ANSI-Accredited U.S. TAGs to ISO
2025 Procedural Compliance Form & 2024 TAG Annual Report
2025 *ANSI International Procedures* (www.ansi.org/internationalprocedures)

*We'll begin at 2pm *Everyone is muted *Slides will be distributed

*We are recording this session

Housekeeping…

- All registrants are muted upon entry

- Slides will be distributed to all

- If you wish to comment or pose a question, please type the question into the Chat option and send to all Panelists
  - we'll read your questions periodically, so everyone can hear the questions and the answers
  - we cannot answer fact-specific questions during the webinar, please contact us (PSA or ISOT) separately to discuss any such questions

Before we get started…Happy 2025…

- On behalf of ANSI, best wishes for the new year!

- Standards matter in this world…and in all aspects of our lives, as we see every day

- Thank you to each of you for your role in implementing the ANSI-Accredited U.S. TAG to ISO and ISO/IEC process…you literally make the world a better place

Thanks also…

- To your organization for recognizing the importance of U.S. representation at ISO and ISO/IEC JTC1

- To you for participating today

- Hosts:
  - Anne Caldas, acaldas@ansi.org, 212-642-4914, Secretary, ANSI Executive Standards Council (ExSC)
  - Jim Thompson (PSA) – jthompso@ansi.org
  - Ed Terhune (ISOT) – isot@ansi.org

Agenda

- ANSI Staff available to help: ISOT & PSA Roles

- Maintenance of accreditation requirements

- 2025 *ANSI International Procedures*
  - *Overview of updates, edits and revisions in the 2025 edition*
  - *Current version always: www.ansi.org/internationalprocedures*

- Questions?

- Annual compliance review
  - Review of 2025 U.S. TAG to ISO Compliance Form (Part 1-E-mail)
  - Review of 2024 TAG Annual Report (Part 2-E-mail)

- Questions?

- Use of ANSI Marks

- Clarification: U.S. TAG to ISO accreditation vs. ASD accreditation

- Resources

Two main ANSI staff resources are available to ANSI-Accredited U.S. TAG Administrators to ISO and ISO/IEC JTC1: ISOT and PSA

ANSI Staff

- Procedures & Standards Admin (PSA) – psa@ansi.org

Heather Benko	Elizabeth Gonzalez
Ally Bonacasa	Jim Thompson
Anne Caldas	Jay Moskowitz
Ned Demirovic	Sarah Katz *

- ISOT – isot@ansi.org

Kemi Allston	Manny Hernandez
Kristen Califra	Jason Knopes
Henry Cheung	Madeline Parente
Sara Desautels	Ed Terhune
Rachel Hawthorne	

Snapshot – ISOT (isot@ansi.org)

- ANSI's ISO Team is responsible for:
  - facilitation and oversight of U.S. P-memberships in ISO technical committees and subcommittees (including ISO/IEC JTC 1)
  - management and oversight of U.S. ANSI-delegated ISO Secretariats

- ISO Team core functions include:
  - transmittal of U.S. positions on ISO documents on behalf of U.S. TAGs via the ISO server
  - accreditation of U.S. delegations to attend ISO technical committee and subcommittee meetings (including ISO/IEC JTC 1)
  - nomination of experts to participate on ISO technical committee and subcommittee working groups (including ISO/IEC JTC 1)
  - maintenance of TAG MoAs
  - training and day-to-day support to TAG Administrators
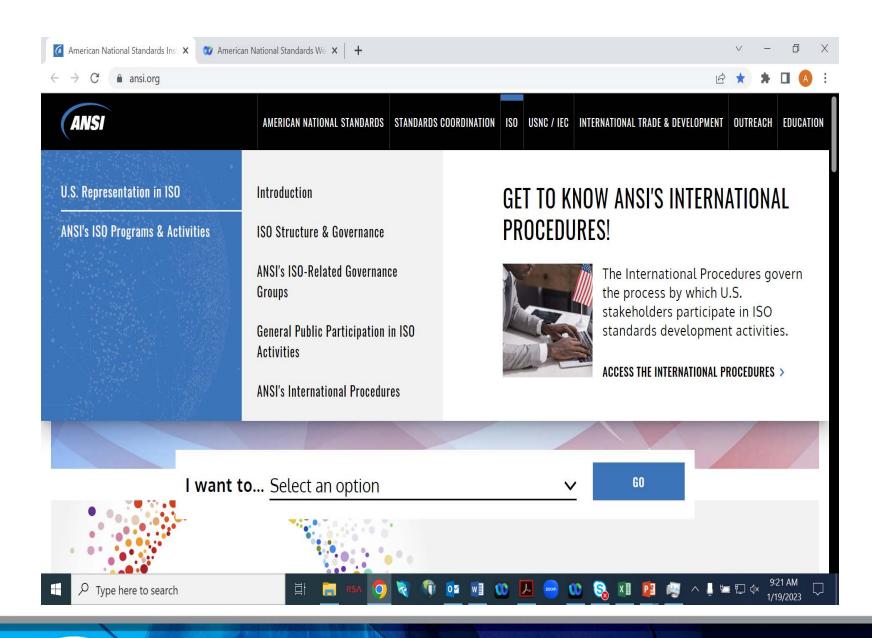
- All inquiries should be directed to isot@ansi.org.
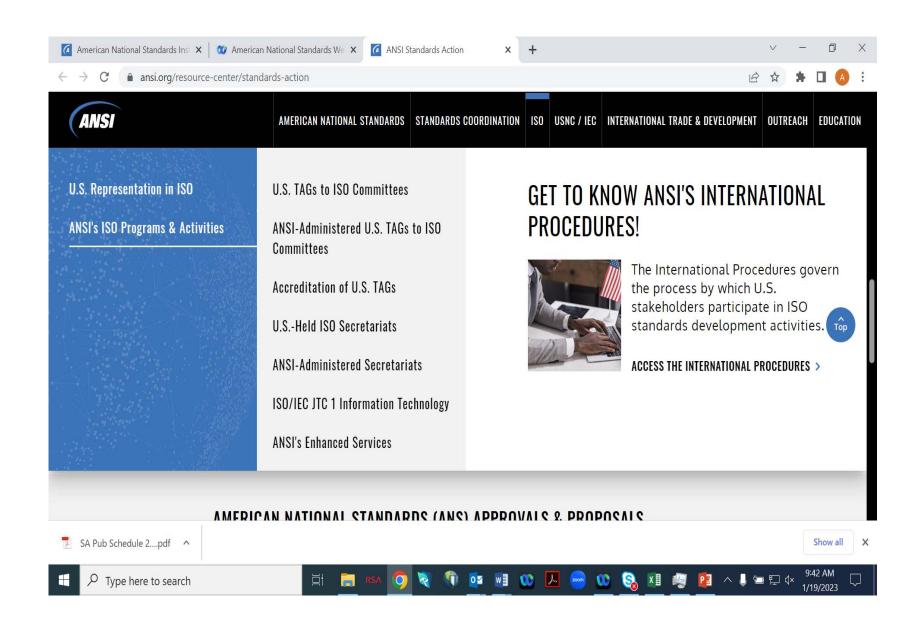
Snapshot – PSA (psa@ansi.org)

- PSA Staff:
  - ANSI Executive Standards Council (ExSC) staff support (among other responsibilities)
  - Procedural guidance

- ANSI ExSC:
  - Accredits U.S. TAGs to ISO, receives and processes accreditation applications
  - Maintains & interprets the *ANSI International Procedures*
    - ✓ *Including TAG model procedures (Annex A), Annex B & Annex C*
  - Issues guidance
  - Hears related appeals, after the TAG appeals process concludes
  - Decides on actions related to special audits, including audits for cause
  - Oversees the ANSI Standards Developer Audit Program
  - Implements re-accreditation process re: revised procedures (review and approval of substantive revisions to accredited procedures)
  - Issues, receives and tracks U.S. TAG to ISO and ISO/IEC JTC1 Annual Compliance Forms
  - Receives and tracks U.S. TAG to ISO and ISO/IEC JTC1 Annual Reports

Let's review our focus today:
U.S. TAG to ISO, ISO/IEC JTC1 & U.S. TAG Administrators

- United States Technical Advisory Groups: U.S. Technical Advisory Groups (TAGs) are committees accredited by ANSI for participation in ISO technical activities or appointed by the USNC for participation in IEC technical activities, which operate in compliance with the ANSI *Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC.* *[aka Annex B, International Procedures]*

- Such U.S. TAGs are administered by U.S. TAG Administrators, who are appointed by ANSI to be responsible for ensuring compliance with TAG procedures. *[i.e., the procedures under which the TAG is accredited – either Annex A or unique procedures]*

  - Today's session applies to ANSI-Accredited US TAGs to ISO and ISO/IEC JTC 1 only

  - US TAGs to IEC are overseen by the USNC, not the ANSI Executive Standards Council (ExSC). USNC Questions: usnc@ansi.org

Questions?

Once accredited by the ANSI ExSC, what <u>ongoing</u> responsibilities does an ANSI-Accredited U.S. TAG and TAG Administrator have?

What is needed to maintain accreditation?

- Maintain compliance with the current edition of the *ANSI International Procedures (2025)*

- Return TAG Annual Compliance Form/E-mail

- Return TAG Annual Report for prior year with TAG Membership roster

- Submit, when changed, revised TAG procedures to ANSI for review and approval – "reaccreditation" (send to psa@ansi.org)
  - ✓Strikethrough, underline format with an explanation

What is needed to maintain accreditation? (continued)

- Complete mandatory no-cost training
  - ✓ *The Operating Procedures of U.S. TAGs to ISO: Strengthening the U.S. Voice in International Standardization*
    - Self-led training modules, available at : https://www.ansi.org/education/activities/standards-training-courses-webinars
      - ➤ Must be taken once upon assignment, may be taken again
  - ✓ Online course: *ISO Directives Updates*
    - Self-led course posted to : https://www.ansi.org/education/activities/standards-training-courses-webinars
      - ➤ Must be taken annually thereafter, released June/July each year
- Note that a separate training requirement applies to organizations that serve as *International Secretariats* (ISO TC/SC/PC Secretary)

What is needed to maintain accreditation? (continued)

- Comply with the requirements associated with ANSI oversight and supervision.

- Fulfill all financial obligations such as ANSI Membership fees, International Activity Assessment fees and P-Membership fees.
  - Questions concerning ANSI Membership fees should be directive to membership@ansi.org
  - Questions concerning ongoing TAG related fees and MoAs should be directed to ISOT@ansi.org
  - Questions concerning new TAG application fees should be directed to psa@ansi.org

What procedures are relevant?

What are the governing procedures for ANSI-Accredited U.S. TAGs to ISO?

- *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO -"ANSI International Procedures"* (2025)
  www.ansi.org/internationalprocedures

  - Definitions

  - New fields of technical activity at ISO

  - Formation of US TAGs

  - Accreditation requirements

  - Appeals

  - Annex A: Model operating procedures (used by most)

  - Annex B: Criteria for development of US positions (binding on all)

  - Annex C: Model code of conduct for participation on an ANSI-Accredited U.S. TAG (or comparable, expected to already be implemented)

- TAG's accredited procedures, in most cases *Annex A Model Operating Procedures for U.S. TAGs to ISO, Annex B* and *Annex C - Code of Conduct (or comparable)*

What are the governing procedures for ANSI-Accredited U.S. TAGs to ISO? (Continued)

- Unless otherwise stated, *Robert's Rules of Order* or *Standard Code of Parliamentary Procedure* or other comparable due-process-based meeting rules and practices are an additional resource for committee management

- ISO's Directives – govern U.S. participation at ISO

  https://www.iso.org/directives-and-policies.html

- ISO's Code of Ethics and Conduct

  https://www.iso.org/publication/PUB100011.html

ANSI ExSC: TAG Oversight Procedures

- *ANSI International Procedures* (2025 edition)
  - ✓ Section 2.5.5 *Maintenance of Accreditation* and 2.5.5.2 *Annual Reporting* (Today's focus)

- *Operating Procedures of the ANSI Executive Standards Council (ExSC)* (2022 edition)
  - ✓ Section 21 *ExSC Consideration of Complaints against ANSI-Accredited U.S. TAGs to ISO*

- *ANSI Auditing Policy and Procedures for ANSI-Accredited U.S. TAGs to ISO*
  - ✓ Routine audits of TAGs are not scheduled as they are for ANSI-Accredited Standards Developers, but the ExSC can require an "audit for cause"
  - ✓ Annexes A&B: TAG self-audit option

2025 ANSI International Procedures Revisions

2025 Summary Revisions

- **Section 1.6** *U.S. Individuals Serving as ISO Chair*: Requirements clarified for those cases in which a non-U.S. Chair is nominated.

- **Annex B5.1** and **Annex C Code of Conduct**: Revisions to clarify that a Code of Conduct is mandatory and applicable to all TAG Members and observers.

2025: 1.6 U.S. Individuals Serving as ISO Chair

The ISO Directives grant authority to the committee secretariats (TC or SC) to nominate the Chair. ANSI delegates this authority to the ANSI-delegated secretariat organization noting that, pursuant to the *ANSI International Procedures*, it is a U.S. TAG function to recommend to ANSI U.S. candidates for the Chair of ISO committees. In cases where a U.S. individual is nominated to be Chair where ANSI does not hold the Secretariat, the corresponding U.S. TAG will be consulted. If there is no U.S. TAG, ANSI will be consulted for approval.

U.S. individuals serving in this role must complete mandatory leadership training offered by ANSI and are also expected to participate as a member of the corresponding U.S. TAG, if applicable.

Note: If an ANSI-delegated secretariat nominates a non-US Chair, the corresponding ANSI-Accredited U.S. TAG will be consulted and the National Standards Body (NSB) which the non-U.S. Chair represents shall confirm the nomination.

ANSI-Accredited U.S. TAG to ISO Code of Conduct (Annex C)

- Recap:
  - ✓ New in 2023, clarified in 2025
  - ✓ Built on ANSI's Code of Conduct and ISO's Code of Conduct

- All ANSI-Accredited U.S. TAGs are <u>already</u> required to implement Annex C or comparable Code of Conduct
  - ✓ Transparent rules and consequences
  - ✓ Promotes productive participation
  - ✓ Sets expectations and consequences for members and observers

2025 Annex C: Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG

This model Code of Conduct[23] may be adopted as is or adapted as part of a TAG Membership application or other document. A TAG Administrator ~~may~~ shall require TAG members and observers to ~~sign~~ agree to comply with ~~a copy of~~ this Code (or comparable document, consistent with the *ANSI International Procedures*) as a condition of participation. It is recommended that this Code be published and distributed annually along with a copy of the TAG's accredited procedures, links to the ISO/IEC Directives and contact information for the individual(s) serving as TAG Administrator.

[23] See *ANSI Code of Conduct* (https://www.ansi.org/resource-center/code-conduct) and *ISO Code of Conduct for the technical work* (https://www.iso.org).

Ways to implement Code of Conduct (Annex C)

✓Distribute to current members

✓Distribute to new members when approved, with a copy of the procedures and roster

   ✓Distribute these annually to all members

✓Distribute to observers in advance of a meeting

✓Link to every agenda

✓Review at the start of each TAG meeting

✓Incorporate into the TAG Membership Application

Questions?

We encourage you to send us your implementation questions throughout the year and we'll share them with the ExSC for response.

Let's review the annual compliance E-mail

Purpose of the Annual Compliance E-mail/Form & Annual Report

- Provides a regular opportunity to review:
  - current edition of *ANSI International Procedures;*
  - TAG's accredited procedures/Model procedures; and
  - any related process documents to ensure full compliance with the updated *ANSI International Procedures*

- Serves as a binding certification by a TAG Administrator of overall procedural compliance

- Annual Report provides an update about TAG activities and confirms awareness of requirements, i.e., it is an ExSC and ANSI oversight tool

Combined 2025 Procedural Compliance E-mail and 2024 TAG Annual Report

- Issued via E-mail December 10, 2024 with a due date of January 31, 2025

- Communicates procedural revisions and serves as a point-in-time confirmation of procedural compliance

- E-mail has 2 parts:
  - Part 1: 2025 Annual Compliance Form
  - Part 2: 2024 TAG Annual Report Form (model)

- Every *separately accredited* U.S. TAG to an ISO activity is required to submit both parts (see 2.5.4)

Part 1 of 2: ANSI-ACCREDITED U.S. TAG to ISO: 2025 PROCEDURAL COMPLIANCE FORM

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:

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:*

__ The TAG has implemented the 2025 edition of Annexes A (Model Procedures), B (Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC) and C (Code of Conduct) of the *ANSI International Procedures.*

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 2025 edition of the *ANSI International Procedures* AND a copy is attached to this email for ANSI's records.

OR

___ 3B. The TAG's current ANSI-accredited procedures do not comply with the 2025 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, 2026. Note that since very limited revisions are included in the 2025 edition of the ANSI International Procedures, most TAGs should already be in compliance.

 AND

3C. please confirm:

___The TAG has implemented Annex C or a consistent Code of Conduct.

4.* Returned By:

ANSI publishes this information at
www.ansi.org/isotags

Please enter information for the staff associated with the accredited procedures for which this form is submitted:

Full Name:

E-Mail:

*New Required Information: TAG Website url or if a TAG-specific website does not exist, then the TAG Administrator Organization's url:

2024 U.S. TAG to ISO Annual Report Part 2

- Annual Requirement of Accreditation

- Due January 31, 2025

- Submit to psa@ansi.org

- Use:

  - the *U.S. TAG to ISO Annual Report Form* included in the E-mail as Part 2 *(next slide)*; or

  - submit a report and TAG roster that satisfies the requirements set forth in clause *2.5.5.2 Annual Reporting* of the *ANSI International Procedures.*

2024 U.S. TAG to ISO Annual Report: Part 2 of 2

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:

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 .

4. Please attach current TAG membership roster (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:

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

Let's talk a bit about: Interest Categories, Affiliation, Sponsor, Consultant (Annexes A & B)

✓ **Interest categories** shall be discretely defined, cover directly and materially interested parties and differentiate each category from the other categories. Such definitions shall be available upon request. (Example of interest categories: User, Producer, General Interest)

✓ **TAG Members,** including consultants, typically are **classified in accordance with the business or other interests of their employers or the sponsors they represent in connection with the standards development activity**.

- In cases where a TAG member receives funding from the TAG Administrator or other entities, that information shall be disclosed to determine if it will impact the TAG member's interest classification.

Let's talk a bit about: Interest Categories, Affiliation, Sponsor, Consultant (Annexes A & B)

✓ **"Affiliation"** refers to the entity that the U.S. TAG member represents, which may or may not be that person's employer.
   ✓ If the TAG member is serving in an individual capacity, then the name of the individual, their sponsors (if any) and interest category shall be made available upon request. Contact information is not required.
✓ A **sponsor** is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the TAG.
✓ For purposes of these procedures, a **consultant** is someone who agrees to provide professional service in exchange for compensation, financial or otherwise.

Part 2 of 2:
2024 U.S. TAG to ISO Annual Report

6. U.S. TAG Meetings:

- Dates and locations of all meetings of the TAG that took place during 2024:

- If no meetings were held, please explain:

- Dates and locations of all meetings of the TAG scheduled for 2025:

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.*

Part 2 of 2:
2024 U.S. TAG to ISO Annual Report

8. Complaints/appeals:

- ____No complaints/appeals were submitted during 2024

- ____The following complaints/appeals were submitted during 2024; the status of each is described here:

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

- ____Yes, the results are attached

- ____ No

2024 Annual Report Certification Statement

I, the undersigned, on behalf of the 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 now):

Please include TAG Website address:

PSA@ansi.org will acknowledge your submittal via email

Confirmation by ANSI of Receipt

- Within two weeks of submitting to psa@ansi.org you will receive an acknowledgement email

  ✓ Please retain receipt for your records

  ✓ If you do not receive an acknowledgement, please send an email to psa@ansi.org as a transmission error may have occurred

Failure to return Annual Compliance Form and/or TAG Annual Report (which we know will not happen...)

- The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised and the TAG's status as an ANSI-Accredited U.S. TAG & U.S. TAG Administrator will be reviewed and could be suspended.

So, let's review the *Timeline*

- **December 10, 2024**: 2025 Compliance Form & 2024 TAG Annual Report issued via a single E-mail

- **January 31, 2025** Deadline (Friday):
  - Part 1: 2025 Compliance Form due to psa@ansi.org
  - Part 2: 2024 TAG Annual Report **with** **TAG roster** due to psa@ansi.org

- **January 31, 2026**: Final deadline for submitting revised procedures related to 2025 *ANSI International Procedures.*

Questions?

Use of ANSI & ANSI-Accredited U.S. TAG Marks

- Rules for use of ANSI Member and ANSI-Accredited U.S. TAG to ISO marks:

  https://www.ansi.org/resource-center/logo-use

"ANSI" Mark

- **"ANSI"**, the ANSI logo, and numerous other identifiers containing "ANSI" are registered trademarks, service marks, and accreditation marks of the American National Standards Institute (ANSI).

- ANSI does not itself develop standards or certify management systems, products, services, materials, or personnel.

- ANSI does not permit, under any circumstances, the use or registration by others of "ANSI," the ANSI wording and crescent design logo ("ANSI Logo"), icon, or any other marks, names, or domain names consisting of or incorporating ANSI or marks owned by ANSI, or anything confusingly similar (individually and collectively "ANSI Marks").
  - Doing so would give the false impression that ANSI carries out certification activities, or has approved or authorized the organization using its ANSI Marks.

Just to clarify for those also involved in the ANS process…

Clarification for reference: ANSI-Accredited Standards Developer (ASD) vs. ANSI-Accredited U.S. Technical Advisory Group (TAG)

ASD vs. TAG - *Distinctions*

- Many ANSI-Accredited Standards Developers (ASDs) also serve as ANSI-Accredited U.S. TAG Administrators to ISO TC/SC/PC/WG

- Applicable rules and procedures for each ANSI accredited status are <u>*different*</u> though hallmarks of the ANS and ISO processes are similar
    - ANSI-Accredited Standards Developer (ASD):
        1. Governed by: *ANSI Essential Requirements: Due process requirements for American National Standards* (www.ansi.org/essentialrequirements)
        2. ASD's Accredited Procedures
    - ANSI-Accredited U.S. TAG to ISO:
        1. Governed by: *ANSI International Procedures* (www.ansi.org/internationalprocedures)
        2. ANSI-Accredited U.S. TAG procedures (most use Annex A plus all are bound by Annexes B and C of the *ANSI International Procedures*)
        3. ISO Directives & Code of conduct (maintained by ISO)

ASD and TAG – *Distinctions (2)*

- Participation requirements are distinct
    - U.S. TAG to ISO: participants must satisfy the definition of *US National Interested Party (not applicable to ANS process)*

- **U.S. National Interested Party:** A U.S. National Interested Party is directly and materially interested in the relevant standards activity and is:
    - a corporation or an organization domiciled in the U.S.; or
    - a U.S. branch office of a foreign company registered or authorized to do business in one or more U.S. states or territories; or
    - a U.S. federal, state or local government entity; or
    - a U.S. citizen or permanent legal resident.
    - ✓ A U.S. Nationally Interested Party does not include employees of other ISO or IEC National Member Bodies (NMB). Such employees should participate in international standards development through their own NMB.

- ANSI accreditation requirements are distinct
    - ANSI Annual Compliance Forms are distinct
    - ANSI Annual Reporting Requirement exists for TAGs but not ASDs (ASDs are audited)

ASD and TAG – *Distinctions (3)*

- Oversight of ANSI-Accredited U.S. TAGs to ISO and of ASDs, however, is by the ANSI Executive Standards Council (ExSC)
  - ANSI ExSC is also responsible for maintenance of ANSI's related procedures

Resources…

Helpful Resources

- List of ANSI-Accredited U.S. TAGs to ISO and ISO/IEC: www.ansi.org/isotags

- Information about TAGs: www.ansi.org/ISOTaginfo

- ISOT Guidance and Resources https://share.ansi.org/ISOT

- ANSI International Procedures: www.ansi.org/internationalprocedures

- Standards Action and 2025 publication schedule: www.ansi.org/standardsaction
    - *You can use Standards Action to publicize the work of the TAG and solicit new TAG members - just send an announcement to psa@ansi.org (include basic information and a contact for further information) and we'll publish it*

- Training: https://www.ansi.org/education/activities/standards-training-courses-webinars

- Standards Boost Business (Updated): https://www.ansi.org/Impact-of-Standards/standards-boost-business

Please Remember…

- If you have a procedural or participation issue during the year, contact ISOT or PSA directly – we are here to help and work together to respond to your requests:
  - ✓ isot@ansi.org
  - ✓ psa@ansi.org

Questions?