ANSI ISO Team (ISOT)

Workflows for ANSI-Accredited
U.S. TAG Administrators

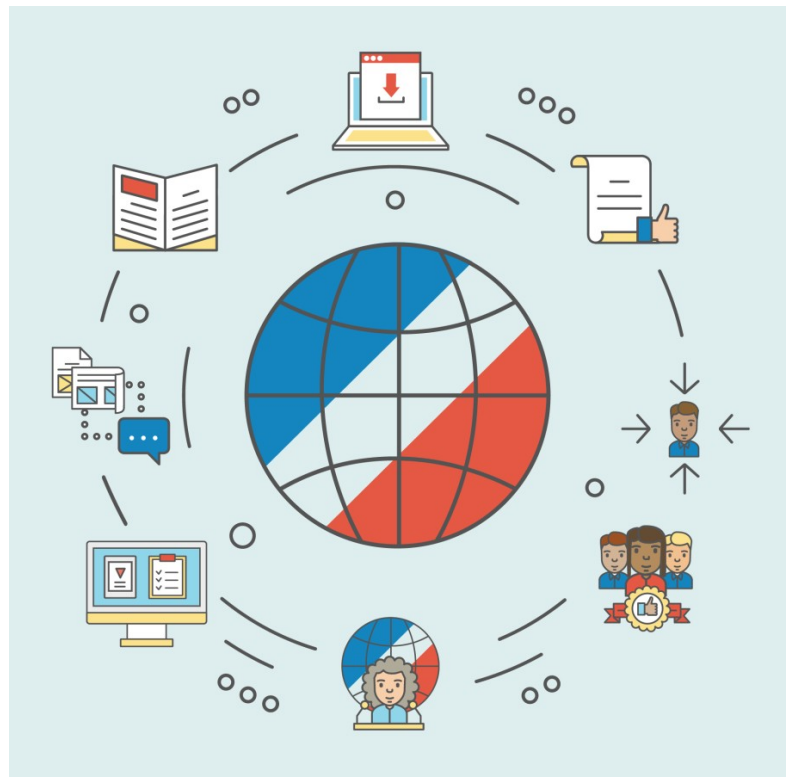# TABLE OF CONTENTS

INTRODUCTION

The American National Standards Institute (ANSI) is the U.S. member body to the International Organization for Standardization (ISO). To ensure a strong and effective U.S. voice in international standardization, the ANSI ISO Team (ISOT) acts as the interface between ANSI-accredited U.S. Technical Advisory Groups (U.S. TAGs) and/or ANSI-delegated U.S. held ISO secretariats and ISO.

Working closely with the U.S. TAG Administrators, ISOT processes votes on behalf of U.S. TAGs, accredits delegates to attend international meetings, registers experts to participate on working groups, writes the official invitation letters on behalf of the TAG for meetings being held in the U.S., submits U.S. New Work Item Proposals on behalf of the U.S. TAG, supplies U.S. TAG Administrators with published standards when appropriate, and produces helpful reference documents.

The workflows outlined in this document are intended to serve as a reference for U.S. TAG Administrators to use when performing their daily standards work. Whether you are a new U.S. TAG Administrator just stepping into your role, or you are a U.S. TAG Administrator who wants a refresher, we hope these workflows are helpful in explaining how a U.S. TAG Administrator should interface with ISOT to get their work done in an efficient and effective way.

DEFINITIONS

ANSI's ISO Team: The ANSI ISO Team (ISOT) acts as the interface between ANSI-accredited U.S. Technical Advisory Groups (U.S. TAGs) and ISO Secretariats. ISOT is also a resource to U.S. TAG Administrators, U.S.TAG Chairs, U.S-based ISO Secretariats and U.S.-based ISO Chairs. You can contact them with questions via ISOT@ansi.org

ANSI's SharePoint site: ANSI's SharePoint site hosts a number of resource folders and documents for U.S. TAG Administrators and Chairs. All ISOT Forms and Procedures, and well as ISOT Guidance Notes, can all be found and downloaded here.

CD: Committee Draft

CIB: Committee Internal Ballot

DIS: Draft International Standard

FDIS: Final Draft International Standard

Head of Delegation (HoD): For every ISO Committee meeting, the U.S. TAG Administrator must designate one U.S. delegate to be the Head of Delegation. This individual has the responsibility to speak for the entire U.S. delegation, chair U.S. delegation meetings at ISO meetings as necessary, and submit the HoD Report when the meeting is over. If only one delegate is attending an ISO meeting on behalf of the U.S. TAG, by default they are the HoD.

ISO Committee: ISO technical activities at various levels including ISO technical committees (TC), subcommittees (SC), project committees (PC) and joint committees (JTC/JPC). The term does not refer to Working Groups.

ISO eBalloting Portal: The ISO eBalloting Portal hosts all ballots for a given committee. U.S. TAG Administrators and Chairs are able to view both open and closed ballots of their committee.

ISO Global Directory: ANSI, as the U.S. member body to ISO, uses the ISO Global Directory to register and maintain individuals authorized by the U.S. TAG to act as representatives on WGs. U.S. TAG leaders and ISO Committee officers do **not** have access to the ISO Global Directory. Registration in the ISO Global Directory dictates an individual's access to documents on the ISO Livelink/eCommittee site.

ISO Livelink/eCommittee site: The [ISO Livelink/eCommittee](#) site is the ISO webpage that ISO Committee Secretaries and WG Conveners post committee documents to. ISOT is registered in the ISO Livelink system as a Centralized Committee Member for all ISO Committees. U.S. TAG Leadership for ISO Committees use this site to download their committee documents.

Management System Standard (MSS): An ISO standard that provides a model to follow when setting up and operating a management system.

NWIP: New Work Item Proposal

SR: Systematic Review

U.S. Technical Advisory Group (U.S. TAG): U.S. Technical Advisory Groups (U.S.TAGs) are committees accredited by ANSI for participation in ISO technical activities or appointed by the USNC for participation in IEC technical activities. U.S. TAGs operate in compliance with Annex B of the [ANSI International Procedures](#) "Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC". U.S. TAGs are administered by U.S. TAG Administrators, who are appointed by ANSI to be responsible for ensuring compliance with TAG procedures.

Working Groups (WGs): For the purpose of these workflows, Working Groups will include any subgroup of a TC, PC or SC. Examples include Working Groups (WGs), Joint Working Groups (JWGs), Ad Hoc Groups (AHGs) Advisory Groups (AGs), Study Groups (SGs) and Task Groups (TGs) among others.

> **For a larger list of commonly used acronyms within ANSI and ISO, please see the "Info - Commonly Used Acronyms" document located on** [ANSI's SharePoint site](#) **in the "Other ISOT Resources" folder.**

HOW TO GET YOUR COMMITTEE DOCUMENTS

Purpose:

This workflow outlines how a U.S. TAG Administrator accesses and distributes their committee documents.

Relevant Terms:

- o ANSI's ISO Team (ISOT)
- o U.S. Technical Advisory Group (U.S. TAG)
- o ISO Livelink site/ eCommittees

Forms: N/A

Procedure:

1. To access the committee documents, the U.S. TAG Administrator should navigate to the ISO Livelink/ eCommittees site.

2. When prompted with the following log-in screen, the U.S. TAG Administrator should sign in using their ISO Global Directory username and password. You should have received an email from ISO with instructions on how to set up your username and password:
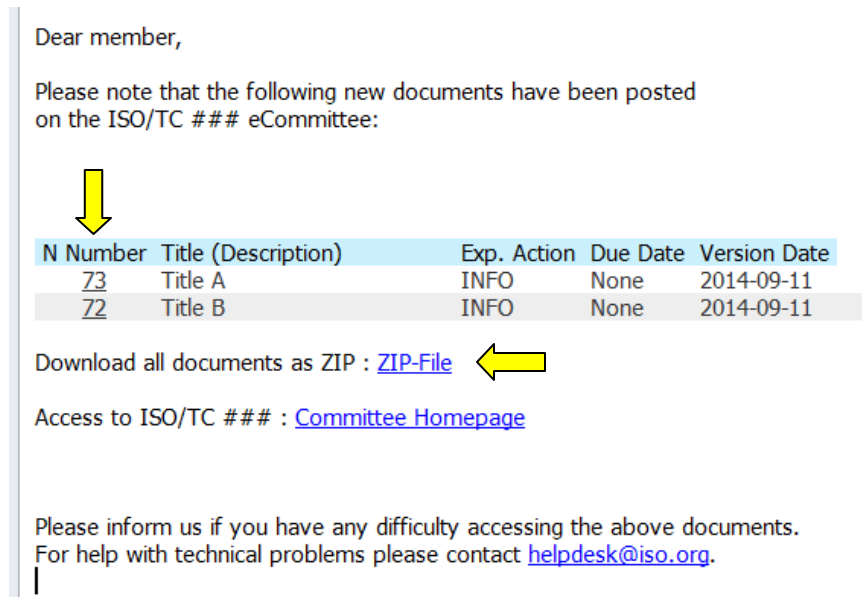
3. Once logged in, the U.S. TAG Administrator should navigate to their appropriate ISO Committee.

   NOTE: U.S. TAG Administrators will only be able to see the full committee pages of the committees they have been assigned to in the ISO Global Directory.

4. Using the Navigation Bar to the left of the screen, and/or the Library folders, the U.S. TAG Administrator can navigate to any of the committee's documents. The U.S. TAG Administrator then clicks the documents to download them to their computer and distribute to the rest of the U.S. TAG as appropriate.
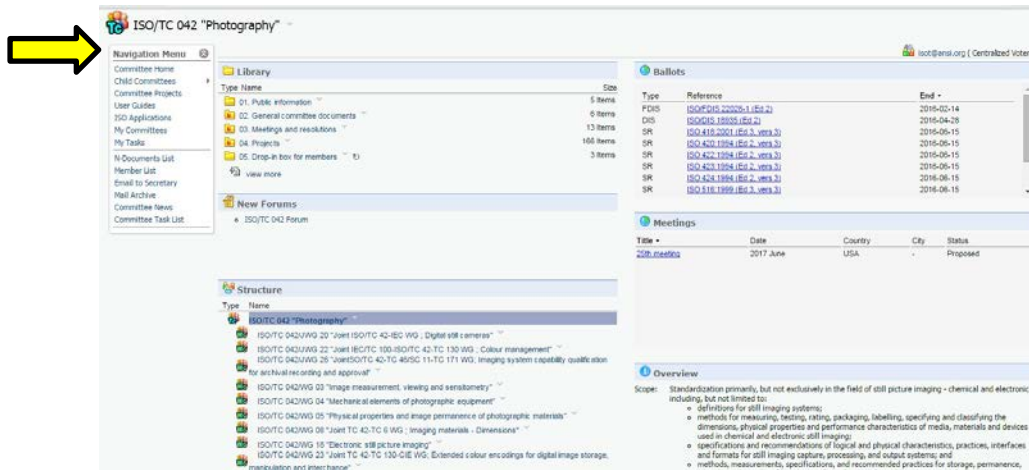
5. As an alternative procedure, U.S. TAG Administrators can also click through the N number links located in ISO notification emails to download individual documents, or choose to download all documents as a ZIP file. These notifications are sent out when new N documents are circulated by the ISO Committee Secretary. Here is a screenshot of an example ISO notification email:

Dear member,

Please note that the following new documents have been posted on the ISO/TC ### eCommittee:

N Number	Title (Description)	Exp. Action	Due Date	Version Date
73	Title A	INFO	None	2014-09-11
72	Title B	INFO	None	2014-09-11

Download all documents as ZIP : ZIP-File

Access to ISO/TC ### : Committee Homepage

Please inform us if you have any difficulty accessing the above documents.
For help with technical problems please contact helpdesk@iso.org.

6. For any questions or issues with this process, feel free to email ISOT at ISOT@ansi.org.

HOW TO SUBMIT YOUR COMMITTEE VOTES

Purpose:

This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO Team to submit U.S. TAG consensus positions.

Relevant Terms:

- o ANSI's ISO Team (ISOT)
- o U.S. Technical Advisory Group (U.S. TAG)
- o Committee Draft (CD)
- o Committee Internal Ballot (CIB)
- o Draft International Standard (DIS)
- o Final Draft International Standard (FDIS)
- o New Work Item Proposal (NWIP)
- o Systematic Review (SR)
- o ISO Livelink/eCommittee site
- o ISO eBalloting portal

Forms:

1. NWIP ballot form
2. SR ballot form (there are 2 versions of the SR form, one for ISO committees and the other for JTC 1 committees)
3. ISO commenting template
4. ISOT Guidance Note on ANSI's Voting Obligation in ISO

Blank forms can be found on the ANSI SharePoint site in the folder labeled "Voting Resources." ISOT Guidance Notes can be found on the ANSI SharePoint site in the folder labeled "ISOT Guidance Notes".

Procedure:

1. The U.S. TAG Administrator is responsible for checking when their committee ballots are due and coordinating with all the U.S. TAG members to formulate a U.S. TAG consensus position by the international deadline.

2. The U.S. TAG Administrator can check on open ballots by logging into the ISO Livelink/eCommittees site or can access the ISO eBalloting portal. Once at the eBalloting portal, the U.S. TAG Administrator is encouraged to click on "ALL BALLOT INSTANCES", and then login with the same credentials as used for the ISO Livelink/eCommittees site. Once logged in, the U.S. TAG Administrator can navigate to their committee and use the search functions as needed. The U.S. TAG Administrator can click on a ballot to view the exact ballot questions and possible answers. Please note that the U.S. TAG Administrator will not have the ability to submit the U.S. position on the balloting portal.

3. Once the U.S. TAG consensus position is finalized, the U.S. TAG Administrator will email ISOT@ansi.org with the U.S. TAG consensus position. ISOT submits all U.S. TAG consensus positions on the ISO balloting portal.

   NOTE: Depending on the type of ballot the U.S. TAG Administrator is submitting, the required vote information will vary, as described below:

   - NWIPs and SRs have specific forms that need to be submitted by the U.S. TAG Administrator in order to be processed correctly. The U.S. TAG Administrator should email ISOT@ansi.org with these completed forms.

   - CD, DIS and FDIS ballots are always the same question and voting options:

No.	Question	Possible options
	Question being asked, and voting options	
1	Technical content of the final draft	Approval Approval with corrections * Disapproval * Abstention
	(*) A Comment is required for this position.	

   - The U.S. TAG Administrator should email ISOT@ansi.org indicating how the U.S. would like to vote, and include a completed ISO commenting template if necessary.

   - All other ballots do not have specific forms and the questions and voting options vary ballot to ballot. In these cases, the U.S. TAG Administrator will need to access the ISO eBalloting portal to see the ballot questions and possible answers (as listed in number 2 above). A simple email from the U.S. TAG Administrator to ISOT@ansi.org indicating the U.S. consensus position (and comments if applicable) will suffice.

- All comments are to be submitted to ISOT@ansi.org using the ISO commenting template in Word format. Other document formats (pdfs) are not accepted on the ISO balloting portal.

NOTE: ISOT's Guidance Note on "ANSI's Voting Obligation in ISO" provides great tips and information on voting timeframes and project management of vote processing.

4. Once ISOT has submitted the U.S. position, the U.S. TAG Administrator will receive a confirmation email that the vote was processed.

NOTE: ISOT sends out automated reminders for ballots that ANSI has not received a U.S. consensus position on. These automated reminders are sent out on a weekly basis for votes due that week and also on a monthly basis for votes due the following month. Please follow up with ISOT if you receive a reminder for a vote that you thought you had already submitted. This would indicate that perhaps ISOT did not receive the U.S. consensus position.

5. For any questions or issues with this process, feel free to email ISOT@ansi.org for assistance
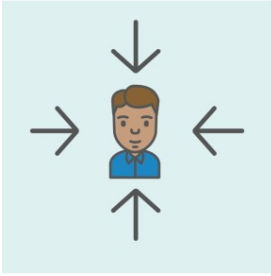
HOW TO NOMINATE WORKING GROUP EXPERTS

Purpose:

This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO Team to nominate WG experts.

Relevant Terms:

- o ANSI's ISO Team (ISOT)
- o ISO Global Directory
- o ISO Livelink/eCommittee site
- o U.S. Technical Advisory Group (U.S. TAG)
- o Working Groups (WG)

Forms: N/A

Procedure:

1. At the Working Group level, committee members are acting as individual experts and consensus is not required. ANSI gives U.S. experts direct access to WG committees and documents in the ISO Livelink/eCommittee system. To nominate a WG expert, the U.S. TAG Administrator should email ISOT@ansi.org requesting that an individual(s) be added to a WG. In the email, the U.S. TAG Administrator should include the following information for each expert:

   A. **Which WG(s) the experts should be assigned to**

   B. **The expert's name, salutation, address, phone number, organization, and stakeholder category. ISO's stakeholder categories and definitions are as follows:**
      i. **Industry and Commerce** -manufacturers; producers; designers; service industries; distribution, warehousing and transport undertakings; retailers; insurers; banks and financial institutions; business and trade associations
      ii. **Government** - international and regional treaty organizations and agencies; national government and local government departments and agencies, and all bodies that have a legally recognized regulatory function

iii. **Consumers** – national, regional and international consumer representation bodies, independent of any organization that would fall into the "industry and commerce" category or individual experts engaged from a consumer perspective

iv. **Labor** – international, regional, national and local trades unions and federations of trades unions and similar bodies the main purpose of which is to promote or safeguard the collective interests of employees in respect of their relationship with their employers (this does not include professional associations)

v. **Academic and Research Bodies** – universities and other higher educational bodies or professional educators associated with them; professional associations1; research institutions

vi. **Standards Application** – testing, certification and accreditation bodies; organizations primarily devoted to promoting or assessing the use of standards

vii. **Non-governmental Organization (NGO)** – organizations that usually operate on a charitable, not-for-profit or non-profit distributing basis and that have a public interest objective related to social or environmental concerns. This category does not include political parties or other bodies whose main purpose is to achieve representation in government or governmental bodies.

NOTE: Only the U.S. TAG Administrator can nominate experts to be registered. Should a third party email ISOT@ansi.org requesting registration, ISOT will correspond with the U.S. TAG Administrator before officially registering them in the ISO Global Directory.

NOTE: Only the expert's name, salutation, organization and stakeholder category are necessary for ISOT to register them into the ISO Global Directory. Experts can add or edit any other personal information in their account themselves at any time.

NOTE: Once an expert is registered in the ISO Global Directory, they will have access to all the documents posted in those WGs and can access them directly via the ISO Livelink/ eCommittees site.

NOTE: To remove an expert from a WG, simply email ISOT@ansi.org informing them which expert should be removed from the WG(s).

2. Once ISOT has added the experts to the appropriate WGs, they will send the U.S. TAG Administrator an email confirming this.

3. Should an expert forget their password for the ISO Livelink/eCommittee site, they can reset it themselves by following the, "I forget my password" link on the login screen. If an expert continues to experience difficulties logging in, the expert can email ISOT@ansi.org for further assistance.

4. For any questions or issues with this process, feel free to email ISOT@ansi.org for assistance.

HOW TO ACCREDIT DELEGATES TO ISO MEETINGS

Purpose:

This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO team to accredit U.S. delegates to attend ISO Committee meetings.

Relevant Terms:

- o   ANSI's ISO Team (ISOT)
- o   Head of Delegation (HoD)
- o   U.S. Technical Advisory Group (U.S. TAG)

Forms:

1. ANSI Delegate Accreditation Form
2. ANSI HoD Report

Blank forms can be found on the ANSI SharePoint site **in the folder labeled "Meeting Resources."**

Procedure:

1. Before any U.S. delegates can attend an ISO Committee meeting, they must be accredited by ANSI. To accredit U.S. delegates to attend an ISO meeting, the U.S. TAG Administrator should email ISOT@ansi.org a completed ANSI Delegate Accreditation form one month prior to the meeting. In this form, the U.S.TAG Administrator should indicate who is serving as the HoD, as well as which meetings each delegate will be attending. For each delegate the U.S. TAG Administrator should at least provide the delegate's full name, company, and email address.

    NOTE: The U.S.TAG Administrator should not send these forms to the ISO Committee Secretary directly.

    NOTE: If a TC is meeting in conjunction with a number of SCs, only one delegate accreditation form is needed. The U.S. TAG Administrator can utilize the column on the far right side of the form to indicate which meetings each delegate will be attending.

NOTE: Some ISO Committees will also circulate separate registration forms for special social events, dinners, etc. The U.S. TAG Administrator should send these completed forms to ISOT as well so that the ANSI delegate accreditation form and all registration forms can be sent to the Secretary together.

NOTE: The HoD is not a permanent position and should be approved for each meeting.

NOTE: The ANSI Delegate Accreditation form is not required for WG meetings. Registration in the ISO Global Directory for a particular WG allows an expert to attend any of that WG's meetings in an individual capacity. Should WG experts be attending plenary ISO meetings, then they need to be part of the U.S. delegation and therefore accredited by ANSI.

NOTE: If the U.S. TAG Administrator has not submitted a completed ANSI Delegate Accreditation form one month prior to the meeting, the U.S. TAG Administrator will receive a reminder email from ANSI requesting that they do so.

2. ANSI will confirm with the U.S. TAG Administrator the submittal of the completed ANSI Delegate Accreditation form, and will send all accredited delegates relevant information for the meeting.

3. As soon as possible when the meeting is over, the U.S. TAG Administrator or HoD should email ISOT@ansi.org a copy of a completed HoD report, which should have been filled out by the HoD. ANSI will accept the report if it is submitted directly by the HoD that was indicated on the ANSI Delegate Accreditation form.

4. Should there have been any issues at the meeting outlined in the HoD report, ISOT will investigate them and follow up with the U.S. TAG Administrator as needed.

5. For any questions or issues with this process, feel free to email ISOT@ansi.org for assistance
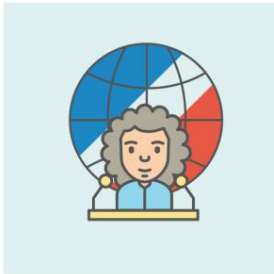
HOW TO OFFER TO HOST ISO MEETINGS IN THE U.S.

Purpose:

- This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO team to host an ISO meeting in the U.S.

Relevant Terms:

- ANSI's ISO Team (ISOT)
- U.S. Technical Advisory Group (U.S. TAG)
- Working Groups (WG)

Forms:

1. Delegate Information needed for VISA Invitation Letters
2. ISOT Guidance Note on Hosting a Meeting in the U.S.

Blank forms can be found on the ANSI SharePoint site in the folder labeled "Meeting Resources." ISOT Guidance Notes can be found on the ANSI SharePoint site in the folder labeled "ISOT Guidance Notes."

Procedure:

1. **According to the ISO directives, any ISO Committee meeting location must be announced at least 4 months before the meeting is set to take place.** ANSI as the official U.S. member body to ISO must be the organization to issue the official meeting invite for any ISO Committee meeting in the U.S. When the U.S. TAG has decided to offer to host an ISO committee meeting in the U.S., the U.S. TAG Administrator should send an email to ISOT@ansi.org including the following information:

   A. **Meeting Host/Financial sponsor of meeting**
   B. **Written notification that the U.S. TAG membership will be responsible for covering all costs of the meeting**
   C. **A meeting coordinator/point of contact and their name, organization, address, phone number and email address.**
   D. **Dates of the ISO Committee meeting (s)**
   E. **Location of the ISO Committee meeting (s)**

NOTE: The meeting host/sponsor must confirm that there are no restrictions on access to the meeting rooms which could impede or prevent the participation of any delegate at this meeting

NOTE: The U.S. delegation can tentatively offer to host an ISO Committee meeting in the U.S. while at an ISO meeting, but the U.S. TAG must follow up with ANSI as soon as possible with the information listed above so ANSI can issue the official invite.

2. Once the U.S. TAG Administrator provides the information listed above, ANSI will issue the official invite.

3. According to ISO directives, WG meetings require the location to be announced at least 6 weeks before the meeting is set to take place. For WG meetings taking place in the U.S., the U.S. TAG Administrator can simply inform ISOT by emailing ISOT@ansi.org with the dates and location of the WG meeting(s).

4. ANSI will write letters of invitation for foreign delegates who require them for VISA purposes. To have these letters written, each delegate must fill out the "Delegate Information needed for VISA Invitation Letters" form. These completed forms should be emailed to ISOT@ansi.org so ISOT can work with the U.S. TAG Administrator and/or ISO Secretary to write and issue these letters of invitation.

   NOTE: ANSI provides this form and information to the Secretary of the ISO Committee when ANSI writes the official offer to host the meeting.

   NOTE: The VISA process in certain countries can take up to 4-5 months and outside of writing the letters of invitation, ANSI has no influence in the pace of VISA processing by U.S. embassies. We can only stress that it is important to start this process as early as possible.

   NOTE: ISOT's Guidance Note on "Hosting a Meeting in the U.S." provides great tips and information on things to consider when hosting an ISO meeting.

5. For any questions or issues with this process, feel free to email ISOT@ansi.org for assistance.

HOW TO SUBMIT
U.S. NEW WORK ITEM PROPOSALS (NWIPS)

Purpose:

This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO Team to submit a U.S. New Work Item Proposal to circulate for vote by other ISO national member bodies.

NOTE: This workflow does not apply to NWIPs that are already out to vote in an ISO committee. For that workflow, please reference "HOW TO SUBMIT YOUR COMMITTEE VOTES," above.

Relevant Terms:

- ANSI's ISO Team
- U.S. Technical Advisory Group (U.S. TAG)
- New Work Item Proposal (NWIP)
- Management System Standard (MSS)

Forms:

1. Form 4
2. Guide 72 Justification Study
3. ISO/IEC Directives, Part 1 — Consolidated ISO Supplement — Procedures specific to ISO

   A copy of Form 4 can be found on the ISO site here**. The Form 4 contains a link to the Guide 72 Justification Study if needed. The ISO/IEC Consolidated ISO Supplement can be found on the** ANSI SharePoint site **in the folder labeled "ANSI and ISO Procedures."**

Procedure:

1. The U.S. TAG Administrator should email ISOT@ansi.org a completed Form 4 and all necessary Annexes. Form 4 is the ISO form that is required by ISO for the NWIP to be circulated.

   NOTE: As the official U.S. member body to ISO, ANSI should be listed as the proposer on the U.S. NWIP. The listed proposer should not be any organization other than ANSI.

2. Once the U.S. TAG submits all the necessary materials to ISOT@ansi.org, ISOT will send the materials to the ISO committee secretary while copying the U.S. TAG Administrator to acknowledge submittal.

HOW TO REQUEST PUBLISHED STANDARDS

Purpose:

This workflow outlines how the U.S. TAG Administrator interfaces with ANSI's ISO team to request published ISO standards.

Relevant Terms:

- o ANSI's ISO Team (ISOT)
- o U.S. Technical Advisory Group (U.S. TAG)

Forms: N/A

Procedure:

1. Should the U.S. TAG Administrator need a copy of a published ISO standard, the U.S. TAG Administrator should email ISOT@ansi.org indicating which standard they require.

    NOTE: If the U.S. TAG Administrator is requesting a standard within their ISO committee:

    a. For systematic review, they can access the standards through the ISO Balloting Portal.
    b. For other standards development activities, the U.S. TAG Administrator will be able to receive a copy of their related ISO Committee's standards free of charge.

    NOTE: If the U.S. TAG administrator is requesting a standard from other committees because they may need to be used as normative references, the U.S. TAG Administrator will be able to receive a copy free of charge from ISOT.

    NOTE: U.S. TAG Administrators should note that for any published standards received from ISOT, "Permission is granted by the American National Standards Institute to reproduce this International Standard for the purpose of review and comment related to the preparation of a U.S. position, provided this notice is included. All other rights are reserved."

2. ISOT will send the U.S. TAG Administrator the requested published standard should it be appropriate as outlined above. For requests that do not fit into the criteria above, ISOT will direct the U.S. TAG Administrator to ANSI's eStandards web store, where all standards are available for purchase.

Contact information:

ISO
Sara Desautels
Director, ISO P-membership Services
sdesautels@ansi.org
212-642-4937

Edward Terhune
Program Manager, ISO Team
eterhune@ansi.org
212-642-8905

Steve Cornish
Senior Director, International Policy
scornish@ansi.org
212-642-4969

IEC
Tony Zertuche
Director, International Policy and General Secretary, USNC/IEC
tzertuche@ansi.org
212-642-4892

Procedures and Standards Administration (PSA)
Anne Caldas
Senior Director, PSA
acaldas@ansi.org
212-642-4914

Jim Thompson
Director, SDO & ISO TAG Accreditation
jthompso@ansi.org
212-642-4913

ISO/IEC Joint Technical Committee on Information Technology (JTC-1)
Lisa Rajchel
Senior Director, International Secretariats Standards Facilitation
lrachel@ansi.org
212-642-4932