,12 or 16 weeks
  - Comments received are circulated by the Secretary to P- and O-members with a proposal for subsequent action

Stage 3 (continued)

- CD for Vote
  - Ballot attached to CD to move project to DIS stage
  - Deadline for replies is 8, 12 or 16 weeks
- All comments received are disposed by the Project Editor and discussed by the WG. The WG will approve the disposition of comments which guides the Project Editor in updating the text
- Criteria for Approval
  - Consensus is assessed by the Chairman, in consultation with the Secretariat, Project Leader/Editor and Working Group (Joint or otherwise)
    - In case of doubt concerning consensus, approval by a two-thirds majority of the P-members of the TC or SC voting may be deemed to be sufficient for the CD to be accepted for DIS processing
  - Every attempt shall be made to resolve negative votes

Stage 3 (conclusion)

- Subsequent Action
  - Discuss the CD and comments at the next meeting;
  - Circulate a revised committee draft for consideration; or
  - Register the committee draft for the enquiry stage (DIS)
  - Secretariat of the TC or SC submits the finalized version of the CD for DIS processing within 4 months of the close of the last CD ballot

- Approval to register project as DIS in ISO Post Decision Voting Tool concludes Stage 3

Enquiry Stage (Stage 4)

- This is the last opportunity for technical comments on a draft
- The DIS text must be submitted to ISO Central Secretariat within four months of the close of CD voting and not later than 24 months from the date of NP registration
- The DIS ballot period is 12 weeks, however 8 weeks prior to ballot initiation is allowed for translation by National Bodies
- Criteria for Approval
  - Acceptance by 2/3 majority of P-members voting AND
  - Not more than ¼ of total votes cast are negative
  - Abstentions and negative votes not accompanied by technical reasons are excluded from this tally
  - Negative votes with comments not clearly of technical nature Secretary contacts TPM within 2 weeks of ballot closure

Stage 4 (continued)

- If DIS text receives 100% approval, text may proceed directly to publication
- National Boy comments are taken into consideration and successive drafts reviewed until consensus is achieved
- Successive drafts are considered until the committee has determined that all National Body comments have been taken into consideration and is satisfied with the technical solution and no more substantive changes are made

Stage 4 (continued)

- No longer required to have the text in both English and French
  - Should publication in French be desired by a TC or SC, a request for translation into French will be made to AFNOR at appropriate time in development process.
- DIS Submission Requirements
  - Explanatory Report (ISO Form 8A www.iso.org/forms)
  - Complete text in both revisable and reference formats
  - Figures in acceptable formats
  - Compliance with Directives Part 2

Stage 4 (continued)

- Types of Votes
  - We approve the technical content of the draft
    - as presented or with comments (editorial or other)
  - We disapprove for the technical reasons stated
    - Must include technical reasons for negative
    - May indicate that acceptance of specific technical modifications will change “No” vote to “Yes”
  - We abstain

NOTE: The office of the appropriate (ISO or IEC) Central Secretariat provides late votes to the committee secretariat for consideration at the time of the next review of the International Standard

Stage 4 (continued)

- Subsequent Action
  - Proceed to publication (default action in ISO, not JTC1)
    - If 100% approval received, document will go straight to publication
    - If not 100% approval, the committee can decide to skip FDIS ballot and proceed to publication with a 1 month ballot needing 2/3 approval of all P members.
    - Unanimous approval NOT required
    - Committee is required to respond to all comments received
  - Proceed to FDIS balloting
    - Substantial technical changes requested by significant number of countries
    - Texts which do not comply with Part 2 of the ISO/IEC Directives will be returned to the Secretariat for correction before registration as FDIS
    - Committee is required to respond to all comments received

Stage 4 (continued)

- Subsequent Action, con't
  - Decision to prepare a revised text for voting
    - Initiate Second DIS ballot
      - Normally 8 week ballot, may be extended up to 20 weeks at request of a P-member
    - Return to previous stage (as appropriate) if scope has been modified or significant changes introduced
    - Discuss enquiry draft and comments at the next meeting

- Within 4 months of the DIS ballot closing, the Secretariat provides the text for publication, a second DIS text or FDIS text

- Approval to register the project as a Final Draft International Standard (FDIS) or agreeing to move to publication and informing ISO Central Secretariat of that decision via the ISO Post Decision Voting Tool **concludes Stage 4**

Editing During DIS

- ISO CS is now offering to do editing of standards during the DIS stage.
  - If done properly, editing during the DIS vote will substantially reduce the need for any further editing at later stages (e.g. FDIS).
- ISO CS performs the main edit during the 20 week DIS period. The resulting MS Word track change file must then be used by the committee for the further drafting from the DIS comments resolution.
  - Offered to committees that request it and commit to using the track changed, edited, MS Word file.
  - Not suitable for DIS documents which are likely to change a lot as the result of the DIS comments resolution.

Approval Stage (Stage 5)

- Final stage of voting, no longer required in ISO
- FDIS text must be available within 33 months of the date that the project was added to the program of work
- The FDIS ballot period is 8 weeks
  - Yes or No vote
  - No technical comments considered
  - Only editorial comments and error corrections can be taken into account

Stage 5 (continued)

- Submission Requirements
  - Explanatory Report (ISO Form 13 www.iso.org/forms)
  - Complete text in both revisable and reference formats
  - Compliance with Directives Part 2
- Office of CEO issues the FDIS ballot to all national bodies for a two-month simple “Yes or No” vote
  - The TC/SC Secretariat, in consultation with the Project Leader, is responsible for reviewing the Proof copy of the document be approved bringing any errors to the attention of the office of the CEO
  - Technical amendments are not acceptable at this stage
- Types of Votes
  - We approve the technical content of the draft standard
  - We disapprove for the technical reasons stated
  - We abstain

Stage 5 (continued)

- Criteria for Approval
  - Acceptance by 2/3 majority of P-members voting AND
  - Not more than ¼ of total votes cast are negative
  - Abstentions and negative votes not accompanied by technical reasons are excluded from this tally
- Subsequent Action
  - FDIS approved for publication - OR
  - FDIS text returned to TC or SC for reconsideration
- Following approval of the FDIS the ISO Central Secretariat proceeds immediately with publication of the text
  - Minor editorial changes requested during the ballot (e.g., correction of a typographical error) may be incorporated, if appropriate.
- Approval to submit project for publication concludes Stage 5

Publication Stage (Stage 6)

- From submission of final text for publication to publication of International Standard
  - Secretary and Project Leader are asked to review the document 2 week prior to publication to ensure no errors have been introduced

- Main Steps
  - International Standard under publication
  - International Standard published

- ISO's Publishing Requirements
  - Complete text in both revisable and reference formats
  - Compliance with Directives Part 2

Stage 6 (conclusion)

- Other considerations
  - ISO/IEC Directives require that the International System of Units (SI) be used in International Standards

- Publication of International Standard (IS) **concludes Stage 6**

Access to revisable files of standards

- About half of ISO's work program is made of revisions to existing standards
- It is helpful if the revisable MS Word file of the published standard is used as the base document for the revision
- Secretariats now have access to the revisable MS Word files of the standards from your committee
  - http://pod.iso.org/stadist/
- Provide the revisable MS Word file to the Project Leader as soon as work to revise a standard begins

Cancellation

- A project is cancelled automatically:
  - if the project does not move from PWI stage within 3 years
  - if the target date for DIS is not met and if the TC/SC has not made a decision within 6 months after the target date has expired
  - if the maximum timeframe (4 years) is not met and if the TC/SC does not provide appropriate justification for exception
  - if there is no visible progress within 2 years (i.e. no change of stage code) and if the TC/SC does not provide appropriate justification for exception

Revisions

- Purpose
  - To update or change an International Standard
- Added to the Program of Work via Resolution which includes:
  - Target Dates
  - Confirmation of scope
  - Convenor or Project Leader
- Procedure
  - Development according to same procedure as International Standards

Minor Revisions

- Purpose
  - To update or make editorial changes to an International Standard – not impacting technical content
- Added to the Program of Work via Resolution
- Procedure
  - Final draft of revised deliverable shall be circulated for an 8 week FDIS vote; 12 weeks for Vienna Agreement documents.
    - Foreword of the next edition of the deliverable shall indicate that it is a minor revision and list the updates and editorial changes made.

Amendments

- Purpose
  - To change or add to agreed technical provisions in published International Standard
- Added to the Program of Work via Resolution
- Procedure
  - Development according to same procedure as International Standards

Amendments (continued)

- When approved for publication, decision by CEO (in consultation with Secretariat) to publish as
  - a separate document or
  - incorporate into a new edition of the International Standard
    - Normally no more than two amendments are published separately

- Amendments to subsequent editions of an Inter-national Standard always begin numbering at “1” (e.g., ISO 12345: 2000/AM 1)

Technical Corrigenda

- Purpose
  - To correct technical errors or ambiguity affecting application of International Standard
- Procedure
  - Secretariat/chairman confirm existence of error, if necessary in consultation with P-members
  - Secretariat sends correction to office of CEO
  - CEO decides, in consultation with secretariat, whether to publish
    - technical corrigendum or
    - corrected reprint of International Standard
- Technical corrigenda will be issued at the discretion of ISO Central Secretariat based on the age of the standard and if improper application of the standard creates significant risk to the user

Technical Reports

- Informative Document containing information of a different kind from that which is normally published as an IS
  - Formerly designated a Type 3 Technical Report

- Added to the Program of Work via Resolution which includes:
  - Target Dates
  - Confirmation of scope
  - Convenor or Project Leader

Technical Reports (conclusion)

- Content
  - Content of TR to be clearly informative - not normative
  - Explanation of relation to normative documents to be given in foreword

- Approval
  - Committee may request CEO to publish TR by simple majority vote of P-members
  - Decision to publish taken by CEO (with input from TMB if necessary)

Alternative Deliverables

- Alternative deliverables that allow for rapid development of technical agreements
  - ISO Publicly Available Specification (ISO/PAS)
  - ISO Technical Specification (ISO/TS)
  - International Workshop Agreement (IWA)

ISO Publicly Available Specification (ISO/PAS)

- A normative document that has progressed through the preparatory stage
  - Intermediate specification, published prior to a full International Standard
  - An agreement of content has been reached by the members of the WG and approval confirmed by a simple majority of the P-members of the WGs parent TC or SC
- Developed within the ISO technical committee structure
  - does not have the same status as an International Standard (i.e., a PAS requires a lower level of consensus)

ISO/PAS (conclusion)

- Typically, the decision to produce an ISO/PAS is taken during the NP acceptance procedure (Stage 1)

- ISO/PAS may be processed in one language only

- ISO/PAS must be reviewed after three years
  - after six years, the document should either be converted into an International Standard (through the normal standards development process) or withdrawn

ISO Technical Specification (ISO/TS)

- A normative document that has progressed through both the preparatory and committee stages
  - Developed when the subject in question is still under development or when there is the future but not immediate possibility of publishing a standard
  - An agreement of content has been reached by the members of the WG and approval confirmed by a 2/3 majority of the P-members of the WGs parent TC or SC

- Developed within the ISO technical committee structure
  - does not have the same status as an International Standard (i.e., a TS requires a lower level of consensus)

ISO/TS (continued)

- The decision to produce an ISO/TS is taken during the NP acceptance procedure (Stage 1)

- ISO/TS may be processed in one language only

- ISO/TS must be reviewed after three years
  - after six years, the document should either be converted into an International Standard (through the normal standards development process) or withdrawn

International Workshop Agreement (IWA)

- A technical document resulting from an international workshop held outside the technical structure of ISO
  - may be a normative or informative document
  - workshop is administered by a designated ISO National Body
  - published document will include an indication of the participating organizations

Fast Track Processing

- Purpose
  - To rapidly progress an existing standard from any source
- Proposed by
  - P-Member or Category A liaison organization or organization with formal technical agreement with ISO
    - process begins at Enquiry Stage (DIS ballot)
  - International Standardizing Body recognized by the ISO Council
    - process begins at Approval Stage (FDIS ballot)
      - ballot is 20 weeks

Fast Track (continued)

- Action by Office of CEO
  - Confirms copyright and/or trademark situation with the organization having originated the proposed document
  - Confirms TC/SC assignment
  - Determines whether there is any contradiction with existing International Standard
  - Distributes the proposed text as a DIS or FDIS
- Action by TMB
  - The ISO TMB reviews only those Fast Track submittals that do not fall within the scope of an existing TC/SC

Fast Track (conclusion)

- Approval
  - Conditions for approval are the same as for a normal DIS or FDIS ballot
  - If no TC is involved, condition for approval of a draft International Standard is no more than one-quarter of the total votes cast are negative

Systematic Review

- Frequency
  - International Standards: at least every 5 years
  - TS and PAS's: every 3 years
  - TR: none specified, should be reviewed regularly to ensure validity
- Procedure
  - Decision by simple majority of P-members voting:
    - confirmation
    - revision (= new project, without vote on NP)
    - withdrawal
    - In cases where an ISO standard is not used in at least 5 countries, the ISO committee should decide to withdraw the standard.
- TC/SC recommendation for withdrawal followed by a formal letter ballot to national bodies

Systematic Review (conclusion)

- 20 weeks ballot is initiated electronically by ISO/CS on a quarterly basis
- P-members have an obligation to vote on SRs
- After the close of the vote, Secretary compiles votes and comments and circulates a proposal reflecting the results to the committee members using Form 21.
- No more than 6 months after the close of the vote, the committee must make a final decision on the outcome of the review (Revise, Confirm, Withdraw) and inform ISO/CS of such decision.
  - This can be done via resolution at a meeting or via letter ballot.

Normative References

- Normative references in ISO standards should be to other relevant ISO standards, where they exist;

- Where a relevant ISO standard does exist, but the committee wishes normative reference to a non-ISO standard, a request for an exception with justification can be reviewed and approved by the ISO/TMB.

- Where relevant ISO standards do not exist, normative reference to any publicly available non-ISO standard agreed to by the committee is acceptable;

Normative References

- The referenced document list shall be introduced by the following wording:

  "The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies"

Normative References

- The list shall not include the following:
  - referenced documents which are not publicly available
  - referenced documents which are only cited in an informative manner
  - referenced documents which have merely served as bibliographic or background
  - material in the preparation of the document

Normative References

- Benefits
  - reducing unnecessary and duplicative expenses to standards developers, participants, experts and users of standards
  - eliminating redundancy
  - increasing the speed of development while preserving the scope and global relevance of IEC/ISO documents

Global Relevance of ISO Technical Work and Publications

- According to the WTO Technical Barriers to Trade Agreement globally relevant standards should:
  - Respond to global regulatory and market needs
  - Respond to scientific/technical development and not stifle innovation and technology development
  - Have no adverse effects on fair competition
  - Give no preference to requirements of specific countries/regions
  - Be performance based rather than design prescriptive

ISO Global Relevance Guidelines and Principals

- Implementation of essential differences in ISO standards:
  - Assess feasibility at the outset of a standards development project
  - Give preference to performance-based standards
  - Plan to ultimately publish a standard that presents one unique international solution
  - Increase awareness of the factors that affect a standard's global relevance
    - Twinning
    - Increase participation by developing countries and manufacturers
    - Include specific needs of the market in business plan

ISO Global Relevance

- Twinning :
  - Ensures that the needs of developing countries are considered in ISO technical work
  - Specific provisions for “twinning” or partnerships between developing countries have been included in the ISO Supplement to the ISO/IEC Directives
  - Member bodies are invited to establish twinning arrangements with P-members of relevant committees

Project Stages Review

Stages of ISO Development

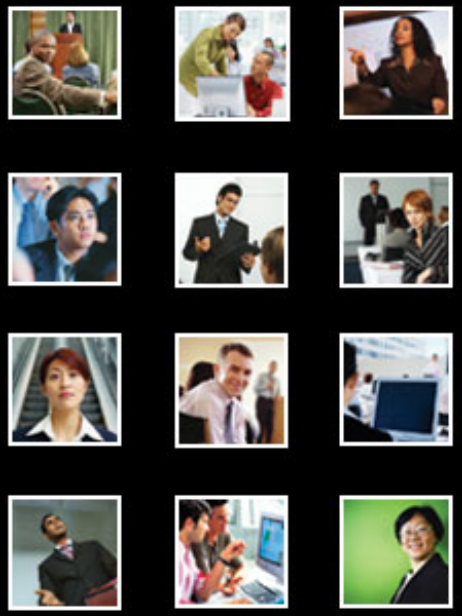
Standards Development Issues

- “Bottlenecks" in the International standards development process that may result in considerable delays:
  - poor performance of Secretariats (failure to chase Committees and especially Working Groups to meet deadlines)
  - lack of communication between Chairpersons and Secretariats (insufficient liaison with Secretariats until just before a meeting, willingness to be led rather than to lead, etc.)
  - the "waiting for the next meeting" syndrome

Standards Development Issues (continued)

- Suggested improvements:
  - Meeting deadlines can be achieved by better project management by Secretariats
  - “Hands on" management by Chairs is required to put more pressure on committee to perform
  - Professional support is needed for WG conveners, i.e., support for drafting standards, using templates, and guidelines on how to "get it right the first time“

Module Completed!



Meet and Greet

The Secretariat’s Role in preparing for, conducting and following-up on committee meetings

ANSI
American National Standards Institute

Committee Meetings

- Secretariat responsibilities
- Host responsibilities
- Scheduling meetings
- Calling a meeting
- Drafting the agenda
- Languages
- Voting at the meeting
- Resolutions
- Meeting report
- Summary of actions to ensure a successful meeting

Overview of Secretariat Responsibilities

- Pre-meeting
  - Consult committee and agree to long- and short-term meeting schedules
  - Serve as committee's point of contact with national body host
  - Prepare, with the Chairman, a Draft Agenda
  - Issue Meeting Notice and Draft Agenda
  - Circulate logistical information and necessary committee documents
  - Maintain an expected attendance list

Overview of Secretariat Responsibilities
(continued)

- During the meeting
  - Provide procedural guidance
  - Have available copies of the ISO/IEC Directives and other appropriate reference materials
  - Maintain a record of documents to be circulated after the meeting
  - Lead the drafting committee
  - Record all decisions taken at the meeting

Overview of Secretariat Responsibilities
(continued)

- After the meeting
  - Issue meeting report, resolutions, and all meeting documents requiring “official” distribution
    - Resolutions reflecting the meeting’s decisions shall be posted within 48 hours after the meeting for access by all member NSBs who may or may not have attended the meeting.
  - Act on all approved resolutions
  - Send thank-you letter(s) to meeting host (and sponsors, if appropriate)

Host Responsibilities

- Coordinate all meeting arrangements
  - Secretariat provides a list of requirements
- Provide logistical information on meeting venue
- Provide information concerning VISA requirements, as appropriate
- Provide recommendations for hotels; travel information; registration form for individual delegates
- Provide necessary facilities
  - Meeting rooms
  - Administrative support
- Arrange social event (optional)

Scheduling Meetings

- Two-year meeting calendar
  - Five-year calendar preferred
- Consider timing related to the advancement of technical work
- Consider other related-meetings
  - Coordinate meeting dates with parent committee and other relevant committees and organizations in liaison
- Date and place subject to agreement by TC/SC Chairman and Secretariat and National Body host
- Communicate meeting dates to parent committee and ISO/CS

Calling a Meeting

- Meeting Notice and Draft Agenda must be issued at least four months in advance of opening of meeting
  - TC/SC Secretariat is responsible for issuing Meeting Notice and Draft Agenda to all P- and O-Members
    - Provide copy to the ISO Central Secretariat (for inclusion in the ISO Bulletin)

- Issue logistical information as early as possible to allow delegates to make appropriate arrangements

Agenda

- First draft agenda must be issued four (4) months in advance of the meeting, along with Meeting Notice
  - Remember the “Six (6) Week” Rule
    - Revised draft agenda and any additional working documents shall be circulated so that they reach national bodies concerned not less than six (6) weeks in advance of meeting
  - Include agenda items to deal with any issues/concerns identified by Secretary, Chair, Conveners, National Bodies or Liaison Organizations

Components of the Draft Agenda

- Opening of the meeting
  - Include specific start time
- Roll call of delegates
- Election of the Chairman (if needed)
- Adoption of the agenda
- Appointment of the drafting committee
  - appointed by the Chair or Convener
  - committee should include National Body delegates speaking different languages and the Secretary
- Report of the Chairman

Draft Agenda (continued)

- Report of the Secretariat
  - Actions since last meeting (if any)
  - Meetings held
  - Program of work
- Reports from subcommittees and working groups
- Specific issues for consideration
- Items for future work
- Future meeting schedule
- Any other business
- Approval of resolutions
- Adjournment
  - Include specific end time

Draft Agenda (conclusion)

- Inappropriate items for the agenda
  - Call for action on items not within scope of responsibilities
  - Call for action on items where documents/drafts have not been circulated with adequate time for national body review prior to the meeting

Languages

- English is the most commonly used language for international meetings
  - English, French and Russian are the official languages of ISO
  - French interpretation must be provided at ISO TC/SC meetings, if so requested
  - Russian interpretation to be provided by Russian-speaking delegates
- Check requirements of your committee to determine which documents, if any, are required in both English and French

Update on Pilot to allow remote participants to vote at committee plenary meetings

- TMB agreed to conduct a one year pilot (April 2015 - April 2016) to allow remote participants to vote at committee plenary meetings

  - In June 2016 the TMB approved remote participation in ISO committee meetings (see TMB Res. 70/2016).
  - The revised Guidelines have been approved and are available on ISO eCommittees in the “TMB guidance documents” folder.

  Please note that these Guidelines are a living document and will be updated on a regular basis to reflect best practices as we gather more experience with remote participation.

Voting at Meetings

- Formal votes decided by the majority of votes cast by P-member delegations.
  - Only one vote per delegation, cast by the National Body Head of Delegation (HoD)
    - Proxy votes are not allowed.
  - Special attention must be paid to negative votes and every attempt should be made to achieve consensus

Resolutions

- Resolutions are a written record of decisions concerned with the conduct of the work or approval of documents
  - Resolutions may include decisions on:
    - Progression of projects
    - Subdivision of work
    - Circulation of documents
    - Appointment of personnel
    - Administrative matters
  - When drafting resolutions reflecting decisions endorsing working group recommendations, specific elements being endorsed shall be clearly detailed

Resolutions (continued)

- Inappropriate actions
  - Resolutions or agreements on items outside the scope of the committee
  - Modification of resolutions after approval
  - Attaching comments to the resolutions

Meeting Reports/Accomplishments

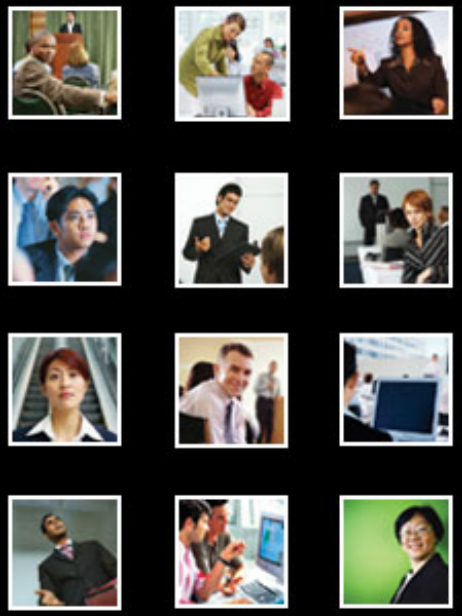
- The Secretariat prepares a draft report of the meeting for circulation and approval

- Meeting actions or accomplishments likely to be of interest to the public or the membership at large should be communicated appropriately
  - Coordinate with ANSI and/or ISO Central Secretariat when preparing to issue press releases or convening press conferences

Summary of Actions to Ensure A Successful Meeting

- Meeting Actions
  - For more information, review Clause 4 of the ISO/IEC Directives, Part 1 and Annex SF of the ISO Consolidated Supplement.

Module Completed!



Special Issues for Secretariats

- ISO and European Strategy
- ISO Tools for Standards Development
  - ISOTC Server eCommittees
  - ISO Global Directory
  - ISO Project Portal
  - ISO Electronic Balloting Portal
  - ISO Submission Interface
  - ISO Templates
  - Electronic File Issues
  - Electronic Management Tools

ANSI
American National Standards Institute

Standards Bodies of the European Union

The “New Approach” Directives stated that the European Union would look towards the private sector to develop standards

- Three organizations (CEN, CENELEC, and ETSI) now constitute the European forum for standardization
- These bodies are made up of diverse parties that form more than 1,500 technical groups
- Work to develop national standards within the European Union has essentially ceased

European Committee for Standardization

- Established in 1961 and based in Brussels
- Composed of 19 national members and 14 affiliate members
- Harmonizes all areas of technical standardization except electrotechnical (under CENELEC), telecommunications (under ETSI), and automotive, aerospace and steel which have special arrangements
- Scope of work is similar to that of ISO
  - Approximately 33% of all CEN-approved standards are identical to ISO standards, 33% are equivalent, and 33% are European standards without ISO counterparts
- Formal voting only by member countries and weighted voting rules apply

VIENNA AGREEMENT

For Technical Cooperation Between ISO and CEN

- Guidelines for Implementation updated in January 2014
- Ensures the equivalence (whenever possible) of ISO and European standards
- Guides coordination and harmonization of standards of the member bodies of ISO and CEN
- Provides for the exchange of information and allows for mutual representation between CEN and ISO Technical Committees, Subcommittees, and Working Groups

ISO/CEN Vienna Agreement (VA)

- CEN can adopt ISO projects as European standards, with or without technical change
- CEN may also submit projects to ISO for consideration as international standards, as can any ISO member body
  - subsequently, the project may be adopted as a European Standard
- CEN is not required to give primacy to ISO work
- CEN will conduct its own development work when:
  - there is no interest for an international standard; or
  - the European Commission mandates that certain standards be written by a specific target date, and ISO cannot meet the deadline

ISO/CEN Vienna Agreement (VA) (continued)

- ISO committees may name up to four representatives, preferably from non-European countries, to attend meetings of the parallel CEN committees
  - ISO committee representatives are observers
  - ISO committee representatives must represent all views within the ISO committee

- Strong preference is given in the VA for ISO lead rather than CEN lead
  - CEN lead will occur only when a majority of non-CEN P-members of the ISO committee agree to do so

- All revisions of existing ISO/CEN standards will proceed under ISO lead, even if previously under CEN lead

- ISO and CEN are working on phasing out CEN lead over time

ISO/CEN Vienna Agreement
Myths and Legends

- Under CEN lead, non-Europeans do not have the right to see or comment on anything until the DIS stage
- If CEN proposes that a CEN project be considered to become an ISO standard under the VA, lead for development of the standard automatically goes to CEN
- Europeans can vote to approve an ISO new work item proposal contingent on application of the VA and assignment of lead to CEN
- The content of some ISO standards must support EC Directives and legislation
- When working group meetings are being organized and announced for a project proceeding under ISO lead, the meeting must be organized and announced consistent with CEN rules for such meetings
- ISO committees have no choice and must accept any changes suggested by the CEN consultant
- ISO members who are not CEN national members may never submit comments on CEN drafts

THESE STATEMENTS ARE NOT TRUE!

ISO/CEN Vienna Agreement FAQs

- ISO and CEN have issued a very helpful “Frequently Asked Questions” document to clarify the ISO/CEN Vienna Agreement (VA) (updated in August 2016 to reflect the 2016 updates to the VA)

- A copy of this VA FAQs document is included in this course and also available at www.iso.org/va

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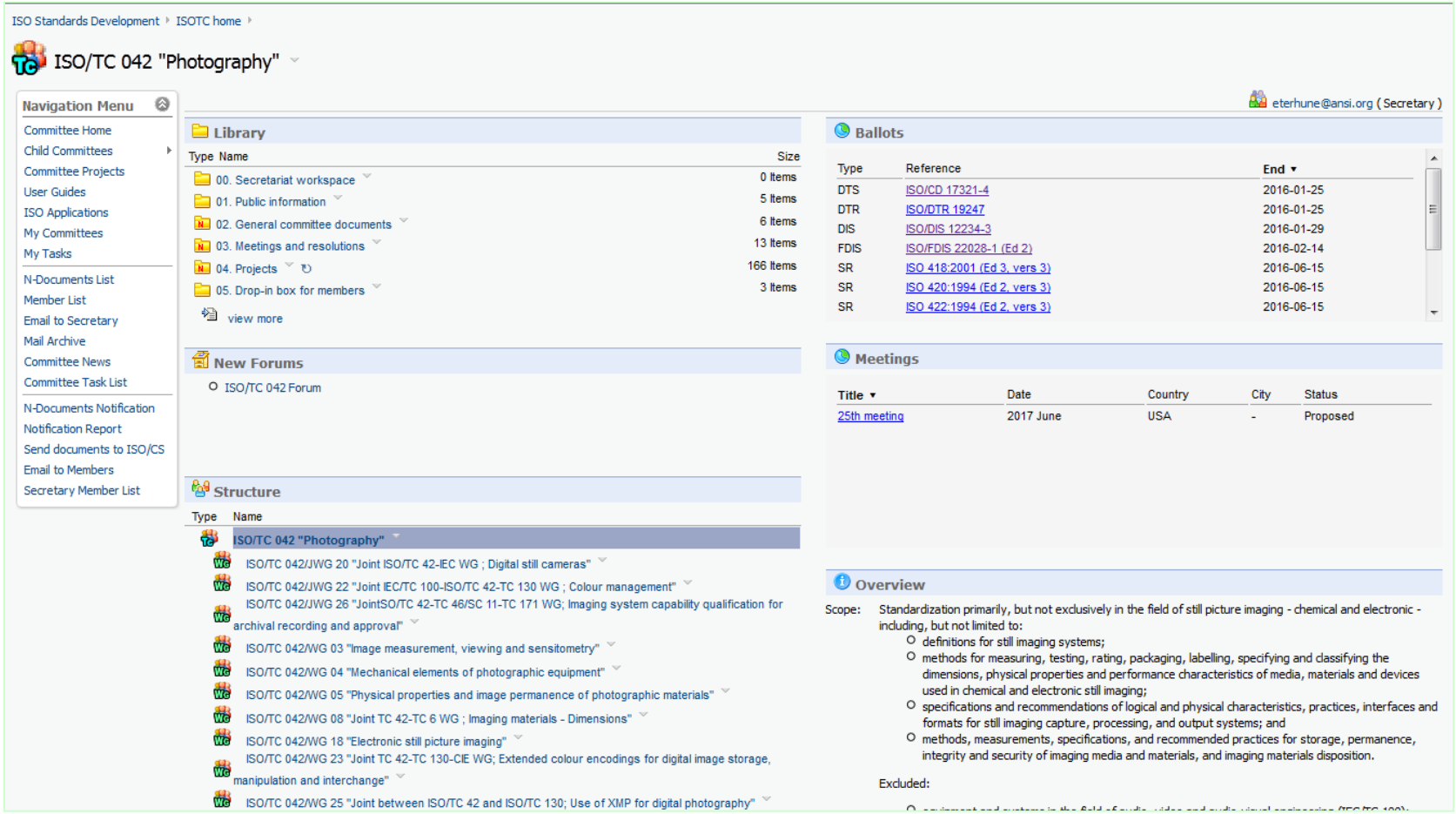

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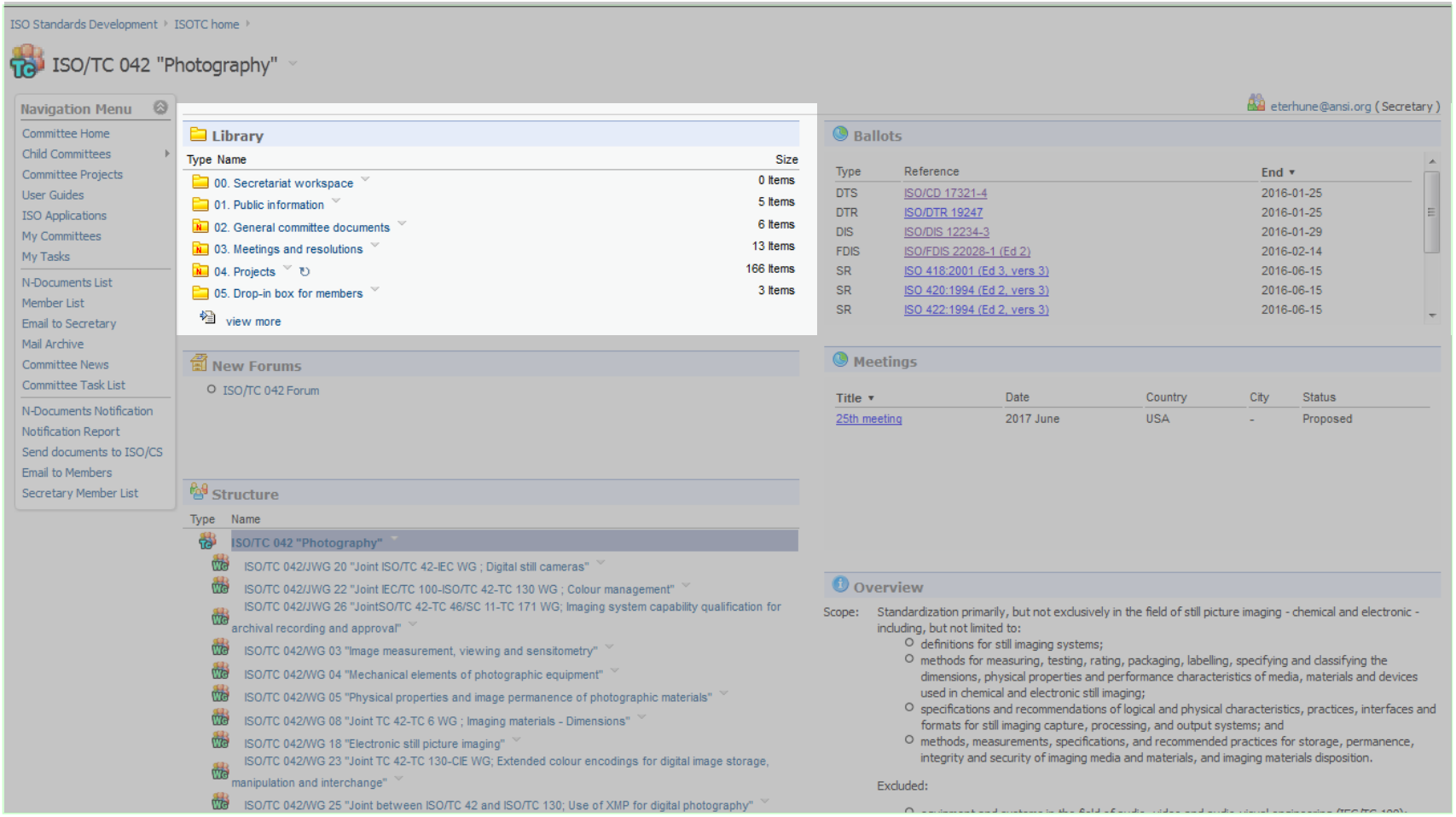

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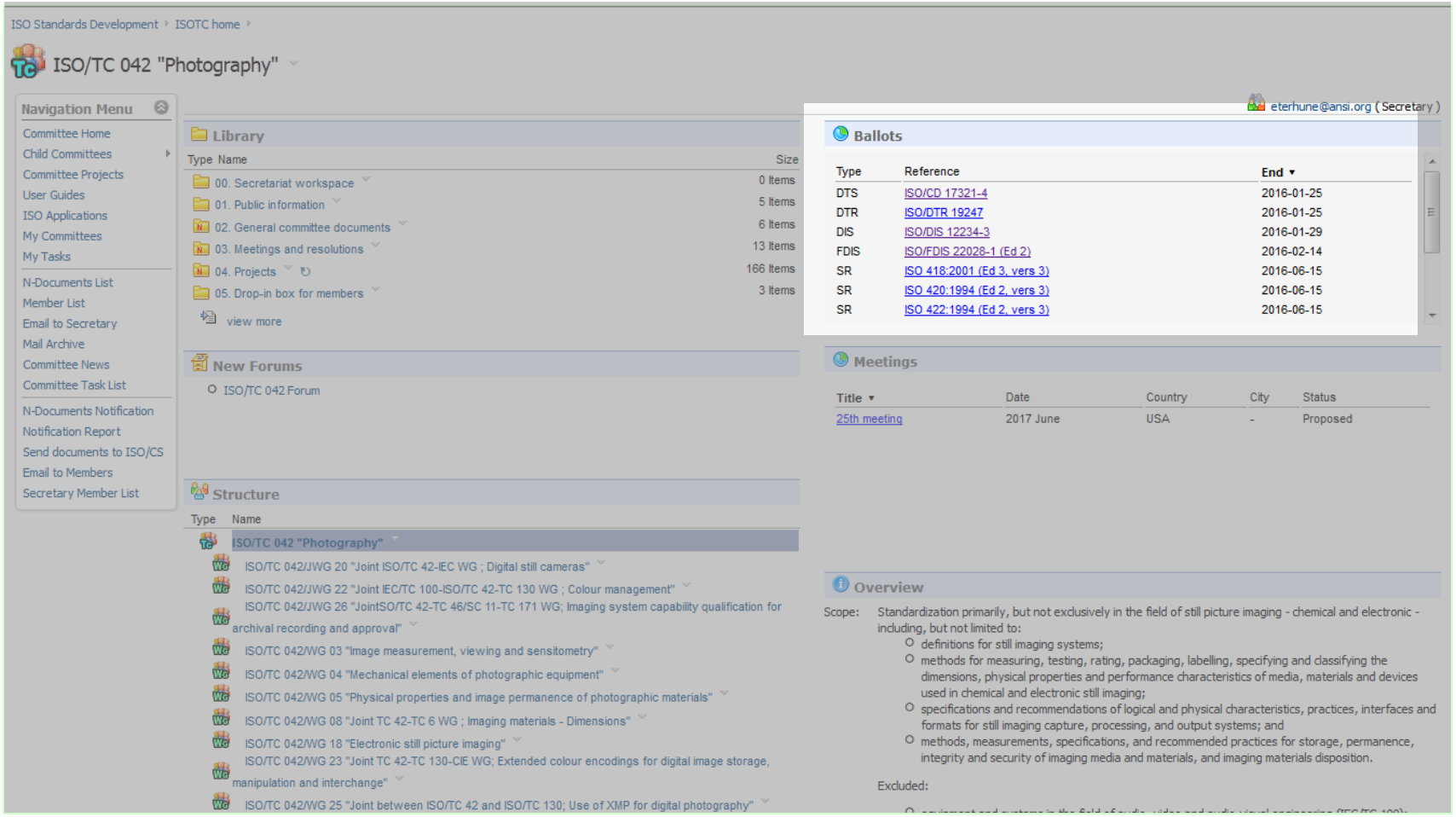

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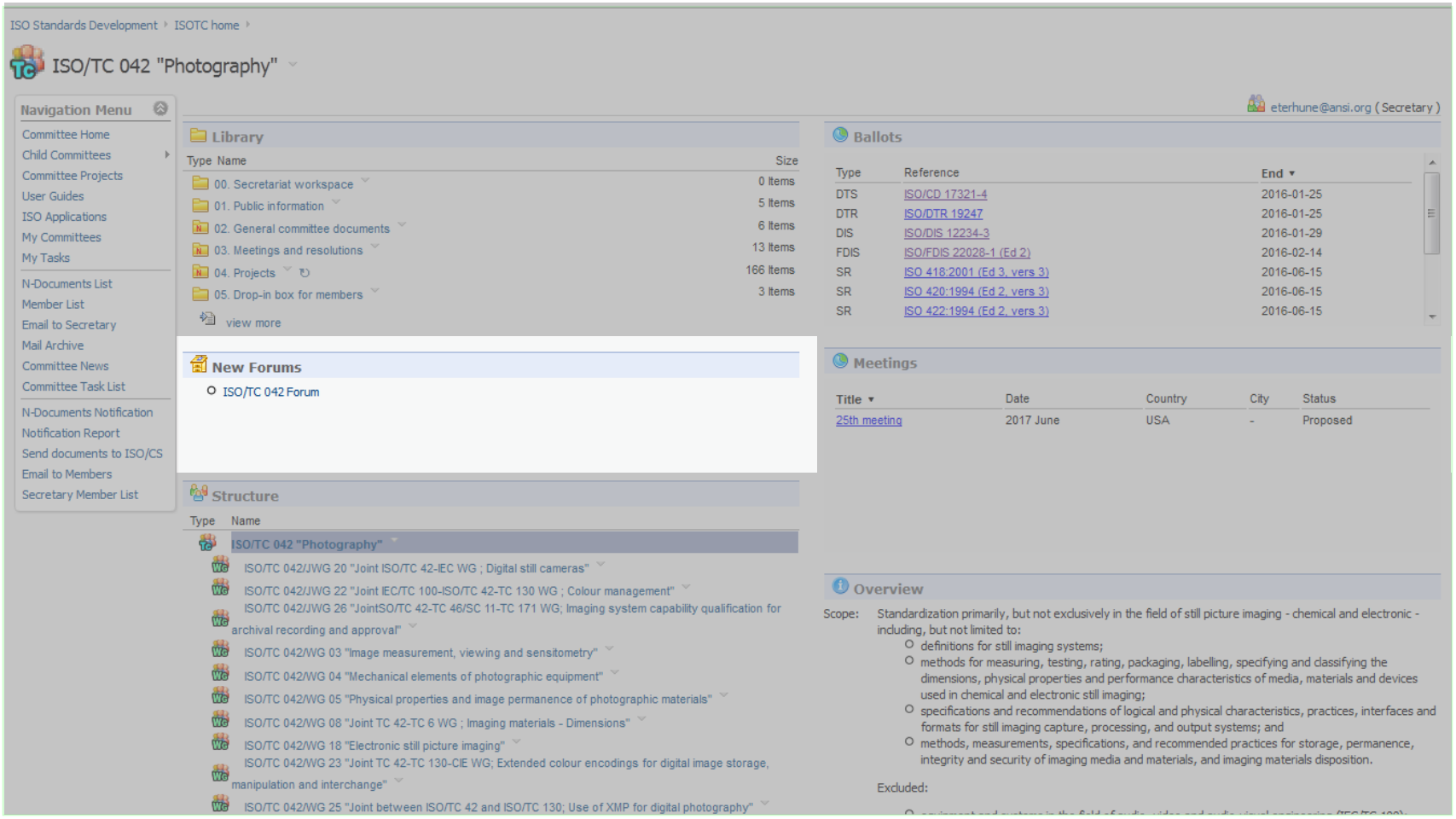

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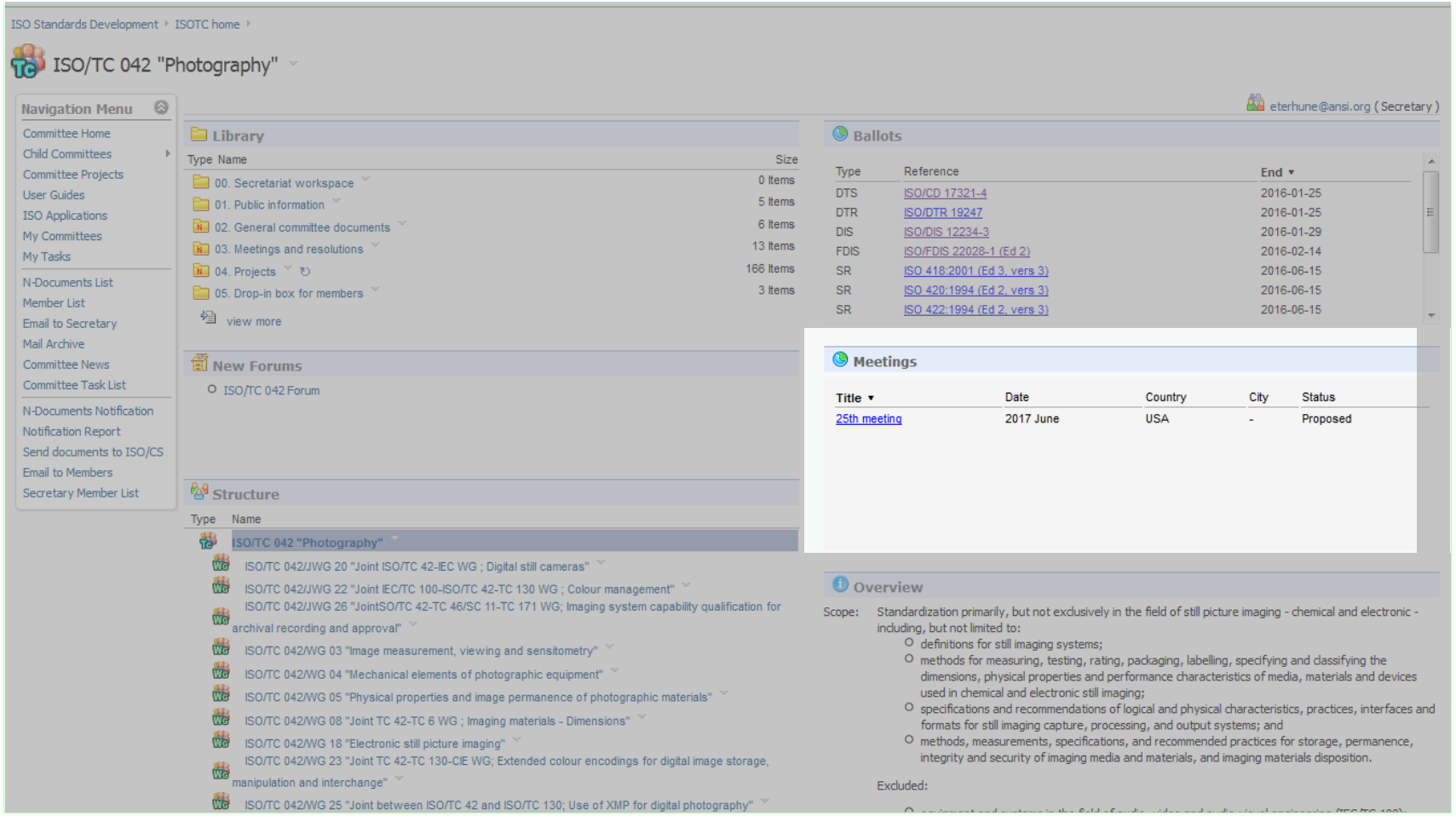

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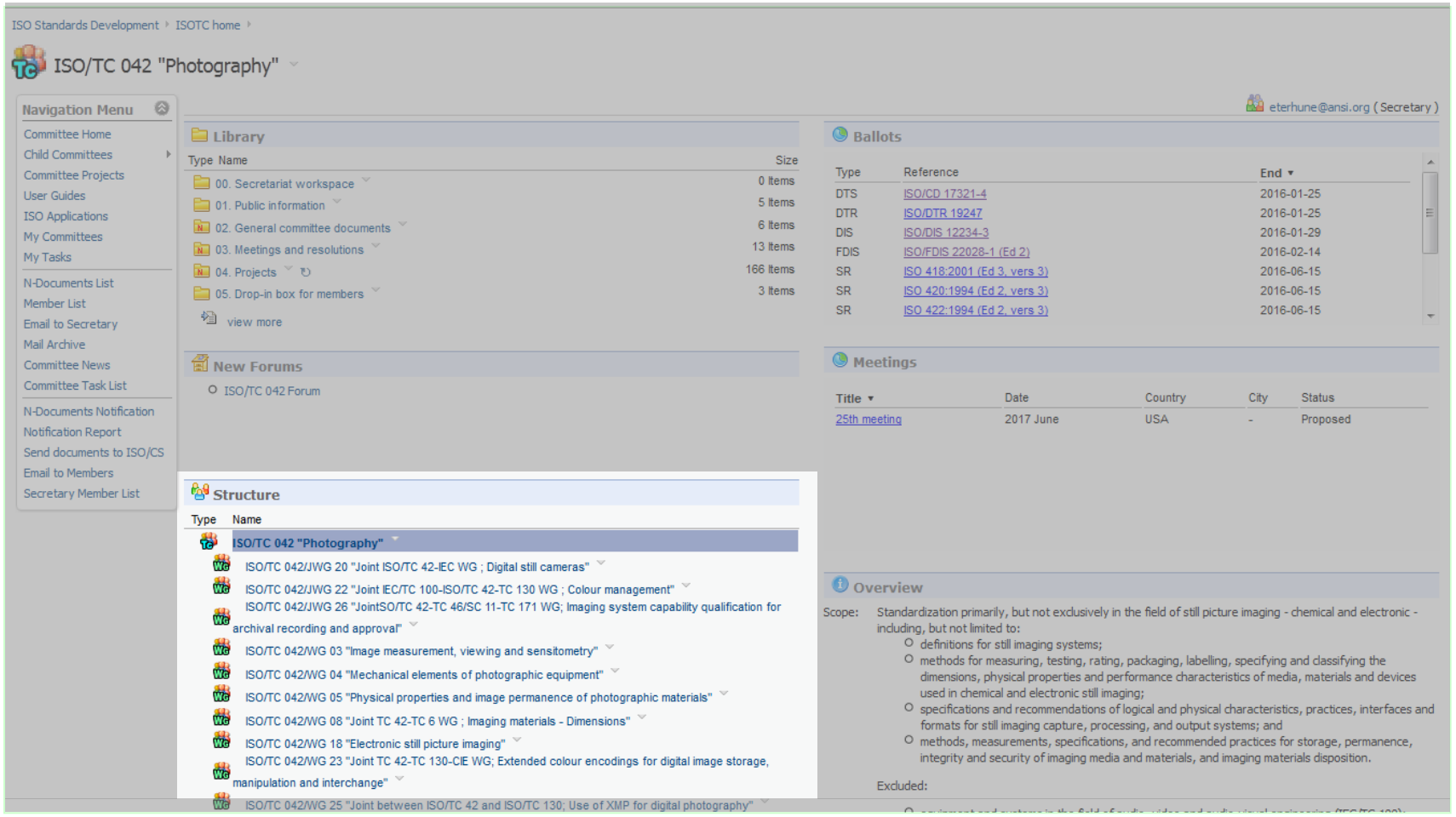

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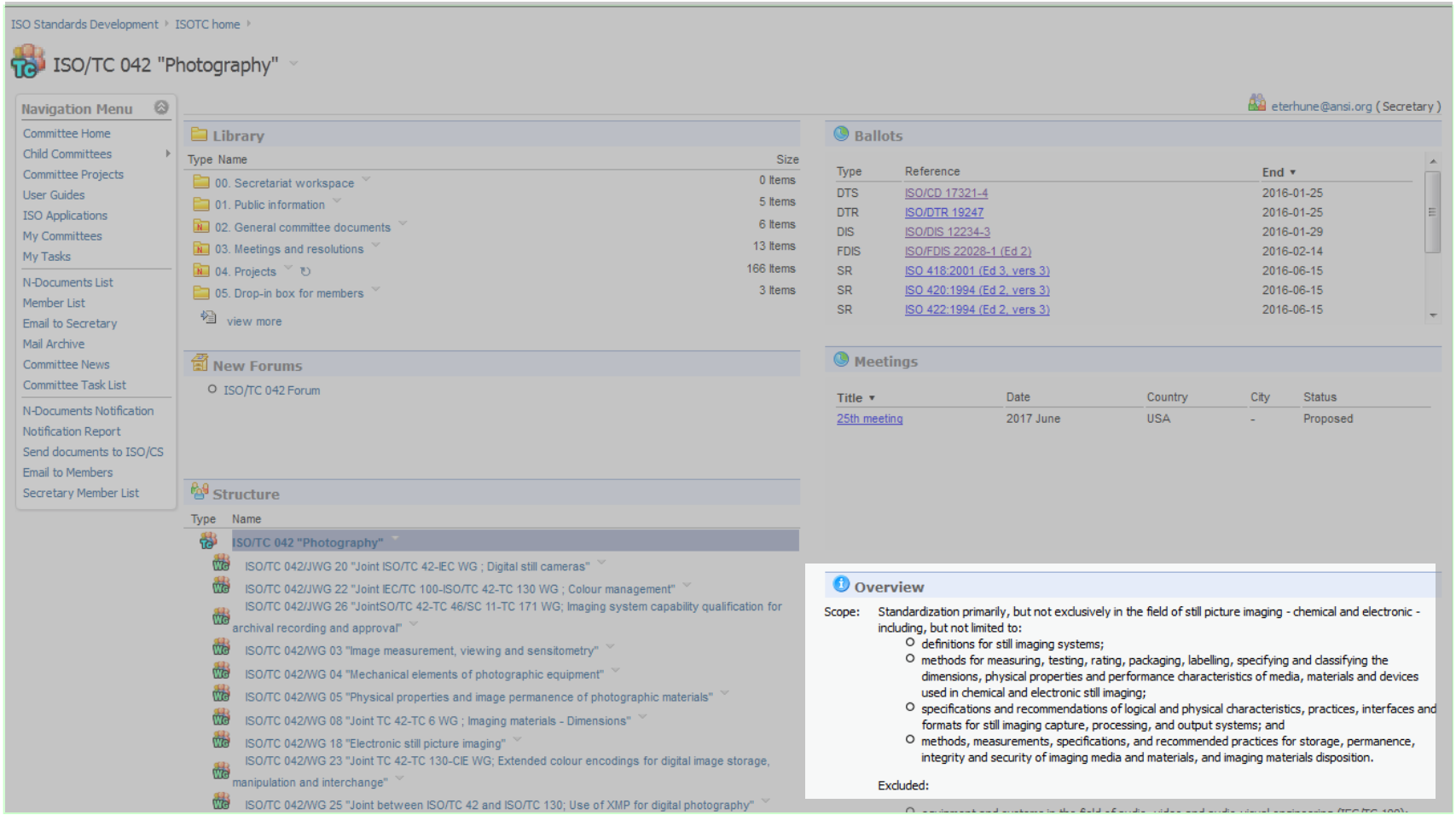

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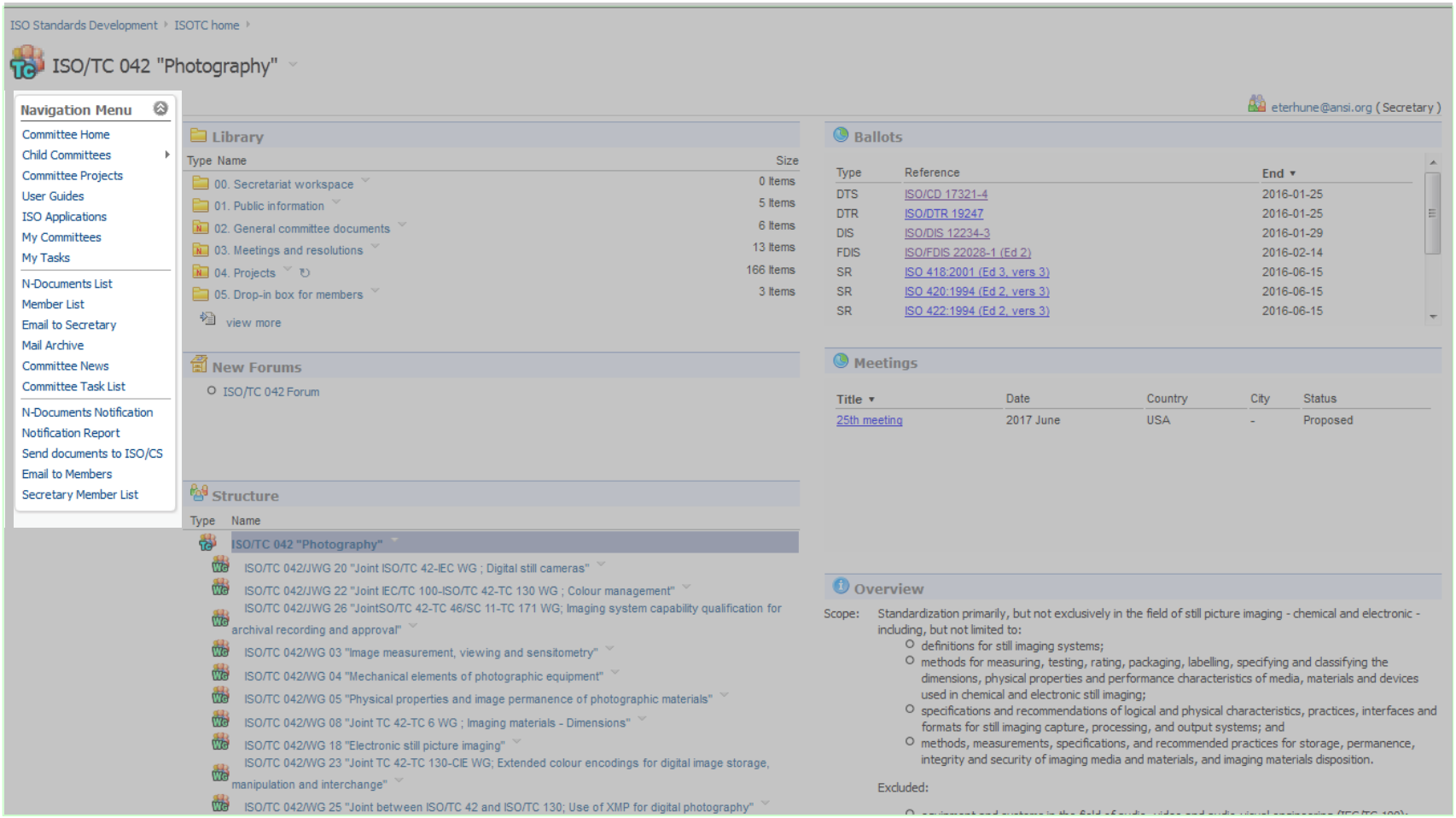

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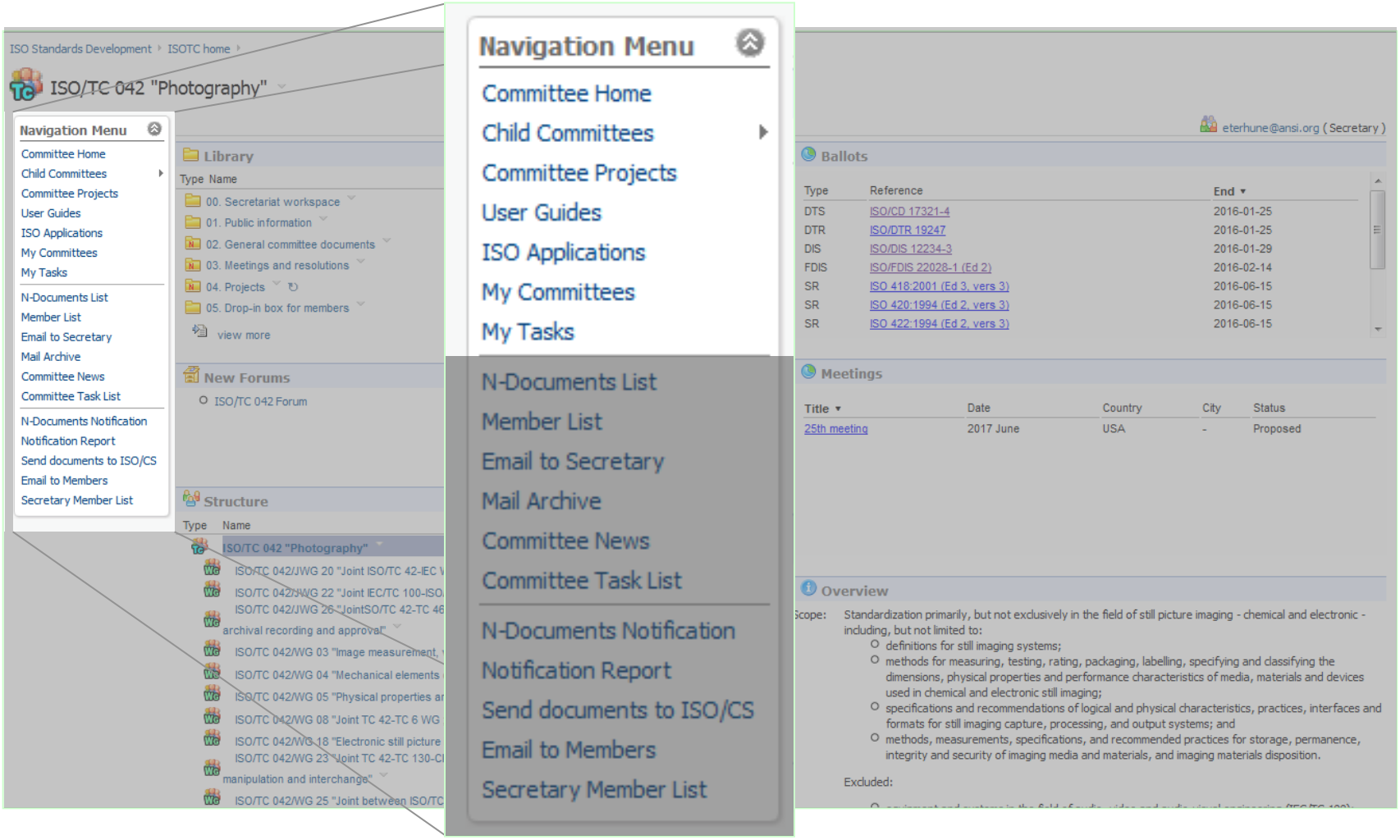

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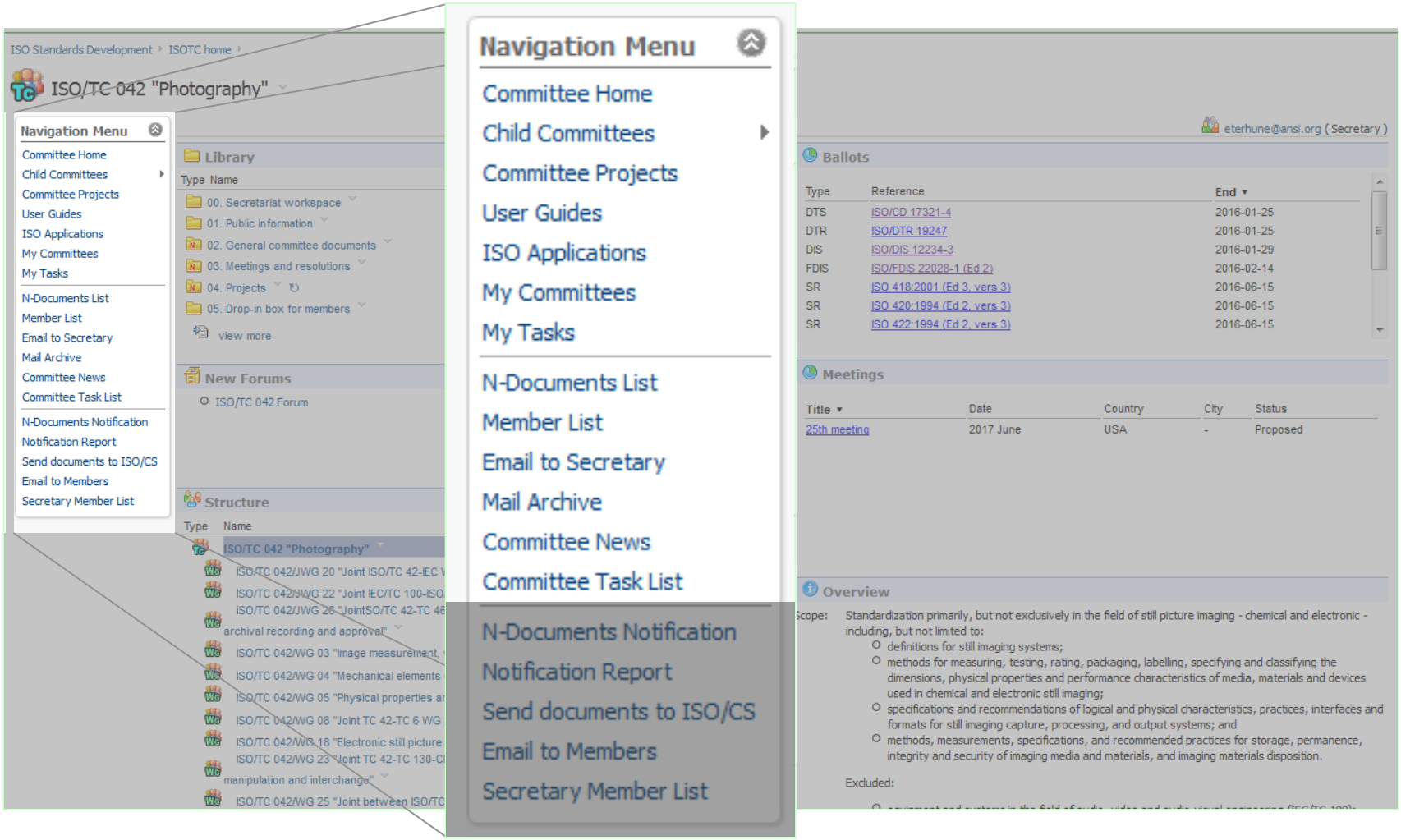

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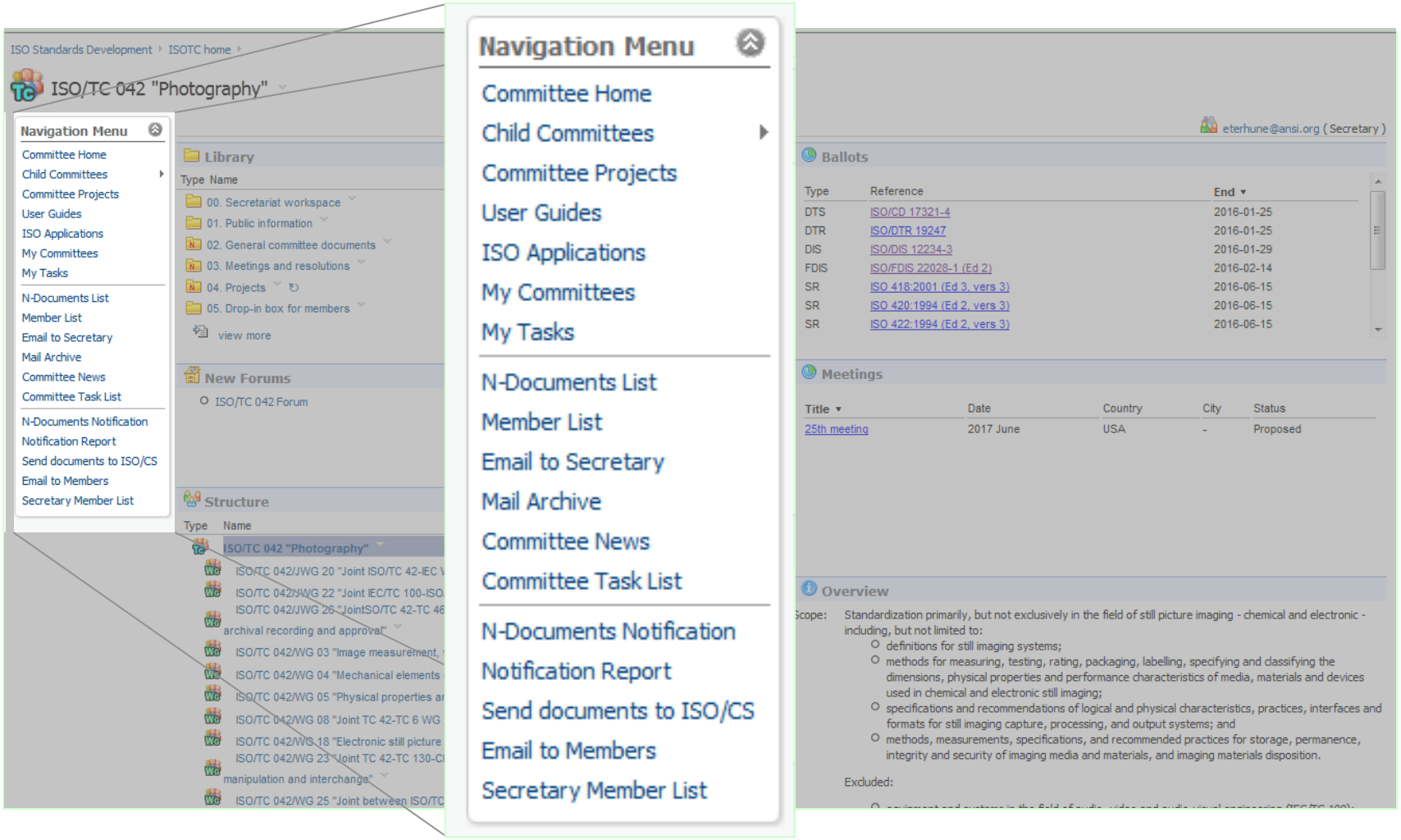

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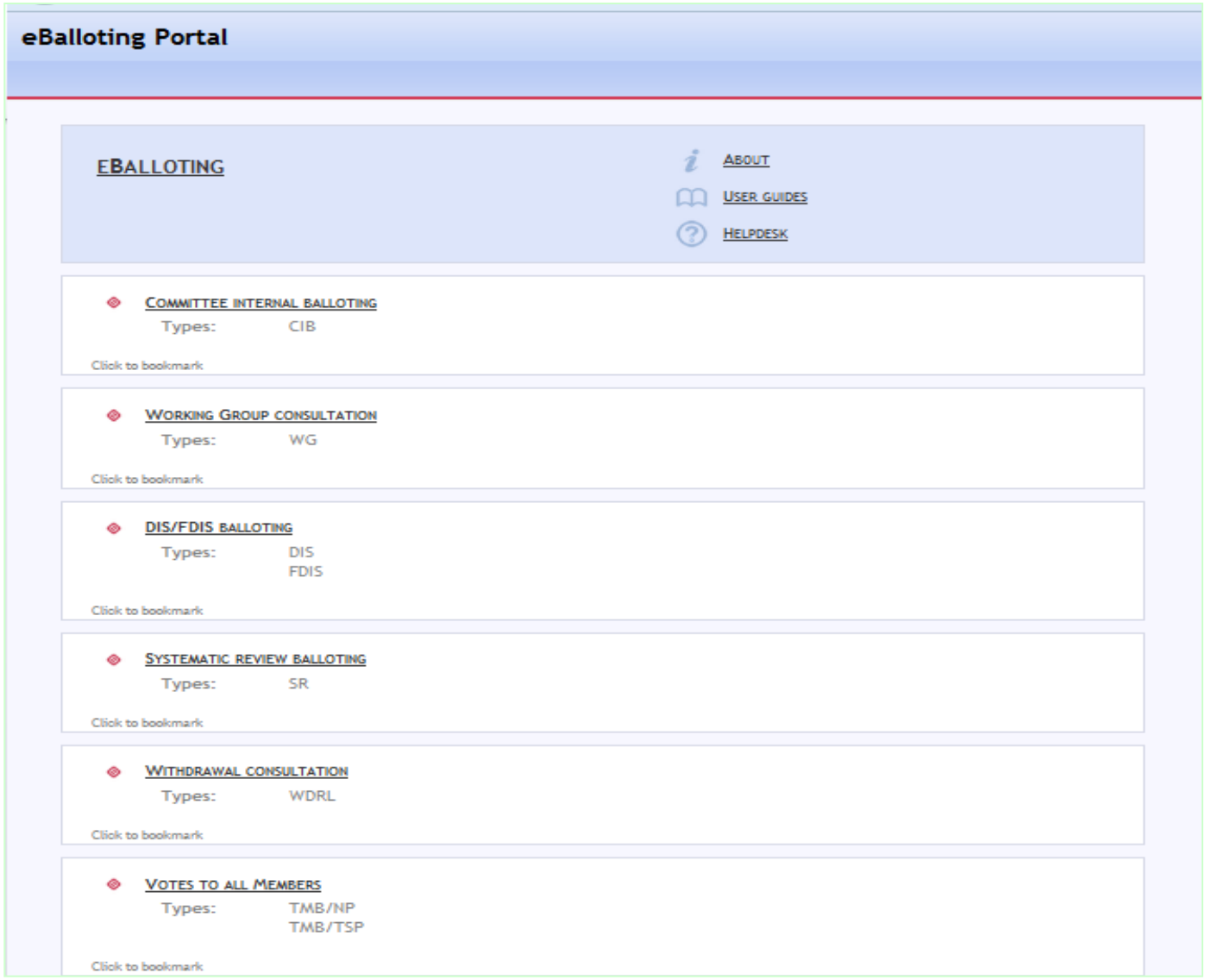
Electronic Balloting

Electronic Balloting



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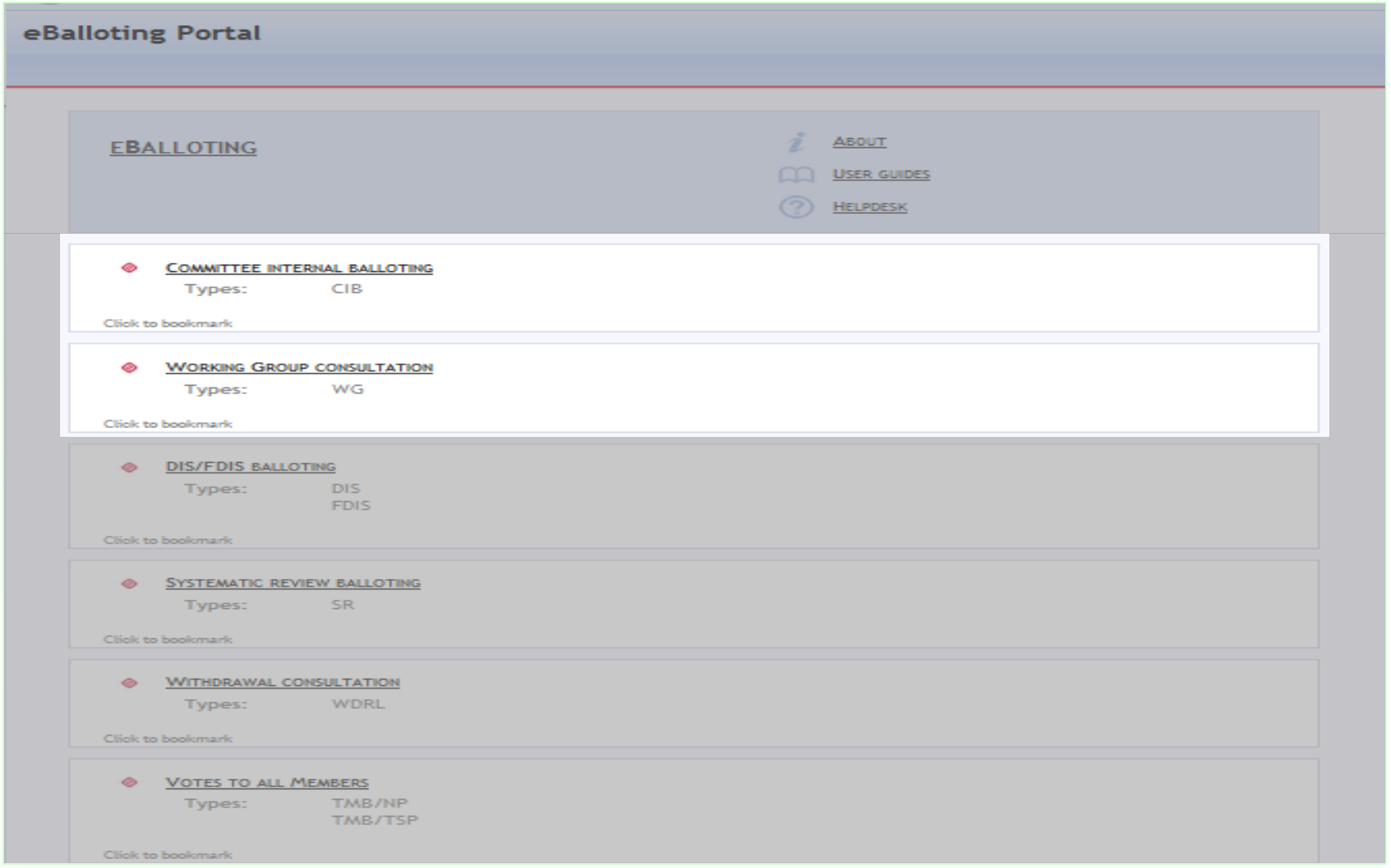

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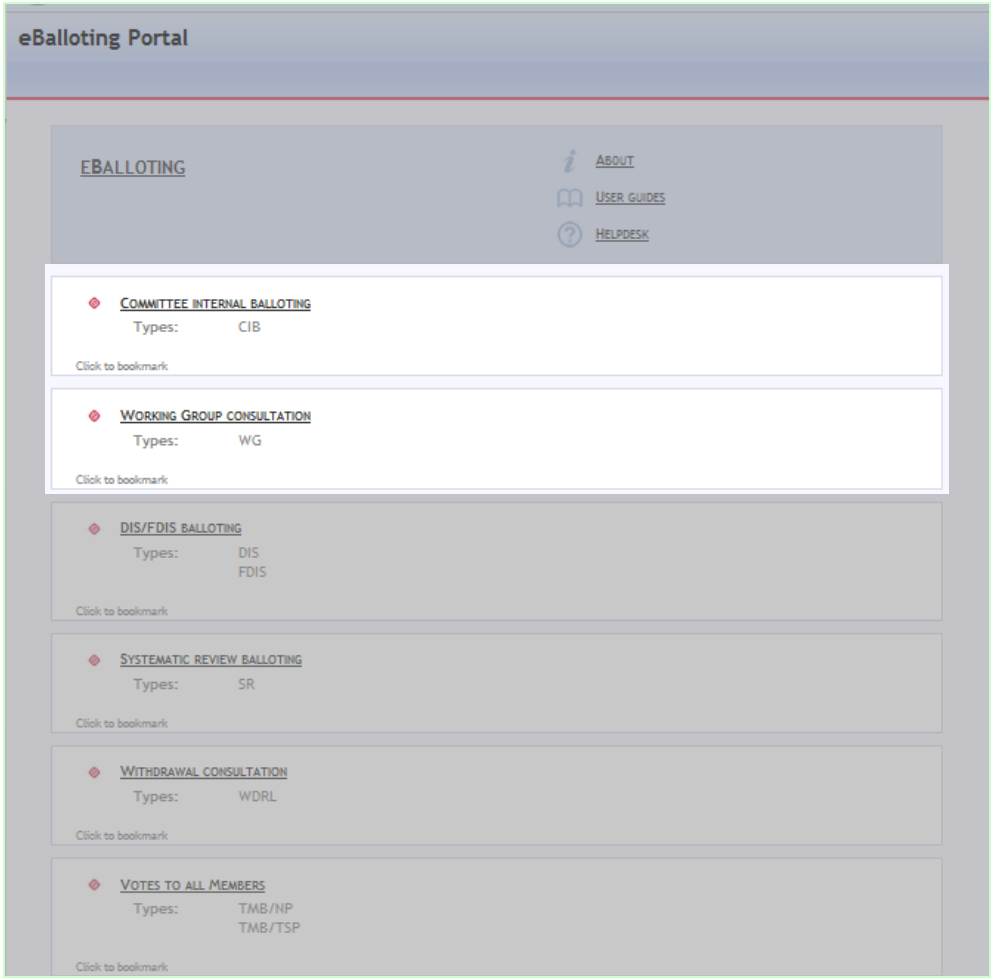

CIBs:

- NWIP
- CD
- DTR
- DTS
- Ad Hoc Ballots:
  - Confirmation of a WG Convenor
  - Category A Liaison Approval

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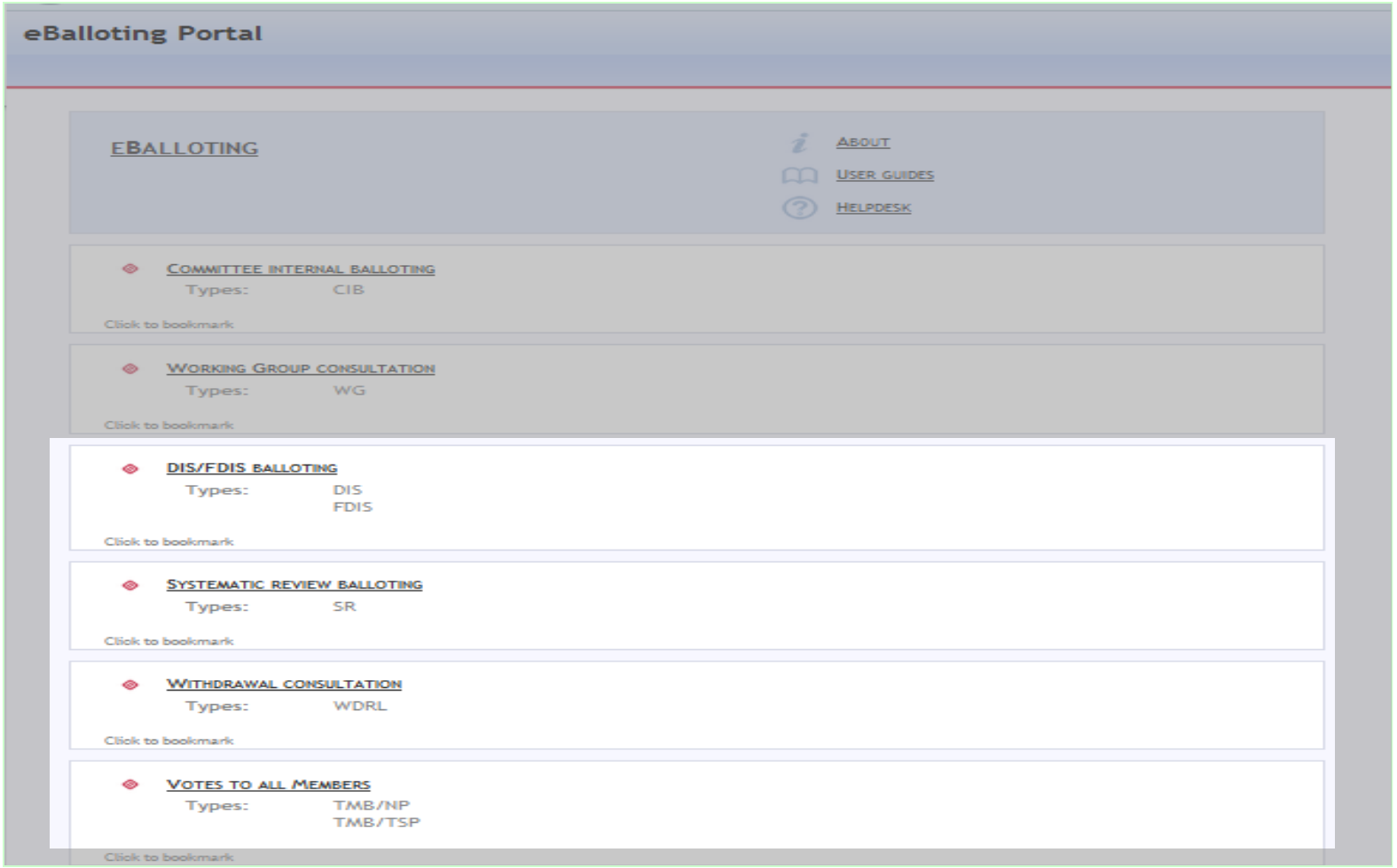
Electronic Balloting



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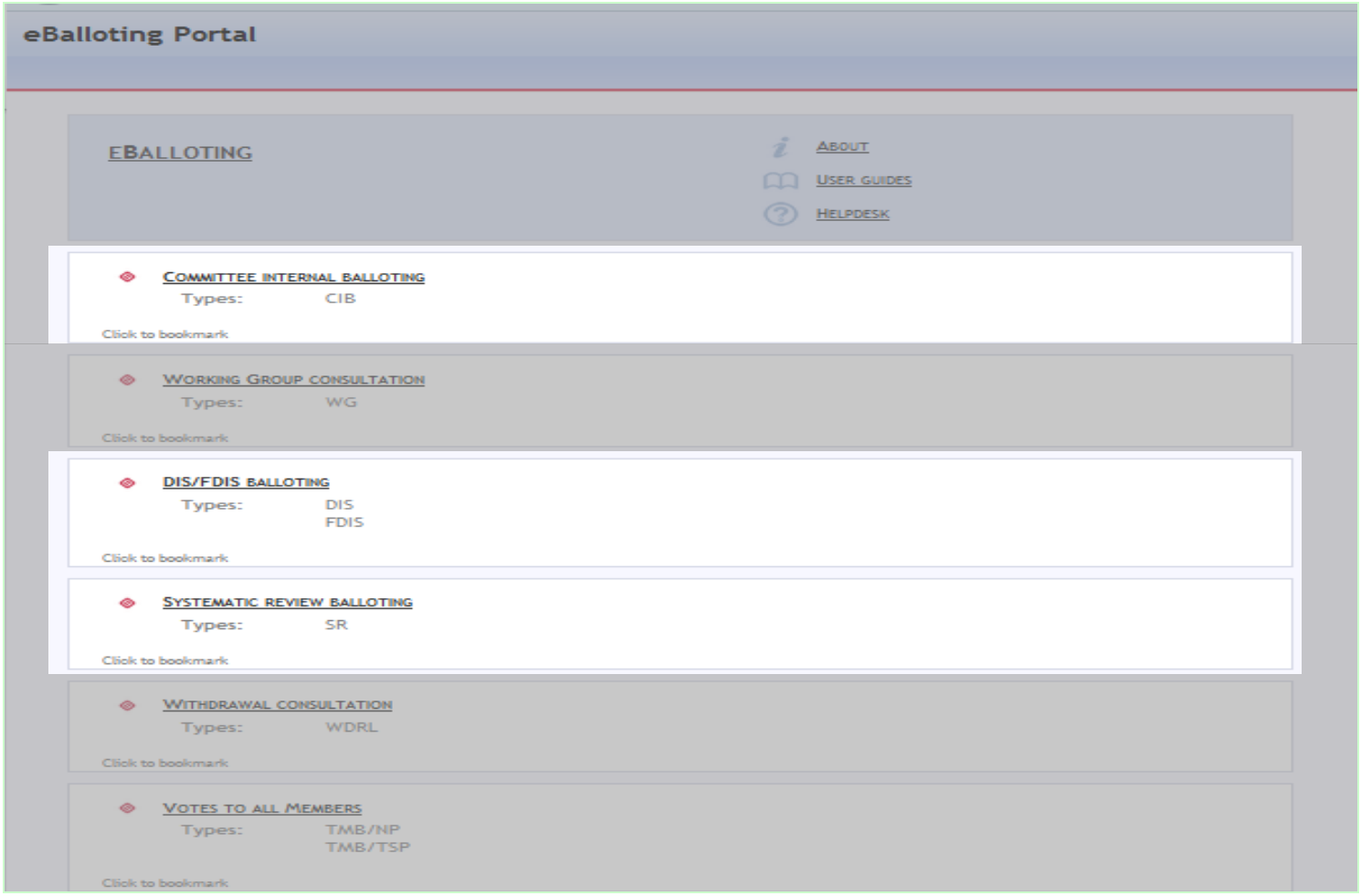

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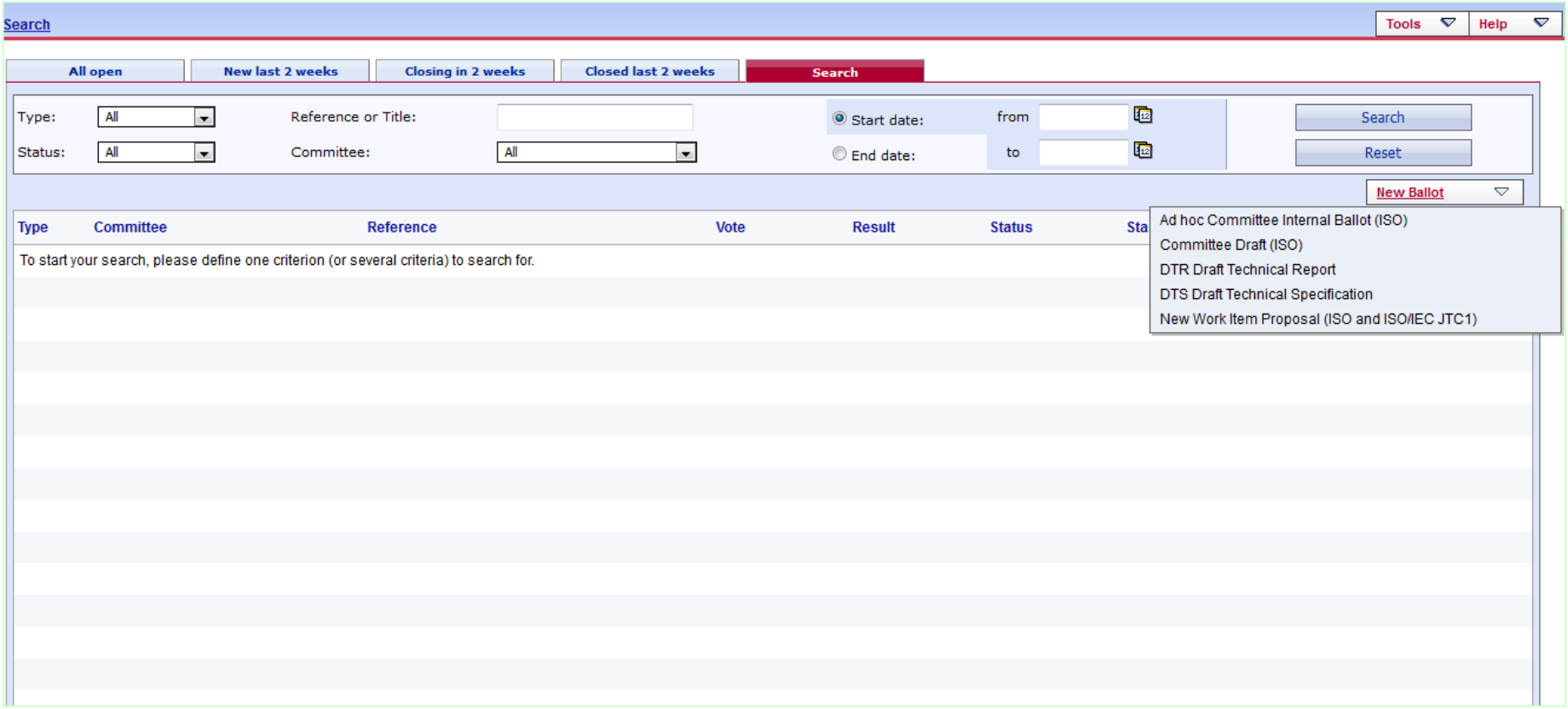
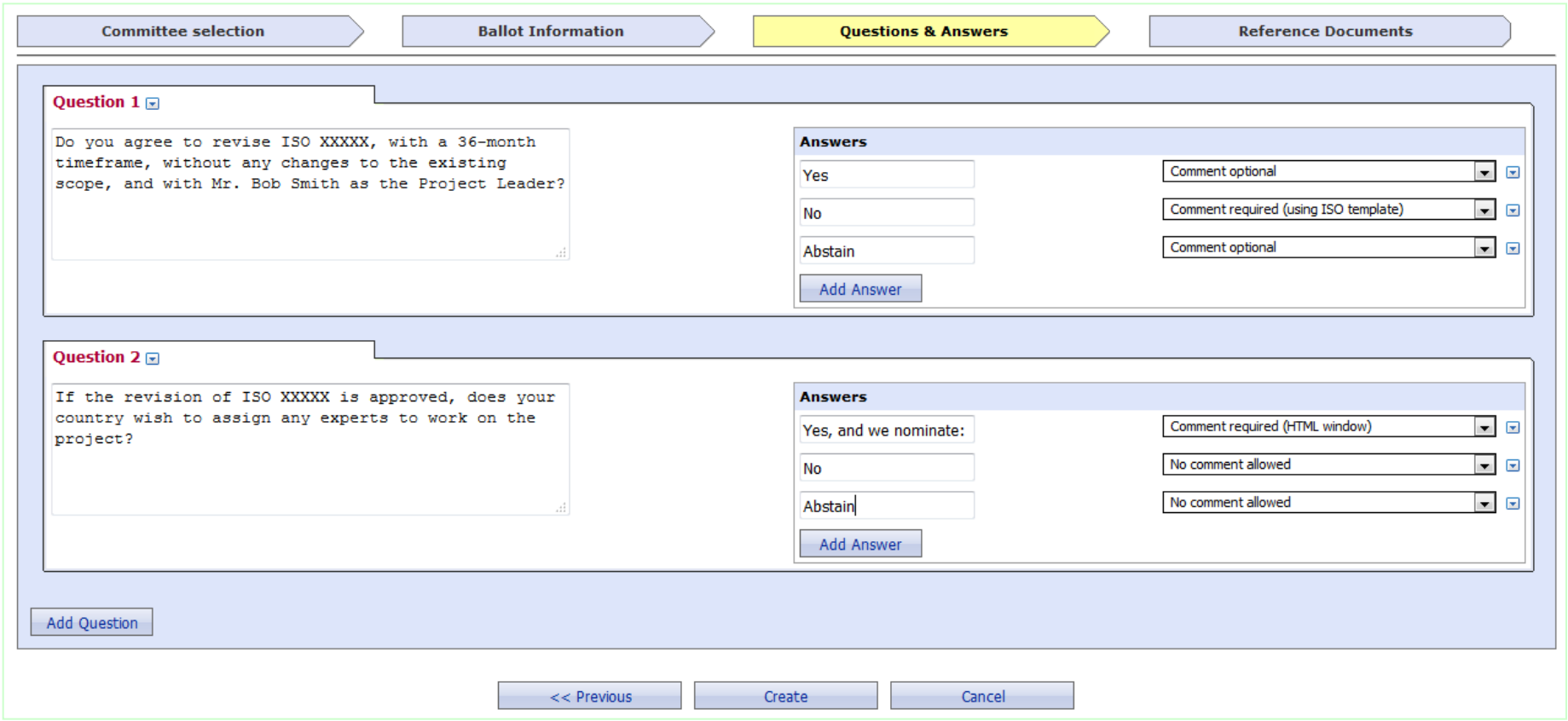


Slide

Electronic Balloting



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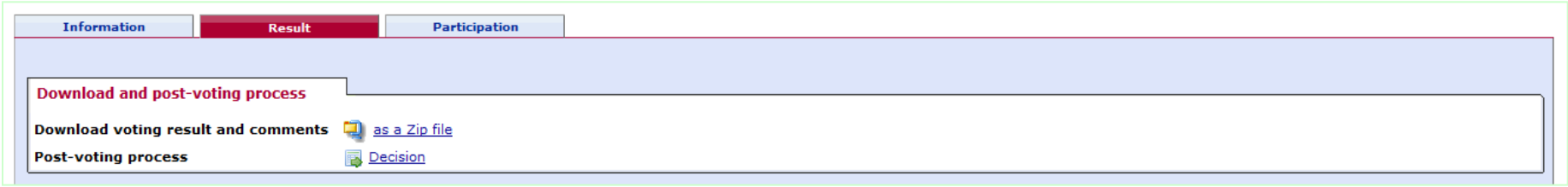
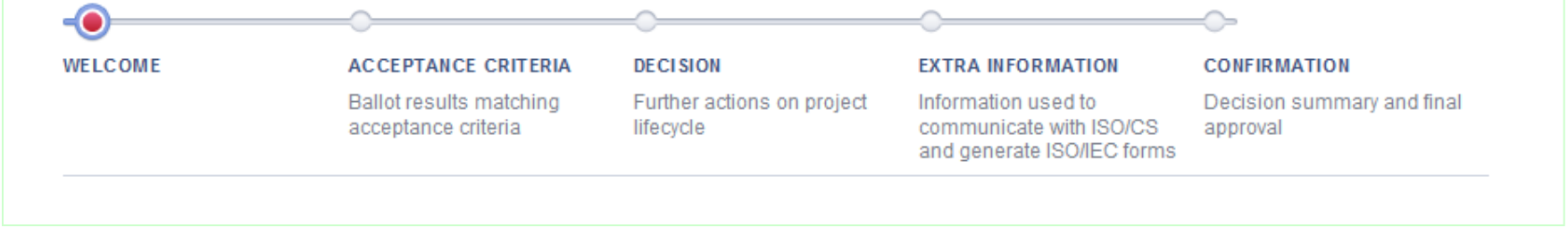
Electronic Balloting





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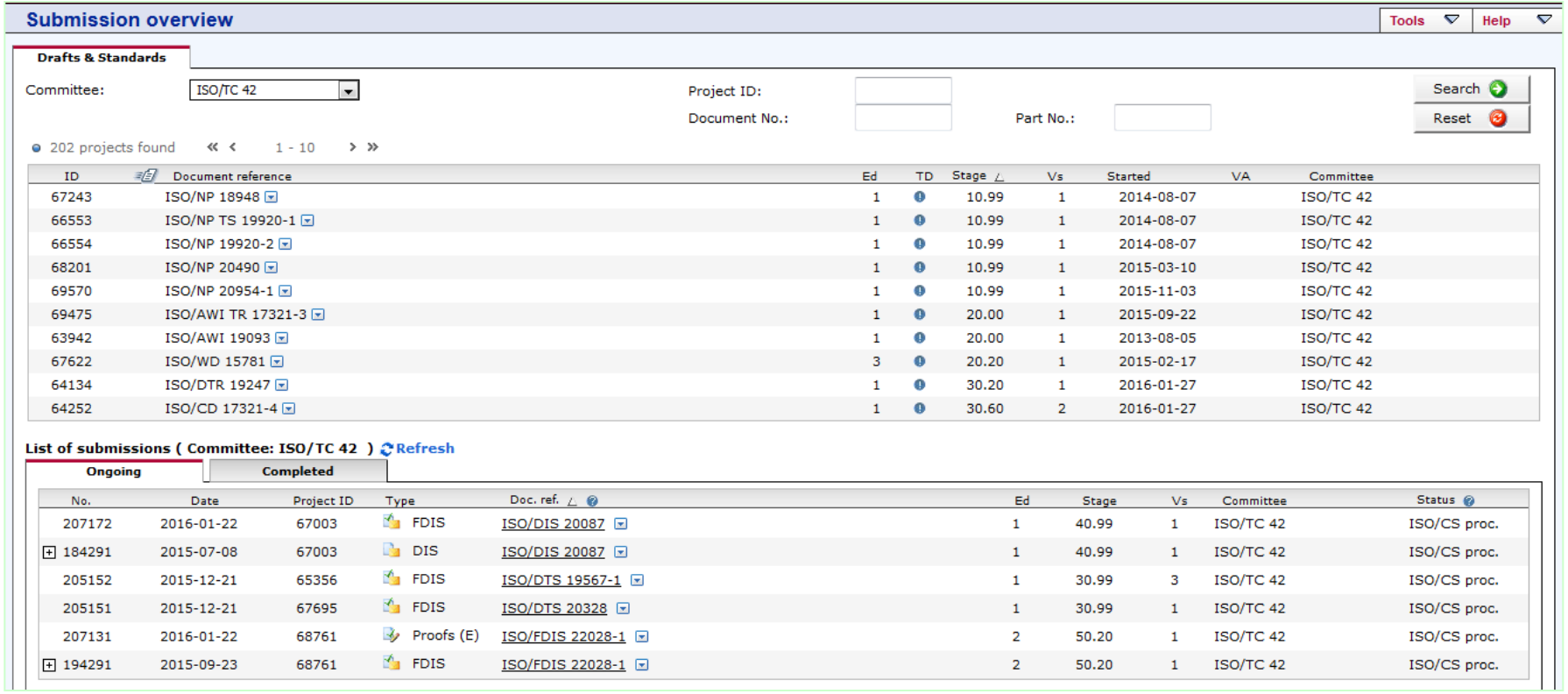
Submission Interface



Submission overview

Tools Help

Drafts & Standards

Committee: ISO/TC 42

Project ID:

Document No.:

Part No.:

Search

Reset

202 projects found « ‹ 1 - 10 › »

ID	Document reference	Ed	TD	Stage	Vs	Started	VA	Committee
67243	ISO/NP 18948	1		10.99	1	2014-08-07		ISO/TC 42
66553	ISO/NP TS 19920-1	1		10.99	1	2014-08-07		ISO/TC 42
66554	ISO/NP 19920-2	1		10.99	1	2014-08-07		ISO/TC 42
68201	ISO/NP 20490	1		10.99	1	2015-03-10		ISO/TC 42
69570	ISO/NP 20954-1	1		10.99	1	2015-11-03		ISO/TC 42
69475	ISO/AWI TR 17321-3	1		20.00	1	2015-09-22		ISO/TC 42
63942	ISO/AWI 19093	1		20.00	1	2013-08-05		ISO/TC 42
67622	ISO/WD 15781	3		20.20	1	2015-02-17		ISO/TC 42
64134	ISO/DTR 19247	1		30.20	1	2016-01-27		ISO/TC 42
64252	ISO/CD 17321-4	1		30.60	2	2016-01-27		ISO/TC 42

List of submissions (Committee: ISO/TC 42) Refresh

Ongoing | Completed

No.	Date	Project ID	Type	Doc. ref.	Ed	Stage	Vs	Committee	Status
207172	2016-01-22	67003	FDIS	ISO/DIS 20087	1	40.99	1	ISO/TC 42	ISO/CS proc.
184291	2015-07-08	67003	DIS	ISO/DIS 20087	1	40.99	1	ISO/TC 42	ISO/CS proc.
205152	2015-12-21	65356	FDIS	ISO/DTS 19567-1	1	30.99	3	ISO/TC 42	ISO/CS proc.
205151	2015-12-21	67695	FDIS	ISO/DTS 20328	1	30.99	1	ISO/TC 42	ISO/CS proc.
207131	2016-01-22	68761	Proofs (E)	ISO/FDIS 22028-1	2	50.20	1	ISO/TC 42	ISO/CS proc.
194291	2015-09-23	68761	FDIS	ISO/FDIS 22028-1	2	50.20	1	ISO/TC 42	ISO/CS proc.

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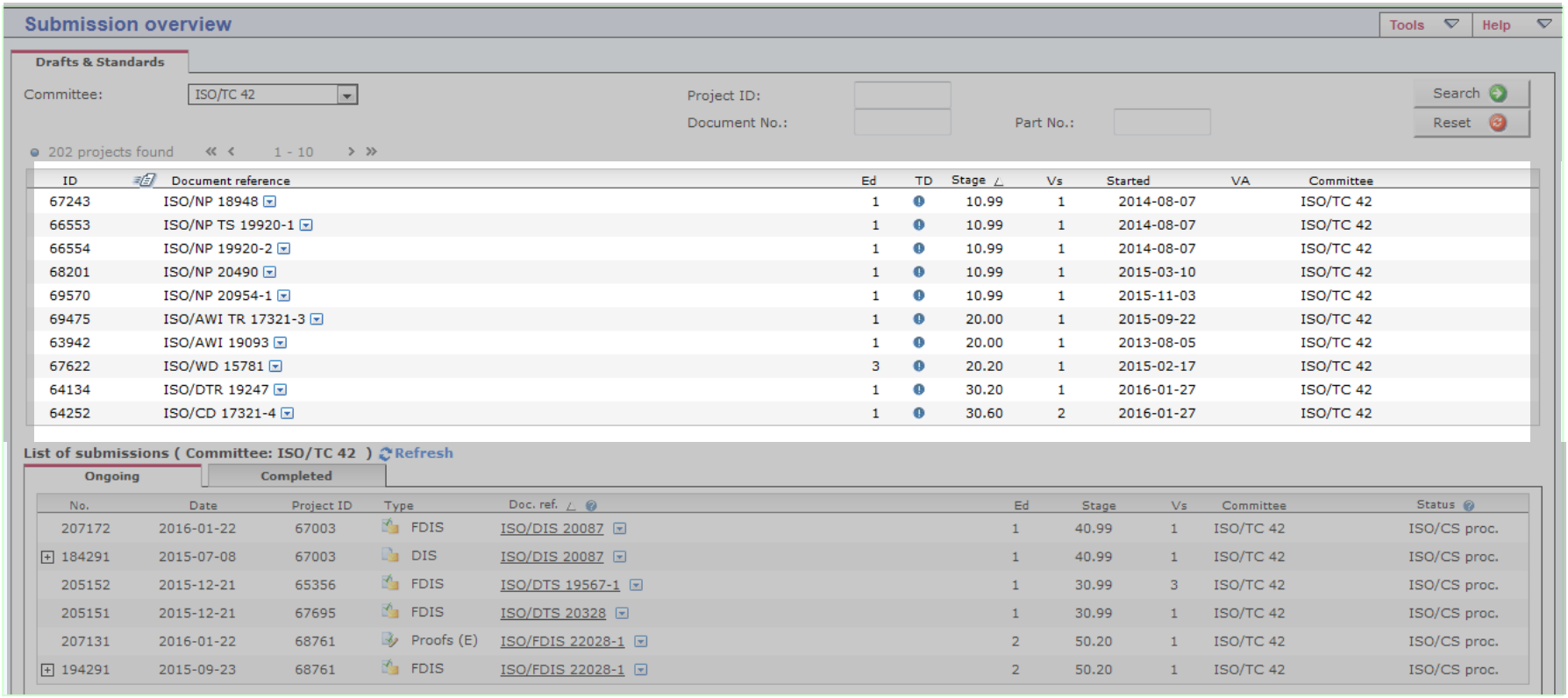
Submission Interface



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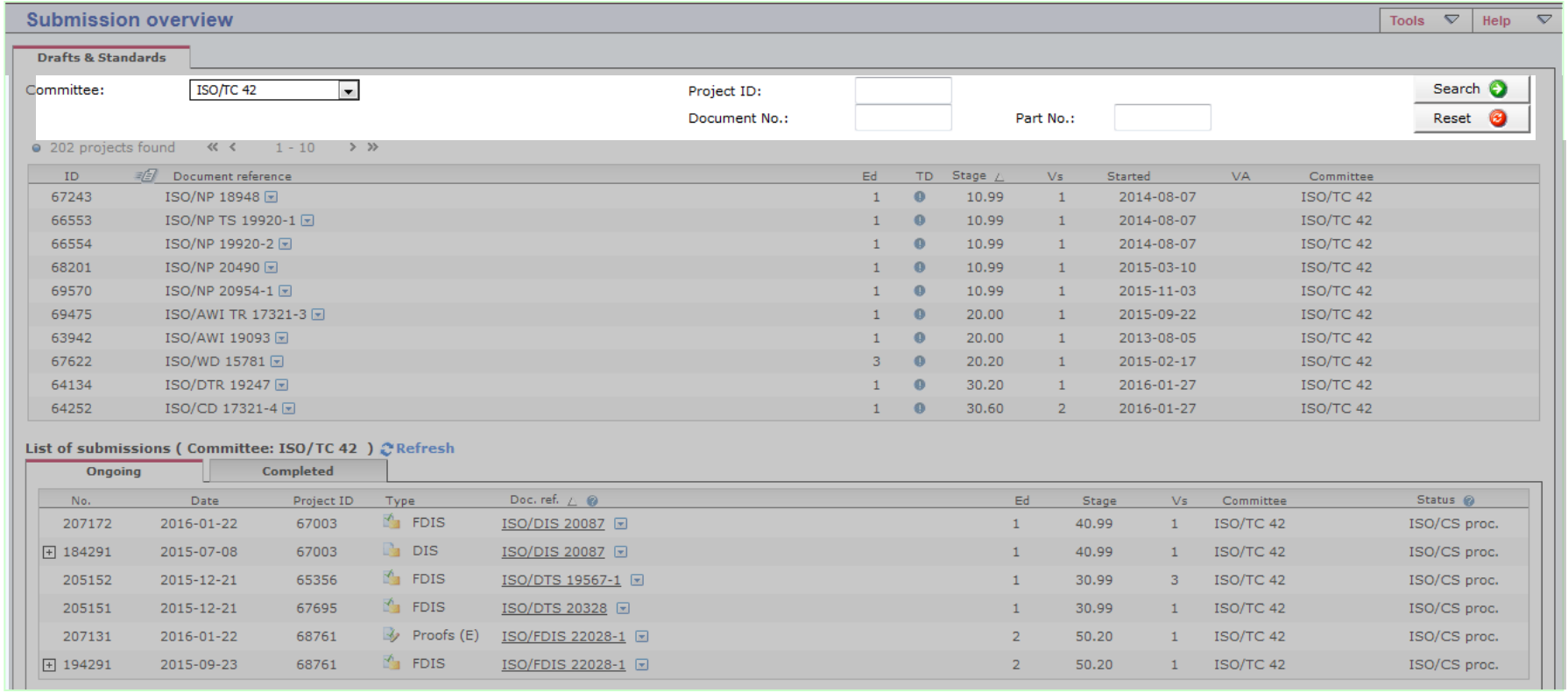

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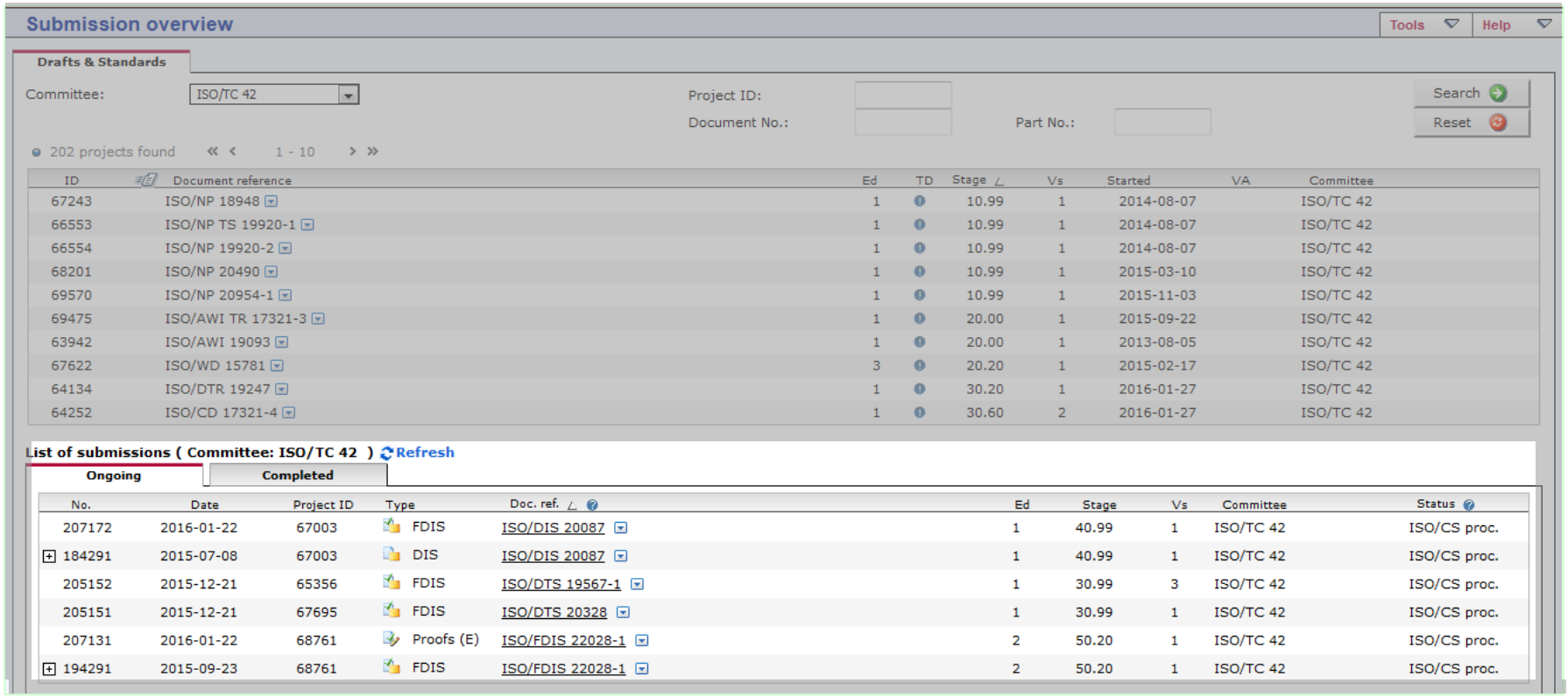

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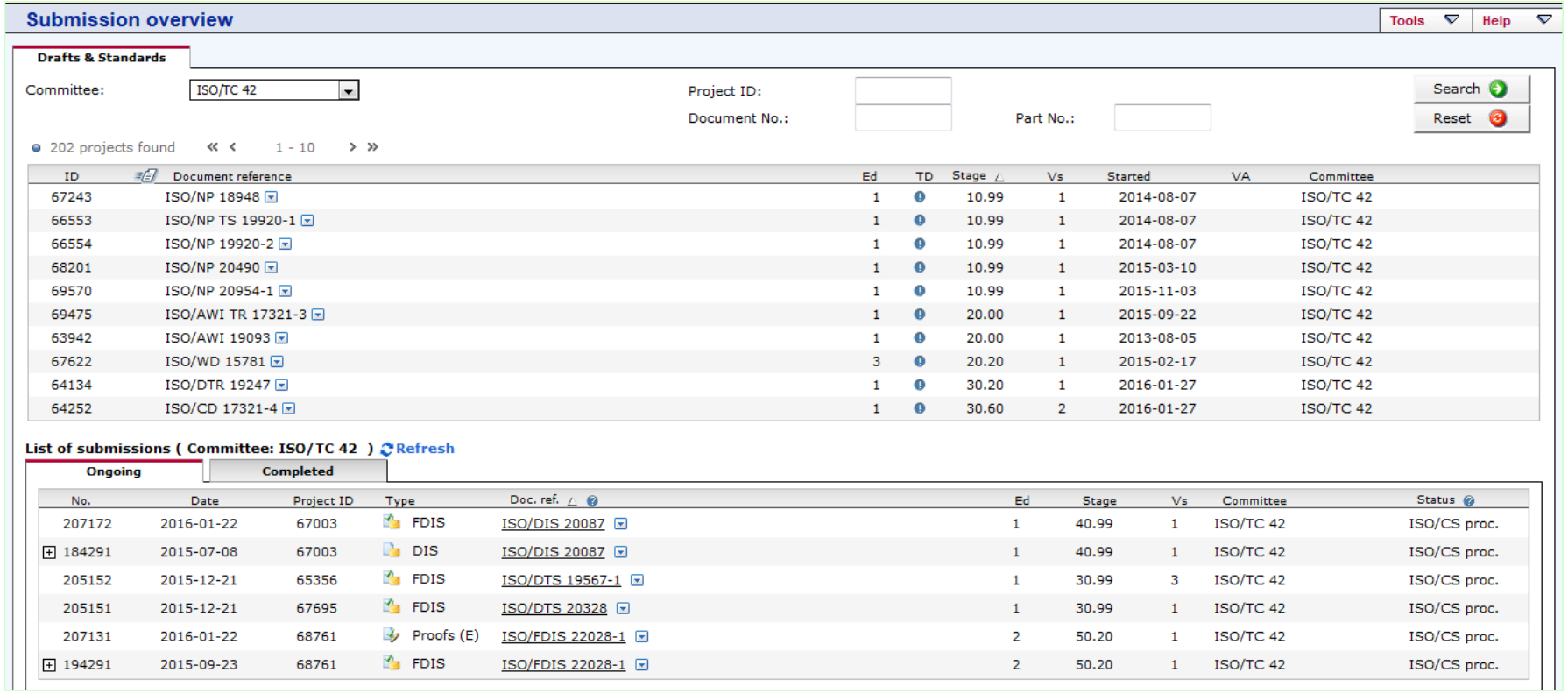

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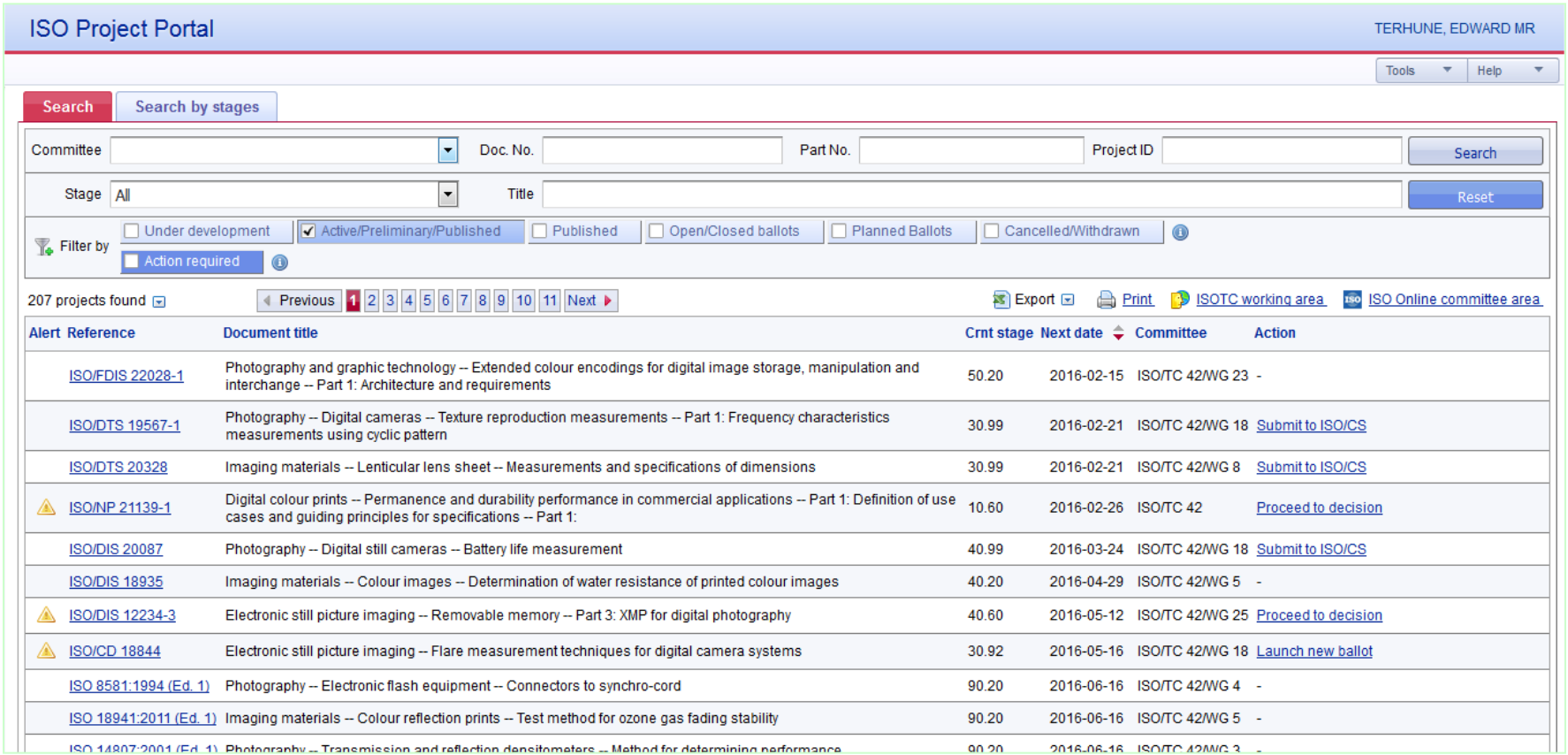
Project Portal



Alert	Reference	Document title	Crnt stage	Next date	Committee	Action
	ISO/FDIS 22028-1	Photography and graphic technology -- Extended colour encodings for digital image storage, manipulation and interchange -- Part 1: Architecture and requirements	50.20	2016-02-15	ISO/TC 42/WG 23	-
	ISO/DTS 19567-1	Photography -- Digital cameras -- Texture reproduction measurements -- Part 1: Frequency characteristics measurements using cyclic pattern	30.99	2016-02-21	ISO/TC 42/WG 18	Submit to ISO/CS
	ISO/DTS 20328	Imaging materials -- Lenticular lens sheet -- Measurements and specifications of dimensions	30.99	2016-02-21	ISO/TC 42/WG 8	Submit to ISO/CS
⚠	ISO/NP 21139-1	Digital colour prints -- Permanence and durability performance in commercial applications -- Part 1: Definition of use cases and guiding principles for specifications -- Part 1:	10.60	2016-02-26	ISO/TC 42	Proceed to decision
	ISO/DIS 20087	Photography -- Digital still cameras -- Battery life measurement	40.99	2016-03-24	ISO/TC 42/WG 18	Submit to ISO/CS
	ISO/DIS 18935	Imaging materials -- Colour images -- Determination of water resistance of printed colour images	40.20	2016-04-29	ISO/TC 42/WG 5	-
⚠	ISO/DIS 12234-3	Electronic still picture imaging -- Removable memory -- Part 3: XMP for digital photography	40.60	2016-05-12	ISO/TC 42/WG 25	Proceed to decision
⚠	ISO/CD 18844	Electronic still picture imaging -- Flare measurement techniques for digital camera systems	30.92	2016-05-16	ISO/TC 42/WG 18	Launch new ballot
	ISO 8581:1994 (Ed. 1)	Photography -- Electronic flash equipment -- Connectors to synchro-cord	90.20	2016-06-16	ISO/TC 42/WG 4	-
	ISO 18941:2011 (Ed. 1)	Imaging materials -- Colour reflection prints -- Test method for ozone gas fading stability	90.20	2016-06-16	ISO/TC 42/WG 5	-
	ISO 14807:2001 (Ed. 1)	Photography -- Transmission and reflection densitometers -- Method for determining performance	90.20	2016-06-16	ISO/TC 42/WG 3	-

Slide

Project Portal

SUMMARY

Project reference:	ISO/NP 18948	**Edition:**	1	**ID:**	67243
Current stage:	10.99	**Stage date:**	2014-08-07	**Stage version:**	1
Registration date:	2014-08-07	**Time in months:**	18	**Time frame in months:**	36
English title:	Imaging Materials -- Photo Books -- Test Methods for Permanence and Durability				
French title:	Titre manque				
Status:	Warning: Six months or less until DIS limit date (development track rules)				

NAVIGATION
Back to default search
Back to latest search page

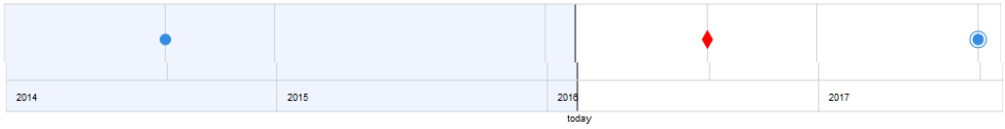
ACTIONS
Print

COMMITTEE

Committee:	ISO/TC 42/WG 5		
Project leader:	-	**ISO tech. prog. manager (TPM):**	Marinkovic, Stefan Mr (ISO)
Secretariat:	ANSI	**Secretary:**	Terhune, Edward Mr (ANSI)

TIMELINE

In stage 10.99 [New project approved] for: 18 months 3 days



Note: Move your mouse over the milestones for more details

Legend: Project starting (clock starts) · Target date · DIS limit date · Publication limit date · Balloting period
Stage date · Target date (critical) · DIS limit date (critical) · Publication limit date (critical) · ISO Members preparation

STAGE HISTORY

Stage	Version	Description	Target date	Limit date	Started	Status
10.99	1	New project approved			2014-08-07	CURRENT
20.00		New project registered in TC/SC work programme	Add			WAIT
40.00		DIS registered	Add	2016-08-07		WAIT
60.60		International Standard published	Add	2017-08-07		WAIT

RELATED PROJECTS OR STANDARDS

Reference	Edition	Current stage	Version	Started
Sources of merged document				
ISO/NP 18948-1	1	10.98	2	2014-08-07

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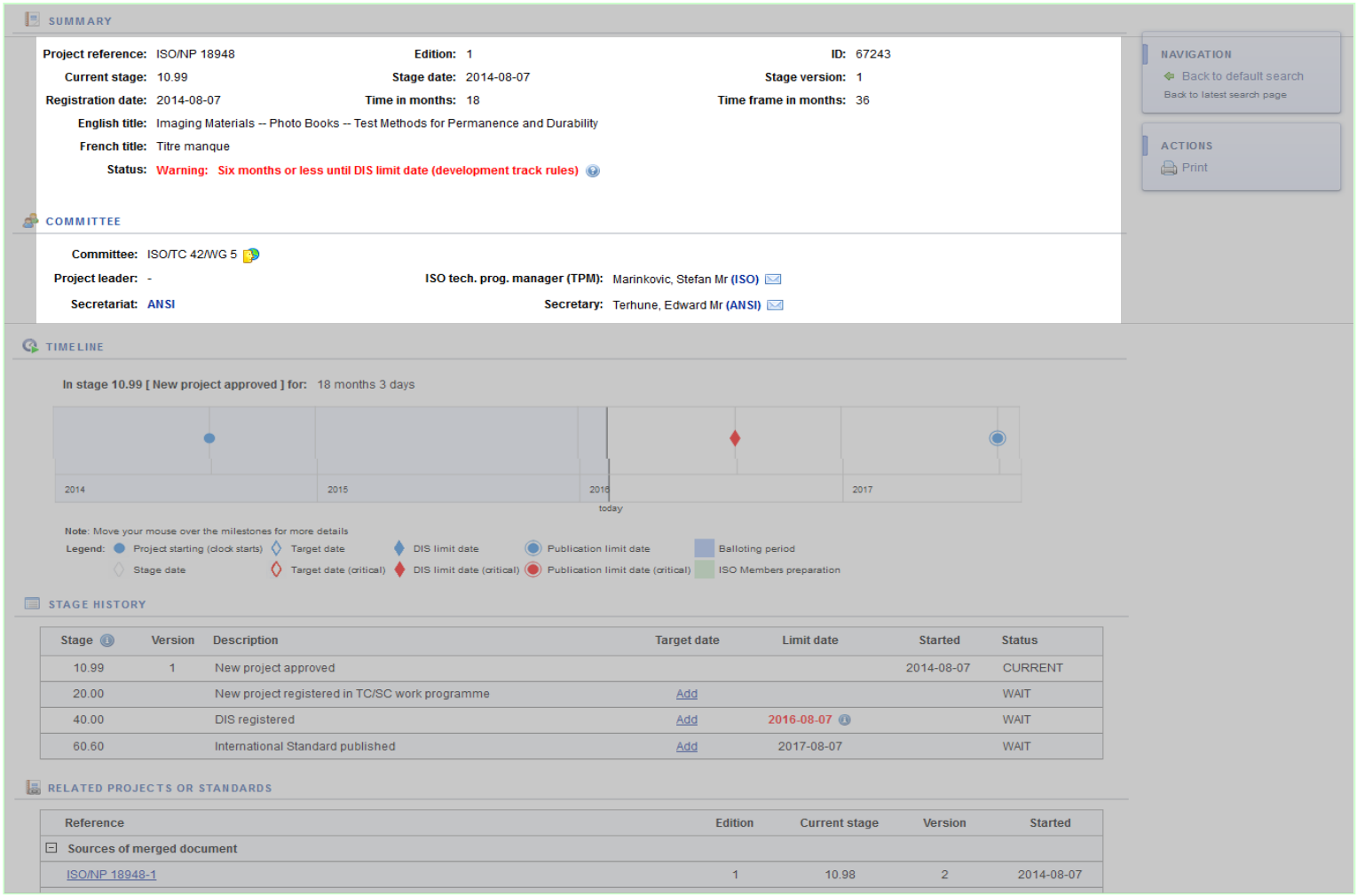
Project Portal



SUMMARY

Project reference: ISO/NP 18948 | Edition: 1 | ID: 67243
Current stage: 10.99 | Stage date: 2014-08-07 | Stage version: 1
Registration date: 2014-08-07 | Time in months: 18 | Time frame in months: 36
English title: Imaging Materials -- Photo Books -- Test Methods for Permanence and Durability
French title: Titre manque
Status: Warning: Six months or less until DIS limit date (development track rules)

NAVIGATION
Back to default search
Back to latest search page

ACTIONS
Print

COMMITTEE

Committee: ISO/TC 42/WG 5
Project leader: -
ISO tech. prog. manager (TPM): Marinkovic, Stefan Mr (ISO)
Secretariat: ANSI
Secretary: Terhune, Edward Mr (ANSI)

TIMELINE

In stage 10.99 [New project approved] for: 18 months 3 days

2014 2015 2016 2017
today

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RELATED PROJECTS OR STANDARDS

Reference	Edition	Current stage	Version	Started
Sources of merged document				
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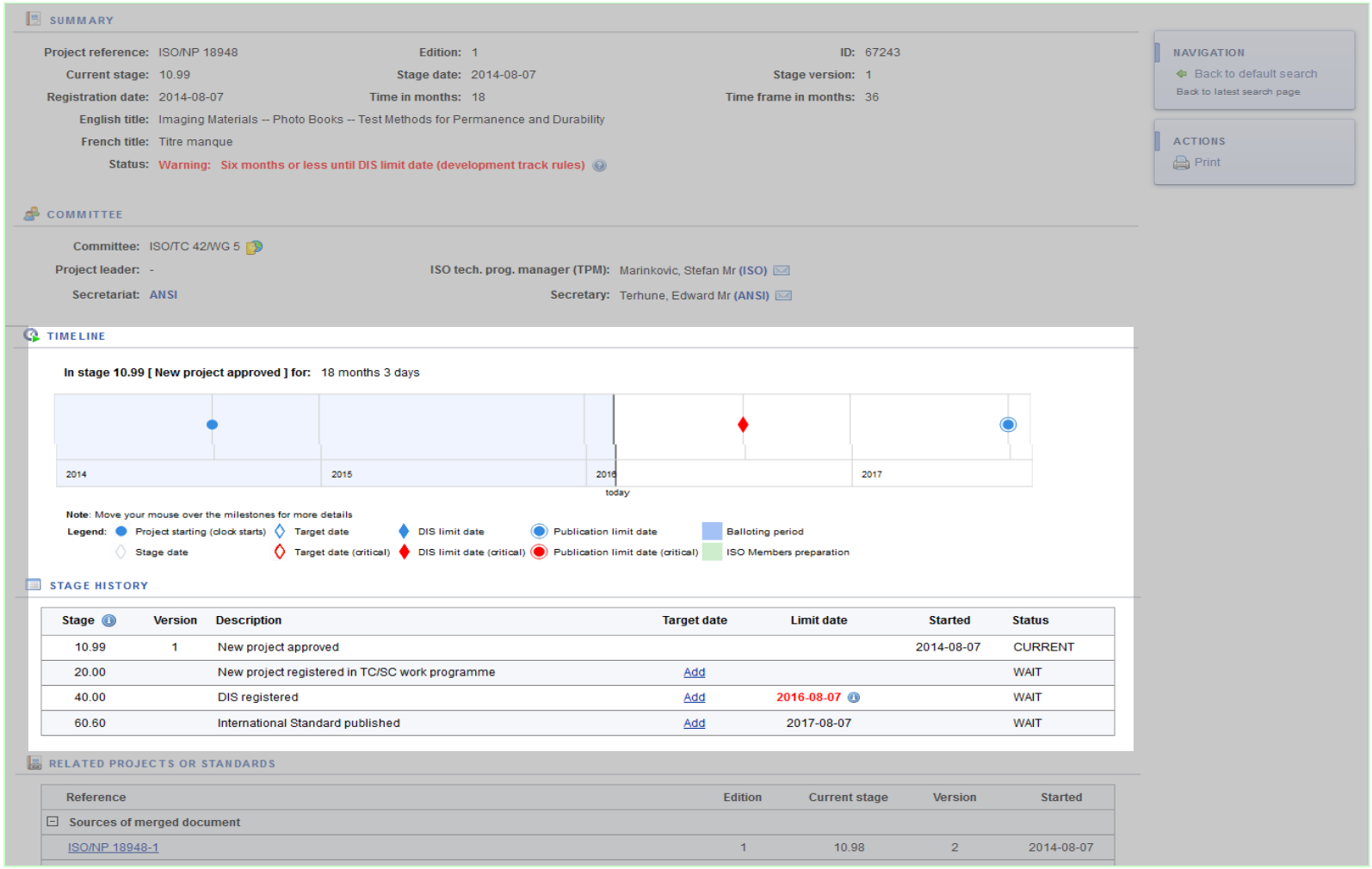
Slide

Project Portal



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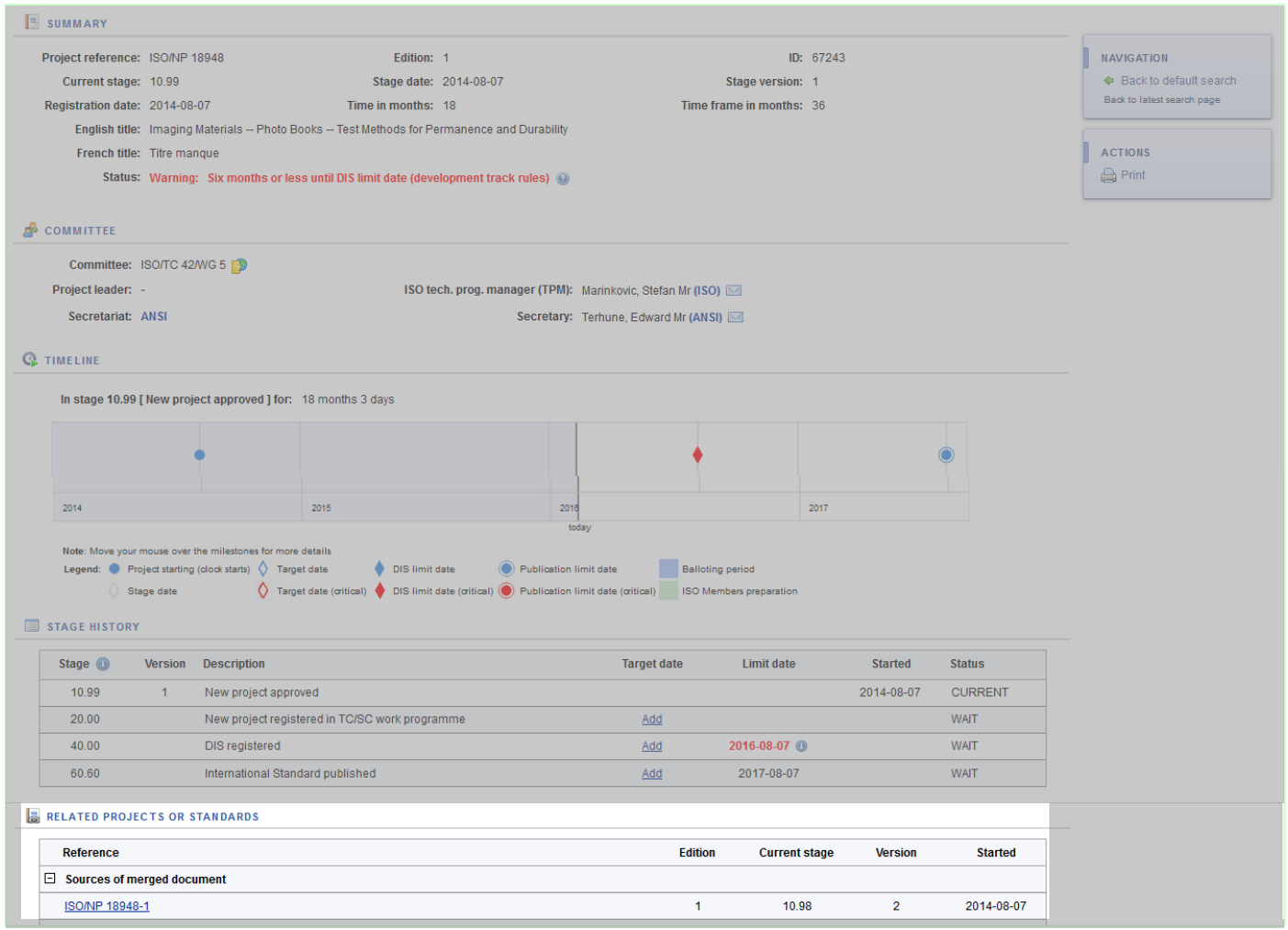
Project Portal



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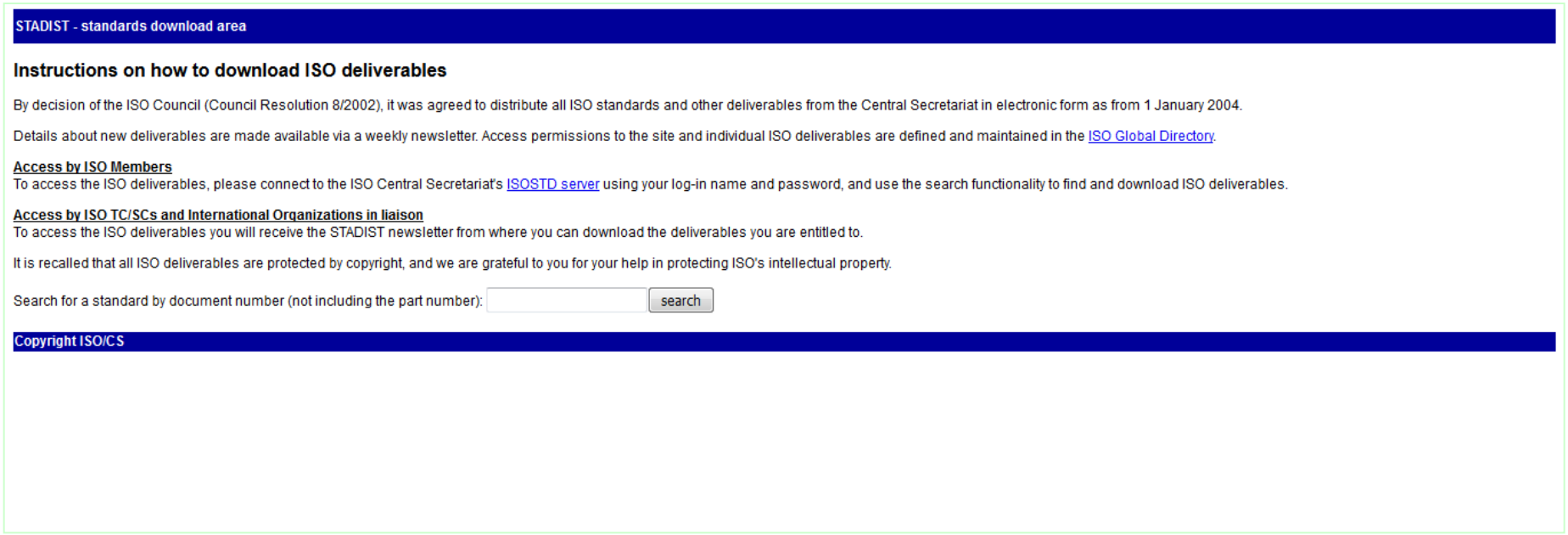

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ISO STADIST

STADIST - standards download area

Imaging materials -- Colour images on paper prints -- Determination of indoor water resistance of printed colour images

View project details on ISO Online

Documents available for download:

Type	Name	Modified	Size
	ISO 18935:2005(E)-Character PDF document	2005-08-22	845 KB
	ISO 18935:2005(E)-Graphics files-EPS-0	2005-08-19	875 KB
	ISO 18935:2005(E)-Abstract (EN)	2005-08-22	0 KB
	ISO 18935:2005(E)-Graphics files-TIFF-0	2005-08-19	768 KB
	ISO 18935:2005(E)-Graphics files-TIFF-1	2005-08-19	664 KB
	ISO 18935:2005(E)-Word document	2005-08-22	994 KB

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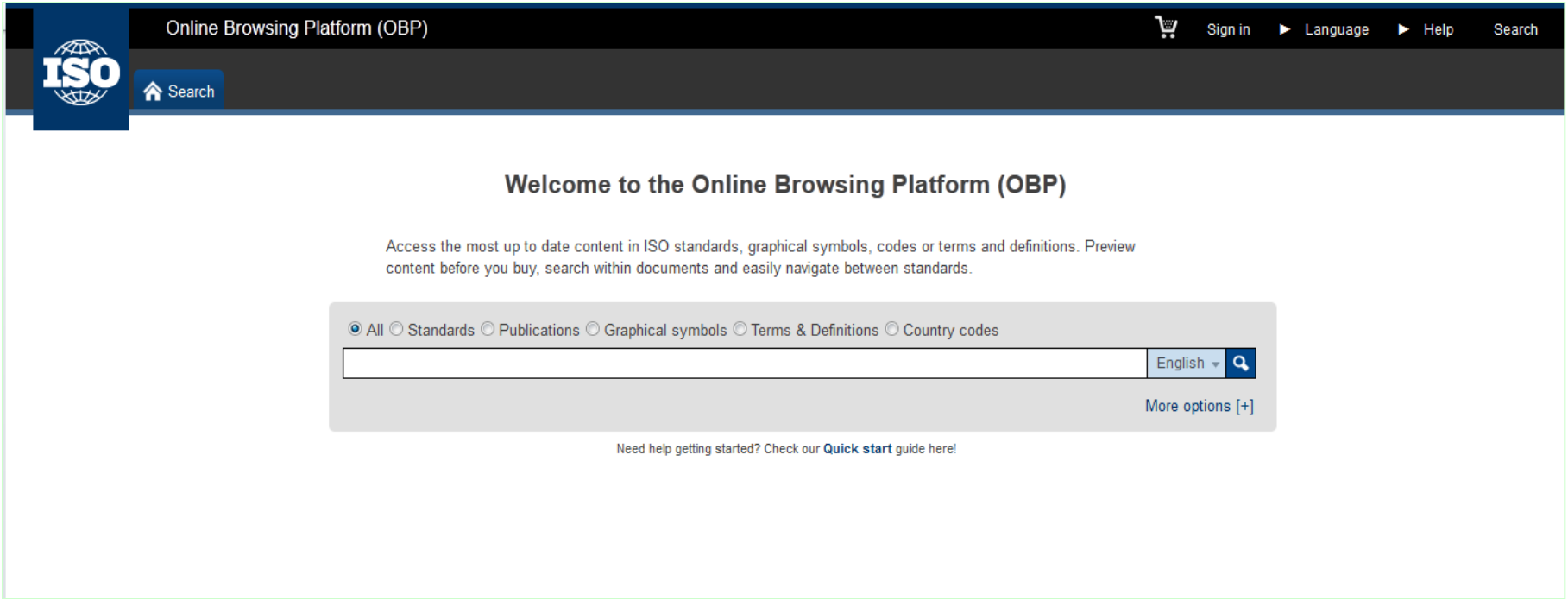

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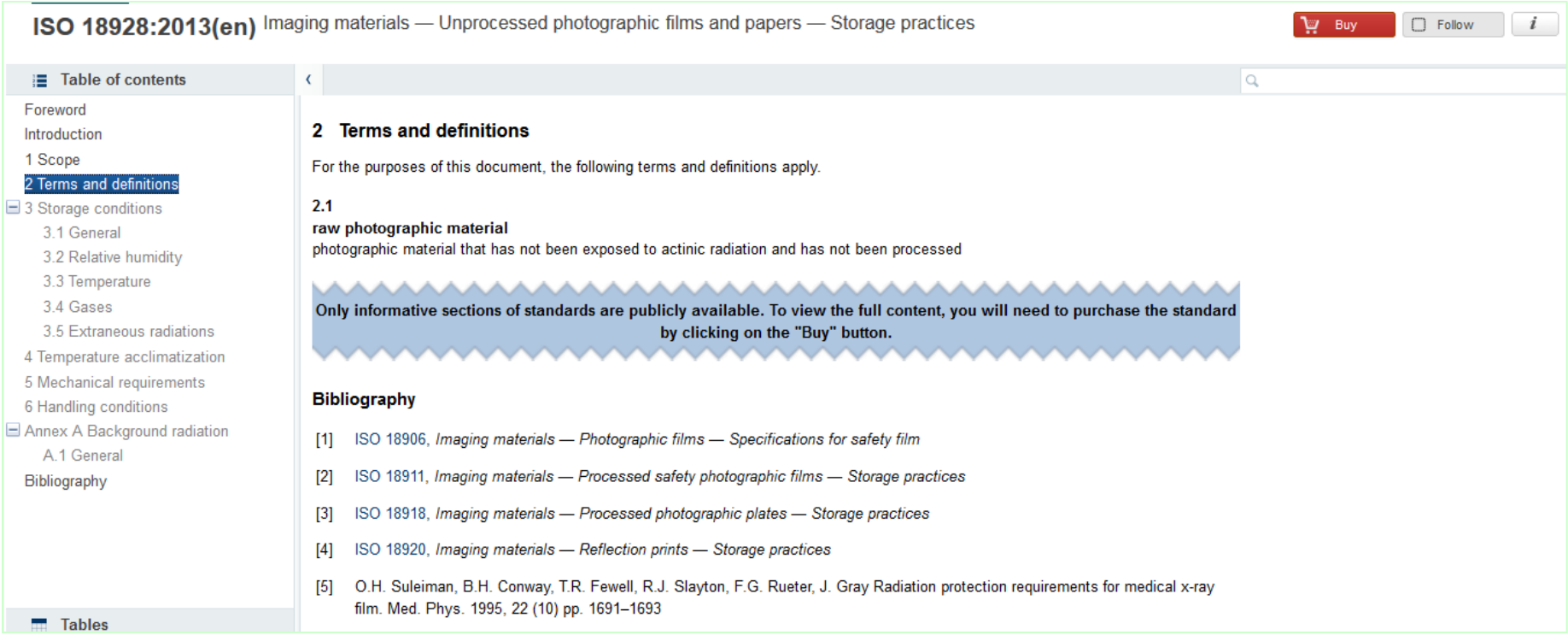

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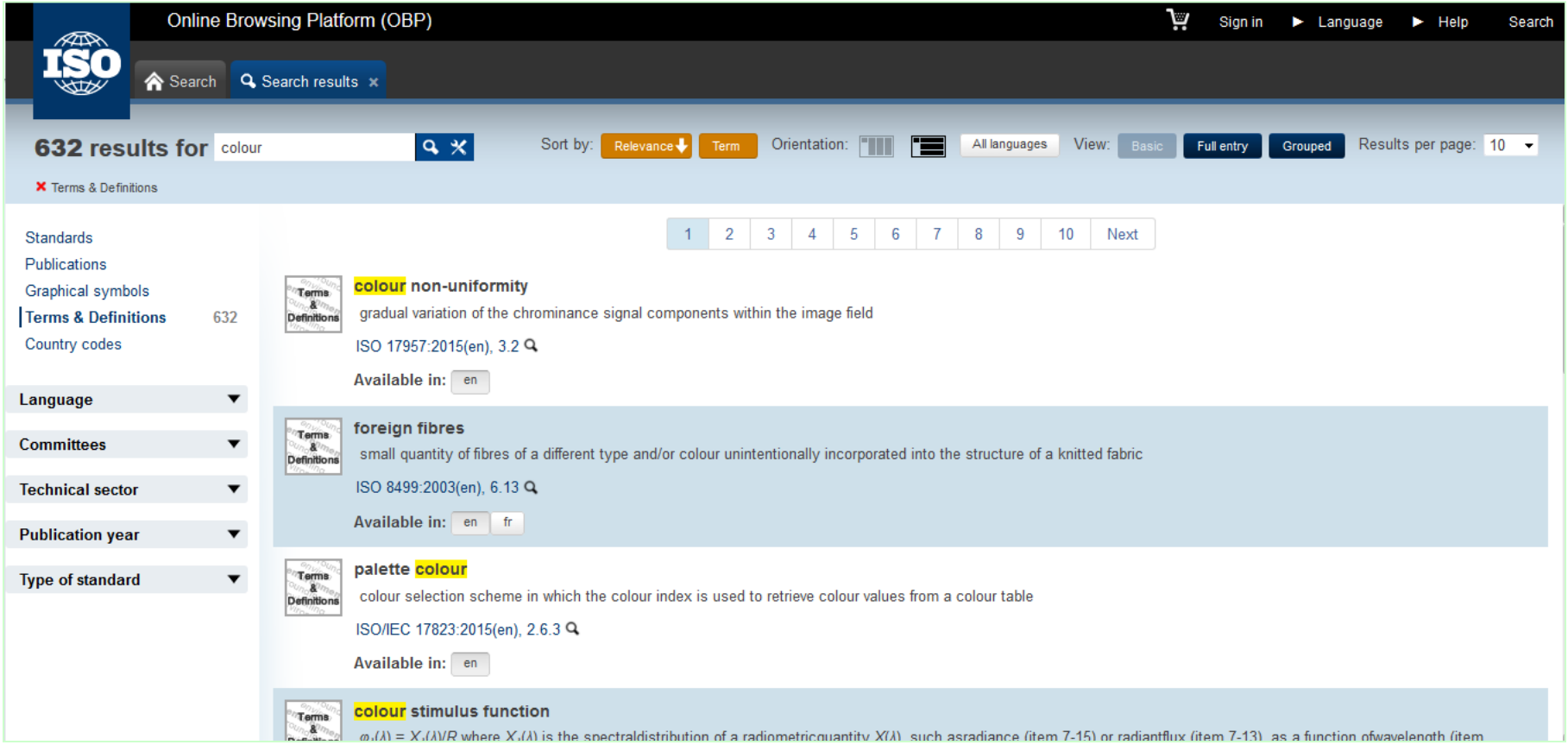

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Other IT Tools and Resources

Additional IT Tools:

- Single Sign-on
- Global Directory
- Event Notifications
- Meeting Management
- WebEx

Other IT Tools and Resources

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- Single Sign-on
- Global Directory
- Event Notifications
- Meeting Management
- WebEx

Additional resources:

- ISO User Guides
- ANSI's Secretariat Training:
  - March 14, 2017
  - November 7, 2017
- ISO's Secretariat Training:
  - 2017 dates to be announced
- ANSI Enhanced Services
- isot@ansi.org

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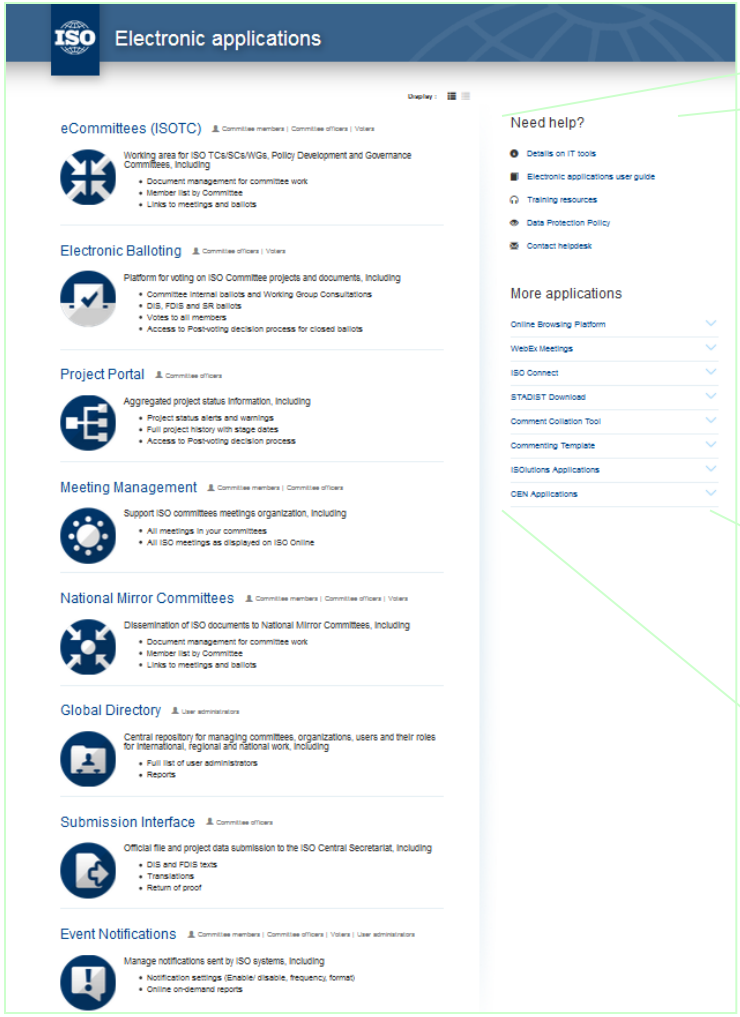
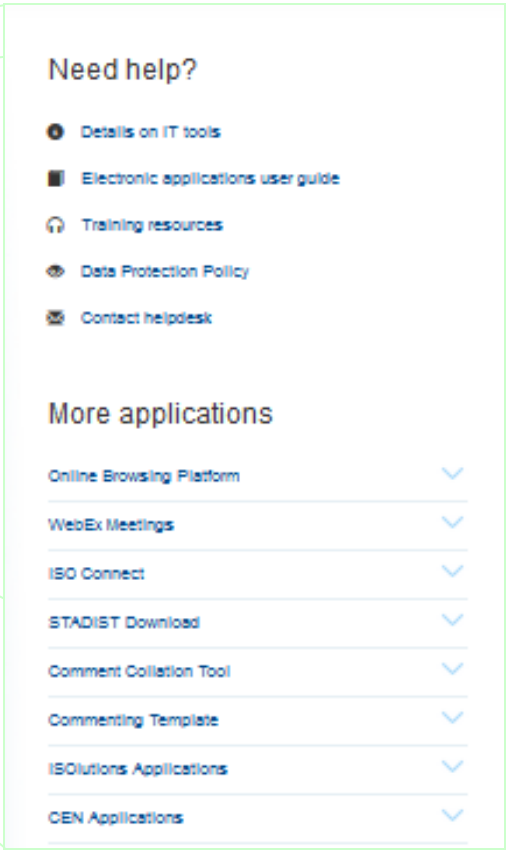
Getting the Most Out of ISO's IT Tools





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Commenting Template

- National bodies must use the final and authorized version of ISO's commenting template when submitting comments with electronic ballots on DIS and FDIS

- If comments are submitted in any form other than the official template, the vote will be rejected and returned to the national body with a request to resubmit the vote and comments by the deadline in the appropriate template

- Facilitates the electronic compilation of comments to assist committee leaders and participants
  - US/TAGs are requested to comply and submit their comments to ANSI in this template

ISO Template Electronic Authoring Tools

- The “ISO Templates”:
  - Simplifies the drafting of standards by providing document “skeletons” that incorporate a range of predefined stylistic and structural rules
  - Ensures that the electronic file of the document produced by the TC/SC can be easily processed by ISO
  - Allows standards developer to concentrate on content rather than form
  - Assists in guaranteeing conformity with rules for structure and drafting rules in the ISO/IEC Directives, Part 2
  - Ensures electronic document integrity
  - Assists in inter-software translation of documents
  - Greatly streamlines processing of standard through ISO and IEC Publishing Departments

ISO Template Electronic Authoring Tools
(continued)

- ISO Templates are available in two forms

- Automated templates, also called “wizards”
  - available for use with the following versions of Microsoft Word
    - Microsoft Word 6 and 95 (ISOSTD30)
    - Microsoft Word 97, 2000, 2020 (XP), 2003, 3007 and 2012 (STD2.1)
- Basic templates, with no automated features
  - may be used in all popular word processing systems

ISO Automated Templates

- Prominent features:
  - Automatic creation of cover sheet, foreword, and headers and footers (e.g., Technical Committee, Subcommittee data is inserted automatically)
  - Predefined styles for all text, numbering, and paragraph formats
  - Predefined margins and page layout
  - Predefined clause and subclause numbering scheme
  - Automatically generated table of contents and index
  - Preformatted place holders and note/footnote schemes for tables, figures, and equations
  - Details on the different versions of the templates are available from the ISO Standards Developers' Information Site at www.iso.org/templates
  - Information on installation - Relevant details on text processing systems, operating systems, networks, etc.
  - Basic troubleshooting tips
  - How to submit technical queries

ISO Basic Templates

- For use on any word processor and any operating system
  - BASICEN3 or BASICFR3

- It is recommended that anyone experiencing difficulties with the automated templates try using the basic templates

Simple Template Option (no automation)

- Simple Word document containing the ISO Document Structure without automated features
- Use the TMB guide "How to write standards" - http://www.iso.org/iso/how-to-write-standards.pdf
- No need to spend time on substantial formatting as with the MS Word STD Template
- ISO/CS works more closely with Committees earlier in the process
- Committees can check documents before release for accuracy

Submittal of PDF Files

- Required by the ISO/TMB
  - DISs and FDISs submitted without a PDF file will not be processed by ISO and will be returned to the secretariat

- The PDF file provides a non-revisable reference copy of how the document is supposed to look

- ISO recommended distiller options for PDF files: ISO Standards Development:…Adobe® Portable Document Format (PDF): Adobe Acrobat 4.0 recommended configuration – Distiller job options for ISO

- Submit graphics files separately
  - Do not place graphics into the revisable and PDF files for DIS and FDIS texts
  - Changes/errors can be introduced into graphics by the conversion of a revisable file into PDF

- Put placeholders in the revisable text file that indicate which graphic should be inserted in that location. These placeholders will carry over into the PDF file

Graphics Files and Formats

- Black and white graphics:
  - ISO's first format preferences: DWG (AutoCAD 14 or less) or DXL
  - ISO second format preferences: Adobe Photoshop, Adobe Illustrator or Corel Draw
  - Other acceptable formats: HPGL, EPS or TIFF
- All of the above should be acceptable to ISO.
- Unacceptable formats: Aldus Freehand, graphics generated using drawing capabilities of word processing software
- Color graphics:
  - Use them only when absolutely necessary to understand the graphic
  - Acceptable formats: CMYK EPS, DCS or CMYK TIFF
- Graphical symbols used in ISO standards are subject to formal registration as outlined in Annex SH of the Supplement to the ISO/IEC Directives

ISO Tips and Tools for Developing ISO Deliverables

- www.iso.org/tipsandtools

- Provides tools to assist Committee Secretaries in finding the suitable e-tools available on the Standards Development page of the ISO website

- Also provides links to ISO Directives, user guides, templates and forms

- ISO Helpdesk contact: helpdesk@iso.org

Information Centre

- The ISO/IEC Information Centre is jointly operated by ISO and IEC
- http://www.standardsinfo.net
- Objective:
  - Provides stakeholders with information about standardization, standards and related matters
  - Portal to the main information on ISO and IEC Web sites
    - ISO and IEC Catalogues
    - Access to the web sites of national standards organizations via WSSN, the World Standards Services Network
    - Provides information on the relationship between WTO, ISO and IEC with regard to world trade
      - Standardizing bodies which have accepted the WTO TBT Code of Good Practice for the Preparation, Adoption and Application of standards
  - Provides access to reference publications on standards development, distribution, use, and information sources

Module Completed!

End of the Day Review

A quick summary of material presented in this seminar:

- My job includes . . .
- Requirements to do my job include . . .
- My “toolbox” contains . . .
- Who I contact for assistance . . .

ANSI
American National Standards Institute

My Job Responsibilities Include . . .

- Timely preparation and distribution of documents
- Preparing for meetings
- Recording decisions of the committee, whether at a meeting or by letter ballot
- Preparing meeting minutes and reports
- Preparing necessary reports for parent committee(s)
- Acting on committee resolutions/decisions

And I Shall Also . . .

- Maintain committee documents such as:
  - Secretariat's Report
  - Program of Work
  - any other Standing Documents (e.g., meeting calendar, list of Project Leaders)

- Maintain case files and archives of committee documents

In Order To Do My Job I Must . . .

- Have the support of my National Body and my organization
- Have available to me the tools necessary to do my work (adequate administration and financial means)
- Have sufficient knowledge of English and/or French
- Be familiar with the ISO/IEC Directives and related documents

And I Must Also . . .

- Be aware of any ISO Council or TMB decisions regarding the activities of my technical committee
- Be a good organizer and have training in and ability for administrative and project management work
- Be in a position to advise the committee and any subsidiary bodies on any point of procedure or drafting (in consultation with the office of the CEO, if necessary)

My “Toolbox” Includes:

- The ISO/IEC Directives - Part 1
- The ISO/IEC Directives - Part 2

(and any amendments)

- ISO Focus
- ISO Liaisons
- ISO Technical Program
- ISO Catalogue
- ISO Council Resolutions
- ISO TMB Resolutions and Communique
- ISO Circular letters
- Other publications as appropriate

If I need assistance I can contact . . .

- ISO Central Secretariat or IEC Central Office
  - Technical Officer assigned for each committee
- Secretariat of the Parent Committee
- Officers of my TC or SC
- American National Standards Institute

  25 West 43rd Street, 4th floor

  New York, NY 10036

  Tel: (212) 642-4900

  Fax: (212) 840-2298

  ANSI ISOT Team - ISOT@ansi.org

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ISO/IEC Joint Technical Committee on Information Technology

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Technical Group Services

- ISO Teams of Technical Programme Managers and Technical Editors by sector
- ISO staff contact points for ISO Committees providing:
  - Procedural support/advice for Directives Part 1, TMB policy decisions, etc.
  - Information on ISO Central Secretariat and its services (E-services, training, ISO strategies)
  - Project management and review with Secretaries and Chairs to ensure timely progression of work
  - Connection to relevant international organizations in liaison
  - Editorial review services (Dir Part 2) at DIS, FDIS and publication

Useful WWW Addresses

- International Organization for Standardization
  - www.iso.org
- ISO Standards Development Information
  - www.iso.org/templates
  - www.iso.org/directives
  - www.iso.org/tipsandtools
- American National Standards Institute
  - www.ansi.org
- NSSN - A National Resource for Global Standards
  - www.nssn.org

Your journey is complete!