**ANSI-ACCREDITED U.S. TAG to ISO: 2024 PROCEDURAL COMPLIANCE FORM**

**and**

**2023 TAG ANNUAL REPORT - DUE JANUARY 31, 2024 to** **psa@ansi.org**

**DATED NOTICE**

Greetings–

We hope this finds you well. This E-mail contains 2 parts below that constitute the 2024 ANSI Procedural Compliance Form for ANSI-Accredited U.S TAGs to ISO (Part 1) and the 2023 TAG Annual Report Form (Part 2). The forms are embedded below and there are no attachments. Please refer to sections *2.5.5 Maintenance of Accreditation* and *2.5.5.2 Annual Reporting* of the *ANSI International Procedures* ([www.ansi.org/internationalprocedures](http://www.ansi.org/internationalprocedures)). Please note that the 2023 edition of the *ANSI International Procedures* remains in effect in 2024.

Parts 1 and 2 must be submitted by the TAG Administrator of each separately accredited U.S. TAG to ISO. A list of the separately accredited U.S. TAGs is available at [www.ansi.org/isotags](http://www.ansi.org/isotags). (Please do not submit a form for a TAG that is not separately accredited.) Please note:

1. Return this E-mail, completing Parts 1 and 2, with the current TAG membership roster, as specified in 2.5.5.2, to psa@ansi.org by **January 31, 2024**.
2. The current version of the [*ANSI International Procedures*](http://www.ansi.org/internationalprocedures) is the one dated January 2023, which contained a number of revisions detailed in last year’s compliance form. No additional revisions to the 2023 edition were approved this year. If the TAG you administer is accredited to use Annex A (TAG Model Procedures), then you had one year from the date of publication of the 2023 [*ANSI International Procedures*](http://www.ansi.org/internationalprocedures), until **January 31, 2024**, to fully implement the revisions included in the 2023 edition of the TAG Model Procedures.
3. All TAGs are expected to have already incorporated the Code of Conduct (Annex C of the 2023 [*ANSI International Procedures*](http://www.ansi.org/internationalprocedures)), unless your organization already has an existing and consistent Code of Conduct.

**Webinar Registration**

We invite and encourage you to register for and join the following webinar, during which we’ll review the 2023 *ANSI International Procedures*, 2024 TAG Annual Compliance Form and 2023 TAG Annual Report:

* **January 11, 2024 at 2:00 pm – 4:00 pm Eastern Time (Registration required):**

<https://goansi.webex.com/weblink/register/ra883b48b369472ac2d1ba862070f7818>

You may submit questions in advance of the webinars to psa@ansi.org.

**Compliance Requirements**

All ANSI-Accredited U.S. TAG Administrators to ISO TAGs are encouraged to read the 2023 edition of the *ANSI International Procedures* to ensure that you are familiar with ANSI's procedural requirements. Please note that Annex B of the *ANSI International Procedures* applies to all ANSI-Accredited U.S. TAGs and Annex C, the *Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG* is available for use by all ANSI-Accredited U.S. TAGs to ISO. All TAGs are expected to have already incorporated this Code of Conduct, unless your organization already has an existing and consistent Code of Conduct.

* **ANSI-Accredited U.S. TAGs to ISO that are accredited to use Annex A** (model TAG procedures) must rely on and operate in compliance with the 2023 edition of the *ANSI International Procedures*, including Annexes A, B and C contained therein.
* **ANSI-Accredited U.S. TAGs to ISO that are accredited to use unique procedures**, i.e., other than Annex A of the *ANSI International Procedures*, must review, and if necessary, revise their procedures, to ensure that they are compliant with the main text of the 2023 edition of the *ANSI International Procedures* and Annex B. The ExSC expects that all TAGs have already implemented Annex C or a consistent Code of Conduct.

Any revisions to a TAG’s procedures must be submitted by the TAG Administrator for review and reaccreditation by the ANSI Executive Standards Council (ExSC). Revised procedures are to be submitted to psa@ansi.org in strike-through-underline format and accompanied by a summary of the changes. The summary should confirm whether or not there are additional substantive changes beyond those made to address the current 2023 *ANSI International Procedures*.

**January 31, 2024 Deadline - 2024 Compliance Form/2023 Annual Report due to** **psa@ansi.org**

Failure to return a completed 2024 Compliance Form and a 2023 TAG Annual Report, along with the current TAG membership roster, by **January 31, 2024** may jeopardize the TAG’s accreditation status and your organization's status as the related ANSI-Accredited U.S. TAG Administrator. There is no reason for either of these actions to happen; if you have a reason for delay, please let us know in writing before the deadline of January 31, 2024. Questions may be directed to psa@ansi.org. Thank you.

**Part 1 of 2:**

**ANSI-ACCREDITED U.S. TAG to ISO: 2024 PROCEDURAL COMPLIANCE FORM**

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**1. Applicability: Please identify the ISO or ISO/IEC TC/SC/WG/PC # and title of the ANSI-Accredited U.S. TAG for which this form is submitted:**

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**2. Respond to this question only if the TAG is accredited to use Annex A, the Model TAG procedures, as contained in the *ANSI International Procedures:***

If the TAG utilizes and is accredited under Annex A, the model TAG procedures, then the TAG is bound to use the 2023 edition and fully implement the revised Annex A by January 31, 2024. Please choose one:

\_\_ 2A. The TAG has implemented the 2023 edition of Annexes A (Model Procedures) and C (Code of Conduct) of the *ANSI International Procedures*

**OR**

\_\_ 2B. The TAG will fully implement the 2023 edition of Annex A (Model Procedures) of the *ANSI International Procedures* **no later than January 31, 2024**, and has already begun to implement Annex C *Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG*.

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**3. Respond to this question only if this TAG is accredited under procedures other than Annex A Model Procedures – Choose one:**

\_\_ 3A. The TAG’s current ANSI-accredited procedures comply with the 2023 edition of the *ANSI International Procedures* **AND** a copy is attached here for ANSI’s records.

**OR**

\_\_ 3B. The TAG’s current ANSI-accredited procedures do not comply with the 2023 edition of the *ANSI International Procedures*. The TAG’s current procedures will be revised to comply and submitted to psa@ansi.org along with an explanation of the changes by January 31, 2024. Note that since no revisions were made to the 2023 edition of the ANSI International Procedures, all TAGs must be in compliance by January 31, 2024 (one year from the issuance of the revisions in 2023).

**AND please confirm:**

\_\_\_The TAG has implemented Annex C or a consistent Code of Conduct.

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**4.\* Returned By:**
Please enter information for the staff associated with the accredited procedures for which this form is submitted:

**Full Name:**

**E-Mail:**

**Part 2 of 2:**

**2023 ANNUAL REPORT FOR THE ANSI-Accredited U.S. Technical Advisory Group (TAG)**

**1. Please enter the ISO or ISO/IEC TC/SC/WG/PC # and Title for which this report is submitted:**

**2. TAG Administrator Organization Name:**

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**3. Scope of the U.S. TAG:** The scope of the U.S. TAG is the same as the scope of the related ISO activity (e.g., TC, SC, PG) and may be found on ISO’s web site at <https://www.iso.org/technical-committees.html>

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**4. Please attach current TAG membership roster (membership list), including all of the following:** Name, affiliation, voting status, interest category of each member and complete contact information for each member, including the Chair and other officers (See requirement in section 2.5.5.2.)

Confirm here that the TAG roster is attached: Yes, or No with explanation:

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**5. Please identify and provide the definitions of interest categories applicable to TAG members (e.g. user, producer, general interest, etc.):**

|  |  |
| --- | --- |
| **Interest category** | **Definition** |
|  |  |
|  |  |
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**6. U.S. TAG Meetings:**

* **Dates and locations of all meetings (if remote, please specify) of the TAG that took place during 2023:**
* **If no meetings were held, please explain:**
* **Dates and locations of all meetings of the TAG scheduled for 2024:**

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**7. Please list any problems encountered during the past year in the functioning of the U.S. TAG or U.S. TAG Administration, and any areas in which the U.S. TAG Administrator requires ANSI’s assistance.**

* *Note: for immediate assistance, please contact ISOT at* *ISOT@ansi.org* *or PSA at* *psa@ansi.org* *.*
* *Please indicate if the problems/areas listed have been or are being addressed with ANSI staff.*

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**8. Complaints/appeals (Please check one):**

\_\_\_No complaints/appeals were filed with the TAG Administrator during 2023

\_\_\_The following complaints/appeals were filed during 2023 and the status of each is described here:

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**9. Self-audits: Were any self-audits conducted?**

\_\_\_Yes, the results are attached

\_\_\_No

**2023 TAG Annual Report Certification Statement**

I, the undersigned, on behalf of the ANSI-Accredited U.S. TAG to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the TAG has been operating in a manner that complies with all applicable ANSI and ISO Procedures.

**Name of TAG Administrator** (if the contact person has changed and ANSI’s records should be updated, please note this below by marking an X in the box on the right below):

|  |  |
| --- | --- |
| **Please mark an "X" in the column to the right if this is a new, primary contact.** |  |
| **Name:** |  |
| **Title:** |  |
| **Organization:** |  |
| **Street Address/P.O. Box:** |  |
| **City, State, Zip:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

**PLEASE NOTE**

If your organization is accredited as the U.S. TAG Administrator for more than one U.S. TAG to ISO (including certain ISO/IEC activities), then an E-mail like this has been sent to the staff contact on record with ANSI for each of the other separately accredited TAG(s). A list of the staff identified as the contact for each separately accredited TAG is available at [www.ansi.org/isotags](http://www.ansi.org/isotags). **Each separately accredited TAG is required to submit a 2024 Compliance Form/2023 Annual Report with current TAG membership roster**.

Participation in training offered by ANSI is required of all ANSI-Accredited U.S. TAG Administrators. Please visit [**https://ansi.talentlms.com**](https://ansi.talentlms.com) for training options.

**FAQs**

**Why do I have to return this E-mail that contains the 2024 Procedural Compliance Form (Part 1)/2023 TAG Annual Report (Part 2)?**

To maintain compliance with the conditions upon which accreditation by ANSI was granted, the organization that serves as TAG Administrator to a separately-accredited U.S. TAG is required to review the *ANSI International Procedures* and update, if necessary, its ANSI-accredited procedures to ensure that they comply with all requirements reflected in the current (2023) edition, including the requirement for all TAG Administrators to submit an Annual Report by January 31 of each year ([www.ansi.org/internationalprocedures](http://www.ansi.org/internationalprocedures)).

**Will I receive a receipt?**

Within two weeks of your submission date, you will receive an acknowledgement E-mail. Please retain that receipt for your records. If you do not receive an acknowledgement, please send an E-mail to psa@ansi.org as a transmission error may have occurred.

**If any revisions have been made to the TAG's procedures, what should I do?**

Please send the revised procedures in strikethrough-and-underline format and with an explanation of the changes to psa@ansi.org. All revisions must be reviewed by ANSI and may be subject to public comment and a final vote by the ANSI Executive Standards Council (ExSC).

**What happens if I do not submit the 2024 TAG Procedural Compliance Form (Part 1) and 2023 TAG Annual Report (Part 2)?**

The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised and your organization's status as the ANSI-Accredited U.S. TAG Administrator will be reviewed. As a result, the TAG’s accreditation may be suspended and could be withdrawn. There is no reason for these actions to take place; if you have a reason for delay, please let us (psa@ansi.org) know before the deadline of January 31, 2024.

Thank you and all the best to you in 2024!