ISO/IEC Directives, Part 1

Directives ISO/CEI, Partie 1

Consolidated JTC 1 Supplement 2021 —
Procedures specific to JTC 1

Procédures spécifiques à JTC 1

Based on ISO/IEC Directives Part 1 seventeenth Edition- 2021

International Organization for Standardization (ISO)
Chemin de Blandonnet 8
CP-401 1214 Vernier Geneva
Switzerland
Telephone +41 22 749 01 11
Fax +41 22 733 34 30
Email: central@iso.org

International Electrotechnical Commission (IEC)
3, rue de Varembé
P.O. Box 131
CH - 1211 GENEVA 20
Switzerland
Phone: ++41 22 919 02 11
Fax: +41 22 919 0300
E-info@iec.ch

ISO/IEC Joint Technical Committee 1 (JTC 1) Secretariat
c/o ANSI
25 West 43rd Street, 4th Floor
New York, NY 10036
USA
Phone: +1 212 642 4932
Fax: +1 212 840 2298
Email:lrajchel@ansi.org

Contents

Page

0 Introduction (*Consolidated JTC 1 Supplement*)

0.1 What is the *Consolidated JTC 1 Supplement*?

The ISO/IEC Directives Part 1 define the basic procedures to be followed in the development of International Standards and other publications. This *Consolidated JTC 1 Supplement* contains the procedures specific to JTC 1.

Part 1 of the ISO/IEC Directives, together with this *Consolidated JTC 1 Supplement*, provides procedural rules to be followed by ISO/IEC JTC 1. There are, however, other documents which provide further guidance, such as JTC 1 Standing Documents (SD)..

0.2 Relationship of the *Consolidated JTC 1 Supplement* to ISO/IEC Directives Part 1

This edition of the *Consolidated JTC 1 Supplement* incorporates the seventeenth edition of the ISO/IEC Directives Part 1, as published in 2021, along with procedures specific to JTC 1.

0.3 The structure of the *Consolidated JTC 1 Supplement*

The clause structure of the *Consolidated JTC 1 Supplement* follows that of Part 1 of the ISO/IEC Directives.

0.4 Obtaining the *Consolidated JTC 1 Supplement*

The ISO/IEC Directives Parts 1 and 2, the Consolidated ISO Supplement, the Consolidated JTC 1 Supplement, and other related documents, are available via https://www.iso.org/directives-and-policies.html. The JTC 1 Standing Documents are available via www.jtc1.org. The IEC Supplement is available via http://www.iec.ch/members_experts/refdocs/iec/isoiecdiriecsup%7Bed10.0%7Den.pdf

0.5 Contact information for the *Consolidated JTC 1 Supplement*

Comments or questions on the *Consolidated JTC 1 Supplement* should be referred to:

International Organization for Standardization (ISO) Chemin de Blandonnet 8 CP 401 - 1214 Vernier, Geneva, Switzerland Tel. : +41 22 749 01 11 Fax : +41 22 733 34 30 E-mail: central@iso.org	International Electrotechnical Commission (IEC) 3, rue de Varembé P.O. Box 131 CH - 1211 GENEVA 20 Switzerland Phone: ++41 22 919 02 11 Fax: +41 22 919 0300 E-info@iec.ch	ISO/IEC Joint Technical Committee 1 (JTC 1) Secretariat c/o ANSI 25 West 43rd Street, 4th Floor New York, NY 10036 USA Phone: +1 212 642 4932 Fax: +1 212 840 2298 Email: lrajchel@ansi.org

Foreword

The ISO/IEC Directives are published in two parts:

— Part 1: Procedures for the technical work

— Part 2: Principles and rules for the structure and drafting of ISO and IEC documents

Furthermore, the International Organization for Standardization (ISO), the International Electrotechnical Committee (IEC) and ISO/IEC Joint Technical Committee (JTC) 1 have published independent supplements to Part 1, which include procedures that are not common.

This part sets out the procedures to be followed within ISO and the IEC in carrying out their technical work: primarily the development and maintenance of International Standards through the activities of technical committees and their subsidiary bodies.

ISO, IEC and ISO/IEC JTC 1 provide additional guidance and tools to all those concerned with the preparation of technical documents on their respective websites (http://www.iso.org/directives; http://www.iec.ch/members_experts/refdocs/ and http://www.jtc1.org).

This seventeenth edition of the ISO/IEC Directives Part 1, incorporates all the changes agreed by the respective technical management boards since publication of the sixteenth edition in 2020. Procedures which are not common to the ISO/IEC Directives are published separately in the ISO Supplement (also referred to as the Consolidated ISO Supplement), the IEC Supplement or the ISO/IEC JTC 1 Supplement (also referred to as the *Consolidated JTC 1 Supplement*), respectively. The Supplements are to be used in conjunction with this document.

The following clauses have been modified with respect to the previous edition: Foreword,1.5.7, 1.7.4, 1.9.2, 1.12.1, 1.12.2, 1.12.6, 1.13.2, 1.15.1, 1.17.2, 1.17.6, 2.1.5.4, 2.1.6, 2.1.8, 2.2.3, 2.4.3, 2.5.2, 2.6.1, 2.6.4, 2.7.5, 2.7.7, 2.7.8, 2.10.2, 2.10.4, 2.14, 3.1.1, 3.1.3, 3.2.4, 3.3.1, 3.3.3, Annex A, Annex B, Annex D, Annex E, Annex I, Annex L. . The track changes version of this seventeenth edition should be consulted for the details of the changes made.

These procedures have been established by ISO and IEC in recognition of the need for International Standards to be cost-effective and timely, as well as widely recognized and generally applied. In order to attain these objectives, the procedures are based on the following concepts.

a) Current technology and project management

Within the framework of these procedures, the work may be accelerated and the task of experts and secretariats facilitated both by current technology (e.g. I.T. tools) and project management methods.

b) Consensus

Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the preparation of International Standards that will be accepted and widely used. Although it is necessary for the technical work to progress

speedily, sufficient time is required before the approval stage for the discussion, negotiation and resolution of significant technical disagreements.

For further details on the principle of "consensus", see 2.5.6.

c) Discipline

National Bodies need to ensure discipline with respect to deadlines and timetables in order to avoid long and uncertain periods of "dead time". Similarly, to avoid re-discussion, National Bodies have the responsibility of ensuring that their technical standpoint is established taking account of all interests concerned at national level, and that this standpoint is made clear at an early stage of the work rather than, for example, at the final (approval) stage. Moreover, National Bodies need to recognize that substantial comments tabled at meetings are counter-productive, since no opportunity is available for other delegations to carry out the necessary consultations at home, without which rapid achievement of consensus will be difficult.

d) Cost-effectiveness

These procedures take account of the total cost of the operation. The concept of "total cost" includes direct expenditure by National Bodies, expenditure by the offices in Geneva (funded mainly by the dues of National Bodies), travel costs and the value of the time spent by experts in working groups and committees, at both national and international level.

Opportunities for remote participation at meetings should be sought to the extent possible.

e) General principles for voting and decisions

In JTC 1, for votes by correspondence, or during a committee meeting, a simple majority of the P-members voting is required for approval unless otherwise specified in the ISO/IEC Directives Part 1. In JTC 1, the committee leadership shall ensure that votes submitted in writing, in advance of a committee meeting, are considered at the meeting. For strategic matters, (e.g., changing the scope of a standard or the scope of a committee, change of allocation of a project), a discussion amongst committee members should first take place before a formal committee decision is taken.

In JTC 1, when a document is out for ballot (NP, CD or any later stage), formal discussion during meetings, or distribution of National Body positions via formal committee distribution channels are prohibited.

In JTC 1, all votes, abstentions are not counted. A vote by correspondence should include the possibility to abstain

In JTC 1, proxy voting is not permitted.

f) Global relevance of ISO International Standards

In JTC 1, the ISO procedures for twinning are supported. It is ISO's aim and expectation that each of its International Standards represents a worldwide consensus and responds to global market needs. In order to achieve this aim, it has been recognized that special measures are

needed in particular to ensure that the needs of developing countries are taken into account in ISO's technical work. One such measure is the inclusion of specific provisions for "twinning", i.e. partnerships between two National Bodies for the purpose of capacity building. (See 1.7, 1.8.3, 1.9.2, 1.9.3, 1.9.4 and Annex ST of the Consolidated ISO Supplement.)

Whilst these provisions are necessarily limited to the technical work, "twinning" may occur at multiple levels, in particular to assist the twinned partner in capacity building in developing countries of their standardization, conformity assessment and IT infrastructures, with the aim of the twinned partner ultimately being self-sufficient in carrying out their activities.

g) Terminology used in this document

NOTE 1 Wherever appropriate in this document, for the sake of brevity the following terminology has been adopted to represent similar or identical concepts within ISO and IEC.

Term	ISO	IEC
National Body	Member Body (MB)	National Committee (NC)
technical management board (TMB)	Technical Management Board (ISO/TMB)	Standardization Management Board (SMB)
Chief Executive Officer (CEO)	Secretary-General	General Secretary
office of the CEO	Central Secretariat (CS)	Central Office (CO)
council board	Council	Council Board (CB)
advisory group	Technical Advisory Group (TAG)	Advisory Committee
Secretary	Committee manager	secretary
Committee	TCs, SCs and PCs	TCs, SCs, PCs and SyCs
For other concepts, ISO/IEC Guide 2 applies.		

In JTC 1, JTC 1 National Bodies are National Bodies that are members of JTC 1, both P-members and O-members. In JTC 1, the "office of the CEO" is the Information Technology Task Force (ITTF). In this *Consolidated JTC 1 Supplement*, singular terms, such as "technical management board" refer to both the ISO and IEC entities. For example, the use of the term "Chief Executive Officer (CEO)" should be understood to include both the ISO Secretary-General and the IEC General Secretary.

In JTC 1, the term committee manager is used. The name change applies to the TC and SC levels only. Secretary still applies at the Working Group level.

For this 2021 *Consolidated JTC 1 Supplement*, Annex F has been substantively modified with respect to the previous edition, in addition to those clauses referenced above.

The track changes version of this 2021 edition should be consulted for the details of the changes made.

NOTE 2 In addition the following abbreviations are used in this document.

JTAB	Joint Technical Advisory Board
JPC	Joint Project Committee
JTC	Joint Technical Committee
JWG	joint working group
TC	technical committee
SyC	Systems Committee (IEC)
SC	Subcommittee
PC	project committee
WG	working group
PWI	preliminary work item
NP	new work item proposal
WD	working draft
CD	committee draft
DIS	draft International Standard (ISO)
CDV	committee draft for vote (IEC)
FDIS	final draft International Standard
PAS	Publicly Available Specification
TS	Technical Specification
TR	Technical Report

AMD	amendment
COR	corrigendum
DCOR	draft corrigendum
DR	defect report
SD	standing document
HoD	Head of Delegation
NWI	new work item
CDAM	Committee Draft Amendment
DAM	Draft Amendment

1 Organizational structure and responsibilities for the technical work

1.1 Role of the technical management board

The technical management board of the respective organization is responsible for the overall management of the technical work and in particular for:

a) establishment of technical committees;

b) appointment of chairs of technical committees;

c) allocation or re-allocation of secretariats of technical committees and, in some cases, subcommittees; In JTC 1, JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases;

d) approval of titles, scopes and programmes of work of technical committees;

e) ratification of the establishment and dissolution of subcommittees by technical committees;

f) allocation of priorities, if necessary, to particular items of technical work;

g) coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several technical committees, or needing coordinated development; to assist it in this task, the technical management board may establish advisory groups of experts in the relevant fields to advise it on matters of basic, sectoral and cross-sectoral coordination, coherent planning and the need for new work;

h) monitoring the progress of the technical work with the assistance of the office of the CEO, and taking appropriate action;

i) reviewing the need for, and planning of, work in new fields of technology;

j) maintenance of the ISO/IEC Directives and other rules for the technical work;

k) consideration of matters of principle raised by National Bodies, and of appeals concerning decisions on new work item proposals, on committee drafts, on enquiry drafts or on final draft International Standards.

NOTE 1 Explanations of the terms “new work item proposal”, “committee draft”, “enquiry draft” and “final draft International Standard” are given in Clause 2.

NOTE 2 For detailed information about the role and responsibilities of the ISO technical management board, see the Terms of reference of the TMB – http://www.iso.org/iso/home/standards_development/list_of_iso_technical_committees/iso_technical_committee.htm?commid=4882545 and for the IEC see http://www.iec.ch/dyn/www/f?p=103:47:0::::FSP_ORG_ID,FSP_LANG_ID:3228,25.

1.2 Advisory groups to the technical management board

1.2.1 A group having advisory functions in the sense of 1.1 g) may be established

xi

a) by one of the technical management boards;

b) jointly by the two technical management boards.

NOTE In IEC certain such groups are designated as Advisory Committees.

1.2.2 A proposal to establish such a group shall include recommendations regarding its terms of reference and constitution, bearing in mind the requirement for sufficient representation of affected interests while at the same time limiting its size as far as possible in order to ensure its efficient operation. For example, it may be decided that its members be only the chairs and secretaries of the technical committees concerned. In every case, the TMB(s) shall decide the criteria to be applied and shall appoint the members.

Any changes proposed by the group to its terms of reference, composition or, where appropriate, working methods shall be submitted to the technical management boards for approval.

1.2.3 The tasks allocated to such a group may include the making of proposals relating to the drafting or harmonization of publications (in particular International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports), but shall not include the preparation of such documents unless specifically authorized by the TMB(s).

1.2.4 Any document being prepared with a view to publication shall be developed in accordance with the procedural principles given in Annex A.

1.2.5 The results of such a group shall be presented in the form of recommendations to the TMB(s). The recommendations may include proposals for the establishment of a working group (see 1.12) or a joint working group (see 1.12.6) for the preparation of publications. Such working groups shall operate within the relevant technical committee, if any.

1.2.6 The internal documents of a group having advisory functions shall be distributed to its members only, with a copy to the office(s) of the CEO(s).

1.2.7 Such a group shall be disbanded once its specified tasks have been completed, or if it is subsequently decided that its work can be accomplished by normal liaison mechanisms (see 1.16).

1.3 Joint technical work

1.3.1 Joint Technical Advisory Board (JTAB)

The JTAB has the task of avoiding or eliminating possible or actual overlapping in the technical work of ISO and IEC and acts when one of the two organizations feels a need for joint planning. The JTAB deals only with those cases that it has not been possible to resolve at lower levels by existing procedures. (See Annex B.) Such cases may cover questions of planning and procedures as well as technical work.

Decisions of the JTAB are communicated to both organizations for immediate implementation. They shall not be subject to appeal for at least 3 years.

1.3.2 Joint Technical Committees (JTC) and Joint Project Committees (JPC)

1.3.2.1 JTC and JPC may be established by a common decision of the ISO/TMB and IEC/SMB, or by a decision of the JTAB.

1.3.2.2 For JPC, one organization has the administrative responsibility. This shall be decided by mutual agreement between the two organizations.

Participation is based on the one member/country, one vote principle.

Where two National Bodies in the same country elect to participate in a JPC then one shall be identified as having the administrative responsibility. The National Body with the administrative responsibility has the responsibility of coordinating activities in their country, including the circulation of documents, commenting and voting.

Otherwise the normal procedures for project committees are followed (see 1.10).

1.4 Role of the Chief Executive Officer

The Chief Executive Officer of the respective organization is responsible, *inter alia*, for implementing the ISO/IEC Directives and other rules for the technical work. For this purpose, the office of the CEO arranges all contacts between the technical committees, the council board and the technical management board.

Deviations from the procedures set out in the present document shall not be made without the authorization of the Chief Executive Officers of ISO or IEC, or of the ISO/IEC Joint Technical Advisory Board (JTAB), or the technical management boards for deviations in the respective organizations

In JTC 1, the CEOs are represented by the Information Technology Task Force (ITTF).

1.5 Establishment of technical committees

1.5.1 Technical committees are established and dissolved by the technical management board.

1.5.2 The technical management board may transform an existing subcommittee into a new technical committee, following consultation with the technical committee concerned.

1.5.3 A proposal for work in a new field of technical activity which appears to require the establishment of a new technical committee may be made in the respective organization by

— a National Body;

— a technical committee or subcommittee;

— a project committee;

— a policy level committee;

— the technical management board;

— the Chief Executive Officer;

— a body responsible for managing a certification system operating under the auspices of the organization;

— another international organization with National Body membership.

1.5.4 The proposal shall be made using the appropriate form and these are available in electronic format, (typically MS Word), for download from www.iso.org/forms and http://www.iec.ch/standardsdev/resources/docpreparation/forms_templates/, which covers:

a) the proposer;

b) the subject proposed;

c) the scope of the work envisaged and the proposed initial programme of work;

d) a justification for the proposal;

e) if applicable, a survey of similar work undertaken in other bodies;

f) any liaisons deemed necessary with other bodies.

For additional informational details to be included in the proposals for new work, see Annex C.

The form shall be submitted to the office of the CEO.

1.5.5 The office of the CEO shall ensure that the proposal is properly developed in accordance with ISO and IEC requirements (see Annex C), and provides sufficient information to support informed decision making by National Bodies. The office of the CEO shall also assess the relationship of the proposal to existing work, and may consult interested parties, including the technical management board or committees conducting related existing work. If necessary, an ad hoc group may be established to examine the proposal.

Following its review, the office of the CEO may decide to return the proposal to the proposer for further development before circulation for voting. In this case, the proposer shall make the changes suggested or provide justification for not making the changes. If the proposer does not make the changes and requests that its proposal be circulated for voting as originally presented, the technical management board will decide on appropriate action. This could include blocking the proposal until the changes are made or accepting that it be balloted as received.

In all cases, the office of the CEO may also include comments and recommendations to the proposal form.

For details relating to justification of the proposal, see Annex C.

Proposers are strongly encouraged to conduct informal consultations with other National Bodies in the preparation of proposals.

1.5.6 The proposal shall be circulated by the office of the CEO to all National Bodies of the respective organization (ISO or IEC), asking whether or not they

a) support the establishment of a new technical committee providing a statement justifying their decision ("justification statement"), and

b) intend to participate actively (see 1.7.1) in the work of the new technical committee.

The proposal shall also be submitted to the other organization (IEC or ISO) for comment and for agreement (see Annex B).

The replies to the proposal shall be made using the appropriate form within 12 weeks after circulation. Regarding 1.5.6 a) above, if no such statement is provided, the positive or negative vote of a National Body will not be registered and considered.

In JTC 1, the form for replies to the proposals has been replaced by an electronic balloting system. Replies not using the electronic balloting system will not be counted.

1.5.7 The technical management board evaluates the replies and either

— decides the establishment of a new technical committee, provided that

1) a 2/3 majority of the National Bodies voting are in favour of the proposal; abstentions are excluded when the votes are counted; and

2) at least 5 National Bodies who voted in favour expressed their intention to participate actively,

and allocates the secretariat (see 1.9.1), or

— assigns the work to an existing technical committee, subject to the same criteria of acceptance.

1.5.8 Technical committees shall be numbered in sequence in the order in which they are established. If a technical committee is dissolved, its number shall not be allocated to another technical committee.

1.5.9 As soon as possible after the decision to establish a new technical committee, the necessary liaisons shall be arranged (see 1.15 to 1.17).

1.5.10 A new technical committee shall agree on its title and scope as soon as possible after its establishment, preferably by correspondence.

The scope is a statement precisely defining the limits of the work of a technical committee.

The definition of the scope of a technical committee shall begin with the words "Standardization of …" or "Standardization in the field of …" and shall be drafted as concisely as possible.

For recommendations on scopes, see Annex J.

The agreed title and scope shall be submitted by the Chief Executive Officer to the technical management board for approval.

1.5.11 The technical management board or a technical committee may propose a modification of the latter's title and/or scope. The modified wording shall be established by the technical committee for approval by the technical management board.

1.5.12 "Stand-by" – a technical committee or subcommittee is said to be in a "stand-by" status when it has no tasks on its work programme but retains its title, scope and secretariat so that it can be reactivated should a new task be assigned to it.

The decision to put a committee on stand-by or to reactivate it is taken by the technical management board on a proposal from the committee in question.

1.6 Establishment of subcommittees

1.6.1 Subcommittees are established and dissolved by a 2/3 majority decision of the P-members of the parent committee voting, subject to ratification by the technical management board. A subcommittee may be established only on condition that a National Body has expressed its readiness to undertake the secretariat.

1.6.2 At the time of its establishment, a subcommittee shall comprise at least 5 members of the parent technical committee having expressed their intention to participate actively (see 1.7.1) in the work of the subcommittee.

1.6.3 Subcommittees of a technical committee shall be designated in sequence in the order in which they are established. If a subcommittee is dissolved, its designation shall not be allocated to another subcommittee, unless the dissolution is part of a complete restructuring of the technical committee.

1.6.4 The title and scope of a subcommittee shall be defined by the parent technical committee and shall be within the defined scope of the parent technical committee.

1.6.5 The secretariat of the parent technical committee shall inform the office of the CEO of the decision to establish a subcommittee, using the appropriate form. The office of the CEO shall submit the form to the technical management board for ratification of the decision.

1.6.6 As soon as possible after ratification of the decision to establish a new subcommittee, any liaisons deemed necessary with other bodies shall be arranged (see 1.15 to 1.17).

1.7 Participation in the work of technical committees and subcommittees

In JTC 1, the ISO procedures for twinning are supported. It is recognized that National Bodies in developing countries often lack the resources to participate in all committees which may be carrying out work which is important for their national economy. Developing country member bodies are therefore invited to establish P-member twinning arrangements with more experienced P-members from developed countries. Under such arrangements, the lead P-member will ensure that the views of the twinned P-member are communicated to and taken into consideration by the responsible ISO committee. The twinned P-member shall consequently also

have the status of P-member (see note) and be registered as a twinned P-member by the Central Secretariat.

NOTE It is left to the National Bodies concerned to determine the most effective way of implementing twinning. This may include for example the P-member sponsoring an expert from the twinned National Body to participate in committee meetings or to act as an expert in a working group, or it may involve the P-member seeking the views of the twinned National Body on particular agenda items/documents and ensuring that the twinned National Body provides its positions in writing to the committee secretariat.

The details of all twinning arrangements shall be notified to the secretariat and chair of the committee concerned, with the committee members and the office of the CEO being informed accordingly to ensure the greatest possible transparency.

A lead P-member shall twin with only one other P-member in any particular committee.

The twinned P-member shall cast its own vote on all issues referred to the committee for vote by correspondence.

For more information on twinning, see Annex ST of the Consolidated ISO Supplement for the Twinning Policy.

Consistent with the ISO Statutes and Rules of Procedure, correspondent and subscriber members are not eligible for P-memberships. Correspondent members of ISO may register as observers of committees but do not have the right to submit comments.

1.7.1 All National Bodies have the right to participate in the work of technical committees and subcommittees.

In JTC 1, no more than one National Body per country (either Member Body of ISO or National Committee of IEC) is permitted to be a member of JTC 1 and similarly only one National Body per country is permitted to be a member of a JTC 1 subcommittee.

In order to achieve maximum efficiency and the necessary discipline in the work, each National Body shall clearly indicate to the office of the CEO, with regard to each technical committee or subcommittee, if it intends

— to participate actively in the work, with an obligation to vote on all questions formally submitted for voting within the technical committee or subcommittee, on new work item proposals, enquiry drafts and final draft International Standards, and to contribute to meetings (**P-members**), or

— to follow the work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings (**O-members**).

In JTC 1, National Bodies that choose to be P-members of a JTC 1 committee have the additional obligation to vote on all systematic review ballots under the responsibility of that committee.

A National Body may choose to be neither P-member nor O-member of a given committee, in which case it will have neither the rights nor the obligations indicated above with regard to the work of that committee. Nevertheless, all National Bodies irrespective of their status within a

technical committee or subcommittee have the right to vote on enquiry drafts (see 2.6) and on final draft International Standards (see 2.7).

In JTC 1, there is only one vote per country.

National Bodies have the responsibility to organize their national input in an efficient and timely manner, taking account of all relevant interests at their national level.

1.7.2 Membership of a subcommittee is open to any National Body, regardless of their membership status in the parent technical committee.

Members of a technical committee shall be given the opportunity to notify their intention to become a P- or O-member of a subcommittee at the time of its establishment.

Membership of a technical committee does not imply automatic membership of a subcommittee; National Bodies shall notify their intended status in each subcommittee

1.7.3 A National Body may, at any time, begin or end membership or change its membership status in any technical committee or subcommittee in IEC by informing the office of the CEO and the secretariat of the committee concerned and in ISO by direct input via the Global Directory, subject to the requirements of clauses 1.7.4 and 1.7.5

1.7.4 A committee secretariat shall notify the office of the CEO if a P-member of that committee:

1. has been persistently inactive by failing to attend physically, by correspondence or remotely, 2 successive committee meetings and failing to have any experts appointed to the technical work, or

2a. In IEC:

> has failed to vote on questions formally submitted for voting within the committee: (see 1.7.1).

2b. In ISO:

> has failed to vote on over 20% (and at least 2) of the questions formally submitted for voting on the committee internal balloting (CIB) within the committee over one calendar year (see 1.7.1).

In JTC 1, the ISO policy is followed.

Upon receipt of such a notification, the office of the CEO shall remind the National Body of its obligation to take an active part in the work of the committee. In the absence of a satisfactory response to this reminder within 4 weeks, the National Body shall without exception automatically have its status changed to that of O-member.

Even with the existence of a response within 4 weeks, should the member in question continue to be persistently inactive (see condition 1 above) up to and including the next plenary (or a minimum of 6 months), the National Body shall without exception automatically have its status changed to that of 0-member.

A National Body having its status so changed may, after a period of 12 months, indicate to the office of the COE that it wishes to regain P-membership of the committee, in which case this shall be granted.

NOTE this clause does not apply to the development of Guides.

1.7.5 If a P-member of a technical committee or subcommittee fails to vote on an enquiry draft or final draft International Standard prepared by the respective committee, or in ISO on a systematic review ballot for a deliverable under the responsibility of the committee, the Chief Executive Officer shall remind the National Body of its obligation to vote. In the absence of a satisfactory response to this reminder, the National Body shall automatically have its status changed to that of O-member. A National Body having its status so changed may, after a period of 12 months, indicate to the Chief Executive Officer that it wishes to regain P-membership of the committee, in which case this shall be granted.

NOTE this clause does not apply to the development of Guides.

In JTC 1, the ISO policy for systematic review is followed.

1.8 Chairs of technical committees and subcommittees

1.8.1 Appointment

Chairs of technical committees shall be nominated by the secretariat of the technical committee and approved by the technical management board, for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions are allowed, up to a cumulative maximum of 9 years.

Chairs of subcommittees shall be nominated by the secretariat of the subcommittee and approved by the technical committee for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions are allowed, up to a cumulative maximum of 9 years. Approval criterion for both appointment and extension is a 2/3 majority vote of the P-members of the technical committee.

Secretariats of technical committees or subcommittees 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.

1.8.2 Responsibilities

The chair of a technical committee is responsible for the overall management of that technical committee, including any subcommittees and working groups.

The chair of a technical committee or subcommittee shall

a) act in a purely international capacity, divesting him- or herself of a national position; thus s/he cannot serve concurrently as the delegate of a National Body in his or her own committee;

b) guide the secretary of that technical committee or subcommittee in carrying out his or her duty;

c) conduct meetings with a view to reaching agreement on committee drafts (see 2.5);

d) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;

e) ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting;

f) take appropriate decisions at the enquiry stage (see 2.6);

g) advise the technical management board on important matters relating to that technical committee via the technical committee secretariat. For this purpose, s/he shall receive reports from the chairs of any subcommittees via the subcommittee secretariats;

h) ensure that the policy and strategic decisions of the technical management board are implemented in the committee;

i) ensure the establishment and ongoing maintenance of a strategic business plan covering the activities of the technical committee and all groups reporting to the technical committee, including all subcommittees;

j) ensure the appropriate and consistent implementation and application of the committee's strategic business plan to the activities of the technical committee's or subcommittee's work programme;

k) assist in the case of an appeal against a committee decision.

In case of unforeseen unavailability of the chair at a meeting, a session chair may be elected by the participants.

SC chairs shall attend meetings of the parent committee as required and may participate in the discussion, but do not have the right to vote. In exceptional circumstances, if a chair is prevented from attending, he or she shall delegate to the secretary (or in ISO and IEC another representative) to represent the subcommittee. In the case where no representative from the SC can attend, a written report shall be provided.

1.9 Secretariats of technical committees and subcommittees

1.9.1 Allocation

The secretariat of a technical committee shall be allocated to a National Body by the technical management board.

The secretariat of a subcommittee shall be allocated to a National Body by the parent technical committee. However, if two or more National Bodies offer to undertake the secretariat of the same subcommittee, the technical management board shall decide on the allocation of the subcommittee secretariat.

JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases.

For both technical committees and subcommittees, the secretariat shall be allocated to a National Body only if that National Body

a) has indicated its intention to participate actively in the work of that technical committee or subcommittee, and

b) has accepted that it will fulfil its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work (see D.2).

Once the secretariat of a technical committee or subcommittee has been allocated to a National Body, the latter shall appoint a qualified individual as secretary (see D.1 and D.3).

1.9.2 Responsibilities

The National Body to which the secretariat has been allocated shall ensure the provision of technical and administrative services to its respective technical committee or subcommittee.

The secretariat is responsible for monitoring, reporting, and ensuring active progress of the work, and shall use its utmost endeavour to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence.

The secretariat is responsible for ensuring that the ISO/IEC Directives and the decisions of the technical management board are followed.

A secretariat shall act in a purely international capacity, divesting itself of a national point of view.

The secretariat is responsible for the following to be executed in a timely manner:

a) Working documents:

   1) Preparation of committee drafts, arranging for their distribution and the treatment of the comments received;

   2) Preparation of enquiry drafts and text for the circulation of the final draft International Standards or publication of International Standards;

   3) Ensuring the equivalence of the English and French texts, if necessary with the assistance of other National Bodies that are able and willing to take responsibility for the language versions concerned. (See also 1.11 and the respective Supplements to the ISO/IEC Directives).

   In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

b) Project management

   1) Assisting in the establishment of priorities and target dates for each project;

2) Notifying the names, etc. of all working group and maintenance team convenors and project leaders to the office of the CEO;

3) Proposing proactively the publication of alternative deliverables or cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;

c) Meetings (see also Clause 4), including:

1) Establishment of the agenda and arranging for its distribution;

2) Arranging for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting (see E.5);

3) Regarding the decisions (also referred to as resolutions) taken in a meeting:

---- ensuring that the decisions endorsing working groups recommendations contain the specific elements being endorsed;

— making the decisions available in writing for confirmation during the meeting (see E.5); and

— posting the decisions within 48 hours after the meeting in the committee's electronic folder.

4) Preparation of the minutes of meetings to be circulated within 4 weeks after the meeting;

5) Preparation of reports to the technical management board (TC secretariat), in the IEC within 4 weeks after the meeting, or to the parent committee (SC secretariat);

6) In case of unforeseen unavailability of the secretary at a meeting (if the Secretariat is unable to provide a replacement), an acting secretary may be appointed by the committee for the meeting.

In JTC 1, see also Standing Document 19 on “Meetings”.

d) Decisions

The committee secretariat shall ensure that all resolutions are clearly drafted, reviewed, and presented, and all decisions taken by the committee, whether at a plenary meeting or by correspondence, are documented and traceable through committee resolutions or numbered documents reporting the results of a committee decision.

e) Advising

Providing advice to the chair, project leaders, and convenors on procedures associated with the progression of projects.

In all circumstances, each secretariat shall work in close liaison with the chair of its technical committee or subcommittee. The secretariat and the chair are jointly responsible for the effective management of the committee.

The secretariat of a technical committee shall maintain close contact with the office of the CEO and with the members of the technical committee regarding its activities, including those of its subcommittees and working groups.

The secretariat of a subcommittee shall maintain close contact with the secretariat of the parent technical committee and as necessary with the office of the CEO. It shall also maintain contact with the members of the subcommittee regarding its activities, including those of its working groups.

The secretariat of a technical committee or subcommittee shall update in conjunction with the office of the CEO the record of the status of the membership of the committee.

1.9.3 Change of secretariat of a technical committee

If a National Body wishes to relinquish the secretariat of a technical committee, the National Body concerned shall immediately inform the Chief Executive Officer, giving a minimum of 12 months' notice. The technical management board decides on the transfer of the secretariat to another National Body.

If the secretariat of a technical committee persistently fails to fulfil its responsibilities as set out in these procedures, the Chief Executive Officer or a National Body may have the matter placed before the technical management board, which may review the allocation of the secretariat with a view to its possible transfer to another National Body.

1.9.4 Change of secretariat of a subcommittee

If a National Body wishes to relinquish the secretariat of a subcommittee, the National Body concerned shall immediately inform the secretariat of the parent technical committee, giving a minimum of 12 months' notice.

If the secretariat of a subcommittee persistently fails to fulfil its responsibilities as set out in these procedures, the Chief Executive Officer or a National Body may have the matter placed before the parent technical committee, which may decide, by majority vote of the P-members, that the secretariat of the subcommittee should be re-allocated.

In either of the above cases an enquiry shall be made by the secretariat of the technical committee to obtain offers from other P-members of the subcommittee for undertaking the secretariat.

If two or more National Bodies offer to undertake the secretariat of the same subcommittee or if, because of the structure of the technical committee, the re-allocation of the secretariat is linked with the re-allocation of the technical committee secretariat, the technical management board decides on the re-allocation of the subcommittee secretariat. If only one offer is received, the parent technical committee itself proceeds with the appointment.

JTC 1 shall decide on the reallocation of the secretariat of a subcommittee in all cases.

1.10 Project committees

Project committees are established by the technical management board to prepare individual standards not falling within the scope of an existing technical committee.

NOTE Such standards carry one reference number but may be subdivided into parts.

Procedures for project committees are given in Annex K.

Project committees wishing to be transformed into a technical committee shall follow the process for the establishment of a new technical committee (see 1.5).

1.11 Editing committees

It is recommended that committees establish one or more editing committees for the purpose of updating and editing committee drafts, enquiry drafts and final draft International Standards and for ensuring their conformity to the ISO/IEC Directives, Part 2 (see also 2.6.6).

Such committees should comprise at least

— one technical expert of English mother tongue and having an adequate knowledge of French;

— one technical expert of French mother tongue and having an adequate knowledge of English;

— the project leader (see 2.1.8).

The project leader and/or secretary may take direct responsibility for one of the language versions concerned.

In JTC 1, the working language is English, though a working knowledge of French may be required for certain documents. Technical expertise in French is not required unless a text in French is being developed.

Editing committees shall meet when required by the respective technical committee or subcommittee secretariat for the purpose of updating and editing drafts which have been accepted by correspondence for further processing.

Editing committees shall be equipped with means of processing and providing texts electronically (see also 2.6.6).

In JTC 1, an alternative process is used.

A project editor is assigned responsibility for the editing and updating of working drafts, committee drafts, enquiry drafts, final draft International Standards and TR and TS track documents, and for ensuring their conformity to the ISO/IEC Directives, Part 2 (see also 2.6.6).

A project editor should be identified as early as possible for each standard or other document under development. The project editor is appointed by the subcommittee and shall follow the editing instructions given by the entity responsible for the project.

It is the responsibility of the project editor to maintain the document throughout the stages of technical work, i.e. until publication. The Foreword of the final text of the deliverable shall indicate the JTC 1 subcommittee responsible for the deliverable.

After publication, the project editor should maintain an updated document incorporating all approved corrigenda (COR) and amendments (AMD) so that a revision may be published with minimum delay when appropriate. The Foreword of the revision shall list all amendments and corrigenda incorporated therein.

JTC 1 or its subgroups may establish editing groups to assist the project editor in ensuring the best possible editorial presentation of drafts in conformity with the ISO/IEC Directives, Part 2. An editing group works under the responsibility of the secretariat of JTC 1 or the subgroup that established it.

A project editor shall act in a purely international capacity, divesting him or herself of a national point of view.

Responsibility for any changes of project editors rests with the committee and not with the JTC 1 National Body (or liaison organization).

1.12 Working groups

1.12.1 Technical committees or subcommittees may establish, by decision of the committee, working groups for specific tasks (see 2.2, 2.4, 2.5 and 2.6). A working group operates by consensus, reports and gives recommendations, if any, to its parent committee through a convenor appointed by the parent committee.

Working group convenors shall be appointed by the committee for up to three-year terms.. Such appointments shall be confirmed by the National Body (or liaison organization). The convenor may be reappointed for additional terms of up to three-years. There is no limit to the number of terms. In JTC 1, the WG convenor shall act in a purely international capacity.

Responsibility for any changes of convenors rests with the committee and not with the National Body (or liaison organization).

The convenor may be supported by a secretariat, as needed.

A working group comprises a restricted number of experts individually appointed by the P-members, A-liaisons of the parent committee and C-liaison organizations, brought together to deal with the specific task allocated to the working group. The experts act in a personal capacity and not as the official representative of the P-member or A-liaison organization (see 1.17) by which they have been appointed with the exception of those appointed by C-liaison organizations (see 1.17). However, it is recommended that they keep close contact with that P-member or organization in order to inform them about the progress of the work and of the various opinions in the working group at the earliest possible stage. A working group may also include representatives appointed by liaison committees (see 1.15.4).

It is recommended that working groups be reasonably limited in size. The technical committee or subcommittee may therefore decide upon the maximum number of experts appointed by each P-member and liaison organization.

Once the decision to set up a working group has been taken, P-members and A- and C-liaison organizations shall be officially informed in order to appoint expert(s). Working groups shall be numbered in sequence in the order in which they are established.

When a committee has decided to set up a working group, it shall ensure that a convenor is appointed at the same time as the WG is set up. The convenor shall arrange for the first meeting of the working group to be held within 12 weeks. This information shall be communicated immediately after the committee's decision to the P-members of the committee and A- and C-liaison organizations, with an invitation to appoint experts within 6 weeks. Additional projects may be assigned, where appropriate, to existing working groups.

In JTC 1, the convenor, if necessary, may be supported by a secretariat. Any secretariat shall be provided by either a P-member of the parent committee or an organization endorsed by the P-member of the parent committee. The P-member of the parent committee shall confirm in writing its consent to the arrangement before it can be effected.

1.12.2 The composition of the working group is defined in the ISO Global Directory (GD) or in the IEC Expert Management System (EMS) as appropriate. Experts not registered to a working group in the ISO GD or the IEC EMS respectively, shall not participate in its work. Convenors may invite a specific guest to participate in a single meeting and shall notify the guest's National Body of the invitation ahead of the meeting via the office of the CEO.

1.12.3 Persistently inactive experts, meaning absence of contributions through attendance to working group meetings or by correspondence shall be removed, by the office of the CEO at the request of the technical committee or sub-committee secretary, from working groups after consultation with the P-member.

1.12.4 On completion of its task(s) — normally at the end of the enquiry stage (see 2.6) of its last project — the working group shall be disbanded by decision of the committee the project leader remaining with consultant status until completion of the publication stage (see 2.8).

1.12.5 Distribution of the internal documents of a working group and of its reports shall be carried out in accordance with procedures described in the respective Supplements of the ISO/IEC Directives.

1.12.6 In special cases a joint working group (JWG) may be established to undertake a specific task in which more than one ISO and/or IEC technical committee or subcommittee is interested. Committees who receive requests to establish JWG shall reply to such requests in a timely manner.

NOTE For specific rules concerning JWGs between ISO committees and IEC committees, see Annex B in addition to the following.

The decision to establish a joint working group shall be accompanied by mutual agreement between the committees on:

— the committee/ organization having the administrative responsibility for the project;

— the convenor of the joint working group, who shall be nominated by a P-member from one of the committees, with the option to appoint a co-convenor from the other committee;

— the membership of the joint working group (membership is open to P-members, representatives appointed by liaison committees as per 1.15.4, Category A liaisons of the respective committees, and C-liaisons that wish to participate. The number of representatives may be limited to an equal number from each committee, if agreed by concerned committees).

The committee/organization with the administrative responsibility for the project shall:

— record the project in their programme of work;

— In JTC 1, conduct the call for experts in all committees that are part of the JWG;

— be responsible for addressing comments (usually referred back to the JWG) and ensure that the comments and votes at all stages of the project are compiled and handled appropriately (see 2.5, 2.6 and 2.7) – all comments are made available to the leadership of the committees;

— prepare drafts for the committee, enquiry and approval stages according to procedures given in 2.5, 2.6 and 2.7;

— In JTC 1, send all relevant documents (minutes, working drafts, drafts for the committee, enquiry and approval stages) to the secretariat of the other committee(s) for circulation in their respective committee and/or action;

— be responsible for maintenance of the publication.

Approval criteria are based on the Directives used by the committee with the administrative lead. If the lead committee is a JTC 1 committee, the Consolidated JTC 1 Supplement also applies.

For proposal stage (NP):

- For ISO/ISO or IEC/IEC JWGs, only one NP is needed. If a NP has already been launched or approved in one committee, it cannot be balloted again in another committee. Two NPs are launched for ISO/IEC JWGs, one in each organization.

- It is possible to establish a JWG at a later stage, in which case its administrative lead will be confirmed by the committees concerned.
- Once the joint work is agreed, the committee with the administrative lead informs ISO/CS or IEC/CO respectively, of its lead and of the committees participating in the work.
- The other committees launch a call for experts for participation in the JWG.

For preparatory stage (WD)

- The JWG functions like any other WG: consensus is required to advance to CD.

For committee stage (CD)

- The CD is circulated for review and comment by each committee.
- The final CD requires consensus by all committees, as defined in the ISO/IEC Directives, Part 1

For DIS and FDIS ballots

- National Bodies are requested to consult all national mirror committees involved to define one position. A statement is included on the cover page to draw attention of National Bodies.
- For an ISO/IEC JWG, two DIS/FDIS votes are launched, i.e. one in each organization. For an ISO and ISO/IEC JTC 1 JWG, one DIS/FDIS vote is launched

The Foreword identifies all committees involved in the development of the deliverable.

1.13 Groups having advisory functions within a committee

1.13.1 A group having advisory functions may be established by a technical committee or subcommittee to assist the chair and secretariat in tasks concerning coordination, planning and steering of the committee's work or other specific tasks of an advisory nature.

1.13.2 A proposal to establish such a group shall include recommendations regarding its constitution and terms of reference, including criteria for membership, bearing in mind the requirement for sufficient representation of affected interests while at the same time limiting its size as far as possible in order to ensure its efficient operation. Members of advisory groups shall be committee officers, individuals nominated by National Bodies and/or, as relevant, by A-liaison organizations. The parent committee shall approve the final constitution and the terms of reference prior to the establishment of any nominations to the advisory group.

For chair's advisory groups, consideration shall be given to the provisions of equitable participation.

1.13.3 The tasks allocated to such a group may include the making of proposals relating to the drafting or harmonization of publications (in particular International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports), but shall not include the preparation of such documents.

1.13.4 The results of such a group shall be presented in the form of recommendations to the body that established the group. The recommendations may include proposals for the establishment of a working group (see 1.12) or a joint working group (see 1.12.6) for the preparation of publications.

1.13.5 The internal documents of a group having advisory functions shall be distributed to its members only, with a copy to the secretariat of the committee concerned and to the office of the CEO.

1.13.6 Such a group shall be disbanded once its specified tasks have been completed and agreed by the parent committee.

1.14 Ad hoc groups

Technical committees or subcommittees may establish ad hoc groups, the purpose of which is to study a precisely defined problem on which the group reports to its parent committee at the same meeting, or at the latest at the next meeting.

In JTC 1, working groups may also create ad hoc groups. However, as O-members cannot participate in working groups, they also cannot participate in ad hoc groups of working groups.

The membership of an ad hoc group shall be chosen from the delegates present at the meeting of the parent committee, supplemented, if necessary, by experts appointed by the committee. The parent committee shall also appoint a convenor.

An ad hoc group shall be automatically disbanded at the meeting to which it has presented its report.

1.15 Liaison between technical committees

In JTC 1, see Standing Document 15 on "Liaisons" for additional requirements.

1.15.1 Within each organization, technical committees and/or subcommittees working in related fields shall establish and maintain liaison. Liaisons shall also be established, where appropriate, with technical committees responsible for basic aspects of standardization (e.g. terminology, graphical symbols). Liaison shall include the exchange of basic documents, including new work item proposals and working drafts.

Committees shall take an official decision on the establishment or removal of an internal liaison. Committees receiving requests for internal liaisons shall automatically accept such requests. A notification of this acceptance shall be forwarded to the office of the CEO and the requesting committee.

1.15.2 The maintenance of such liaison is the responsibility of the respective technical committee secretariats, which may delegate the task to the secretariats of the subcommittees.

1.15.3 A technical committee or subcommittee may designate a Liaison Representative or Liaison Representatives to follow the work of another technical committee with which a liaison has been established, or one or several of its subcommittees. The designation of such Liaison Representatives shall be notified to the secretariat of the committee concerned, which shall communicate all relevant documents to the Liaison Representative(s) and to the secretariat of that technical committee or subcommittee. The appointed Liaison Representative shall make progress reports to the secretariat by which s/he has been appointed.

1.15.4 Such Liaison Representatives shall have the right to participate in the meetings of the technical committee or subcommittee whose work they have been appointed to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written comments, on matters within the competence of their own technical committee and based on feedback that they have collected from their own committee. They may also attend meetings of working groups of the technical committee or subcommittee, but only to contribute the viewpoint of their own technical committee on matters within its competence.

1.16 Liaison between ISO and IEC

1.16.1 Arrangements for adequate liaison between ISO and IEC technical committees and subcommittees are essential. The channel of correspondence for the establishment of liaison between ISO and IEC technical committees and subcommittees is through the offices of the CEOs. As far as the study of new subjects by either organization is concerned, the CEOs seek agreement

between the two organizations whenever a new or revised programme of work is contemplated in the one organization which may be of interest to the other, so that the work will go forward without overlap or duplication of effort. (See also Annex B.)

1.16.2 Liaison Representatives designated by ISO or IEC shall have the right to participate in the discussions of the other organization's technical committee or subcommittee whose work they have been designated to follow, and may submit written comments; they shall not have the right to vote.

1.17 Liaison with other organizations

1.17.1 General requirements applicable to all categories of liaisons

In order to be effective, liaison shall operate in both directions, with suitable reciprocal arrangements.

The desirability of liaison shall be taken into account at an early stage of the work.

The liaison organization shall accept the policy based on the ISO/IEC Directives concerning copyright (see 2.13), whether owned by the liaison organization or by other parties. The statement on copyright policy will be provided to the liaison organization with an invitation to make an explicit statement as to its acceptability. The liaison organization is not entitled to charge a fee for documents submitted.

A liaison organization shall be willing to make a contribution to the technical work of ISO or IEC as appropriate. A liaison organization shall have a sufficient degree of representativity within its defined area of competence within a sector or subsector of the relevant technical or industrial field.

A liaison organization shall agree to ISO/IEC procedures, including IPR (see 2.13).

Liaison organizations shall accept the requirements of 2.14 on patent rights.

Technical committees and subcommittees shall review all their liaison arrangements on a regular basis, at least every 2 years, or at every committee meeting.

In JTC 1, and its subgroups, liaison relationships shall be reviewed annually.

1.17.2 Different categories of liaisons (Category A, B and C)

In JTC 1, see also Standing Document 15 on “Liaisons”.

The categories of liaisons are:

> **Category A:** Organizations that make an effective contribution to the work of the technical committee or subcommittee for questions dealt with by this technical committee or subcommittee. Such organizations are given access to all relevant documentation and are invited to meetings. They may nominate experts to participate in a WG (see 1.12.1).

Category B: Organizations that have indicated a wish to be kept informed of the work of the technical committee or subcommittee. Such organizations are given access to reports on the work of a technical committee or subcommittee.

NOTE Category B is reserved for inter-governmental organizations.

Category C: Organizations that make a technical contribution to and participate actively only in a specific working group.

The procedure for the establishment of liaisons is:

- The organization wishing to create a liaison shall send an application liaison form to the office of the CEO with copies to the technical committee or subcommittee officers and the IEC CO Technical Officer and the ISO CS Technical Program Manager.

  ISO application liaison form is available here

  IEC application liaison form is available here

NOTE: Invariably the organization will have been in contact with the technical committee or subcommittee officers prior to submitting its application and in these cases the technical committee or subcommittee officers should ensure that the organization is aware of their obligations as given in clause 1.17.1 i.e., copyright, agreeing to the ISO/IEC procedures including IPR, and patent rights.

- The office of the CEO will confirm that the eligibility criteria have been fulfilled and then consult with the National Body where the organization making the application has its headquarters;

- In case of objections from the National Body where the organization making the application has its headquarters, the matter will be referred to the technical management board for decision;

- If there is no objection from the National Body where the organization making the application has its headquarters, the application will be sent to the technical committee or subcommittee secretary with a request to circulate it for vote;

1.17.3 Acceptance (Category A, B and C liaisons)

Agreement to establish category A, B and C liaison requires approval of the application by two-thirds of the P-members voting.

Committees are urged to seek out the participation of all parties at the beginning of the development of a work item. Where a request for category C liaison is submitted late in the development stage of a particular work item, the P-members will consider the value that can be added by the organization in question despite its late involvement in the working group.

1.17.4 Eligibility

1.17.4.1 At the technical committee/subcommittee level (Category A and B liaisons)

When an organization applies for a liaison with an ISO technical committee / subcommittee, the office of the CEO will check with the member body in the country in which the organization is located. If the member body does not agree that the eligibility criteria have been met, the matter

will be referred to the TMB to define the eligibility.

The office of the CEO will also ensure that the organization meets the following eligibility criteria:

- it is not-for-profit;
- is a legal entity – the office of the CEO will request a copy of its statutes;
- it is membership-based and open to members worldwide or over a broad region;
- through its activities and membership demonstrates that it has the competence and expertise to contribute to the development of International Standards or the authority to promote their implementation; and
- has a process for stakeholder engagement and consensus decision-making to develop the input it provides (in ISO, see Guidance for ISO liaison organizations - Engaging stakeholders and building consensus http://www.iso.org/iso/guidance_liaison-organizations.pdf).

1.17.4.2 At the working group level (Category C liaisons)

When an organization applies for a liaison with a working group, the office of the CEO will check with the member body in the country in which the organization is located and will ensure that the organization meets the following eligibility criteria:

— it is not-for-profit;

— through its activities and membership demonstrates that it has the competence and expertise to contribute to the development of International Standards or the authority to promote their implementation; and

— has a process for stakeholder engagement and consensus decision-making to develop the input it provides (in ISO, see Guidance for ISO liaison organizations - Engaging stakeholders and building consensus http://www.iso.org/iso/guidance_liaison-organizations.pdf).

This can include, for example, manufacturer associations, commercial associations, industrial consortia, user groups and professional and scientific societies. Liaison organizations shall be multinational (in their objectives and standards development activities) with individual company or country membership and may be permanent or transient in nature.

In JTC 1, Category C liaisons are proposed by JTC 1 to the ITTF, after receiving a recommendation from the appropriate JTC 1 subsidiary body, i.e., an SC (or a WG reporting directly to JTC 1). Each request for liaison status forwarded to JTC 1, from an appropriate JTC 1 subsidiary body shall be submitted in the appropriate liaison form and shall contain a statement of expected benefits and responsibilities accepted by both the JTC 1 organization and the organization requesting liaison status.

In JTC 1, the ITTF shall reaffirm the liaison status of the organization if there is continued evidence of active participation in the work of the WG or project and appropriate National Body participation exists. If a request for liaison is considered by JTC 1 in the first instance, and Category C liaison is thought to be applicable, JTC 1 may request the appropriate JTC 1 subsidiary body or bodies to consider the request and apply the above procedure.

1.17.5 Rights and obligations

1.17.5.1 At the technical committee/subcommittee level (Category A and B liaisons)

Technical committees and subcommittees shall seek the full and, if possible, formal backing of the organizations having liaison status for each document in which the latter is interested.

Any comments from liaison organizations should be given the same treatment as comments from member bodies. It should not be assumed that refusal by a liaison organization to provide its full backing is a sustained opposition. Where such objections are considered sustained oppositions, committees are invited to refer to clause 2.5.6 for further guidance.

1.17.5.2 At the working group level (Category C liaisons)

Category C liaison organizations have the right to participate as full members in a working group, maintenance team or project team (see 1.12.1) but not as project leaders or convenors.

Category C liaison experts act as the official representative of the organization by which they are appointed. They may only attend committee plenary meetings if expressly invited by the committee to attend. If they are invited by the committee to attend, they may only attend as observers.

In JTC 1, representatives shall have the right to participate in the meetings of the subcommittee or working group whose work they have been designated to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written contributions, on matters within the competence of their organization.

In JTC 1, JTC 1 will work towards eliminating barriers to accessing or participating in JTC 1 activities and its body of work, especially for people with disabilities and older users.

1.17.6 Carrying over liaisons when a project committee is converted into a technical committee or a subcommittee

When a project committee is converted to a technical committee or a subcommittee, the new technical committee or subcommittee shall pass a resolution confirming which category A and B liaisons are carried over. Approval of the resolution requires a 2/3 majority of P-members voting.

Table 1 – Liaison categories

Category	A	B	C

Purpose	To make an effective contribution to the work of the committee.	To be kept informed of the work of the committee.	To make a technical contribution to drafting standards in a Working Group.
Eligibility	• Not for profit • Legal entity • Membership based (worldwide or over a broad region) • Relevant competence and expertise • Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.1 for full details)	Intergovernmental Organizations only • Not for profit • Legal entity • Membership based (worldwide or over a broad region) • Relevant competence and expertise • Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.1 for full details)	• Not for profit • Relevant competence and expertise • Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.2 for full details)
Level	committee	committee	Working Group
Participation	Participate in committee meetings, access to documents, may appoint experts to WGs and these experts may serve as convenors or Project Leaders.	To be kept informed of the work only (access to documents).	Full participation as a member of the WG (but cannot be convenor or Project Leader).
Rights and obligations	No voting rights, but can comment (comments are given the same treatment as comments from member bodies). Can propose new work items (see clause 2.3.2).	No voting rights, but can comment (comments are given the same treatment as comments from member bodies). Cannot propose new work items.	Experts can attend committee meetings if expressly invited by the committee, but only as observers. Cannot propose new work items.

1.17.7 Category A Liaison with ITU-T

In JTC 1, a unique Category A liaison with the ITU-T is maintained. See Annex JB and the JTC 1 Standing Document 3 on "Guide for ITU-T and ISO/IEC JTC 1 Cooperation".

1.17.7.1 Liaison with ITU-T

All contributions to ITU-T should be subject to ITU-T Recommendations A.1 and A.2, and other ITU-T requirements as may be imposed. Specifically,

- each contribution should identify which, if any, prior contributions it supersedes;

- each contribution should be addressed to only one study group. However, other study groups which may be interested in the contribution may also be identified.

1.17.7.2 Collaborative Relationship with ITU-T

Two modes of collaboration with ITU-T are defined in Standing Document 3 "Guide for ITU-T and ISO/IEC JTC 1 Cooperation" collaborative interchange and collaborative team. A JTC 1 SC, in agreement with the corresponding ITU-T study group, may establish either of these two modes of collaboration as appropriate. JTC 1 shall make considered decisions when it comes to collaboration with ITU-T, evaluating each proposed project on a case-by-case basis.

JTC 1 shall consider at least the following criteria for each proposal:

1. Taking account of scarce technical resources;
2. Taking account of the JTC 1 scope;
3. Maximizing the efficiency of the standards development process;
4. Enhancing time to market of standards implementations;
5. Considering the impact of possible duplicative standards, and
6. Recognizing collaborative work with ITU-T in the specific area of technology related to the proposal.

When collaboration is planned from the onset of a new work item (NWI), the rationale (such as recognition that expertise missing in the JTC 1 SC is present in an ITU-T study group with applicable scope of work) and terms of reference for the collaborative project shall be included in the NP documentation, ensuring wide visibility of this proposed collaboration within JTC 1.

When collaboration is considered after the start of a JTC 1 project, any addition of a collaborative project can be considered a modification of the SC's Program of Work and treated as prescribed by the JTC 1 Consolidated Supplement by a default ballot (see 2.1.5.7 and JA 1.4). The rational and proposed terms of reference for the collaborative project shall accompany the default ballot.

Procedures for the operation of the two modes of collaboration are defined in Standing Document 3 "Guide for ITU-T and ISO/IEC JTC 1 Cooperation". These procedures deal primarily with the synchronisation of approval actions by JTC 1 and ITU-T and are intended to supplement, not modify JTC 1 approval requirements.

2 Development of International Standards

2.1 The project approach

2.1.1 General

The primary duty of a technical committee or subcommittee is the development and maintenance of International Standards. However, committees are also strongly encouraged to consider publication of intermediate deliverables as described in Clause 3.

International Standards shall be developed on the basis of a project approach as described below.

2.1.2 Strategic business plan

Each technical committee shall prepare a strategic business plan for its own specific field of activity,

a) taking into account the business environment in which it is developing its work programme;

b) indicating those areas of the work programme which are expanding, those which have been completed, and those nearing completion or in steady progress, and those which have not progressed and should be cancelled (see also 2.1.9);

c) evaluating revision work needed (see also the respective Supplements to the ISO/IEC Directives);

d) giving a prospective view on emerging needs.

The strategic business plan shall be formally agreed upon by the technical committee and be included in its report for review and approval by the technical management board on a regular basis.

2.1.3 Project stages

2.1.3.1 Table 2 shows the sequence of project stages through which the technical work is developed, and gives the name of the document associated with each project stage. The development of Technical Specifications, Technical Reports and Publicly Available Specifications is described in Clause 3. In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the one that results in PAS deliverables in ISO and IEC (see Annex F).

Table 2 — Project stages and associated documents

Project stage	Associated document	
	Name	**Abbreviation**
Preliminary stage	Preliminary work item	PWI
Proposal stage	New work item proposal [a]	NP
Preparatory stage	Working draft(s) [a]	WD
Committee stage	Committee draft(s) [a]	CD
Enquiry stage	Enquiry draft [b]	ISO/DIS IEC/CDV
Approval stage	final draft International Standard [c]	FDIS
Publication stage	International Standard	ISO, IEC or ISO/IEC

a	These stages may be omitted as described in Annex F.
b	Draft International Standard in ISO, committee draft for vote in IEC. In JTC 1, the enquiry draft is the DIS.
c	May be omitted (see 2.6.4).

2.1.3.2 F.1 illustrates the steps leading to publication of an International Standard.

2.1.3.3 The ISO and IEC Supplements to the ISO/IEC Directives give a matrix presentation of the project stages, with a numerical designation of associated sub-stages. In JTC 1, Annex JD is used.

2.1.4 Project description and acceptance

A project is any work intended to lead to the issue of a new, amended or revised International Standard. A project may subsequently be subdivided (see also 2.1.5.4).

A project shall be undertaken only if a proposal has been accepted in accordance with the relevant procedures (see 2.3 for proposals for new work items, and the respective Supplements to the ISO/IEC Directives for review and maintenance of existing International Standards).

2.1.5 Programme of work

2.1.5.1 The programme of work of a technical committee or subcommittee comprises all projects allocated to that technical committee or subcommittee, including maintenance of published standards.

2.1.5.2 In establishing its programme of work, each technical committee or subcommittee shall consider sectoral planning requirements as well as requests for International Standards initiated by sources outside the technical committee, i.e. other technical committees, advisory groups of the technical management board, policy level committees and organizations outside ISO and IEC. (See also 2.1.2.)

2.1.5.3 Projects shall be within the agreed scope of the technical committee. Their selection shall be subject to close scrutiny in accordance with the policy objectives and resources of ISO and IEC. (See also Annex C.)

2.1.5.4 Each project in the programme of work shall be given a number (see IEC Supplements to the ISO/IEC Directives for document numbering at the IEC) and shall be retained in the programme of work under that number until the work on that project is completed or its cancellation has been agreed upon. During the development of the project, the committee may decide to subdivide its number if it is subsequently found necessary to subdivide the project itself. The subdivisions of the work shall lie fully within the scope of the original project; otherwise, a new work item proposal shall be made. The original project shall be cancelled after subdivision.

In JTC 1, to avoid undue delays in authorizing subdivisions of projects or minor enhancements of existing work, where the changes are not outside the scope of the original item, the subcommittee may proceed with such work if approved by a vote of its P-members. The change(s), however, shall be submitted to JTC 1 for information.

2.1.5.5 The programme of work shall indicate, if appropriate, the subcommittee and/or working group to which each project is allocated.

2.1.5.6 The agreed programme of work of a new technical committee shall be submitted to the technical management board for approval.

2.1.5.7 In JTC 1, following its plenary meeting, a subcommittee shall submit to the JTC 1 secretariat as a single document the subcommittee's modified programme of work, including all proposed subdivisions of projects and minor enhancements of existing work, exclusive of proposals for new work. This document shall be circulated to JTC 1 for information. .

2.1.6 Target dates

The committee shall establish, for each project on its programme of work, target dates for the completion of each of the following steps:

— circulation of the first working draft (in the event that only an outline of a working document has been provided by the proposer of the new work item proposal – see 2.3);

— circulation of the committee draft ballot (if any);

— submission of the enquiry draft;

— submission of the final draft International Standard

— publication (in agreement with the office of the CEO).

Note: In JTC 1, the Final Draft International Standard (FDIS) shall be skipped if no technical changes are to be included in accordance with 2.6.4.

These target dates shall correspond to the shortest possible development times, to produce International Standards rapidly and shall be reported to the office of the CEO, which distributes the information to all National Bodies. For establishment of target dates, see the respective Supplements to the ISO/IEC Directives.

In establishing target dates, the relationships between projects shall be taken into account. Priority shall be given to those projects intended to lead to International Standards upon which other International Standards will depend for their implementation. The highest priority shall be given to those projects having a significant effect on international trade and recognized as such by the technical management board.

The technical management board may also instruct the secretariat of the technical committee or subcommittee concerned to submit the latest available draft to the office of the CEO for publication as a Technical Specification (see 3.1).

All target dates shall be kept under continuous review and amended as necessary, and shall be clearly indicated in the programme of work. Revised target dates shall be notified to the technical management board. The technical management board will cancel all work items which have been on the work programme for more than 5 years and have not reached the approval stage (see 2.7).

2.1.6.1 General

In JTC 1, when a proposed new project is approved (whether for a new deliverable or for the revision of an existing deliverable), when submitting the results to the ISO Central Secretariat the committee secretariat shall also indicate the selected standards development track, as follows;

SDT 18 standards development track — 18 months to publication

SDT 24 standards development track — 24 months to publication

SDT 36 standards development track — 36 months to publication

The following limit dates are automatically assigned to all new projects:

— DIS registered limit date (stage 40.00): 12 months before the end of the selected standards development track

— Publication limit date (stage 60.60): Maximum timeframe of the selected standards development track.

NOTE Standards projects using the 18-month development track shall be eligible for a 'priority treatment process' offered by ISO/CS if they are submitted to ISO/CS for publication within 16 months of the project's registration. This process reduces publication processing time by approximately one third.

Committee secretariats are reminded to perform risk assessments during project planning in order to identify potential problems in advance and set the target dates accordingly. The target dates shall be kept under continuous review by committee secretariats which shall ensure that they are reviewed and either confirmed or revised at each committee meeting. Such reviews shall also seek to confirm that projects are still market relevant and in cases in which they are found to be no longer required, or if the likely completion date is going to be too late, thus causing market players to adopt an alternative solution, the projects shall be cancelled or transformed into another deliverable (see 2.1.6.2).

NOTE Time spent on round-robin testing during the development of a standard shall not be counted in the overall development time. The standards development track is paused on request from the secretariat to ISO/CS during round-robin testing in accordance with 2.6.4..

2.1.6.2 Automatic cancellation of projects (and their reinstatement)

In JTC 1, if the limit date for DIS (stage 40.00) or publication (stage 60.60) is exceeded, the committee shall decide within 6 months on one of the following actions:

a) for projects at the preparatory or committee stages: submission of a DIS - if the technical content is acceptable and mature;

b) for projects at the enquiry stage: submission of a second DIS or FDIS - if the technical content is acceptable and mature;

c) for publication of a TS - if the technical content is acceptable but unlikely sufficiently mature for a future International Standard;

d) submission of a request for extension to JTC 1 and ISO/TMB and IEC/SMB - if no consensus can be reached but there is strong interest from stakeholders to continue - a committee may be granted one extension of up to 9 months for the total project duration but the publication of intermediary deliverables (such as TS) is recommended;

e) cancellation of the work item - if the committee is unable to find a solution.

If, at the end of the six-month period, none of the above actions has been taken, the project shall be automatically cancelled by the ITTF. Such projects may only be reinstated with the approval of the ISO/TMB and the IEC/SMB.

2.1.7 Project management

The secretariat of the technical committee or subcommittee is responsible for the management of all projects in the programme of work of that technical committee or subcommittee, including monitoring of their progress against the agreed target dates.

If target dates (see 2.1.6) are not met and there is insufficient support for the work (that is, the acceptance requirements for new work given in 2.3.5 are no longer met), the committee responsible shall cancel the work item.

2.1.8 Project leader

For the development of each project, a project leader (the WG convenor, a designated expert or, if appropriate, the secretary) shall be appointed by the committee, taking into account the project leader nomination made by the proposer of the new work item proposal (see 2.3.4) A change of project leader for an active project shall be approved by the committee.. It shall be ascertained that the project leader will have access to appropriate resources for carrying out the development work. The project leader shall act in a purely international capacity, divesting him- or herself of a national point of view. The project leader should be prepared to act as consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage (see 2.5 to 2.8).

The secretariat shall communicate the name and address of the project leader, with identification of the project concerned, to the office of the CEO.

In JTC 1, there are no project leaders. Working groups are led by a convenor, and projects shall be assigned project editors.

2.1.9 Progress control

Periodical progress reports to the technical committee shall be made by its subcommittees and working groups (see also ISO and IEC Supplements to the ISO/IEC Directives). Meetings between their secretariats will assist in controlling the progress.

The office of the CEO shall monitor the progress of all work and shall report periodically to the technical management board. For this purpose, the office of the CEO shall receive copies of documents as indicated in the ISO and IEC Supplements to the ISO/IEC Directives.

2.2 Preliminary stage

2.2.1 Technical committees or subcommittees may introduce into their work programmes, by a simple majority vote of their P-members, preliminary work items (for example, corresponding to subjects dealing with emerging technologies), which are not yet sufficiently mature for processing to further stages and for which no target dates can be established.

Such items may include, for example, those listed in the strategic business plan, particularly as given under 2.1.2 d) giving a prospective view on emerging needs.

2.2.2 All preliminary work items shall be registered into the programme of work.

2.2.3 All preliminary work items shall be subject to regular review by the committee. The committee shall evaluate the market relevance and resources required for all such items.

All preliminary work items that have not progressed to the proposal stage in the IEC by the expiration date given by the committee, and in ISO within 3 years will be automatically cancelled.

2.2.4 This stage can be used for the elaboration of a new work item proposal (see 2.3) and the development of an initial draft.

2.2.5 Before progressing to the preparatory stage, all such items shall be subject to approval in accordance with the procedures described in 2.3.

2.3 Proposal stage

In the case of proposals to prepare management system deliverables, see Annex JG.

2.3.1 A new work item proposal (NP) is a proposal for:

- a new standard;
- a new part of an existing standard
- a Technical Specification (see 3.1)
-

In JTC 1, the NP stage (clause 2.3) is not required for:

- the revision or amendment of an existing International Standard,

- the revision of an existing TS (if within its 6-year lifespan)

- the conversion of a TS to an IS

However, the committee shall pass a resolution containing the following elements:

1) target dates;
2) confirmation that the scope will not be expanded; and
3) project editor(s) if already assigned.

The committee shall also launch a call for experts

For the conversion of a TS to an IS, a two-thirds majority resolution is required.

If the revision or amendment results in an expanded scope, an NP ballot shall be initiated.

2.3.2 A new work item proposal within the scope of an existing technical committee or subcommittee may be made in the respective organization by

— a National Body;

— the secretariat of that technical committee or subcommittee;

— another technical committee or subcommittee;

— an organization in category A liaison;

Note: in JTC 1, only JTC 1 Category A Liaisons;

— the technical management board or one of its advisory groups;

— the Chief Executive Officer.

2.3.3 Where both an ISO and an IEC technical committee are concerned, the Chief Executive Officers shall arrange for the necessary coordination. (See also Annex B.)

2.3.4 Each new work item proposal shall be presented using the appropriate form, and shall be fully justified and properly documented (see Annex C).

The proposers of the new work item proposal shall

— make every effort to provide a first working draft for discussion, or shall at least provide an outline of such a working draft;

— nominate a project leader. In JTC 1, there are no project leaders. In JTC1 the proposer should nominate a "project editor" if the New Work Item Proposal (NP) is to be allocated to an existing WG.

— In JTC 1, provide relevant details regarding any accessibility issues in the “supplemental information related to the proposal” field under “other” on the Form 4: New Work Item Proposal

The form shall be submitted to the office of the CEO or to the secretariat of the relevant committee for proposals within the scope of an existing committee.

The office of the CEO or the relevant committee chair and secretariat shall ensure that the proposal is properly developed in accordance with ISO and IEC requirements (see Annex C) and provides sufficient information to support informed decision making by National Bodies.

The office of the CEO or the relevant committee chair and secretariat shall also assess the relationship of the proposal to existing work, and may consult interested parties, including the technical management board or committees conducting related existing work. If necessary, an ad

hoc group may be established to examine the proposal. Any review of proposals should not exceed 2 weeks.

In all cases, the office of the CEO or the relevant committee chair and secretariat may also add comments and recommendations to the proposal form. See Annex K for new work item proposals for project committees.

Copies of the completed form shall be circulated to the members of the technical committee or subcommittee for P-member ballot and to the O-members and liaison members for information.

The proposed date of availability of the publication shall be indicated on the form.

A decision upon a new work item proposal shall be taken by correspondence.

Votes shall be returned within 12 weeks. The committee may decide on a case-by-case basis by way of a resolution to shorten the voting period for new work item proposals to 8 weeks.

When completing the ballot form, National Bodies shall provide a statement justifying their decision for negative votes ("justification statement"). If no such statement is provided, the negative vote of a National Body will not be registered and considered.

2.3.5 Acceptance requires

a) approval of the work item by a 2/3 majority of the P-members of the technical committees or subcommittees voting – abstentions are excluded when the votes are counted; and

b) a commitment to participate actively in the development of the project, i.e. to make an effective contribution at the preparatory stage, by nominating technical experts and by commenting on working drafts, by at least 4 P-members in committees with 16 or less P-members, and at least 5 P-members in committees with 17 or more P-members;

   Only P-members having also approved the inclusion of the work item in the programme of work [see a)] will be taken into account when making this tally. If experts are not nominated on the form accompanying an approval vote, then the National Body's commitment to active participation will not be registered and considered when determining if the approval criteria have been met on this ballot;

In JTC 1, if in the context of an NP, a P-member does not provide a clear justification statement for why it voted "no", the committee secretariat should go back to the P-member and give it two (2) weeks to provide an explanation.

If the P-member does not provide a response within that 2-week period, the vote will not be counted in the result.

Secretariats shall not make value judgments about the justification and shall ask the P-member in case of doubt.

If P-members do not name an expert in the Form, they have two (2) weeks following the result of the vote to name their expert. If this delay is not respected, the P-member's participation will not be counted, thereby affecting the approval requirement for (b) above.

Individual committees may increase this minimum requirement of nominated experts.

In cases, where it can be documented that the industry and/or technical knowledge exists only with a very small number of P-members, then the committee may request permission from the technical management board to proceed with fewer than 4 or 5 nominated technical experts.

In JTC 1, additional voting rules apply; see Annex JA.1 and JA.2.

2.3.6 Once a new work item proposal is accepted, it shall be registered in the programme of work of the relevant technical committee or subcommittee as a new project with the appropriate priority. The agreed target dates (see 2.1.6) shall be indicated on the appropriate form.

The voting results will be reported to the ISO Central Secretariat (using Form 6) or the IEC Central Office (using Form RVN) within 4 weeks after the close of the ballot.

2.3.7 The inclusion of the project in the programme of work concludes the proposal stage.

2.4 Preparatory Stage

2.4.1 The preparatory stage covers the preparation of a working draft (WD) conforming to the ISO/IEC Directives, Part 2.

2.4.2 When a new project is accepted the project leader shall work with the experts nominated by the P-members during the approval [see 2.3.5a]. In JTC 1, there are no project leaders.

2.4.3 The secretariat may propose to the technical committee or subcommittee, either at a meeting or by correspondence, to create a working group the convenor of which will normally be the project leader.

Such a working group shall be set up by the technical committee or subcommittee, which shall define the task(s) and set the target date(s) for submission of draft(s) to the technical committee or subcommittee (see also 1.12). The working group convenor shall ensure that the work undertaken remains within the scope of the balloted work item.

If there is consensus that a scope requires expansion or significant technical changes, this shall be confirmed by committee decision with a 2/3rd majority.

2.4.4 In responding to the proposal to set up a working group those P-members having agreed to participate actively [see 2.3.5a] shall each confirm their technical expert(s). Other P-members or A- or C- liaison organizations may also nominate expert(s).

2.4.5 The project leader is responsible for the development of the project and will normally convene and chair any meetings of the working group. S/he may invite a member of the working group to act as its secretary.

In JTC 1, a project editor should be identified as there are no project leaders (see 2.1.8). The working group develops one or more working drafts of the standard. Usually, a working draft undergoes several revisions before the working group recommends that it will be progressed to the Committee Stage. As decisions are made regarding the content of the working draft, the convenor should take care to assure consensus.

2.4.6 Every possible effort shall be made to prepare both a French and an English version of the text in order to avoid delays in the later stages of the development of the project.

If a trilingual (English — French — Russian) standard is to be prepared, this provision should include the Russian version.

In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

2.4.7 For time limits relating to this stage, see 2.1.6.

2.4.8 The preparatory stage ends when a working draft is available for circulation to the members of the technical committee or subcommittee as a first committee draft (CD) and is registered by the office of the CEO. The committee may also decide to publish the final working draft as a PAS (see 3.2) to respond particular market needs.

2.5 Committee stage

2.5.1 The committee stage is the principal stage at which comments from National Bodies are taken into consideration, with a view to reaching consensus on the technical content. National Bodies shall therefore carefully study the texts of committee drafts and submit all pertinent comments at this stage.

In JTC 1, any graphical symbol shall be submitted to the relevant ISO committee and/or IEC committee (as applicable) responsible for the registration of graphical symbols (see Annex JE).

2.5.2 As soon as it is available, a committee draft shall be circulated to all P-members and O-members of the technical committee or subcommittee for consideration, with a clear indication of the latest date for submission of replies. In JTC 1, organizations in liaison are asked to submit their comments.

A period of 8, 12 or 16 weeks as agreed by the technical committee or subcommittee shall be available for National Bodies to comment.

In JTC 1, the default for CD/CDAM/DTS/DTR circulation is 8 weeks.

Comments shall be sent for preparation of the compilation of comments, in accordance with the instructions given.

2.5.3 No more than 4 weeks after the closing date for submission of replies, the secretariat shall prepare the compilation of comments and arrange for its circulation to all P-members and O-members of the technical committee or subcommittee. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation with the chair of the technical committee or subcommittee and, if necessary, the project leader, for proceeding with the project, either

a) to discuss the committee draft and comments at the next meeting, or

b) to circulate a revised committee draft for consideration, or

c) to register the committee draft for the enquiry stage (see 2.6).

In the case of b) and c), the secretariat shall indicate in the compilation of comments the action taken on each of the comments received. This shall be made available to all P-members, if necessary by the circulation of a revised compilation of comments, no later than in parallel with the submission of a revised CD for consideration by the committee (case b) or simultaneously with the submission of the finalized version of the draft to the office of the CEO for registration for the enquiry stage (case c).

Committees are required to respond to all comments received. If, within 8 weeks from the date of dispatch, 2 or more P-members disagree with proposal b) or c) of the secretariat, the committee draft shall be discussed at a meeting (see 4.2.1.3).

In JTC 1, responsibility for the preparation of a revised CD text, disposition of comments report, and a recommendation on further processing may be delegated to a WG, ad hoc group, or Project Editor who reports back to the parent committee.

2.5.4 If a committee draft is considered at a meeting but agreement on it is not reached on that occasion, a further committee draft incorporating decisions taken at the meeting shall be distributed within 12 weeks for consideration. A period of 8, 12 or 16 weeks as agreed by the technical committee or subcommittee shall be available to National Bodies to comment on the draft and on any subsequent versions.

In JTC 1, the default for CD/CDAM/DTS/DTR circulation is 8 weeks.

2.5.5 Consideration of successive drafts shall continue until consensus of the P-members of the technical committee or subcommittee has been obtained or a decision to abandon or defer the project has been made.

2.5.6 The decision to circulate an enquiry draft (see 2.6.1) shall be taken on the basis of the consensus principle.

It is the responsibility of the chair of the technical committee or subcommittee, in consultation with the secretary of his/her committee and, if necessary, the project leader, to judge whether there is sufficient support bearing in mind the definition of consensus given in ISO/IEC Guide 2:2004.

> "**consensus**: 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 need not imply unanimity."

The following applies to the definition of consensus:

In the process of reaching consensus, many different points of views will be expressed and addressed as the document evolves. However, “sustained oppositions” are views expressed at minuted meetings of committee, working group (WG) or other groups (e.g. task forces, advisory groups, etc.) and which are maintained by an important part of the concerned interest and which are incompatible with the committee consensus. The notion of “concerned interest(s)” will vary depending on the dynamics of the committee and shall therefore be determined by the committee

leadership on a case by case basis. The concept of sustained opposition is not applicable in the context of member body votes on CD, DIS or FDIS since these are subject to the applicable voting rules.

Those expressing sustained oppositions have a right to be heard and the following approach is recommended when a sustained opposition is declared:

— The leadership shall first assess whether the opposition can be considered a "sustained opposition", i.e. whether it has been sustained by an important part of the concerned interest. If this is not the case, the leadership will register the opposition (i.e. in the minutes, records, etc.) and continue to lead the work on the document.

— If the leadership determines that there is a sustained opposition, it is required to try and resolve it in good faith. However, a sustained opposition is not akin to a right to veto. The obligation to address the sustained oppositions does not imply an obligation to successfully resolve them.

The responsibility for assessing whether or not consensus has been reached rests entirely with the leadership. This includes assessing whether there is sustained opposition or whether any sustained opposition can be resolved without compromising the existing level of consensus on the rest of the document. In such cases, the leadership will register the opposition and continue the work.

Those parties with sustained oppositions may avail themselves of appeals mechanisms as detailed in Clause 5.

In case of doubt concerning consensus, approval by a two-thirds majority of the P-members of the technical committee or subcommittee voting may be deemed to be sufficient for the committee draft to be accepted for registration as an enquiry draft; however, every attempt shall be made to resolve negative votes.

In JTC 1, abstentions are excluded when the votes are counted, as well as negative votes not accompanied to technical reasons.

The secretariat of the technical committee or subcommittee responsible for the committee draft shall ensure that the enquiry draft fully embodies decisions taken either at meetings or by correspondence.

2.5.7 When consensus has been reached in a technical committee or subcommittee, its secretariat shall submit the finalized version of the draft in electronic form suitable for distribution to the national members for enquiry (2.6.1), to the office of the CEO (with a copy to the technical committee secretariat in the case of a subcommittee) within a maximum of 16 weeks.

2.5.8 For time limits relating to this stage, see 2.1.6.

2.5.9 The committee stage ends when all technical issues have been resolved and a committee draft is accepted for circulation as an enquiry draft and is registered by the office of the CEO. Texts that do not conform to the ISO/IEC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

2.5.10 If the technical issues cannot all be resolved within the appropriate time limits, technical committees and subcommittees may wish to consider publishing an intermediate deliverable in the form of a Technical Specification (see 3.1) pending agreement on an International Standard.

2.6 Enquiry stage

2.6.1 At the enquiry stage, the enquiry draft (DIS in ISO, CDV in IEC) shall be circulated by the office of the CEO to all National Bodies for a 12-week vote. In JTC 1, the enquiry draft is a DIS or DAM. In JTC 1, the DIS or DAM shall be circulated for a 12-week vote, following a translation period of 8 weeks.

For policy on the use of languages, see Annex E. In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

National bodies shall be advised of the date by which completed ballots are to be received by the office of the CEO.

At the end of the voting period, the chair and secretariat of the committee will have access to the results of the voting together with any comments received, for further speedy action.

2.6.2 Votes submitted by National Bodies shall be explicit: positive, negative, or abstention.

A positive vote may be accompanied by editorial or technical comments, on the understanding that the secretary, in consultation with the chair of the technical committee or subcommittee and project leader, will decide how to deal with them.

If a National Body finds an enquiry draft unacceptable, it shall vote negatively and state the technical reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but it shall not cast an affirmative vote which is conditional on the acceptance of modifications.

In JTC 1, in the case where a National Body has voted negatively without submitting a justification, the vote will not be counted.

In JTC 1, in the case where a National Body has voted negatively and has submitted comments that are not clearly of a technical nature, the committee manager shall contact the National Body within 2 weeks of the ballot closure. If the committee leadership and the National Body do not find an agreement, the matter is escalated to the ISO/TMB or to the IEC/SMB, as relevant, via the office of the CEO.

In JTC 1, there are no constraints on the types of comments (technical, editorial, or general) National Bodies can submit with their votes; however, in the case of negative votes on enquiry drafts, National Bodies are required to describe their technical reasons.

2.6.3 An enquiry draft is approved if

a) a two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and

b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

Comments received after the normal voting period are submitted to the technical committee or subcommittee secretariat for consideration at the time of the next review of the International Standard.

In JTC 1, additional voting rules apply; see Annex JA.1

2.6.4 On receipt of the results of the voting and any comments, the chair of the technical committee or subcommittee, in cooperation with its secretariat and the project leader, and in consultation with the office of the CEO, shall take one of the following courses of action:

a) when the approval criteria of 2.6.3 are met, and no technical changes are to be included to proceed to publication (see 2.8).

b) When the approval criteria of 2.6.3 are met, but technical changes are to be included, to register the enquiry draft, as modified, as a final draft international standard.

c) when the approval criteria of 2.6.3 are not met;

1) to circulate a revised enquiry draft for voting (see 2.6.1), or

NOTE A revised enquiry draft will be circulated for a voting period of 8 weeks, which may be extended up to 12 weeks at the request of one or more P-members of the committee concerned. In JTC 1, a revised enquiry draft circulation period may be extended up to 12 weeks.

2) to circulate a revised committee draft for comments, or

3) to discuss the enquiry draft and comments at the next meeting. In JTC 1, a WG may hold a WG meeting by teleconference or using electronic means to address ballot comments, or

4) to propose the publication of a revised draft as a TS or PAS. In JTC 1, to propose the publication of a revised draft as a TS, or

5) to propose the cancellation of the project.

.2.6.5 Not later than 12 weeks after the end of the voting period, a full report shall be prepared by the secretariat of the technical committee or subcommittee and circulated by the office of the CEO to the National Bodies. The report shall

a) show the result of the voting;

b) state the decision of the chair of the technical committee or subcommittee;

c) reproduce the text of the comments received; and

d) include the observations of the secretariat of the technical committee or subcommittee on each of the comments submitted.

Every attempt shall be made to resolve negative votes.

If, within 8 weeks from the date of dispatch, two or more P-members disagree with decision 2.6.4 c)1) or 2.6.4 c)2) of the chair, the draft shall be discussed at a meeting (see 4.2.1.3).

Committees are required to respond to all comments received.

2.6.6 When the chair has taken the decision to proceed to the approval stage (see 2.7) or publication stage (see 2.8), the secretariat of the technical committee or subcommittee shall prepare, within a maximum of 16 weeks after the end of the voting period and with the assistance of its editing committee, a final text and send it to the office of the CEO for preparation and circulation of the final draft International Standard.

The secretariat shall provide the office of the CEO with the text in a revisable electronic text and also in a format which permits validation of the revisable form.

Texts that do not conform to the ISO/IEC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

2.6.7 For time limits relating to this stage, see 2.1.6.

2.6.8 The enquiry stage ends with the registration, by the office of the CEO, of the text for circulation as a final draft International Standard or publication as an International Standard, in the case of 2.6.4 a) and b) .

2.7 Approval stage

2.7.1 At the approval stage, the final draft International Standard (FDIS) shall be distributed by the office of the CEO within 12 weeks to all National Bodies for an 8-week vote (6 weeks in IEC).

National Bodies shall be advised of the date by which ballots are to be received by the office of the CEO.

2.7.2 Votes submitted by National Bodies shall be explicit: positive, negative, or abstention.

A National Body may submit comments on any FDIS vote.

If a National Body finds a final draft International Standard unacceptable, it shall vote negatively and state the technical reasons. It shall not cast an affirmative vote that is conditional on the acceptance of modifications.

In JTC 1, in the case where a National Body has voted negatively without submitting a justification, the vote will not be counted.

In JTC 1, in the case where a National Body has voted negatively and has submitted comments that are not clearly of a technical nature, the committee manager shall contact the National Body within 2 weeks of the ballot closure. If the committee leadership and the National Body do not find an agreement, the matter is escalated to the ISO/TMB or to the IEC/SMB as relevant, via the office of the CEO.

2.7.3 A final draft International Standard having been circulated for voting is approved if

a) a two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and

b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

In JTC 1, additional voting rules apply; see Annex JA.1.

2.7.4 The secretariat of the technical committee or subcommittee has the responsibility of bringing any errors that may have been introduced in the preparation of the draft to the attention of the office of the CEO by the end of the voting period; further editorial or technical amendments are not acceptable at this stage.

2.7.5 All comments received will be retained for the next review and will be recorded on the voting form as "noted for future consideration". However, the Secretary along with the office of the CEO may seek to resolve obvious editorial errors. Technical changes to an approved FDIS are not allowed.

At the end of the voting period, the result of voting indicating either the formal approval by National Bodies to issue the International Standard or formal rejection of the final draft International Standard, are available to all National Bodies.

2.7.6 If the final draft International Standard has been approved in accordance with the conditions of 2.7.3, it shall proceed to the publication stage (see 2.8).

2.7.7 If the final draft International Standard is not approved in accordance with the conditions in 2.7.3, the document shall be referred back to the technical committee or subcommittee concerned for reconsideration in the light of the technical reasons submitted in support of the negative votes.

The committee shall decide to:

— resubmit a modified draft as a committee draft, enquiry draft or, in ISO and JTC 1, final draft International Standard; or

— publish a Technical Specification or a Publicly Available Specification (see 3.1 and 3.2) In JTC 1, publish a Technical Specification; or

— cancel the project.

2.7.8 The approval stage ends with the circulation of the voting report (see 2.7.5) stating that the FDIS has been approved for publication as an International Standard, with the publication of a Technical Specification (see 3.1.1) or with the document being referred back to the committee.

2.8 Publication stage

2.8.1 Within 6 weeks, the office of the CEO shall correct any errors indicated and validated by the secretariat of the technical committee or subcommittee, and publish and distribute the International Standard.

In JTC 1, before publication the document is sent to the secretariat and project editor for final review.

2.8.2 The publication stage ends with the publication of the International Standard.

2.9 Maintenance of Deliverables

The procedures for the maintenance of deliverables are given in the respective Supplements to the ISO/IEC Directives.

2.9.1 Introduction

In JTC 1, the following procedures apply.

Additional procedures for defect correction of International Standards are found in the JTC 1 Standing Document 21 on "Defect Correction of International Standards".

See Standing Document 9 on "PAS Transposition Process" for additional requirements on the maintenance of documents approved through the PAS transposition process, maintained by the PAS submitter and administered by JTC 1.

See Standing Document 6 on "Technical Specifications and Technical Reports" for additional requirements on the maintenance of technical specifications and technical reports.

In JTC 1, every International Standard and other deliverable published jointly by ISO and IEC for JTC 1 shall be subject to systematic review in order to determine whether it should be confirmed, revised/amended, stabilized (for International Standard) or withdrawn, according to Table S1.

A committee may at any time between systematic reviews pass a resolution initiating a revision of a deliverable.

See clause 2.3.1 for the process for initiating a revision of an existing deliverable (or amendment of an existing International Standard).

For minor changes to International Standards, e.g., updating and editorial changes that do not impact technical content, a shortened procedure called "minor revision" may be applied. This is comprised only of the proposal for a minor revision by the committee (through a resolution), approval and publication stages (see 2.7 and 2.8). Subsequent to the resolution of the responsible committee and consultation with the responsible Technical Programme Manager, a final draft of the revised deliverable shall be submitted to ITTF within a maximum of 16 weeks, for an 8 week FDIS vote, or 12 weeks in the case of Vienna Agreement documents. The Foreword of the next edition of the deliverable shall indicate that it is a minor revision and list the updates and editorial changes made.

Table S1 — Timing of systematic reviews

Deliverable	Max. elapsed time before systematic review	Max. number of times deliverable may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification (see 3.1.3)	3 years	Once recommended	6 years recommended
Technical Report (see 3.3.3)	Not specified (no systematic review)	Not specified	Not limited
Stabilized Standard (see 2.9.5)	10-year review (no systematic review	Not limited	Not limited

While Technical Reports are not subject to systematic review (see Table S1), the responsible committee is still required to perform a review at intervals that should not exceed 5 years.

A systematic review will typically be initiated in the following circumstances:

— (all deliverables) on the initiative and as a responsibility of the secretariat of the responsible committee, typically as the result of the elapse of the specified period since publication or the last confirmation of the document, or

— (for International Standards and Technical Specifications) a default action by ITTF if a systematic review of the International Standard or Technical Specification concerned has not been initiated by the secretariat of the responsible committee, or

— (all deliverables) at the request of one or more National Bodies or

— (all deliverables) at the request of the CEO.

The timing of a systematic review is normally based either on the year of publication or, where a document has already been confirmed, on the year in which it was last confirmed. However, it is not necessary to wait for the maximum period to elapse before a document is reviewed.

Where the relevant SC no longer exists, responsibility for the maintenance of such a standard may be given to a JTC 1 National Body or a JTC 1 Category A Liaison.

See clause 2.10.3 and 2.3.1 for the process for initiating a revision or amendment of an existing standard.

2.9.2. Review

In JTC 1, the systematic review ballot period is 20 weeks.

Before the systematic review ballot, the committee may prepare a recommendation, to be approved by its P-members, on the future of the deliverable. This recommendation will be made available with the SR ballot.

NOTE Systematic review ballots are administered electronically by the ITTF. P-members of a given committee have an obligation to vote on all systematic renew ballots for deliverables under the responsibilities of that committee. All P-members of ISO and IEC are invited to respond to such reviews. The purpose of the reviews has been extended to include obtaining information when National Bodies have needed to make modifications in order to make the deliverable suitable for national adoption. Such modifications need to be considered by committees in order to determine whether they need to be taken into account to improve the global relevance of a standard. The final decision, to revise, confirm or withdraw a standard, remains with the P-members of the responsible committee.

After the closing of the systematic review ballot, the secretariat's proposal reflecting the voting results shall be circulated to the members of the technical committee or subcommittee. No more than 6 months after the closing of the systematic review ballot the committee shall take a final decision as to whether to revise, confirm, stabilize or withdraw the standard, following which the secretariat shall submit the committee's decision to ITTF.

2.9.3 Interpretation of ballot results

2.9.3.1 General

In JTC 1, typically, a decision as to the appropriate action to take following a systematic review shall be based on a simple majority of ISO and IEC P-members voting for a specific action. However, in some cases a more detailed analysis of the results may indicate that another interpretation may be more appropriate. The committee decides upon a course of action and informs ITTF of the course of action.

NOTE It is not feasible to provide concrete rules for all cases when interpreting the ballot results due to the variety of possible responses, degrees of implementation, and the relative importance of comments

Where voting results are not definitive and/or a decision is based on interpretation of responses, the secretariat shall invite approval of a proposed course of action within a specified time delay, for example, within two months.

In proposing future action, due account shall be taken of the maximum possible number of confirmations and specified maximum life of the deliverable concerned (see Table S1).

2.9.3.2 Interpretation of ballot results for International Standards

Option 1: Confirmation (retention without technical change)

Where it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed, a deliverable may be confirmed. The criteria is as follows:

— the standard has been adopted with or without change or is used in at least five countries (when this criteria is not met, the standard should be withdrawn);

— a simple majority of the P-members of the committee voting propose confirmation.

Option 2: Amendment or revision (Retention, with change/s)

Where it has been verified that an International Standard is used, that it should continue to be made available, but that technical changes are needed, it may be proposed for amendment or revision. The criteria are as follows:

- the International Standard has been adopted with or without change or is used in at least five countries (when this criteria is not met, the deliverable should be withdrawn); and

- a simple majority of the JTC 1 P-members of the committee voting considers there is a need for amendment or revision

In that case, an item may be registered as an approved work item (stage 10.99)

A call for experts shall be launched. However, there is no minimum number of active P-members of the committee required.

Where an amendment or revision is not immediately started following approval by the committee, it is recommended that the project is first registered as a preliminary work item and that the International Standard is registered as confirmed. When it is eventually proposed for registration at stage 10.99, reference shall be made to the results of the preceding systematic review and the committee shall pass a resolution (see clause 2.3.1 for the process for initiating a revision or amendment of an existing International Standard).

Where it is decided that the International Standard or Technical Specification needs to be revised or amended, it becomes a new project and shall be added to the programme of work of the committee. The steps for revision or amendment are the same as those for preparation of a new International Standard (see the Consolidated JTC 1 Supplement, clauses 2.3 to 2.8), and include the establishment of target dates for the completion of the relevant stages.

Option 3: Withdrawal

When the standard has not been adopted with or without change or is not used in at least five countries, the standard should be withdrawn (see Options 1 and 2 above).

In the case of the proposed withdrawal of an International Standard, the National Bodies shall be informed by the ITTF of the decision of the technical committee or subcommittee, with an invitation to inform the ITTF within 8 weeks if they object to that decision.

Any objection received shall be referred to the ISO/TMB and IEC/SMB for consideration and decision.

2.9.3.3 Conversion to an International Standard (Technical Specifications only)

In addition to the three basic options of confirmation, revision, or withdrawal, in the cases of the systematic review of Technical Specifications a fourth option is its conversion to an International Standard.

To initiate conversion to an International Standard, a text, up-dated as appropriate, is submitted to the normal development procedures as specified for an International Standard (see clause 2.3.1).

The conversion procedure will typically start with a DIS vote. Where changes considered to be required are judged as being significant as to require a full review in the committee prior to DIS ballot, a revised version of the document shall be submitted for review and ballot as a CD.

2.9.4 Reinstatement of Withdrawn Standards

In JTC 1, if, following withdrawal of an International Standard, a committee determines that it is still needed, it may propose that the standard be reinstated. A ballot for reinstatement of the withdrawn standard shall be issued either as a draft International Standard, or an FDIS as initiated by the committee for voting by the ISO and IEC P-members. The balloting procedures of 2.6 and 2.7 shall apply. If approved, the standard shall be published as a new edition with a new date of publication. The foreword shall explain that the standard results from the reinstatement of the previous edition.

2.9.5 Stabilization

In JTC 1, a standard may be a stabilized standard. A stabilized standard has on-going validity and effectiveness; is mature; and insofar as can be determined will not require further maintenance of any sort. A standard is in stabilized status that will no longer be subject to systematic review but is retained to provide for the continued viability of existing products or servicing of equipment that is expected to have a long working life.

To be designated a stabilized standard, at least one five-year review cycle shall pass after the last modification to the standard before it can be recommended for stabilization by the responsible committee.

A committee may recommend that a standard for which it is responsible be put in stabilized status at the time of systematic review of that standard. In each case, the recommendation shall be accompanied by a statement of rationale and will result in a default ballot, as is done in the case of a reaffirmation recommendation.

Once a standard is given “stabilized” status, it will be recorded by ITTF on a master list of stabilized standards. This record will include the date of first addition to the list and the rationale provided as above. A stabilized standard is indicated as stabilized in the ISO Catalogue listing for that standard.

While stabilized standards are not subject to systematic review, the responsible committee should periodically (intervals that should not exceed 10 years) request its P-members to review the committee’s stabilized standards to determine if stabilization of the standard is still relevant.

Where a committee or a P-member of JTC 1 or a P-member of a SC becomes aware that a standard in the stabilized state is

- no longer in use; or
- its use has been superseded; or

- it is now unsafe to continue to use the standard;

a default ballot concerning revision or withdrawal of the standard is to be initiated (see JA.1.3).

Note that TSs and TRs shall not be stabilized.

2.10 Corrections and amendments

2.10.1 General

A published International Standard may subsequently be modified by the publication of

— a technical corrigendum (in IEC only);

In JTC 1, the option to publish a technical corrigendum also applies.

— a corrected version

— an amendment; or

— a revision (as part of the maintenance procedure in 2.9).

In JTC 1, at the publication stage, the ITTF shall decide, in consultation with the Secretariat of JTC 1 or SC, and bearing in mind both the financial consequences to the organization and the interests of users of the IS, whether to publish an amendment or a new edition of the IS, incorporating the amendment.

[NOTE Where it is foreseen that there will be frequent additions to the provisions of an IS, the possibility should be borne in mind at the outset of developing these additions as a series of parts (see 5.5.1 of ISO/IEC Directives, Part 2)]

NOTE In case of revision a new edition of the International Standard will be issued.

2.10.2 Corrections

In JTC 1, the term 'corrections' is a generic word referring to both technical corrigenda (COR) and corrected versions. In JTC 1, there remains the option to publish either a technical corrigendum or a corrected version.

A correction is only issued to correct an error or ambiguity inadvertently introduced either in drafting or in publishing and which could lead to incorrect or unsafe application of the publication.

Corrections are not issued to update information that has become outdated since publication.

Suspected errors shall be brought to the attention of the secretariat of the technical committee or subcommittee concerned. After confirmation by the secretariat and chair, if necessary in consultation with the project leader and P-members of the technical committee or subcommittee, the secretariat shall submit to the office of the CEO a proposal for correction, with an explanation of the need to do so.

The Chief Executive Officer shall decide, in consultation with the secretariat of the technical committee or subcommittee, and bearing in mind both the financial consequences to the organization and the interests of users of the publication, whether to publish a technical corrigendum (in IEC only) and / or a corrected version of the existing edition of the publication (see also 2.10.4). The secretariat of the committee will then inform the members of the committee of the outcome.

The corrections are mentioned in the Foreword of the corrected version.

In JTC 1, the option to publish a technical corrigendum also applies.

In JTC 1, ITTF shall decide, in consultation with the secretariat of the technical committee or subcommittee, and bearing in mind both the financial consequences to the organization and the interests of users of the publication, whether to publish a technical corrigendum or a corrected or updated reprint of the existing edition of the publication (see also 2.10.4). In general, a technical corrigendum will not be issued for an International Standard that is older than 3 years. In JTC 1 the procedures for developing and publishing Technical Corrigenda are given in JTC 1 Standing Document 21 on "Defect Correction of International Standards".

2.10.3 Amendments

An amendment alters and/or adds to previously agreed technical provisions in an existing International Standard. An amendment is considered as a partial revision: the rest of the International Standard is not open for comments.

An amendment is normally published as a separate document, the edition of the International Standard affected remaining in use.

The procedure for developing and publishing an amendment shall be as described in 2.3 (ISO and JTC 1), or the review and maintenance procedures (see IEC Supplement) and 2.4, 2.5, 2.6 (draft amendment, DAM), 2.7 (final draft amendment, FDAM), and 2.8. JTC 1 uses the same procedures as ISO.

In JTC 1, the default for CD/CDAM/DTS/DTR circulation is 8 weeks.

At the approval stage (2.7), the Chief Executive Officer shall decide, in consultation with the secretariat of the technical committee or subcommittee, and bearing in mind both the financial consequences to the organization and the interests of users of the International Standard, whether to publish an amendment or a new edition of the International Standard, incorporating the amendment. (See also 2.10.4.)

NOTE Where it is foreseen that there will be frequent *additions* to the provisions of an International Standard, the possibility should be borne in mind at the outset of developing these additions as a series of parts (see ISO/IEC Directives, Part 2).

2.10.4 Avoidance of proliferation of modifications

No more than 2 separate documents in the form of amendments shall be published modifying a current International Standard. The development of a third such document shall result in publication of a new edition of the International Standard.

In JTC 1, the option to publish a technical corrigendum also applies.

2.11 Maintenance agencies

When a technical committee or subcommittee has developed a standard that will require frequent modification, it may decide that a maintenance agency is required. Rules concerning the designation of maintenance agencies are given in Annex G.

2.12 Registration authorities

When a technical committee or subcommittee has developed a standard that includes registration provisions, a registration authority is required. Rules concerning the designation of registration authorities are given in Annex H.

2.13 Copyright

The copyright for all drafts and International Standards and other publications belongs to ISO, IEC or ISO and IEC, respectively as represented by the office of the CEO.

The content of, for example, an International Standard may originate from a number of sources, including existing national standards, articles published in scientific or trade journals, original research and development work, descriptions of commercialized products, etc. These sources may be subject to one or more rights.

In ISO and IEC, there is an understanding that original material contributed to become a part of an ISO, IEC or ISO/IEC publication can be copied and distributed within the ISO and/or IEC systems (as relevant) as part of the consensus building process, this being without prejudice to the rights of the original copyright owner to exploit the original text elsewhere. Where material is already subject to copyright, the right should be granted to ISO and/or IEC to reproduce and circulate the material. This is frequently done without recourse to a written agreement, or at most to a simple written statement of acceptance. Where contributors wish a formal signed agreement concerning copyright of any submissions they make to ISO and/or IEC, such requests shall be addressed to ISO Central Secretariat or the IEC Central Office, respectively.

Attention is drawn to the fact that the respective members of ISO and IEC have the right to adopt and re-publish any respective ISO and/or IEC standard as their national standard. Similar forms of endorsement do or may exist (for example, with regional standardization organizations).

In JTC 1, the copyright for DISs/FDISs, International Standards, DAMs/FDAMs, amendments, technical corrigenda, technical specifications, and technical reports belongs to ISO and IEC.

For those standards requiring it, a register shall be published. The copyright for the register belongs to ISO and IEC which may license the copyright to the JTC 1 Registration Authority for as long as it functions in this capacity.

2.14 Reference to patented items (see also Annex I)

2.14.1 If, in exceptional situations, technical reasons justify such a step, there is no objection in principle to preparing a deliverable in terms which include the use of items covered by patent rights – defined as patents, utility models and other statutory rights based on inventions,

including any published applications for any of the foregoing – even if the terms of the deliverable are such that there are no alternative means of compliance.

The rules given below shall be applied.

2.14.2 If technical reasons justify the preparation of a deliverable in terms which include the use of items covered by patent rights, the following procedures shall be complied with:

a) The proposer of a proposal for a deliverable shall draw the attention of the committee to any patent rights of which the proposer is aware and considers to cover any item of the proposal. Any party involved in the preparation of a deliverable shall draw the attention of the committee to any patent rights of which it becomes aware during the development of the deliverable.

b) If the proposal is accepted on technical grounds, the proposer shall ask any holder of such identified patent rights for a statement that the holder would be willing to negotiate worldwide licences under his/her rights with applicants throughout the world on reasonable and non-discriminatory terms and conditions. Such negotiations are left to the parties concerned and are performed outside ISO and/or IEC. A record of the right holder's statement shall be placed in the registry of the ISO Central Secretariat or IEC Central Office as appropriate. If the right holder does not provide such a statement, the committee concerned shall not proceed with inclusion of an item covered by a patent right in the deliverable without authorization from ISO Council or IEC Council Board as appropriate.

c) A deliverable shall not be published until the statements of the holders of all identified patent rights have been received, unless the council board concerned gives authorization.

2.14.3 Should it be revealed after publication of a deliverable that licences under patent rights, which appear to cover items included in the deliverable, cannot be obtained under reasonable and non-discriminatory terms and conditions, the deliverable shall be referred back to the relevant committee for further consideration.

3 Development of other deliverables

3.1 Technical Specifications

In JTC 1, See Standing Document 6 on "Technical Specifications and Technical Reports" for the JTC 1 specific requirements on this topic.

Technical Specifications may be prepared and published under the following circumstances and conditions.

3.1.1 When the subject in question is still under development or where for any other reason there is the future but not immediate possibility of an agreement to publish an International Standard, the technical committee or subcommittee may decide, by following the procedure set out in 2.3, that the publication of a Technical Specification would be appropriate. The procedure for preparation of such a Technical Specification shall be as set out in 2.4 and 2.5. The decision to publish the resulting document as a Technical Specification shall require a two-thirds majority vote of the P-members voting of the technical committee or subcommittee. A Technical Specification

may contain normative provisions. No technical changes are allowed on approved draft Technical Specifications.

When the required support cannot be obtained for a final draft International Standard to pass the approval stage (see 2.7), or in case of doubt concerning consensus, the technical committee or subcommittee may decide, by a two-thirds majority vote of P-members voting, that the document should be published in the form of a Technical Specification.

3.1.2 When the P-members of a technical committee or subcommittee have agreed upon the publication of a Technical Specification, the draft specification shall be submitted electronically by the secretariat of the technical committee or subcommittee to the office of the CEO within 16 weeks for publication. Competing technical specifications offering different technical solutions are possible provided that they do not conflict with existing International Standards.

3.1.3 Technical Specifications shall be subject to review by the committee not later than 3 years after their publication. The aim of such review shall be to re-examine the situation which resulted in the publication of a Technical Specification and if possible to achieve the agreement necessary for the publication of an International Standard to replace the Technical Specification. In IEC, the date for this review is based on the stability date which shall be agreed in advance of the publication of the Technical Specification (review date). Withdrawal of a Technical Specification is decided by the committee. In JTC 1, the IEC-specific procedures do not apply.

3.2 Publicly Available Specifications (PAS)

This section does not apply to JTC 1.

In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the one that results in PAS deliverables in ISO and IEC (see Annex F).

3.2.1 A PAS may be an intermediate specification, published prior to the development of a full International Standard, or, in IEC may be a "dual logo" publication published in collaboration with an external organization. It is a document not fulfilling the requirements for a standard. A PAS is a normative document.

A PAS might be proposed from the outset, when a committee wishes to deliver content quickly to the market. Alternatively, when an international standard or a technical specification is under development, the committee may decide that the publication of a PAS would be appropriate (e.g., when the project cannot meet the publication deadline).

3.2.2 A proposal for submission of a PAS may be made by the Secretariat, an A-liaison or by any P-member of the committee. In IEC, a C-liaison may also submit a PAS (see 1.17).

3.2.3 The PAS is published after verification of the presentation and checking that there is no conflict with existing International Standards by the committee concerned and following simple majority approval of the P-members voting of the committee concerned. Competing PAS offering different technical solutions are possible provided that they do not conflict with existing International Standards.

3.2.4 A PAS shall remain valid for an initial maximum period of 3 years in ISO and 2 years in IEC. The validity may be extended for a single period up to a maximum of 3 years in ISO and 2

years in IEC. During the validity period, withdrawal of a PAS is decided by the committee. At the end of the validity period, the PAS shall be transformed with or without change into another type of normative document, or shall be automatically withdrawn.

3.3 Technical Reports

In JTC 1, See Standing Document 6 on "Technical Specifications and Technical Reports" for the JTC 1 specific requirements on this topic.

3.3.1 When a technical committee or subcommittee has collected data of a different kind from that which is normally published as an International Standard (this may include, for example, data obtained from a survey carried out among the National Bodies, data on work in other international organizations or data on the "state of the art" in relation to standards of National Bodies on a particular subject), the technical committee or subcommittee may decide, by a simple majority vote of P-members voting, to request the Chief Executive Officer to publish such data in the form of a Technical Report. The document shall be entirely informative in nature and shall not contain matter implying that it is normative. It shall clearly explain its relationship to normative aspects of the subject which are, or will be, dealt with in International Standards related to the subject. The Chief Executive Officer, if necessary in consultation with the technical management board, shall decide whether to publish the document as a Technical Report. No technical changes are allowed on approved draft Technical Reports.

3.3.2 When the P-members of a technical committee or subcommittee have agreed upon the publication of a Technical Report, the draft report shall be submitted electronically by the secretariat of the technical committee or subcommittee to the Chief Executive Officer within 16 weeks for publication.

3.3.3 It is recommended that Technical Reports are regularly reviewed by the committee responsible, to ensure that they remain valid. Withdrawal of a Technical Report is decided by the technical committee or subcommittee responsible.

In JTC 1, Technical Reports are not subject to a review process.

4 Meetings

4.1 General

National Bodies are reminded that they are not permitted to charge delegates/experts any sort of participation fee, nor require accommodations at specific hotels or hotel rates for any meetings of technical committees, subcommittees, working groups, maintenance and project teams. The basic meeting facilities shall be funded entirely by resources from a National Body and/or voluntary sponsors. For more information in IEC, see Meeting Guide (http://www.iec.ch/members_experts/refdocs/iec/IEC_Meeting_Guide_2012.pdf) and for ISO, see Annex SF for further details. For JTC 1, see also JTC 1 Standing Document 19, "Meetings".

4.1.1 Technical committees and subcommittees shall use current electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. A meeting of a technical committee or subcommittee should be convened only when it is necessary to discuss committee drafts (CD) or other matters of substance which cannot be settled by other means. In JTC 1, see also Standing Document 19 on "Meetings".

4.1.2 The technical committee secretariat should look ahead with a view to drawing up, in consultation with the office of the CEO, a planned minimum 2-year programme of meetings of the technical committee and its subcommittees and, if possible, its working groups, taking account of the programme of work.

In JTC 1, meetings of JTC 1 shall be convened by the JTC 1 secretariat at nominal six-month intervals and shall be of adequate duration to resolve all agenda items.

4.1.3 In planning meetings, account should be taken of the possible advantage of grouping meetings of technical committees and subcommittees dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by delegates who participate in several technical committees or subcommittees.

In JTC 1, the possible advantage of grouping meetings applies also to working groups.

4.1.4 In planning meetings, account should also be taken of the advantages for the speedy preparation of drafts of holding a meeting of the editing committee immediately after the meeting of the technical committee or subcommittee and at the same place.

4.2 Procedure for calling a meeting

4.2.1 Technical committee and subcommittee meetings

In JTC 1, see also Standing Document 19 on "Meetings" for planning physical or electronic meetings.

4.2.1.1 The date and place of a meeting shall be subject to an agreement between the chair and the secretariat of the technical committee or subcommittee concerned, the Chief Executive Officer and the National Body acting as host. In the case of a subcommittee meeting, the subcommittee secretariat shall first consult with the secretariat of the parent technical committee in order to ensure coordination of meetings (see also 4.1.3).

4.2.1.2 A National Body wishing to act as host for a particular meeting shall contact the Chief Executive Officer and the technical committee or subcommittee secretariat concerned.

The National Body shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the technical committee or subcommittee for the purpose of attending the meeting.

In JTC 1, in accrediting delegates to attend meetings, P-and O-members shall register them in the ISO Meetings application or the IEC Meeting Registration System (MRS), as appropriate.

The hosting National Body can access the list of delegates through the ISO Meetings application or the IEC Meeting Registration System (MRS) so that it can make appropriate arrangements for the meeting. It is the responsibility of the P-members and O-members with participants who need invitation letters to send the names of these participants directly to the hosting National Body.

The hosting organizations are advised to verify and provide information on access means to meeting facilities.

As per clause 4.2.1.3, a document describing logistics for the meeting shall be circulated. As well as location and transport information, it should provide details of the accessibility of meeting facilities.

During the planning process, there should be a request for notification of specific accessibility requirements. The hosting body should make its best efforts to satisfy these requirements.

In JTC 1, the hosting National Body is responsible for providing secretariat support and services for meetings unless alternative arrangements have been agreed with the responsible committee secretariat.

In JTC 1, the committee secretariat shall inform the hosting National Body of all accredited meeting attendees so that the latter can make appropriate arrangements for the meeting.

4.2.1.3 The secretariat shall ensure that arrangements are made for the agenda and logistical information to be circulated by the office of the CEO (in the IEC) or by the secretariat with a copy to the office of the CEO (in ISO) at the latest 16 weeks before the date of the meeting. In JTC 1 and its subcommittees, any comments on the agenda or proposals for the addition of new work item proposals should be sent to the committee secretariat by the members not later than 8 weeks before the meeting. The secretariat shall distribute such comments or proposals immediately in order to permit adequate preparation by delegates.

NOTE All new work item proposals must be approved by correspondence (committee internal ballot – CIB) see 2.3.4.

Only those committee drafts for which the compilation of comments will be available at least 6 weeks before the meeting shall be included on the agenda and be eligible for discussion at the meeting.

Any other working documents, including compilations of comments on drafts to be discussed at the meeting, shall be distributed not less than 6 weeks in advance of the meeting.

The agenda shall clearly state the starting and estimated finishing times.

In the event of meetings over running the estimated finishing time, the Chair shall ensure that the P-members are willing to take voting decisions. However, if P-members leave, they may request the Chair not to take any further voting decisions.

In JTC 1, any decisions made after the estimated finishing time of the meeting and after any P-members have left shall be confirmed by correspondence after the meeting.

NOTE Attendees should take the estimated meeting time into consideration when booking their travel.

4.2.2 In JTC 1 and its subcommittees, only those committee drafts for which the compilation of comments will be available at least four weeks before the meeting shall be included on the agenda and be eligible for discussion at the Working group meetings

In JTC 1, see Standing Document 19 on “Meetings” for the JTC 1 specific requirements on WG meetings.

4.2.2.1 Working groups shall use current electronic means to carry out their work (for example, e-mail, groupware and teleconferencing) wherever possible. For a fully remote meeting, the advance notice shall be made available a minimum of 4 weeks in advance of the meeting.

When a physical meeting needs to be held, notification by the convenor of the meetings of a working group shall be sent to its members and to the secretariat of the parent committee, at least 6 weeks in advance of the meeting.

In JTC 1, see also Standing Document 19 on "Meetings" for requirement for planning Working Group physical or electronic meetings, in particular the requirements for posting a notice of the meeting and documents to be discussed.

The Working group leadership should ensure that everything reasonable is done to enable experts to actively participate.

Arrangements for meetings shall be made between the convenor and the member of the working group in whose country the meeting is to be held. The latter member shall be responsible for all practical working arrangements.

In JTC 1, as working groups may include a large number of participants, the meeting date and venue shall be agreed by the secretariat of the parent committee and the parent committee's National Body of the country in which the meeting is held.

4.2.2.2 If a working group meeting is to be held in conjunction with a meeting of the parent committee, the convenor shall coordinate arrangements with the secretariat of the parent committee. In particular, it shall be ensured that the working group members receive all general information for the meeting, which is sent to delegates to the meeting of the parent committee.

4.2.2.3 Either the WG (or PT/MT/AC in IEC) leader or the Secretary of the relevant committee shall notify National Body Secretariats of any WG (or PT/MT/AC in IEC) meeting held in their country.

4.3 Languages at meetings

While the official languages at meetings are English, French and Russian, meetings are conducted in English by default.

The National Body for the Russian Federation provides all interpretation and translation into or from the Russian language.

The chair and secretariat are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants following the general rules of ISO or IEC, as appropriate. (See also Annex E.)

When at a meeting of JTC 1 or one of its subsidiary bodies a participant wishes, in view of exceptional circumstances, to speak in any other language, the chair or convenor of the session shall be entitled to authorize this, for the session only, provided that a means of interpretation has been secured.

4.4 Cancellation of meetings

Every possible effort shall be made to avoid cancellation or postponement of a meeting once it has been convened. Nevertheless, if the agenda and basic documents are not available within the time required by 4.2.1.3, then the Chief Executive Officer has the right to cancel the meeting.

5 Appeals

5.1 General

5.1.1 National bodies have the right of appeal

a) to the parent technical committee on a decision of a subcommittee;

b) to the technical management board on a decision of a technical committee;

c) to the council board on a decision of the technical management board,

within 12 weeks in ISO and 8 weeks in IEC of the decision in question.

The decision of the council board on any case of appeal is final.

5.1.2 A P-member of a technical committee or subcommittee may appeal against any action, or inaction, on the part of the technical committee or subcommittee, when the P-member considers that such action or inaction is

a) not in accordance with

   — the Statutes and Rules of Procedure;

   — the ISO/IEC Directives; or

b) not in the best interests of international trade and commerce, or such public factors as safety, health or environment.

5.1.3 Matters under appeal may be either technical or administrative in nature.

Appeals on decisions concerning new work item proposals, committee drafts, enquiry drafts and final draft International Standards are only eligible for consideration if

— questions of principle are involved, or

— the contents of a draft may be detrimental to the reputation of ISO or IEC.

5.1.4 All appeals shall be fully documented to support the P-member's concern.

5.2 Appeal against a subcommittee decision

5.2.1 The documented appeal shall be submitted by the P-member to the secretariat of the parent technical committee, with a copy to the Chief Executive Officer.

5.2.2 Upon receipt, the secretariat of the parent technical committee shall advise all its P-members of the appeal and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal, consulting the Chief Executive Officer in the process.

5.2.3 If the technical committee supports its subcommittee, then the P-member which initiated the appeal may either

— accept the technical committee decision, or

— appeal against it.

5.3 Appeal against a technical committee decision

5.3.1 Appeals against a technical committee decision may be of 2 kinds:

— an appeal arising out of 5.2.3 above, or

— an appeal against an original decision of a technical committee.

5.3.2 The documented appeal shall, in all cases, be submitted to the Chief Executive Officer, with a copy to the chair and secretariat of the technical committee.

5.3.3 The Chief Executive Officer shall, following whatever consultations s/he deems appropriate, refer the appeal together with his/her comments to the technical management board within 4 weeks after receipt of the appeal.

5.3.4 The technical management board shall decide whether an appeal shall be further processed or not. If the decision is in favour of proceeding, the chair of the technical management board shall form a conciliation panel.

The conciliation panel shall hear the appeal within 12 weeks and attempt to resolve the difference of opinion as soon as practicable. The conciliation panel shall give a final report within 12 weeks. If the conciliation panel is unsuccessful in resolving the difference of opinion, this shall be reported to the Chief Executive Officer, together with recommendations on how the matter should be settled.

5.3.5 The Chief Executive Officer, on receipt of the report of the conciliation panel, shall inform the technical management board, which will make its decision.

5.4 Appeal against a technical management board decision

An appeal against a decision of the technical management board shall be submitted to the Chief Executive Officer with full documentation on all stages of the case.

The Chief Executive Officer shall refer the appeal together with his/her comments to the members of the council board within 4 weeks after receipt of the appeal.

The council board shall make its decision within 12 weeks.

5.5 Progress of work during an appeal process

When an appeal is against a decision respecting work in progress, the work shall be continued, up to and including the approval stage (see 2.7).

Annex A
(normative)

Guides

A.1 Introduction

In addition to International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports prepared by technical committees, ISO and IEC publish Guides on matters related to international standardization. Guides shall be drafted in accordance with the ISO/IEC Directives, Part 2.

Guides shall not be prepared by technical committees and subcommittees. They may be prepared by an ISO Policy Development Committee, an IEC Advisory Committee or Strategic Group, an ISO group reporting to the ISO technical management board, or an ISO/IEC Joint Coordination Group. These bodies are referred to below as the "Committee or Group responsible for the project".

The procedure for preparation and publication of a Guide is as described below.

A.2 Proposal stage

The ISO and/or IEC technical management board will approve proposals for new Guides or revisions of Guides and decide on the secretariat and composition of the Committee or Group responsible for the project.

Once a project is approved by the ISO and/or IEC technical management board, the secretariat of the Committee or Group responsible for the project shall ensure that the appropriate interests in ISO and IEC are informed.

A.3 Preparatory stage

The Committee or Group responsible for the project shall ensure that the appropriate interests in ISO and IEC have the opportunity to be represented during the preparation of the working draft.

A.4 Committee stage

Once a working draft is available for circulation as a committee draft, the secretariat of the Committee or Group responsible for the project shall send it to the parent committee or ISO and/or IEC technical management board for vote, comments and to approve its advancement to the Enquiry stage.

A.5 Enquiry stage

A.5.1 The office of the CEOs shall circulate the English text of the revised draft Guide to all National Bodies for an 8-week period for translation in French and other languages and for preparation prior to 12 week vote.

A.5.2 The draft Guide is approved for publication as a Guide if not more than one-quarter of the votes cast are negative, abstentions being excluded when the votes are counted.

In the case of ISO/IEC Guides, the draft shall be submitted for approval to the National Bodies of both ISO and IEC. The National Bodies of both organizations need to approve the document if it is to be published as an ISO/IEC Guide.

If this condition is satisfied for only one of the organizations, ISO or IEC, the Guide may be published under the name of the approving organization only, unless the Committee or Group responsible for the project decides to apply the procedure set out in A.5.3.

A.5.3 If a draft Guide is not approved, or if it is approved with comments the acceptance of which would improve consensus, the chair of the Committee or Group responsible for the project may decide to submit an amended draft for an 8-week vote. The conditions for acceptance of the amended draft are the same as in A.5.2.

A.6 Publication stage

The publication stage shall be the responsibility of the office of the CEO of the organization to which the Committee or Group responsible for the project belongs.

In the case of a Joint ISO/IEC Group, the responsibility shall be decided by agreement between the Chief Executive Officers.

A.7 Withdrawal of a Guide

The Committee or Group responsible for the Guide shall be responsible for deciding if the Guide shall be withdrawn. The formal withdrawal shall be ratified by the technical management board (TMB) in accordance with its normal procedures.

Annex B
(normative)

ISO/IEC procedures for liaison and work allocation

B.1 Introduction

By the ISO/IEC Agreement of 1976 [1], ISO and IEC together form a system for international standardization as a whole. For this system to operate efficiently, the following procedures are agreed for coordination and allocation of work between the technical committees and subcommittees of both organizations.

B.2 General considerations

The allocation of work between ISO and IEC is based on the agreed principle that all questions relating to international standardization in the electrical and electronic engineering fields are reserved to IEC, the other fields being reserved to ISO and that allocation of responsibility for matters of international standardization where the relative contribution of electrical and non-electrical technologies is not immediately evident will be settled by mutual agreement between the organizations.

Questions of coordination and work allocation may arise when establishing a new ISO or IEC technical committee, or as a result of the activities of an existing technical committee.

The following levels of coordination and work allocation agreement are available. Matters should be raised at the next higher level only after all attempts to resolve them at the lower levels have failed.

a) **Formal liaisons** between ISO and IEC committees for normal inter-committee cooperation.

b) **Organizational consultations**, including technical experts and representatives of the Chief Executive Officers, for cases where technical coordination may have an effect on the future activities of the organizations in a larger sense than the point under consideration.

c) Decisions on work allocation

   — by the technical management boards or, if necessary,

   — the ISO/IEC Joint Technical Advisory Board (JTAB).

Questions affecting both ISO and IEC, on which it has not proved possible to obtain a common decision by the ISO Technical Management Board and the IEC Standardization Management Board, are referred to the ISO/IEC Joint Technical Advisory Board (JTAB) for decision (see 1.3.1).

[1] ISO Council resolutions 49/1976 and 50/1976 and IEC Administrative Circular No. 13/1977.

B.3 Establishing new technical committees

Whenever a proposal to establish a new technical committee is made to the National Bodies of ISO or of IEC respectively, the proposal shall also be submitted to the other organization requesting comment and/or agreement. As a result of these consultations, two cases may arise:

a) the opinion is unanimous that the work should be carried out in one of the organizations;

b) opinions are divided.

In case a), formal action may then be taken to establish the new technical committee according to the unanimous opinion.

In case b), a meeting of experts in the field concerned shall be arranged with representatives of the Chief Executive Officers with a view to reaching a satisfactory agreement for allocation of the work (i.e., organizational level). If agreement is reached at this level, formal action may be taken by the appropriate organization to implement the agreement.

In the case of disagreement after these consultations, the matter may be referred by either organization to the ISO/IEC Joint Technical Advisory Board (JTAB).

B.4 Coordinating and allocating work between ISO and IEC technical committees

B.4.1 Formal liaison at committee level

B.4.2 Most coordination needs arising between individual ISO and IEC committees are successfully dealt with through formal technical liaison arrangements. These arrangements, when requested by either organization, shall be honoured by the other organization. Requests for formal liaison arrangements are controlled by the offices of the CEOs. The requesting organization shall specify the mode of cooperation (see B.4.2.2). Details of agreement

B.4.2.1 Continual efforts shall be made to minimize the overlap areas between IEC and ISO by entrusting areas of work to one of the two organizations.

For areas of work so entrusted, IEC and ISO shall agree through the JTAB on how the views and interests of the other organization are to be fully taken into account.

B.4.2.2 Five working modes of cooperation have been established, as follows:

Mode 1 – Informative relation

One organization is fully entrusted with a specific work area and keeps the other fully informed of all progress.

Mode 2 – Contributive relation

One organization should take the lead of the work and the other should make written contributions where considered appropriate during the progress of this work. This relation also includes the exchange of full information.

Mode 3 – Subcontracting relation

One organization is fully entrusted with the realization of the work on an identified item, but due to specialization of the other, a part of the work is subcontracted and that part is prepared under the responsibility of the second organization. Necessary arrangements shall be made to guarantee the correct integration of the resulting subcontracted work into the main part of the programme. To this end, the enquiry and approval stages are handled by the organization being the main contractor for the standardization task.

Mode 4 – Collaborative relation

One organization takes the lead in the activities, but the work sessions and meetings receive liaison representatives from the other Such liaison representatives should have the right to intervene in the debate but have no right to vote. The full flow of information is oriented through this liaison.

Mode 5 – Integrated liaison

Joint Working Groups and Joint Technical Committees ensure integrated meetings for handling together the realization of standards under a principle of total equality of participation.

Joint Working Groups between technical committees of the two organizations shall operate in accordance with 1.12.6.

Any change to the mode of cooperation shall be by mutual agreement.

B.4.2.3 The allocation of work between IEC and ISO for potentially overlapping areas will be set out as required in schedules or programmes which, when agreed by the relevant parties, will form addenda to this agreement.

A consequence of this agreement is that the parties agree to cross-refer to the relevant standards of the other in the respective competent fields of interest.

When the standard being referred to is updated, it is the responsibility of the body making the reference to take care of the updating of the reference where appropriate.

B.4.2.4 For work for which one organization has assumed responsibility and for which there will be subcontracting of work to the other, the fullest account shall be taken of the interests participating in the subcontracted work in defining the objectives of that work.

B.4.2.5 The necessary procedures for enquiry and approval shall be realized by the organization entrusted with a particular standardization task, except as otherwise agreed by the two technical management boards.

B.4.2.6 For standards developed under the Mode 5 – Integrated liaison, the committee, enquiry and approval stages shall be carried out in parallel in both ISO and IEC in accordance with the rules of the organization with the administrative lead. The committee/ organization with the administrative responsibility for the project shall submit drafts for the committee, enquiry and approval stages to the other organization two weeks prior to the circulation date.

B.4.2.7 When the enquiry draft has not fulfilled the approval criteria (see 2.6.3) in one of the organizations, then:

— the officers of the committees involved in the joint working group may select one of options given in 2.6.4 c) or

— in exceptional circumstances, if agreed between the officers of the ISO and IEC committees involved in the joint working group and the offices of the CEO, the project may proceed as a single logo standard of the organization in which the enquiry draft was approved. The joint working group is automatically disbanded.

B.4.2.8 If the final draft International Standard is not approved in accordance with the conditions in 2.7.3 then:

— the committees involved in the joint working group may select one of the options given in 2.7.7, noting that in IEC the circulation of a second final draft International Standard is not allowed and will require a derogation of the TMB or

— in exceptional circumstances, if agreed between the officers of the ISO and IEC committees involved in the joint working group and the offices of the CEO, the standard may be published as a single logo standard of the organization in which the final draft International Standard was approved. The joint working group is automatically disbanded.

B.4.2.9 Standards developed under the Mode 5 – Integrated liaison via a joint working group between ISO and IEC are published by the organization of the committee having administrative responsibility. That organization assigns the reference number of the standard and owns the copyright of the standard. The standard carries the logo of both organizations and may be sold by both organizations. The foreword of the International Standard will identify all the committees responsible for the development. For those standards where the committee with the administrative responsibility is in the IEC, then the foreword will also give the ISO voting results. ISO-lead documents are assigned numbers from 1 to 59999, IEC-lead documents are assigned numbers from 60000 to 79999. In the case of multi-part standards, some parts being under ISO responsibility and some being under IEC responsibility, a number in the 80000 series is assigned (e.g. ISO 80000-1, IEC 80000-6).

B.4.2.10 The maintenance procedures to be used for standards developed under the Mode 5 – Integrated liaison will be those currently applied in the organization which has the committee with the administrative responsibility.

B.4.2.11 If there is a reason, during the development of the project, to change from one mode of operation to another, a recommendation shall be made by both technical committees concerned and submitted to the two technical management boards for information.

B.4.3 Cooperation of secretariats

The secretariats of the technical committees/subcommittees from the two organizations concerned shall cooperate on the implementation of this agreement. There shall be a complete information flow on on-going work and availability on demand to each other of working documents, in accordance with normal procedures.

Annex C
(normative)

Justification of proposals for the establishment of standards

C.1 General

C.1.1 Because of the large financial resources and manpower involved and the necessity to allocate these according to the needs, it is important that any standardization activity begin by identifying the needs, determining the aims of the standard(s) to be prepared and the interests that may be affected. This will, moreover, help to ensure that the standards produced will cover appropriately the aspects required and be market relevant for the affected sectors. Any new activity shall therefore be reasonably justified before it is begun.

C.1.2 It is understood that, whatever conclusions may be drawn on the basis of the annex, a prerequisite of any new work to be commenced would be a clear indication of the readiness of a sufficient number of relevant interested parties to allocate necessary manpower, funds and to take an active part in the work.

C.1.3 This annex sets out rules for proposing and justifying new work, so that proposals will offer to others the clearest possible idea of the purposes and extent of the work, in order to ensure that standardization resources are really allocated by the parties concerned and are used to the best effect.

C.1.4 This annex does not contain rules of procedure for implementing and monitoring the guidelines contained in it, nor does it deal with the administrative mechanism which should be established to this effect.

C.1.5 This annex is addressed primarily to the proposer of any kind of new work to be started but may serve as a tool for those who will analyse such a proposal or comment on it, as well as for the body responsible for taking a decision on the proposal.

C.2 Terms and definitions

C.2.1
proposal for new work
proposal for a new field of technical activity or for a new work item

C.2.2
proposal for a new field of technical activity
proposal for the preparation of (a) standard(s) in a field that is not covered by an existing committee (such as a technical committee, subcommittee or project committee) of the organization to which the proposal is made

C.2.3
proposal for a new work item

proposal for the preparation of a standard or a series of related standards in the field covered by an existing committee (such as a technical committee) of the organization to which the proposal is made

C.3 General principles

C.3.1 Any proposal for new work shall lie within the scope of the organization to which it is submitted.

NOTE For example, the objects of ISO are laid down in its Statutes and of IEC in Article 2 of its Statutes.

C.3.2 The documentation justifying new work in ISO and IEC shall make a substantial case for the market relevance of the proposal.

C.3.3 The documentation justifying new work in ISO and IEC shall provide solid information as a foundation for informed ISO or IEC National Body voting.

C.3.4 Within the ISO and IEC systems, the onus is considered to be placed on the proposer to provide the proper documentation to support principles C.3.2 and C.3.3 stated above.

C.4 Elements to be clarified when proposing a new field of technical activity or a new work item

C.4.1 Proposals for new fields of technical activity and new work items shall include the following fields of information (C.4.2 to C.4.13)

C.4.2 Title

The title shall indicate clearly yet concisely the new field of technical activity or the new work item which the proposal is intended to cover.

EXAMPLE 1 (proposal for a new technical activity) "Machine tools".

EXAMPLE 2 (proposal for a new work item) "Electrotechnical products – Basic environmental testing procedures".

C.4.3 Scope

In JTC 1, additional factors such as cultural and linguistic adaptability and accessibility are to be considered.

C.4.3.1 For new fields of technical activity

The scope shall precisely define the limits of the field of activity. Scopes shall not repeat general aims and principles governing the work of the organization but shall indicate the specific area concerned.

EXAMPLE "Standardization of all machine tools for the working of metal, wood and plastics, operating by removal of material or by pressure".

C.4.3.2 For new work items

The scope shall give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions shall be stated.

EXAMPLE 1

This standard lists a series of environmental test procedures, and their severities, designed to assess the ability of electrotechnical products to perform under expected conditions of service.

Although primarily intended for such applications, this standard may be used in other fields where desired.

Other environmental tests, specific to the individual types of specimen, may be included in the relevant specifications.

EXAMPLE 2

Standardization in the field of fisheries and aquaculture, including, but not limited to, terminology, technical specifications for equipment and for their operation, characterization of aquaculture sites and maintenance of appropriate physical, chemical and biological conditions, environmental monitoring, data reporting, traceability and waste disposal.

Excluded:

— methods of analysis of food products (covered by ISO/TC 34);

— personal protective clothing (covered by ISO/TC 94);

— environmental monitoring (covered by ISO/TC 207).

C.4.4 Programme of work (for proposals for new fields of technical activity only)

In JTC 1, a programme of work is established and maintained within the overall business plan.

C.4.4.1 The proposed programme of work shall correspond to and clearly reflect the aims of the standardization activities and shall, therefore, show the relationship between the subjects proposed.

C.4.4.2 Each item on the programme of work shall be defined by both the subject and aspect(s) to be standardized (for products, for example, the items would be the types of products, characteristics, other requirements, data to be supplied, test methods, etc.).

C.4.4.3 Supplementary justification may be combined with particular items in the programme of work.

C.4.4.4 The proposed programme of work shall also suggest priorities and target dates for new work items (when a series of standards is proposed, priorities shall be suggested).

C.4.5 Indication(s) of the preferred type or types of deliverable(s) to be produced

In the case of proposals for new fields of technical activity, this may be provided under C.4.4.

C.4.6 A listing of relevant existing documents at the international, regional and national levels

Any known relevant documents (such as standards and regulations) shall be listed, regardless of their source and should be accompanied by an indication of their significance.

C.4.7 Relation to and impact on existing work

C.4.7.1 A statement shall be provided regarding any relation or impact the proposed work may have on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.

C.4.7.2 If seemingly similar or related work is already in the scope of other committees of the organization or in other organizations, the proposed scope shall distinguish between the proposed work and the other work.

C.4.7.3 The proposer shall indicate whether his or her proposal could be dealt with by widening the scope of an existing committee or by establishing a new committee.

C.4.8 Relevant country participation

C.4.8.1 For proposals for new fields of technical activity, a listing of relevant countries should be provided where the subject of the proposal is important to their national commercial interests.

C.4.8.2 For proposals for new work item within existing committees, a listing of relevant countries should be provided which are not already P-members of the committee, but for whom the subject of the proposal is important to their national commercial interests.

C.4.9 Cooperation and liaison

C.4.9.1 A list of relevant external international organizations or internal parties (other than ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s) shall be provided.

C.4.9.2 In order to avoid conflict with, or duplication of efforts of, other bodies, it is important to indicate all points of possible conflict or overlap.

C.4.9.3 The result of any communication with other interested bodies shall also be included.

C.4.10 Affected stakeholders

A simple and concise statement shall be provided identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s).

C.4.11 Base document (for proposals for new work items only)

C.4.11.1 When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments) this shall be indicated with appropriate justification and a copy attached to the proposal.

C.4.11.2 All proposals for new work items shall include an attached existing document to serve as an initial basis for the ISO or IEC deliverable or a proposed outline or table of contents.

C.4.11.3 If an existing document is attached that is copyrighted or includes copyrighted content, the proposer shall ensure that appropriate permissions have been granted in writing for ISO or IEC to use that copyrighted content.

C.4.12 Leadership commitment

C.4.12.1 In the case of a proposal for a new field of technical activity, the proposer shall indicate whether his/her organization is prepared to undertake the secretariat work required.

C.4.12.2 In the case of a proposal for new work item, the proposer shall also nominate a project leader.

C.4.13 Purpose and justification

C.4.13.1 The purpose and justification of the standard to be prepared shall be made clear and the need for standardization of each aspect (such as characteristics) to be included in the standard shall be justified.

C.4.13.2 If a series of new work items is proposed the purpose and the justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

C.4.13.3 Please note that the items listed in the bullet points below represent a menu of suggestions or ideas for possible documentation to support the purpose and justification of proposals. Proposers should consider these suggestions, but they are not limited to them, nor are they required to comply strictly with them. What is most important is that proposers develop and provide purpose and justification information that is most relevant to their proposals and that makes a substantial business case for the market relevance and need of their proposals. Thorough, well-developed and robust purpose and justification documentation will lead to more informed consideration of proposals and ultimately their possible success in the ISO and IEC systems.

— A simple and concise statement describing the business, technological, societal or environmental issue that the proposal seeks to address, preferably linked to the Strategic Business Plan of the concerned ISO or IEC committee.

— Documentation on relevant global metrics that demonstrate the extent or magnitude of the economic, technological, societal or environmental issue, or the new market. This may include an estimate of the potential sales of the resulting standard(s) as an indicator of potential usage and global relevance.

— Technological benefit – a simple and concise statement describing the technological impact of the proposal to support coherence in systems and emerging technologies, convergence of merging technologies, interoperability, resolution of competing technologies, future innovation, etc.

— Economic benefit – a simple and concise statement describing the potential of the proposal to remove barriers to trade, improve international market access, support public procurement, improve business efficiency for a broad range of enterprises including small and medium sized ones, and/or result in a flexible, cost-effective means of complying with international and regional rules/conventions, etc. A simple cost/benefit analysis relating the cost of producing the deliverable(s) to the expected economic benefit to businesses worldwide may also be helpful.

— Societal benefit(s) – a simple and concise statement describing any societal benefits expected from the proposed deliverable(s).

— Environmental benefit(s) – a simple and concise statement describing any environmental or wider sustainability benefits expected from the proposed deliverable(s).

— A simple and concise statement clearly describing the intended use(s) of the proposed deliverable(s), for example, whether the deliverable is intended as requirements to support conformity assessment or only as guidance or recommended best practices; whether the deliverable is a management system standard; whether the deliverable is intended for use or reference in technical regulation; whether the deliverable is intended to be used to support legal cases in relation to international treaties and agreements.

— A simple and concise statement of metrics for the committee to track in order to assess the impact of the published standard over time to achieve the benefits to stakeholders documented under C.4.10 above.

— A statement assessing the prospect of the resulting deliverable(s) being compliant with, for the IEC, the IEC Global Relevance Policy: http://www.iec.ch/ members_experts/refdocs/ac_cl/AC_200817e_AC.pdf and for ISO, with ISO's Global Relevance Policy http://www.iso.org/iso/standards_development/governance_of_technical_work/global_relevance_policy.htm and the ISO/TMB recommendations (see NOTE below) regarding sustainable development and sustainability, where relevant.

NOTE For ISO, the ISO/TMB confirmed the following recommendations: 1) When a committee (in any sector) develops a standard dealing with sustainability/sustainable development the standard must remain within the context of the committee's scope of work; 2) The committee should also notify the TMB with the title and scope as early as possible; 3) The committee undertaking such work should clarify its intentions in the Introduction of the specific standard(s); 4) The most widely used definition of sustainable development is the one from the UN Brundtland committee on sustainable development: development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

— A statement assessing the proposal's compliance with the Principles for developing ISO and IEC Standards related to or supporting public policy initiatives (for ISO see Annex SO in the Consolidated ISO Supplement and for IEC and ISO see *Using and referencing ISO and IEC standards for technical regulations*: http://www.iso.org/iso/standards_for_technical_regulations.pdf) and the possible relation of

the resulting deliverable(s) to public policy, including a statement regarding the potential for easier market access due to conformity with appropriate legislation.

Annex D
(normative)

Resources of secretariats and qualifications of secretaries

D.1 Terms and definitions

D.1.1
secretariat
National Body to which has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to a technical committee or subcommittee

D.1.2
secretary
individual appointed by the secretariat to manage the technical and administrative services provided

D.2 Resources of a secretariat

A National Body to which a secretariat has been assigned shall recognize that, no matter what arrangements it makes in its country to provide the required services, it is the National Body itself that is ultimately responsible for the proper functioning of the secretariat. National bodies undertaking secretariat functions shall become party to the ISO Service Agreement or IEC Basic Agreement, as appropriate.

The secretariat shall therefore have adequate administrative and financial means or backing to ensure:

a) facilities for word-processing in English and/or French, for providing texts electronically, and for any necessary reproduction of documents; In JTC 1, facilities for word-processing in English, for providing texts in machine-readable-form, and for any necessary reproduction of documents;

b) preparation of adequate technical illustrations;

c) identification and use, with translation where necessary, of documents received in the official languages;

d) updating and continuous supervision of the structure of the committee and its subsidiary bodies, if any;

e) reception and prompt dispatch of correspondence and documents;

f) adequate communication facilities by telephone, telefax and electronic mail;

g) access to the Internet;

h) arrangements and facilities for translation, interpretation and services during meetings, in collaboration with the host National Body, as required; In JTC 1, arrangements and facilities for translation, interpretation, and services are not required except as specified in 4.3;

i) attendance of the secretary at any meetings requiring his/her presence, including technical committee and/or subcommittee meetings, editing committee meetings, working group meetings, and consultations with the chair when necessary;

j) access by the secretary to basic International Standards (see the ISO/IEC Directives, Part 2, on Reference Documents and sources for drafting) and to International Standards, national standards and/or related documents in the field under consideration;

k) access by the secretary, when necessary, to experts capable of advising on technical issues in the field of the committee;

l) In JTC 1, the ability to fulfil the secretariat's electronic document distribution responsibilities as defined in the JTC 1 Standing Document 23, Access Control to JTC 1 Documents: open and restricted access.

Whilst the Chief Executive Officer endeavours to send his/her representative to the first meeting of a technical committee, to meetings of technical committees with new secretariats, and to any technical committee or subcommittee meeting where such presence is desirable for solving problems, the office of the CEO cannot undertake to carry out the work for a secretariat, on a permanent or temporary basis.

D.3 Requirements of a secretary

The individual appointed as secretary shall

a) have sufficient knowledge of English and/or French; In JTC 1, have sufficient knowledge of English;

b) be familiar with the *Statutes and rules of procedure*, as appropriate, and with the ISO/IEC Directives (see the respective Supplements to the ISO/IEC Directives); In JTC 1, also be familiar with the *Consolidated JTC 1 Supplement* and the JTC 1 Standing Documents and JTC 1 resolutions;

c) be in a position to advise the committee and any subsidiary bodies on any point of procedure or drafting, after consultation with the office of the CEO if necessary;

d) be aware of any council board or technical management board decision regarding the activities of the technical committees in general and of the committee for which s/he is responsible in particular;

e) be a good organizer and have training in and ability for technical and administrative work, in order to organize and conduct the work of the committee and to promote active participation on the part of committee members and subsidiary bodies, if any;

f) be familiar with the documentation supplied by the offices of CEO, in particular the use of electronic tools and services.

It is recommended that newly appointed secretaries of technical committees should make an early visit to the office of the CEO in Geneva in order to discuss procedures and working methods with the staff concerned.

Annex E
(normative)

General policy on the use of languages

E.1 Expressing and communicating ideas in an international environment

At the international level, it is common practice to publish deliverables in at least two languages. There are a number of reasons why it is advantageous to use two languages, for example:

— greater clarity and accuracy of meaning can be achieved by expressing a given concept in two languages which have different grammar and syntax;

— if consensus is reached on the basis of a text drafted in only one language, difficulties may arise when it comes to putting that text into another language. Some questions may have to be rediscussed, and this can cause delay if the text originally agreed upon has to be altered. Subsequent drafting into a second language of a text already approved in the first language often brings to light difficulties of expression that could have been avoided if both versions had been prepared at the same time and then amended together;

— to ensure that international meetings will be as productive as possible, it is important for the agreements reached to be utterly devoid of ambiguity, and there has to be no risk that these agreements can be called back into question because of misunderstandings of a linguistic nature;

— the use of two languages chosen from two linguistic groups widens the number of prospective delegates who might be appointed to attend the meetings;

— it becomes easier to express a concept properly in other languages if there are already two perfectly harmonized versions.

E.2 The use of languages in the technical work

The official languages are English, French and Russian.

The work of the technical committees and the correspondence are in English by default.

For the purposes of the above, the National Body for the Russian Federation provides all interpretation and translation into and from the Russian language.

In IEC, a definitive language of development for each deliverable shall be designated in the Foreword. Specific exceptions apply to the IEV and/or database standards.

E.3 International Standards

International Standards are published by the ISO and IEC in English and in French (and sometimes in multilingual editions also including Russian and other languages, especially in cases

of terminology). These versions of a given International Standard are equivalent, and each is regarded as being an original-language version.

It is advantageous for the technical content of a standard to be expressed in both English and French from the outset of the drafting procedure, so that these two versions will be studied, amended and adopted at the same time and their linguistic equivalence will be ensured at all times. (See also the ISO/IEC Directives, Part 2, clause on "Language versions")

This may be done

— by the secretariat or, under the latter's responsibility, with outside assistance, or

— by the editing committee of the responsible technical committee or subcommittee, or

— by National Bodies whose national language is English or French and under an agreement concluded between those National Bodies and the secretariat concerned.

When it is decided to publish a multilingual International Standard (a vocabulary, for example), the National Body for the Russian Federation takes charge of the Russian portion of the text; similarly, when it is decided to publish an International Standard containing terms or material in languages other than the official languages, the National Bodies whose national languages are involved are responsible for selecting the terms or for drafting the portions of text which are to be in those languages.

E.4 Other publications developed by technical committees

Other publications may be issued in one official language only.

E.5 Documents for technical committee and subcommittee meetings

E.5.1 Drafts and documents referred to the agenda

The documents prepared and circulated prior to a meeting are the following.

a) Draft agendas

Draft agendas are prepared and distributed in the language(s) of the meeting (English by default) by the responsible secretariats b) Committee drafts referred to in the agenda

It is desirable that versions of committee drafts referred to in the agenda will be available for the meeting in the language(s) of the meeting (English by default).

Enquiry drafts shall be available in English and French. The ISO Council or IEC Standardization Management Board guidelines shall be applied where one of the language versions is not available in due time.

Other documents (sundry proposals, comments, etc.) relating to agenda items may be prepared in only one language (English or French).

E.5.2 Documents prepared and circulated during a meeting

The documents prepared and circulated during a meeting are the following.

a) Resolutions adopted during the meeting

An ad hoc drafting committee may be formed at the beginning of each meeting to support the Secretary in the drafting and/or reviewing of resolutions and, whenever possible, should include one or more delegates of English and/or French mother tongue.

b) Brief minutes, if any, prepared after each session

If such minutes are prepared, they shall be drafted in English or French and preferably in both with, if necessary, the assistance of the ad hoc drafting committee.

E.5.3 Documents prepared and circulated after a meeting

After each technical committee or subcommittee meeting, the secretariat concerned shall draft a report of the meeting, which may be in only one language (English or French) and which includes, as annex, the full text of the resolutions adopted, preferably in both English and French.

E.6 Documents prepared in languages other than English or French

National bodies whose national language is neither English nor French may translate any documents circulated by secretariats into their own national language in order to facilitate the study of those documents by the experts of their country or to assist the delegates they have appointed to attend the meetings of the technical committees and subcommittees.

If one language is common to two or more National Bodies, one of them may at any time take the initiative of translating technical documents into that language and of providing copies to other National Bodies in the same linguistic group.

The terms of the above two paragraphs may be applied by the secretariats for their own needs.

E.7 Technical meetings

E.7.1 Purpose

The purpose of technical meetings is to achieve as full agreement as possible on the various agenda items and every effort shall be made to ensure that all delegates understand one another.

E.7.2 Interpretation of debates into English and French

Although the basic documents may be available in both English and French, it has to be determined according to the case whether interpretation of statements expressed in one language should be given in the other language

— by a volunteer delegate,

— by a staff member from the secretariat or host National Body, or

— by an adequately qualified interpreter. In JTC 1, the interpretation of debates into English and French is not applicable, except as specified in 4.3.

Care should also be taken that delegates who have neither English nor French as mother tongue can follow the meeting to a sufficient extent.

It is impractical to specify rules concerning the necessity of interpreting the debates at technical meetings. It is essential, of course that all delegates should be able to follow the discussions, but it may not be altogether essential to have a word-for-word interpretation of each statement made.

In view of the foregoing, and except in special cases where interpretation may not be necessary, the following practice is considered appropriate:

a) for meetings where procedural decisions are expected to be taken, brief interpretation may be provided by a member of the secretariat or a volunteer delegate;

b) at working group meetings, the members should, whenever possible, arrange between themselves for any necessary interpretation on the initiative and under the authority of the convenor of the working group.

To enable the secretariat responsible for a meeting to make any necessary arrangements for interpretation, the secretariat should be informed, at the same time as it is notified of attendance at the meeting, of the languages in which the delegates are able to express themselves and of any aid which delegates might be able to provide in the matter of interpretation.

In those cases where a meeting is conducted mainly in one language, the following practice should be adopted as far as is practicable in order to assist delegates having the other language:

a) the decision taken on one subject should be announced in both languages before passing to the next subject;

b) whenever a change to an existing text is approved in one language, time should be allowed for delegates to consider the effect of this change on the other language version;

c) a summary of what has been said should be provided in the other language if a delegate so requests.

E.7.3 Interpretation into English and French of statements made in other languages

When at a meeting of a technical committee or a subcommittee a participant wishes, in view of exceptional circumstances, to speak in any language other than English or French, the chair of the session shall be entitled to authorize this, for the session in question, provided that a means of interpretation has been secured.

In order to give all experts an equal opportunity to express their views at meetings of technical committees and subcommittees, a very flexible application of this provision is recommended.

Annex F(normative)

Options for development of a project

F.1 Simplified diagram of options

Project stage	Normal procedure	Draft submitted with proposal	"Fast-track procedure" [a]	Technical Specification [b]	Technical Report [c]	Publicly Available Specification [d]
Proposal stage (see 2.3)	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal [a]	Acceptance of proposal		Acceptance of proposal [g]
Preparatory stage (see 2.4)	Preparation of working draft	*Study by working group* [e]		Preparation of draft		Preparation of draft
Committee stage (see 2.5)	Development and acceptance of committee draft	*Development and acceptance of committee draft* [e]		Acceptance of draft	Acceptance of draft	Acceptance of draft
Enquiry stage (see 2.6 and in IEC, see IEC Supplement E.3.1)	Development and acceptance of enquiry draft	Development and acceptance of enquiry draft	Acceptance of enquiry draft			
Approval stage (see 2.7)	*Approval of FDIS* [f]	*Approval of FDIS* [f]	*Approval of FDIS* [f]			
Publication stage (see 2.8)	Publication of International Standard	Publication of International Standard	Publication of International Standard	Publication of Technical Specification	Publication of Technical Report	Publication of PAS

Stages in *italics*, enclosed by dotted circles may be omitted.

[a] See F.2.

[b] See 3.1.

[c] See 3.3.

[d] See 3.2.

[e] According to the result of the vote on the new work item proposal, both the preparatory stage and the committee stage may be omitted.

[f] May be omitted if the approval criteria of 2.6.3 are met and no technical changes are to be included.
[g] See ISO and IEC Supplements for details on proposals for PAS.

In JTC 1, the following table is used

Stage Name	Stage Description	Standard (see 2)	Fast Track IS (see F.2)	JTC 1 Publicly Available Specification (See F.3)	Technical Specification (see 3.1)	Technical Report (see 3.3)	Amendments (see 2.10.3)	Technical Corrigendum (see 2.10.2)
00 Preliminary stage (see 2.2)	Preparation of proposal	Preparation of NP			Preparation of NP		Preparation of NP	
10 Proposal Stage (see 2.3)	Acceptance of proposal	Acceptance of NP			Acceptance of NP		Acceptance of NP	
20 Preparatory stage (see 2.4)	Preparation of working draft	Preparation of WD			Preparation of WD		Preparation of WD	Preparation of Defect Report (DR)
30 Committee Stage (see 2.5)	Development and acceptance of committee draft	Development and acceptance of CD			Development and acceptance of DTS	Development and acceptance of DTR	Development and acceptance CDAM	Development and acceptance of DCOR
40 Enquiry Stage (see 2.6 and in IEC, see IEC Supplement E.3.1)	Development and acceptance of enquiry draft	Development and acceptance of DIS	Submission and acceptance of DIS	Submission and acceptance of DIS			Development and acceptance DAM	
50 Approval Stage (see 2.7)	Approval of final draft	Approval of FDIS	Approval of FDIS	Approval of FDIS			Approval of FDAM	
60 Publication Stage	Publication of document	Publication of IS	Publication of IS	Publication of IS	Publication of Technical Specification	Publication of Technical Report	Publication of Amendment	Publication of Technical Corrigendum

F.2"Fast-track procedure"

F.2.1 Proposals to apply the fast-track procedure may be made as follows.

F.2.1.1 In JTC 1, only JTC 1 P-members and JTC 1 Category A Liaison organizations may propose Fast-Track submissions.

The Committee Secretariat, any P-member or Category A liaison organization of a concerned technical committee or subcommittee may propose that an **existing standard from any source** be submitted for vote as an enquiry draft. The proposer shall obtain the agreement of the originating organization before making a proposal. The criteria for proposing an existing standard for the fast-track procedure are a matter for each proposer to decide.

In JTC 1, all fast-tracks are submitted to JTC 1, and the JTC 1 secretariat submits them to the ITTF in accordance with F.4.1. The proposer of a fast-track document shall submit the name of an individual who has agreed to serve as project editor for the fast-track document. The proposer shall also submit an explanatory report similar to the PAS explanatory report (see F.3 below).

The document is not required to be in ISO/IEC format, but can be published in its original format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC cover page with reference) is to be determined by ITTF and the proposer as part of any publication agreements.

In JTC 1, amendments to existing International Standards shall not be submitted via the fast-track procedure.

In JTC 1, all documents submitted via fast track are processed by JTC 1 and the standards approved via fast track are allocated to and are the responsibility of JTC 1. Throughout this Annex, all references to the "technical committee or subcommittee" is understood to be JTC 1.

F.2.1.2 An international standardizing body recognized by the ISO or IEC council board may propose that a **standard developed by that body** be submitted for vote as a final draft International Standard.

F.2.1.3 An organization having entered into a formal technical agreement with ISO or IEC may propose, in agreement with the appropriate technical committee or subcommittee, that a **draft standard developed by that organization** be submitted for vote as an enquiry draft within that technical committee or subcommittee.

F.2.2 The proposal shall be received by the Chief Executive Officer, who shall take the following actions:

a) settle the copyright and/or trademark situation with the organization having originated the proposed document, so that it can be freely copied and distributed to National Bodies without restriction, and advise the organization that the ISO/IEC intellectual property policies shall apply to the proposed document, see in particular 2.13 and 2.14;

b) for cases F.2.1.1 and F.2.1.3, assess in consultation with the relevant secretariats which technical committee/subcommittee is competent for the subject covered by the proposed document. In cases where a relevant committee is identified, the proposal, with rationale for

using the Fast Track route, shall be circulated for awareness to the committee prior to the enquiry vote. Where no technical committee exists competent to deal with the subject of the document in question, the Chief Executive Officer shall refer the proposal to the technical management board, which may request the Chief Executive Officer to submit the document to the enquiry stage and to establish an ad hoc group to deal with matters subsequently arising;

c) ascertain that there is no evident contradiction with other International Standards;

d) distribute the proposed document as an enquiry draft (F.2.1.1 and F.2.1.3) in accordance with 2.6.1, or as a final draft International Standard (case F.2.1.2) in accordance with 2.7.1, indicating (in cases F.2.1.1 and F.2.1.3) the technical committee/subcommittee to the domain of which the proposed document belongs. In JTC 1, the name of the proposed project editor will also be distributed.

F.2.3 The period for voting and the conditions for approval shall be as specified in 2.6 for an enquiry draft and 2.7 for a final draft International Standard. In the case where no technical committee is involved, the condition for approval of a final draft International Standard is that not more than one-quarter of the total number of votes cast are negative.

In JTC 1, the proposer of the fast-track document has the right to withdraw the fast-track document from the fast-track process at any point prior to publication.

F.2.3.1 In JTC 1, a meeting (see F.5 below) may be used to review the comments received on an enquiry draft (DIS) for fast-track ballots.

F.2.4 If, for an enquiry draft, the conditions of approval are met, the draft standard shall progress in accordance with 2.6.4 . If not, the proposal has failed and any further action shall be decided upon by the technical committee/subcommittee to which the document was attributed in accordance with F.2.2 b).

If, for a final draft International Standard, the conditions of approval are met, the document shall progress to the publication stage (2.8). If not, the proposal has failed and any further action shall be decided upon by the technical committee/subcommittee to which the FDIS was attributed in accordance with F.2.2 b), or by discussion between the originating organization and the office of the CEO if no technical committee was involved.

In JTC 1, the committee leadership can decide whether or not to skip the FDIS vote, and go straight to publication — see 2.6.4 for options and actions after the DIS ballot.

If comments other than editorial corrections and comments that cannot be accommodated by an editorial textual change to the balloted document have been received, a meeting is conducted by JTC 1 (see F.5).

If the standard is published, its maintenance shall be handled by the technical committee/subcommittee to which the document was attributed in accordance with F.2.2 b), or, if no technical committee was involved, the approval procedure set out above shall be repeated if the originating organization decides that changes to the standard are required.

In JTC 1, the transposition and adoption process for a Fast-Track submission is described in F.4.

F.3 Preparation and Adoption of International Standards – JTC 1 PAS Transposition Process

In JTC 1, all documents via the JTC 1 PAS transposition process are processed by JTC 1 and the standards approved via the JTC 1 PAS transposition process are allocated to and are the responsibility of JTC 1. Throughout this Annex, all references to the "technical committee or subcommittee" is understood to be JTC 1.

JTC 1 provides Standing Document 9 on "Guide to the Transposition of Publically Available Specifications into International Standards", for potential PAS candidates.

F.3.1 Concepts

The JTC 1 PAS transposition process is based on the following key concepts:

Publicly Available Specification (PAS)

A technical specification is called a Publicly Available Specification (PAS) if it meets certain criteria making it suitable for possible processing as an International Standard. These criteria (see F.3.3 below) have been established in order to ensure a high level of quality, consensus, and proper treatment of Intellectual Property Rights (IPR) related matters.

PAS Mentor

An individual appointed by JTC 1 to assist a PAS Originator and/or Recognized PAS Submitter in creating and processing their submission(s), and to provide on-going advice.

PAS Originator

Any organization that has developed and hence owns a PAS which it considers proposing for transposition into an International Standard is called the PAS originator. There are no fundamental restrictions as to what form the organization should have, but constitutional characteristics of the organization are supposed to reflect the openness of the organization and the PAS development process. See Standing Document 9 on "Guide to the Transposition of Publically Available Specifications into International Standards", for the appropriate template.

Recognized PAS Submitter

A PAS originator shall apply to JTC 1 for recognition as a submitter of PAS(s) for transposition. Once approved, the status of a Recognized PAS submitter will remain valid for an initial period of two years, with the possibility of further extension (see F.3.4.1 below).

Explanatory Report

The submission of the PAS shall be accompanied by an explanatory report generated by the PAS originator. This report provides all information necessary to support the submission. In particular, it shall contain statements as to the extent that the PAS criteria are met by the specification. It should also clearly define the technical concepts used in the PAS. JTC 1 has developed a list of criteria to include in the explanatory report.

PAS Transposition Ballot

The PAS together with the corresponding explanatory report is submitted for ballot.

F.3.2 Applicability

These procedures apply to the transposition of a PAS into an International Standard. It is expected that these procedures will be used to process a broader class of documents from a more diverse set of sources than is currently served by the fast-track procedure (see F.2 above).

F.3.3 PAS Criteria

JTC 1 has established criteria that serve as a basis for the judgment as to whether a particular organization can be recognized and whether its specification can be accepted as a candidate for transposition into an International Standard. Such criteria may also be used by potential submitters to determine the level of suitability of their specification for the standardization process. The PAS criteria are broadly classified into two categories and address the following topics:

- Organization related criteria including:
    - Co-operative stance;
    - Characteristics of the organization;
    - Intellectual property rights.

- Document related criteria including:
    - Quality;
    - Consensus;
    - Alignment;
    - Maintenance.

Details can be found in the JTC 1 Standing Document 9 on "Guide to the Transposition of Publicly Available Specifications into International Standards".

F.3.4 Procedures

Based on the concepts provided in F.3.1 above, the PAS transposition process is described below. It is JTC 1's firm intention to provide full process transparency and the current status of any proposal from its web site (www.jtc1.org). Open dialogue (via the web site or any other available means) between the PAS Submitter and JTC 1 and JTC 1 National Bodies is strongly encouraged.

F.3.4.1 Recognition of PAS Submitter

A PAS originator interested in submitting an existing or forthcoming specification into the transposition process shall apply to the JTC 1 secretariat for recognition as a PAS submitter. Such application shall be accompanied by an identification of the initial PAS(s) which are planned to be submitted and by statements of the PAS originator regarding the organization related criteria (see below). The completed documentation shall be submitted to JTC 1 P-members for a 12-week ballot. Approval as a Recognized PAS Submitter gives a PAS originator the right to submit specifications into the transposition process for a period of two years with the possibility of further extension of five year periods (see below). The recognition as a PAS submitter will terminate:

- In the absence of a successful ballot of JTC 1 P-members to confirm the status of the PAS submitter; or
- If the PAS originator fails to submit a specification to JTC 1 for transposition within the expected period (see F.3.4.2 below).

The initiative to submit an application for recognition shall come from a PAS Originator. JTC 1 will assign a PAS Mentor to assist the PAS Originator in its interactions with JTC 1.

Since the ballot among JTC 1 P-members will take 12 weeks, the application for recognition should be submitted in time before the planned first submission of a PAS. While there are no particular requirements as to the format of the application, it should:

- Define the overall scope of the application;
- Identify the initial PAS(s) which are planned to be submitted, together with their scope;
- Address all mandatory elements of the organization acceptance criteria contained in the JTC 1 Standing Document 9 on "Guide to the Transposition of Publicly Available Specifications into International Standards".

The PAS submitter's expectation for maintenance of transposed PAS submissions is also stated in the application. JTC 1's intention for maintenance is to avoid any divergence between the current JTC 1 revision of a transposed PAS and the current revision of the original specification published by the PAS submitter. Therefore, the application should contain a description of how the submitting organization will work cooperatively with JTC 1 on maintenance of the standard. While JTC 1 is responsible for maintenance of the standard, this does not mean that JTC 1 itself shall perform the maintenance function. JTC 1 may approve the option of maintenance handled by the submitter as long as there is provision for participation of appropriate JTC 1 representatives, i.e. the submitters' group responsible for maintenance is designated as the JTC 1 maintenance group.

Six months prior to the expiration of an organization's status as an approved JTC 1 PAS submitter, the JTC 1 secretariat, with the assistance of the assigned PAS Mentor, shall invite the submitter to review its future intentions as a PAS submitter and consider the following options with regard to its initial application for recognition as a JTC 1 PAS submitter:

- Revise (significant changes to the initial application, e.g. changes in scope, procedures);

- Withdraw (termination); or
- Reaffirm (extend current status with no significant changes)

If the PAS submitter chooses to revise, it shall submit a document to the JTC 1 secretariat stating the changes to the answers to the questions in the JTC 1 Standing Document 9 "Guide for the Transposition of Publicly Available Specifications" from its previous application. If the PAS submitter chooses to reaffirm, it shall identify subsequent PAS(s) intended for submission. In order to allow JTC 1 a timely reaction to the revision or affirmation, the necessary documentation should be submitted not later than 12 weeks prior to the expiration of its status as a PAS submitter. The JTC 1 secretariat shall issue a 12-week letter ballot on the request for either a revision or reaffirmation. Failure to respond to the secretariat's invitation for review of PAS submitter status will automatically result in termination of a PAS submitter's status at the conclusion of this term.

F.3.4.2 PAS Submission

Once a PAS originator has been recognized, a PAS submission to the JTC 1 secretariat may occur within the scope as identified on the application. When submitting a PAS to the JTC 1 secretariat, a Recognized PAS Submitter shall include an explanatory report and a statement that the conditions for recognition have not changed or an indication of the nature of changes that have occurred. The explanatory report shall address all mandatory elements of the document related criteria contained in the JTC 1 Standing Document 9 "Guide to the Transposition of Publicly Available Specifications" into International Standards.

If the recognized PAS submitter has received approval to perform maintenance functions, the PAS submitter should reconfirm their commitment to perform the duties of the JTC1 maintenance group in the explanatory report.

All submissions including the explanatory report shall occur in electronic form.

The first submission shall occur not later than six months after the initial recognition. On request by the PAS originator not later than six weeks before the end of this six-month period, the period may be extended for another six months, subject to approval by the JTC 1 chair and secretariat. Failure by the PAS originator to submit a specification within the expected period will result in the termination of its recognition status.

. The format and content of the submitted specification are not required to comply with the ISO/IEC Directives Part 2. Recognized PAS submitters are encouraged to submit their specifications in a documentation style close to the ISO/IEC template..

The JTC 1 secretariat, after checking the recognition status of the submitter and the completeness of the application, shall forward the specification to the ITTF in accordance with F.4.1.

In view of the importance of the explanatory report for a successful transposition, the Recognized PAS submitter may request counsel and advice from a JTC 1 PAS Mentor during the generation of this report and throughout the transposition process. The counselling process could include a review of the submissions.

If the Recognized PAS submitter will not perform maintenance functions on the final International Standard, the Recognized PAS submitter shall so indicate in its application. JTC 1 will then determine how maintenance will be handled.

The ballot on the PAS submission is assigned to the JTC 1 Secretariat and the JTC 1 Secretariat shall perform all duties indicated in F.4.

F.4 Adoption of Submissions under the JTC 1 Fast-Track Procedure or JTC 1 PAS Transposition Process

F.4.1 The JTC 1 secretariat forwards the Fast-Track or PAS submission, together with the explanatory report and related documentation to ITTF.

F.4.2 The ITTF shall take the following actions:

- Settle the copyright or trademark situation, or both, with the PAS or Fast-Track submitter, so that the proposed text can be copied and distributed within ISO/IEC without restriction;
- Assess in consultation with the JTC 1 secretariat that JTC 1 is the competent committee for the subject covered in the proposed standard and ascertain that there is no evident contradiction with other ISO/IEC standards.
- Distribute the text of the proposed standard as a Draft International Standard (DIS), together with the explanatory report and related documentation, indicating that the standard falls within the scope of JTC 1.

F.4.3 The period for DIS voting shall be a 12-week ballot with a translation period of 8 weeks (see JA.6). In order to be accepted the DIS shall meet the conditions for approval as specified in 2.6.3. For JTC 1 Fast-Track and JTC 1 PAS, the "technical committee or subcommittee" of 2.6.3 a) is understood to be JTC 1.

F.4.4 Reflecting the importance of the Fast-Track process and the JTC 1 PAS Transposition Procedure, the JTC 1 secretariat shall also inform JTC 1 National Bodies and Liaison Organizations, and those organizations authorized to be Recognized PAS submitters, of the initiation of any Fast-Track or PAS ballot and the results of the ballot.

F.4.5 The Fast-Track or PAS submitter shall receive a copy of the ballot documentation.

The committee leadership can decide whether or not to skip the FDIS vote, and go straight to publication (see 2.6.4 for options and courses of action after the DIS ballot)..

If comments others than editorial corrections and comments that cannot be accommodated by an editorial textual change to the balloted document have been received, a meeting is conducted by JTC 1 (see F.5).

F.4.6 After the deliberations of a meeting (if held following a successful DIS vote), the following cases may occur:

a) No changes other than editorial corrections have been made to the original DIS text, proceed to publication;

b) Changes other than editorial corrections have been agreed during the meeting: in this case, the project editor shall prepare the amended DIS and send it to the JTC 1 secretariat who shall forward it to the ITTF for FDIS balloting. The ballot period for FDIS is 8 weeks.

F.4.7 If the requirements of 2.7.3 are met, the text will be published by ISO/IEC as an International Standard. The document is not required to be in ISO/IEC format, but can be published in its original format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC cover page with reference) is to be determined by ITTF and the PAS or Fast-Track submitter as part of any publication agreements.

F.4.8 If it is impossible to agree to text meeting the FDIS approval requirements (see 2.7.3), the proposal has failed. In this case, JTC 1 shall make known to the submitter the reasons which have led to the negative result. Based on this information, the submitter may choose to re-submit a modified specification as a new Fast-Track or PAS submission.

F.4.9 The time period for post ballot activities by the respective responsible parties shall be as follows:

- immediately after the DIS and FDIS votes, the results of the vote will be available to the JTC 1secretariat.;
- as soon as possible after the distribution of the results of the vote to JTC 1 National Bodies, but in not less than 10 weeks, the JTC 1 secretariat shall convene a meeting to address comments if required;
- in not more than 4 weeks after the meeting to resolve comments the JTC 1 secretariat shall distribute the final report of the meeting and the amended DIS text.

F.4.10 If the proposed standard is accepted, it will be published following ISO and IEC standing copyright and other IPR policy. Its maintenance will be handled either by JTC 1 or by a JTC 1 designated maintenance group of the PAS submitter in accordance with JTC 1 rules.
It is at the discretion of the PAS or Fast-Track submitter to withdraw the document from the transposition process at any point prior to publication. It is also the right of the PAS or Fast-Track submitter to request that the document remain unchanged throughout the transposition process. Such a request should be clearly stated in the explanatory report.

F.5 Meetings to Resolve JTC 1 PAS and Fast-Track Ballot Comments

F.5.1 Meeting Purpose and Scope

In JTC 1, the purpose of this meeting to is to review the comments received on an enquiry draft (DIS) for JTC 1 PAS or Fast-Track ballots (see F.4); further it shall formulate dispositions to those comments to receive the widest possible consensus. In some cases, the JTC 1 secretariat may decide that a meeting is unnecessary and assign the resolution of comments directly to the project editor.

F.5.2 Responsibilities of JTC 1for the Meeting to Resolve PAS and Fast-Track Ballot Comments

The JTC 1 secretariat shall

- schedule a meeting, to be held not earlier than 10 weeks after the distribution of the comments, to consider any comments on the DIS;
- appoint a convenor for the meeting;
- notify the eligible attendees of the meeting date(s), location, and convenor.

No later than 8 weeks before the start of the meeting, the JTC 1 secretariat shall circulate the logistical information and agenda together with the notification of the convenor to JTC 1 and all meeting attendees as listed in F.5.4..

F.5.3 Proposed dispositions of comments

The project editor assigned to the DIS shall prepare the Proposed Disposition of Comments (DoC) on the ISO template (final column).

No later than 4 weeks before the start of the meeting, the JTC 1 secretariat shall circulate the proposed Disposition of Comments document to JTC 1 and all meeting attendees as listed in F.5.4.

F.5.4 Recipients and eligible attendance

The JTC 1 secretariat shall make available the Proposed Disposition of Comments (DoC) to the following who are eligible to attend the meeting:

- representatives of the National Bodies;
- representatives of the ISO and IEC Central Offices;
- the JTC 1 chair;
- the JTC 1 committee manager;
- the assigned project editor(s);
- the meeting convenor;
- the Draft International Standard submitter; and
- JTC 1 Category A liaisons.

F.5.5 Meeting Procedures

The meeting shall be convened as a separate meeting even if held in conjunction with other meetings of JTC 1.. The meeting may be held by teleconference or using electronic means or face-to-face (see Standing Document 19 on “Meetings”).

The appointed convenor shall hold a roll-call.

The meeting record shall list the Heads of Delegation (HoD), who represent their National Body positions, if needed in a vote, as well as all the other attendees and their roles.

The meeting shall address and attempt as far as possible to resolve all comments raised during the Draft International Standard ballot to increase consensus on the resulting document.

For each of the comments, the project editor shall record the disposition on which the meeting achieves consensus, or if that fails, the proposition that gets the majority support of those National Bodies that were present at the meeting and eligible to vote on the Draft International Standard ballot, in the final Disposition of Comments report.

When all DIS ballot comments have been addressed and the disposition of comments has been approved by the meeting, the meeting goals have been met.

No longer than 4 weeks after the close of the meeting, or as permitted by ITTF, the JTC 1 secretariat shall distribute

- a revision of the Draft International Standard balloted document that includes all changes agreed to at the meeting
- the disposition of comments report approved at the meeting; and
- a meeting report containing a list of attendees and their roles, referencing the final disposition of comments report and a recommendation for further processing of the draft International Standard.

These documents shall be circulated to JTC 1 and all meeting attendees as listed in F.5.4.

F.6 Progression of Fast-Track and PAS Submissions in JTC 1

In JTC 1, the following flow chart specifies the progression of Fast-Track and PAS Submissions as referenced in F.2, F.3, F.4, and F.5.

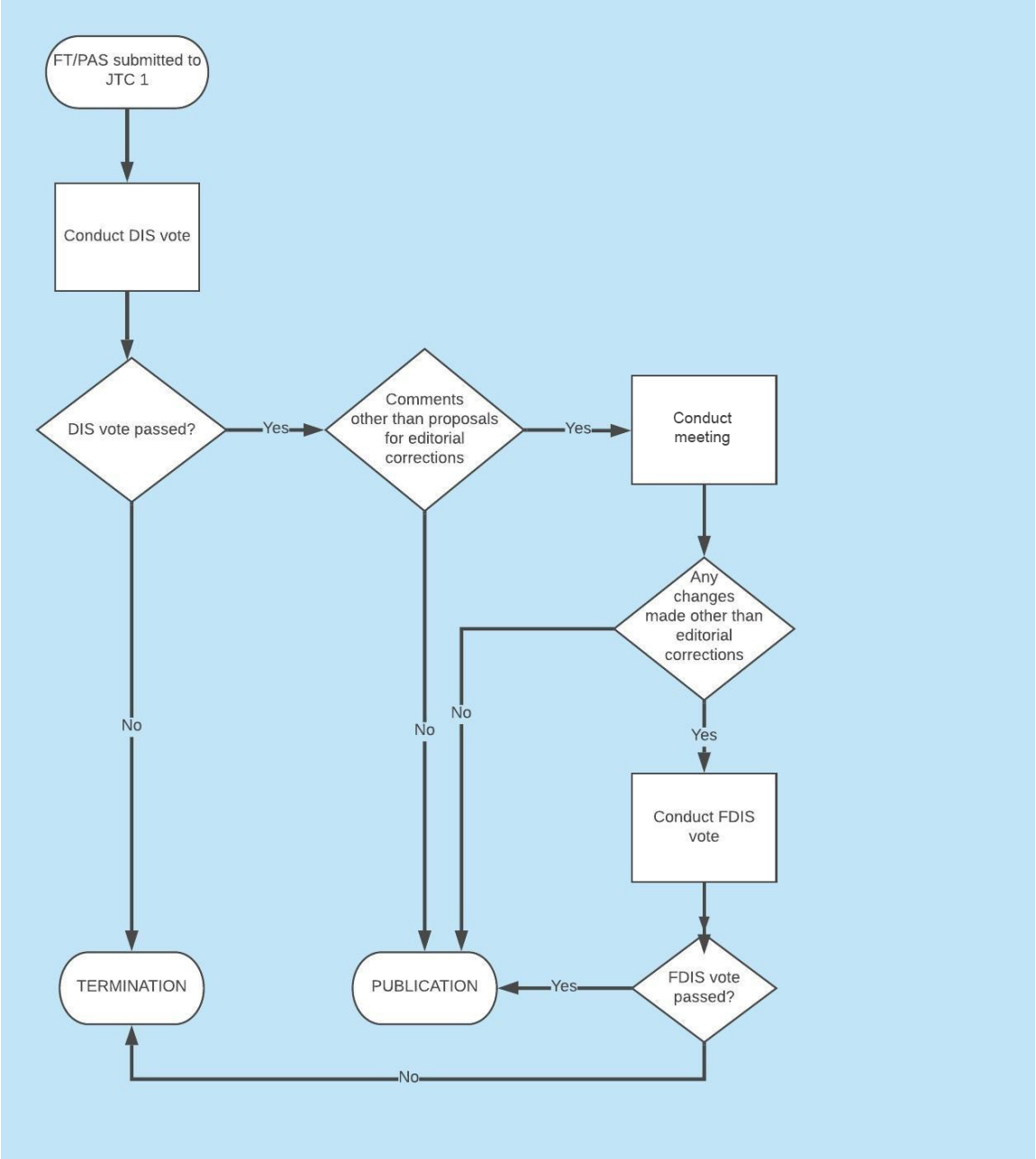


Figure F.1: Flowchart of Fast-Track and PAS Submissions for International Standards

Annex G
(normative)

Maintenance agencies

G.1 A technical committee or subcommittee developing an International Standard that will require a maintenance agency shall inform the Chief Executive Officer at an early stage in order that an ISO/TMB or IEC Council Board decision may be taken in advance of the publication of the International Standard.

G.2 The ISO/TMB or IEC Council Board designates maintenance agencies in connection with International Standards, including appointment of their members, on the proposal of the technical committee concerned.

G.3 The secretariat of a maintenance agency should be attributed wherever possible to the secretariat of the technical committee or subcommittee that has prepared the International Standard.

G.4 The Chief Executive Officer shall be responsible for contacts with external organizations associated with the work of a maintenance agency.

G.5 The rules of procedure of maintenance agencies shall be subject to ISO/TMB or IEC Council Board approval and any requested delegation of authority in connection with the updating of the International Standard or the issuing of amendments shall be specifically authorized by the ISO/TMB or IEC Council Board.

G.6 Any charges for services provided by a maintenance agency shall be authorized by the council board.

Annex H
(normative)

Registration Authority ("RA") Policy

H.1 Scope

H1.1. A number of International Standards developed by ISO and IEC technical committees require the assignment of unique Registration Elements, and describe the methodology for the assignment of these Elements. The Registration Elements themselves are not part of the standard but are assigned by an appointed RA, who also maintains an accurate register of the Registration Elements that have been assigned. The RA is a competent body with the requisite infrastructure that ensures the effective allocation of these Registration Elements. These bodies are designated by ISO or IEC to serve as the sole RA for particular standards, which creates a de facto monopoly situation.

H.1.2 A technical committee or subcommittee developing an International Standard that will require a registration authority shall inform the Chief Executive Officer at an early stage, in order to permit any necessary negotiations and to allow the technical management board to take a decision in advance of the publication of the International Standard.

H.1.3 The technical management board designates registration authorities in connection with International Standards on the proposal of the technical committee concerned.

H.1.4 Registration authorities should be qualified and internationally acceptable bodies; if there is no such organization available, such tasks may be conferred upon the office of the CEO by decision of the technical management board.

H.1.5 Registration authorities should be required to indicate clearly in their operations that they have been designated by ISO or IEC (for example, by including appropriate wording in the letterhead of the designated body).

H.1.6 Registration functions undertaken by the registration authority under the provisions of the relevant International Standard shall require no financial contribution from ISO or IEC or their members. This would not preclude, however, the charging for services provided by the registration authority if duly authorized by the council board.

H.2.2 Compliance

Where the office of the CEO becomes aware of a RA Standard under development or under revision that has not followed this Policy, it shall stop the publication process to allow time to implement this Policy before the RA Standard is published. For this reason committees are encouraged to make the ISO Technical Program Manager (TPM) or the IEC Technical Officer aware of a project requiring an RA as early in the development process as possible to avoid delays in publication.

H.3 Definitions

H.3.1 RA Standard: A standard for which an RA is providing the Registration Services.

H.3.2 Registration Services or RA service: Services provided by the RA in the implementation of the RA Standard and which shall be described in the RA Standard.

H.3.3 Registration Authority ("RA"): Entity appointed by ISO or IEC to fulfill the Registration Services in a RA Standard.

H.3.4 Registration Agencies: Third parties (e.g. national or regional sub-entities) to which the RA may delegate some aspect of the Registration Services. Even when delegated to Registration Agencies, the Registration Services remain under the overall responsibility of the RA.

H.3.5 Registration Authority Agreement ("RAA"): Agreement based on the RAA template signed by the RA and the ISO Secretary-General on behalf of ISO or the IEC General Secretary on behalf of IEC, which details the functions, roles and legal obligations of the parties involved.

H.3.6 Registration Elements: Unique identifiers or identifier code components, the methodology for which is described in the RA Standard but which themselves are not part of the RA standard.

H.3.7 Technical Programme Managers (TPM): Individual within ISO/CS assigned to work with a given committee.

H.3.8 Technical Officer (TO): Individual within IEC/CO assigned to work with a given committee.

H.4 Procedure

H.4.1 Chronology

This Policy addresses the various aspects of an RA in the order of the life cycle of a typical RA noting that some stages may be done in parallel. Each stage is addressed as follows:

— Declaring the need for an RA (H.4.2)

— Drafting an RA Standard H.4.3)

— Selecting an RA (H.4.4)

— Appointing an RA (H.4.5)

— Signing an RAA (H.4.6)

— Implementing an RA Standard (H.4.7)

— Role of the RA (H.4.7.1)

— Role of the Committee (H..4.7..2)

— Role of the office of the CEO (H.4.7.3)

- Terminating an RA (H.4.8)

H.4.2 Declaring the need for a RA

A committee shall determine that an RA is required for a standard as soon as the draft is sufficiently mature to make this decision; whether this is during the creation of a new standard or the revision of an existing standard involving material changes to its implementation. The committee confirms its decision that a standard needs an RA for its implementation by way of a resolution.

The committee secretariat completes the RA Confirmation ("RAC") Form (see www.iso.org/forms) and submits it to the TPM as soon as the resolution is approved.

H.4.3 Drafting a RA Standard

The following shall be included in all RA Standards:

— A description of the identification scheme or the mechanism for generating unique Registration Elements.

— A description of the Registration Services, and the responsibilities of the RA

— The link to the page on iso.org or iec.ch where ISO and IEC publish the name and contact information of the RA for a given RA Standard. The page on iso.org or iec.ch shall provide a link to the RA's website which will contain more information on the Registration Services available.

The following shall not be included in RA Standards:

— In accordance with clause 4 of the ISO/IEC Directives, Part 2, contractual or other legal aspects.

— Procedures concerning the provision of the Registration Services (e.g. a Handbook made available by the RA)

— The name of the RA. Instead, a link to the ISO website shall be provided (see above).

— References to the selection or reappointment process for the RA

— Details about any Registration Agencies. In case of delegation of Registration Services by the RA to third parties (e.g. "Registration Agencies") as agreed under the RAA, the RA Standard may mention the fact that some aspects of the Registration Services have been delegated..

The TPM is responsible for coordinating with the committee to ensure that the appropriate text is included in the RA Standard. Any questions about what should be included in the RA Standard are to be addressed to the TPM.

H.4.4 Selecting an RA

The selection process of the RA applies to new RA Standards and existing RA Standards,

In the case of revisions, the committee shall review and decide whether the existing RA should continue or if a selection process should be launched to select additional RA candidates. In their review, the committee shall consider the changes being made to the RA Standard, particularly with

regard to the responsibilities of the RA, and the goal of optimizing the implementation of the RA Standards. The decision to launch a selection process should be supported by a rationale. The committee shall confirm its decision by resolution.

The committee shall establish a process so that an RA can be appointed or re-appointed before publication of the RA Standard. It is important that each draft of the RA Standard contains details about the nature of the Registration Services needed and that these are shared with any current or prospective RA candidates.

The committee establishes the criteria for the application process and selection of the RA and confirms these by resolution. The minimum criteria for the selection process shall be:

— Selection criteria – these shall be clearly explained and with sufficient details for possible RA candidates to assess their ability to meet the criteria and apply on this basis. Included in the selection criteria shall be the requirement that the prospective RA candidates provide the following information in writing:

  - Proof (e.g. Statutes) that it is a legal entity which means that is an organization formed under the laws of a jurisdiction and that it is therefore subject to governance related rules.

  - Expression of willingness to take responsibility for the Registration Services.

  - Confirmation that the RA is technically and financially able to carry out the RA Services described in the RA Standard and the RAA on an international level, including for example, a financial plan for funding the expected volume of registrations, a list of employees or third parties and their applicable background and skills, and description of the physical facilities available to the RA to accomplish the work, demonstrated financial capacity to meet liability exposure for performing the services.

  - Documentation and examples, where relevant, of the candidate RA's experience in the respective community of practice.

  - Confirmation of whether it intends to delegate part of the Registration Services to Registration Agencies.

  - Confirmation of whether it will charge fees for the RA Services and, if it charges fees, confirmation that any such fees will be on a cost recovery basis.

  - Expression of willingness to sign and execute an RAA, the ISO/RAA template for which shall be shared with RA candidates.

- **Public call for RA candidates** – committees shall take the appropriate steps needed to post the call for competent RA applicants to as broad a market as possible, also targeting possible organizations by inviting them to apply. The relative weighting of each evaluation criterion shall be published in the public call. Details of the Registration Services shall be made available to any current RA and any prospective RA candidates.

— **Evaluation** – Prospective RA candidates shall provide their responses in writing. The committee (or a subset thereof) shall determine the relative weight to be given to each selection criterion and shall evaluate the prospective RA candidates accordingly.

— **Record-keeping** – the committee secretariat shall keep records of all documents in the selection process, including the call for candidates, applications, evaluation, decision, etc.

- **Professionalism** – the selection process should be conducted in a professional manner, adhering to the principle of discretion amongst those involved.

The committee shall then confirm to the TMB its recommendation for appointment of the organization selected to be the RA via a resolution.

H.4.5 Appointing an RA

The information that is provided by the committee in the RAC (see H.4.2 above) is needed to launch the TMB ballot appointing the RA, as well as the ISO or IEC ballot if the RA intends to charge fees. The ISO/IEC Directives Part 1 state that an RA may charge fees for the Registration Services subject to authorization by the ISO Council, and as long as the basis of charging fees is strictly on a cost recovery basis. In the case of revisions, approval from the TMB or ISO or IEC Council is not needed if the committee decides that the same RA should continue (see H.4.4) and the required authorization to charge fees has already been given.

In the case of JTC 1 RA Standards, a copy of the RAC Form shall also be provided to the IEC since RA appointments shall all be confirmed by the IEC/SMB (and Council Board) where fees are charged.

H.4.6 Signing an RAA

A signed RAA must have been executed using the latest RAA template before an RA Standard is published (including revisions). In the case of revisions, the process to sign the RAA should begin at the time of the launch of the systematic review or the committee decision to launch a revision to ensure the timely signature of the RAA and to avoid delays in publication.

Only after the TMB (and Council if fees are charged) has appointed the RA (and in the case of JTC 1 RA Standards, involving the IEC) can the RAA be signed. Signing a RAA based on the ISO/CS template is mandatory for all RAs. The RAA shall be signed before publication of a new or revised RA Standard. If a RAA is not signed, the new or revised RA Standard shall not be published.

In cases where there is a high market need, the TMB can exceptionally approve the publication of a revised ISO RA standard to be published while an RAA is being negotiated. The committee responsible for the RA standard needs to submit a formal request to the TMB with a market need justification through the Technical Programme Manager of the committee. The concurrence of the IEC will need to be sought in the case of JTC 1 standards.

To ensure consistency and equality of treatment between the different RAs, any requested deviations from the RAA template which ISO/IEC considers to be significant in nature shall be submitted to the TMB for approval.

H.4.7 Implementing an RA Standard

H.4.7.1 Role of the RA

The RA provides the Registration Services by:

— providing the Registration Services described in the RA Standard, and

— respecting the provisions of the RAA.

H.4.7.2 Role of the committee

Although RAAs are signed by the RA and by the office of the CEO, the signature of a RAA by the office of the CEO binds all components in the ISO or IEC systems, including ISO or IEC members and ISO or IEC committees. The central role is played by committees. In addition to declaring the need for an RA Standard (4.2), drafting the RA Standard (4.3) and selecting an RA (4.4) for both new and revised RA Standards, the committee has the main responsibility for oversight of the RA as follows:

— **Answering questions**: The committee shall be available to the RA to answer questions about the RA Standard and clarify any expectations regarding its role in implementing the RA Standard.

— **Assessing RA's annual reports**: The RAA requires the RA to provide the committee with annual reports by the date specified by the committee. The committee shall ensure that these annual reports are provided on time and read them.

The RA's annual report shall be divided in two parts:

The first part addresses the operational aspects of the RA as directly related to the RA services. The committee or ISO (or the IEC for JTC 1 standards) may request information about the activities of the RA that are not related to the RA Services if there is a reason to believe that these are interfering with the RA Services. At a minimum, this first part of the RA report shall confirm:

That the RA is fulfilling the RA Services described in the RA Standard.

Compliance with the signed RAA by the Registration Agencies designated by the RA.

That the RA is meeting user needs and providing users with guidance, as needed.

The second part of the RA report provides information about any complaints received from users of the RA Standard regarding, for example: fees, access to and use of data and/or information produced during the implementation of the RA Standard, as well as accuracy of the data and/or information. This part shall indicate whether any of the complaints remain outstanding at the time of the RA report and the efforts underway to resolve them.

— **Monitoring**: In addition to the annual RA report, the committee shall also analyse any feedback it receives from industry and users of the RA Standard. Based on all of these elements (RA report and other feedback), the committee shall report to the office of the CEO (see below).

— **Reporting to the office of the CEO**: At least once per year and based on the information collected under **Monitoring** above, the committee shall provide a report to the responsible TPM using the Annual Committee Report to TPM ("ACR") Form (See www.iso.org/forms.). The purpose

of such reports is to confirm that the RA operates in accordance with the RAA or to raise any concerns (concerns can include: RA not meeting industry or user needs, complaints about the quality of the Registration Services, etc.). Such reports shall be provided at least annually to the responsible TPM or more frequently if the committee deems it necessary. The TPM may also ask for ad hoc reports. If the report identifies concerns, it shall include the planned **Corrective measures** (see below) needed to address these concerns.

--- **Dispute resolution**:. The obligation of RAs to address complaints are contained in the RAA template. The role of the committee (and the office of the CEO) is limited to advising the RA of any complaints it receives about the RA Services and supporting the RA in its addressing of the dispute. The committee shall not assume responsibility for the dispute or become the appellate body for disputes between the RA and users of the RA Standard as this may inadvertently give the impression that ISO or IEC are responsible for the Registration Services.

— **Corrective measures**:

By the RA: the RA is responsible for implementing any corrective measures that are within its area of responsibility, which would include the Registration Services and the provisions described in the RAA.

By the committee: the committee is responsible for recommending possible corrective measures such as: revising the RA Standard, providing advice and guidance to the RA, carrying out audits or recommending the termination of the RAA to ISO/CS in severe cases.

By the office of the CEO: the corrective measures that fall within the responsibility of the office of the CEO (e.g. updating or overseeing the RAA) will be coordinated by the TPM. The TPM may also recommend corrective measures.

— **Maintenance of records:** The committee shall maintain and archive all key communications and documentation (e.g., correspondence between the RA and the committee regarding complaints) until at least five years after either termination of the RAA or withdrawal of the RA Standard. The committee secretariat is responsible for ensuring that these are maintained in a separate folder on e-committees.

The committee may create an advisory subgroup with the appropriate terms of reference [often referred to as a Registration Management Group ("RMG")] in order to help them with the above. Committees (either directly or through the RMG) shall not participate or get involved in providing the Registration Services except in the supervisory roles specified in this subclause.

H.4.7.3 Role of the office of the CEO

The committee's interface with the office of the CEO is through the responsible TPM. The role of the TPM includes:

— Identification of RA Standards during the development process if not done by the committee.

— Providing guidance and advice for the drafting of RA Standards.

— Training committees on this RA Policy.

— Coordination with committees to ensure compliance with the RA Policies, quality of RA Services, appropriate handling of complaints, addressing industry and users' needs, including addressing the concerns raised in the annual reports provided by committees (using the ACR Form) and recommending and assisting in the implementation of any corrective measures (see H.4.7.2).

— Maintenance of records in relation to his or her involvement.

H.4.8 Termination of an RA

Termination of RAs could occur when 1) an RAA has expired and the RA or ISO or IEC has given the required notice of its intent not to renew it or 2) the RAA is terminated for cause or 3) the RAA was terminated by mutual consent or 4) the RA Standard is withdrawn or 5) the RAA goes into bankruptcy, liquidation or dissolution.

When an RA has been given notice of non-renewal or termination, the committee should exercise particular oversight to ensure that RA Services are maintained during the notice period and change-over phase.

Unless the RA Standard is withdrawn, the process detailed in H.4.4 above should be followed in the selection of a replacement RA unless the committee has identified an alternative RA candidate that meets the selection criteria in 4.4 and going through the selection process for additional RA candidates would cause unacceptable disruption in the RA Services.

Annex I
(normative)

Guideline for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC

The latest edition of the Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC are available on the ISO website through the following link (including the forms in Word or Excel formats):

http://www.iso.org/iso/home/standards_development/governance_of_technical_work/patents.htm

They are also available on the IEC website through the following link:

http://www.iec.ch/members_experts/tools/patents/patent_policy.htm

Annex J
(normative)

Formulating scopes of technical committees and subcommittees

J.1 Introduction

The scope of a technical committee or subcommittee is a statement precisely defining the limits of the work of that committee. As such it has a number of functions:

— it assists those with queries and proposals relating to a field of work to locate the appropriate committee;

— it prevents overlapping the work programmes of two or more ISO and/or IEC committees.

— it can also help guard against moving outside the field of activities authorized by the parent committee.

J.2 Formulation of scopes

Basic rules for the formulation of scopes of technical committees and subcommittees are given in 1.5.10.

The order of the elements of a scope shall be:

— basic scope;

— in the ISO, horizontal functions, where applicable;

— in the IEC, horizontal and/or group safety functions where applicable;

— in JTC 1, horizontal functions where applicable;

— exclusions (if any);

— notes (if any).

J.3 Basic scope

Scopes of technical committees shall not refer to the general aims of international standardization or repeat the principles that govern the work of all technical committees.

In exceptional cases, explanatory material may be included if considered important to the understanding of the scope of the committee. Such material shall be in the form of “Notes”.

J.4 Exclusions

Should it be necessary to specify that certain topics are outside the scope of the technical committee, these shall be listed and be introduced by the words "Excluded …"

Exclusions shall be clearly specified.

Where the exclusions are within the scope of one or more other existing ISO or IEC technical committees, these committees shall also be identified.

EXAMPLE 1 "Excluded: Those … covered by ISO/TC …".

EXAMPLE 2 "Excluded: Standardization for specific items in the field of … (ISO/TC …), … (IEC/TC …), etc.".

It is *not* necessary to mention self-evident exclusions.

EXAMPLE 3 "Excluded: Products covered by other ISO or IEC technical committees".

EXAMPLE 4 "Excluded: … Specifications for electrical equipment and apparatus, which fall within the scope of IEC committees".

J.5 Scopes of committees related to products

Scopes of committees related to products shall clearly *indicate the field, application area or market sector* which they intend to cover, in order to easily ascertain whether a particular product is, or is not, within that field, application area or market sector.

EXAMPLE 1 "Standardization of … and … used in …".

EXAMPLE 2 "Standardization of materials, components and equipment for construction and operation of … and … as well as equipment used in the servicing and maintenance of …".

The limits of the scope can be defined by *indicating the purpose* of the products, or by *characterizing* the products.

The scope *should not enumerate the types* of product covered by the committee since to do so might suggest that other types can be, or are, standardized by other committees. However, if this is the intention, then it is preferable to list those items which are excluded from the scope.

The *enumeration of aspects* such as terminology, technical requirements, methods of sampling, test methods, designation, marking, packaging, dimensions, etc. suggests a restriction in the scope to those particular aspects, and that other aspects may be standardized by other committees. The aspects of the products to be standardized should therefore not be included in the scope unless it is intended that the scope is limited to those particular aspects.

If the scope makes no mention of any aspect, this means that the subject *in its entirety* is covered by the committee.

NOTE The coverage does not necessarily mean the need for preparing a standard. It only means that standards on any aspect, if needed, will be prepared by that committee and no other.

An example of unnecessary enumeration of aspects is as follows:

EXAMPLE 3 "Standardization of classification, terminology, sampling, physical, chemical or other test methods, specifications, etc.".

Mention of priorities, whether referring to type of product or aspect, shall not appear in the scope since these will be indicated in the programme of work.

J.6 Scopes of committees not related to products

If the scope of a committee is intended to be limited to *certain aspects* which are unrelated, or only indirectly related to products, the scope shall only indicate the aspect to be covered (e.g. safety colours and signs, non-destructive testing, water quality).

The term *terminology* as a possible aspect of standardization should not be mentioned unless this aspect is the only task to be dealt with by the committee. If this is not the case, the mention of terminology is superfluous since this aspect is a logical part of any standardization activity.

Annex K
(normative)

Project committees

K.1 Proposal stage

A new work item proposal not falling within the scope of an existing technical committee shall be presented using the appropriate form and fully justified (see 2.3.4) by one of the bodies authorized to make new work item proposals (see 2.3.2).

The office of the CEO may decide to return the proposal to the proposer for further development before circulation for voting. In this case, the proposer shall make the changes suggested or provide justification for not making the changes. If the proposer does not make the changes and requests that its proposal be circulated for voting as originally presented, the technical management board will decide on appropriate action. This could include blocking the proposal until the changes are made or accepting that it be balloted as received.

In all cases, the office of the CEO may also include comments and recommendations to the proposal form.

For details relating to justification of the proposal, see Annex C.

In the case of a proposal to establish a project committee to prepare management systems standards, see Annex SL.

It shall be submitted to the secretariat of the technical management board which shall arrange for it to be submitted to all National Bodies for voting.

Proposers are also encouraged to indicate the date of the first meeting of the project committee (see K.3).

If the proposal was not submitted by a National Body, the submission to the National Bodies shall include a call for offers to assume the secretariat of a project committee.

Votes shall be returned within 12 weeks.

Acceptance requires:

— approval by a 2/3 majority of the National Bodies voting;

— a commitment to participate actively by at least five National Bodies that approved the new work item proposal and nominated technical experts.

K.2 Establishment of a project committee

The technical management board shall review the results of voting on the new work item proposal and if the approval criteria are met, shall establish a project committee (the reference number shall be the next available number in the technical committee/ project committee sequence).

The secretariat of the project committee shall be allocated to the National Body that submitted the proposal, or the technical management board shall decide on the allocation amongst the offers received if the proposal did not originate from a National Body.

National Bodies that approved the new work item proposal and nominated (a) technical expert(s) shall be registered as P-members of the project committee. National Bodies that approved the new work item proposal but did not make a commitment to participate actively shall be registered as O-members. National bodies that voted negatively, but nevertheless indicated that they would participate actively if the new work item was approved, shall be registered as P-members. National Bodies voting negatively without indicating a wish to participate shall be registered as O-members.

The office of the CEO shall announce to the National Bodies the establishment of the project committee and its membership.

National Bodies will be invited to confirm/change their membership status by informing the office of the CEO.

The secretariat will contact any potential liaison organizations identified in the new work item proposal or in National Body comments thereon and will invite them to indicate whether they have an interest in the work and, if so, which category of liaison they would be interested in. Requests for liaison will be processed according to the existing procedures.

K.3 First meeting of a project committee

The procedure for calling a project committee meeting shall be carried out in accordance with Clause 4, with the exception that a six weeks' notice period may be used if the date of the first meeting was communicated at the time of submission of the proposal.

The chair of the project committee shall be the project leader nominated in the new work item proposal or shall be nominated by the secretariat if no project leader was nominated in the new work item proposal.

The first meeting shall confirm the scope of the new work item. In case revision is necessary (for purposes of clarification but not extension of the scope), the revised scope shall be submitted to the technical management board for approval. It shall also confirm the project plan and in ISO the development track and decide on any substructures needed to carry out the work.

If it is determined that the project needs to be subdivided to produce two or more publications, this is possible provided that the subdivisions of the work lie fully within the scope of the original new work item proposal. If not, a new work item will need to be prepared for consideration by the technical management board.

NOTE Project committees are exempted from the requirement to establish a strategic business plan.

K.4 Preparatory stage

The preparatory stage shall be carried out in accordance with 2.4.

K.5 Committee, enquiry, approval and publication stages

The committee, enquiry, approval and publication stages shall be carried out in accordance with 2.5 to 2.8.

K.6 Disbanding of a project committee

Once the standard(s) is/are published, the project committee shall be disbanded.

K.7 Maintenance of standard(s) prepared by a project committee

The National Body which held the secretariat shall assume responsibility for the maintenance of the standard(s) according to the procedures given in 2.9 unless the project committee has been transformed into a technical committee (see 1.10) in which case the technical committee shall be given the responsibility for the maintenance of the standard.

Annex L
(normative)
Selection criteria for people leading the technical work

L.1 Obligations of member bodies

Member bodies are responsible for ensuring that candidates for leadership positions (i.e. chairs, convenors, and secretaries) meet the requirements contained in L.3. Member bodies are also responsible for ensuring that any gaps in skills or knowledge of the selected leaders, as well as experts, are identified and filled through ongoing training.

L.2 Resources available to fill gaps in skills or knowledge

A number of resources are available to help member bodies fill any identified gaps in skills or knowledge:

— Training and other materials are available from the ISO Central Secretariat or IEC Central Office to ensure the effectiveness of the various roles in conducting/attending meetings, including understanding key concepts.

— To help train experts, it may be useful to schedule committee pre-sessions and information on existing resources before or in conjunction with committee plenaries.

— The support of the Technical Programme Manager or Technical Officer, particularly in the case of new committees, is available to train leaders and experts. In the case of new committees, the Technical Programme Manager or Technical Officer should attend the first meeting to provide an overall introduction of ISO or IEC and its processes.

— In ISO Exchange programmes could also be organized between member bodies or with the ISO Central Secretariat. Member bodies may also wish to consider twinnings.

— The services of an external facilitator for coaching and training could be considered as one of the options to assist the committee leadership to develop specific skills, such as the skills needed to run effective meetings, general leadership skills, etc.

L.3 Selection Criteria for people leading the technical work

The success of any committee or working group is dependent on its leadership. This selection criteria applies to committee chairs, working group convenors and committee secretaries. Members bodies are therefore required to apply this criteria when nominating people to these roles in order to ensure that the new ISO Code of Conduct for the technical work or IEC Code of Conduct is upheld and that the ISO/IEC Directives are correctly applied.

L.3.1 Chairs and convenors

L.3.1.1 Competencies and attributes of good chairs and convenors:

— existing role and good reputation in the sector

— relevant professional experience with previous experience of chairmanship

— lead and inspire delegates and experts from the sector towards consensus

— understand the international nature of standardization work and its resulting benefits

— commit time and resources to their role

— develop solutions through innovative and creative thinking in a consensus environment

— act proactively and communicate diplomatically

— foster and value cooperation with other ISO and IEC Committees and partners including those from regulatory bodies

— act in a purely international capacity

L.3.1.2 Job specification for chairs and convenors:

— lead meetings effectively with a view to reaching agreement and to ensure that positions and decisions are clearly understood

— ensure that all positions and views (at meetings and by correspondence) are given equal treatment

— manage projects according to agreed target dates in accordance with the project plan from preparation to completion

— work to ensure that a full range of technical competence is available to the group

— be fully knowledgeable of the subject and market needs

— propose decisions to progress or to stop work on the basis of its market or global relevance

— have basic knowledge of ISO or IEC and its procedures

L.3.1.3 Additionally — chairs of committees are required to:

— take responsibility for the overall management of the committee, including any subcommittees and working groups

— advise the Technical Management Board on important matters relating to the Committee

— ensure that the policy and strategic decisions of the Technical Management Board are implemented by the Committee

— think strategically to promote ISO's and IEC's work in the sector

L.3.1.4 Additionally — convenors of working groups are required to:

— have appropriate knowledge and capabilities in using MS Word based drafting tools and the ISO or IEC web-based applications, including the required use of ISO or IEC applications for communications and document sharing, in order to support the working group's work

L.3.1.5 Supporting information

The following information should be considered by the member bodies in the nominations for chairs and convenors:

— current role in the sector

— education

— professional career

— leadership experience

— similar activities

— language skills

L.3.2 Secretaries and secretariats

L.3.2.1 Selection of secretaries and secretariats

The success of an ISO committee or working group is dependent on its secretariat and secretary (or convenor of a WG in case there is no secretary). The following list is based on the ISO/IEC Directives and shows the tasks expected to be performed in these roles. Member Bodies should use this list when appointing organizations and professionals as secretariats and secretaries.

L.3.2.2 Good documents

Preparing drafts for the committee or working group, arranging for their distribution and the treatment of the comments received. In the case of committee secretaries, preparing of drafts, text and figures for circulation by ISO Central Secretariat (ISO/CS) or IEC Central Office (IEC/CO) for enquiry and final draft International Standards or for publication. Fulfilling the ISO/CS or IEC/CO submission requirements of such documents when sending them.

L.3.2.3 Excellent project management

Assisting in the establishment of priorities and target dates for each project. Notifying the names of all working group convenors and project leaders to the ISO/CS or IEC/CO. Initiating ballots. Proposing proactive solutions for projects that are running significantly overtime, and/or which appear to lack sufficient support.

L.3.2.4 Well prepared meetings

Establishing the agenda and arranging for its distribution as well as the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting. Recording the decisions taken in a meeting and making these decisions available in writing for confirmation in the meeting. Preparing the minutes of meetings to be circulated within 4 weeks after the meeting.

L.3.2.5 Good advice on ISO and IEC processes

Providing advice to the chair, project leaders, and convenors on the ISO/IEC Directives and in particular the procedures associated with the progression of projects. Contacting any subcommittees and working group regarding their activities.

L.3.2.6 Connecting and networking

Working in close liaison with the chair of the committee or convenor of the working group. Maintaining close contact with the ISO/CS or IEC/CO and with the members of the committee or working group regarding its activities. Maintaining close contact with the secretary of any parent committee.

L.3.2.7 Proactive follow up of actions

Ensuring that all actions agreed at meetings or by correspondence are completed on time and in a transparent manner.

L.3.2.8 Good with IT

Have appropriate knowledge and capabilities in using MS Word based drafting tools and the ISO or IEC web-based applications, including the required use of ISO or IEC applications for communications and document sharing, in order to support the committtee's work.

L.3.2.9 Supporting Information

The following information should be considered by the member body when appointing secretaries:

— education

— professional career

— experience in standardization work

— participation in training programmes on standardization

— experience with ISO's or IEC's IT tools and IT infrastructure

— language skills

Annex JA
(normative)
Voting

JA.1 General

JA.1.1 Meetings

Votes by P-members in attendance may be cast only by the head of that delegation or an individual designated by the Head of Delegation (HoD).

The chair has no vote and questions on which the vote is equally divided shall be subject to further discussion.

In a meeting, except as otherwise specified in this *Consolidated JTC 1 Supplement* or in JTC 1 Standing Documents, questions are decided by a majority of the votes cast at the meeting by P-members which are present expressing either approval, disapproval, or declared abstention.

If the meeting is to be conducted by teleconference or using electronic means, see Standing Document 19 on "Meetings" clauses 3 and 4 for additional requirements.

JA.1.2 Letter Ballots

For votes by correspondence (letter ballots) in JTC 1 and its subcommittees, except as specified elsewhere in this *Consolidated JTC 1 Supplement* or in JTC 1 Standing Documents, questions are decided by a majority of the votes cast by P-members expressing either approval or disapproval. Letter ballots are cast by web based balloting.

JTC 1 instructs its secretariats to close all letter ballots on the declared closure date. Late votes and comments shall not be accepted. JTC 1 allows actions to be taken between JTC 1 plenary meetings by 8 week letter ballots within JTC 1; such actions for approval may be proposed by the JTC 1 chair, JTC 1 subcommittees, or JTC 1 advisory groups. Otherwise, no letter ballot period shall close in less than 12 weeks from the date of notification of issue.

JA.1.3 Default Ballots

In certain cases, consensus may be confirmed for questions which are expected to contain no controversial issues and for which agreement of the committee is foreseen in advance. Such questions will be distributed for a period of 4 weeks. If no objection is received during this period, the question is considered to be approved. If any JTC 1 P-member objects to the question during this period, the JTC 1 committee manager shall withdraw the ballot immediately and resolve the question by vote, either at a meeting or by letter ballot. JTC 1 P-members wishing to raise an objection to a Default Ballot are requested to notify the responsible Secretariat as soon as possible to prevent undue delays.

Questions for which this may be used are:

- appointment/change of a registration authority;

- establishment or cancellation of a Category C liaison;
- proposal for stabilization/withdrawal of a standard;
- request for availability free of charge of an ISO/IEC publication which meets the established criteria;
- the establishment of a collaborative interchange or collaborative team with ITU-T, as defined in SD 3 (see 1.17.7.2 for details);
- others as approved by JTC 1.

JA.2 Proposal stage – Votes on new work item proposals

A JTC 1 P-member, the committee secretariat, another technical committee or subcommittee, an organization in liaison, the technical management board or one of its advisory groups and the Chief Executive Officer may submit a new work item proposal either to a subcommittee or to JTC 1. Each new work item proposal shall be voted on by letter ballot even if it has appeared on the agenda of a meeting. If the proposal includes the establishment of a collaborative interchange or collaborative team with ITU-T, see 1.17.7.2 for a list of considerations which shall be evaluated to determine the rationale, as well as what is needed in the NP documentation. The acceptance criteria are as specified in 2.3.5. The normal ballot period for a new work item proposal shall be 12 weeks from the date of notification of issue (see 2.3.4).

JA.2.1 Votes on NPs at the SC level

A new work item proposal should be balloted only once within a subcommittee.

It should be noted that if a new work item proposal is submitted for ballot without prior consultation of the subcommittee, there is a risk that the ballot may fail because the necessary consensus and support are absent. A subcommittee chair or secretariat may schedule a newly submitted new work item proposal for discussion at a plenary or working group meeting before issuing a ballot, as long as unreasonable delay is not introduced.

For new work item proposals voted at the subcommittee level, a copy of the subcommittee-level ballot shall be forwarded by the subcommittee secretariat to the JTC 1 secretariat for information in parallel with circulation of the new work item proposal ballot (see Figure JA.1). The JTC 1 secretariat shall circulate this copy of the subcommittee-level ballot to JTC 1 P-members and JTC 1 subcommittee Chairs and Secretariats for concurrent review.

Within 4 weeks of the issuance of the subcommittee-level NP ballot for JTC 1 concurrent review, a JTC 1 P-member may request the JTC 1 Secretariat to initiate a parallel JTC 1-level ballot. The JTC 1 P-member shall provide a rationale for the request and such rationale shall focus on the appropriate placement of the new work item, if approved. Rationale that focuses solely on technical aspects of the new work item proposal is not acceptable. If two or more JTC 1 P-members request such a parallel JTC 1-level ballot, the JTC 1 secretariat shall issue a ballot. The JTC 1-level ballot shall be identical to and with the same closing date as the subcommittee-level ballot. The rationales submitted with the requests shall accompany the JTC 1-level ballot and shall also be sent to the relevant subcommittee. The approval criteria for the JTC 1-level ballot shall be identical to the subcommittee-level NP ballot but the participation commitment requirement shall not apply (see 2.3.5(a)).

Upon completion of the JTC 1-level ballot, the NP is approved only when both the subcommittee-level ballot and the JTC 1 ballot pass.

When approved, the JTC 1 secretariat shall inform all JTC 1 National Bodies and the subcommittee committee manager of the result (together with the project number assigned).

If the subcommittee-level ballot failed and no JTC 1 ballot had been issued, no further action is taken.

If the subcommittee-level ballot passed and no JTC 1 ballot had been issued, then the new work item proposal is approved.

NOTE If, during the JTC 1 concurrent review, any JTC 1 P-member not participating in the SC has a comment on the NP but does not request a JTC 1 ballot, the JTC 1 P-member may submit such a comment to the SC secretariat conducting the subcommittee-level ballot.

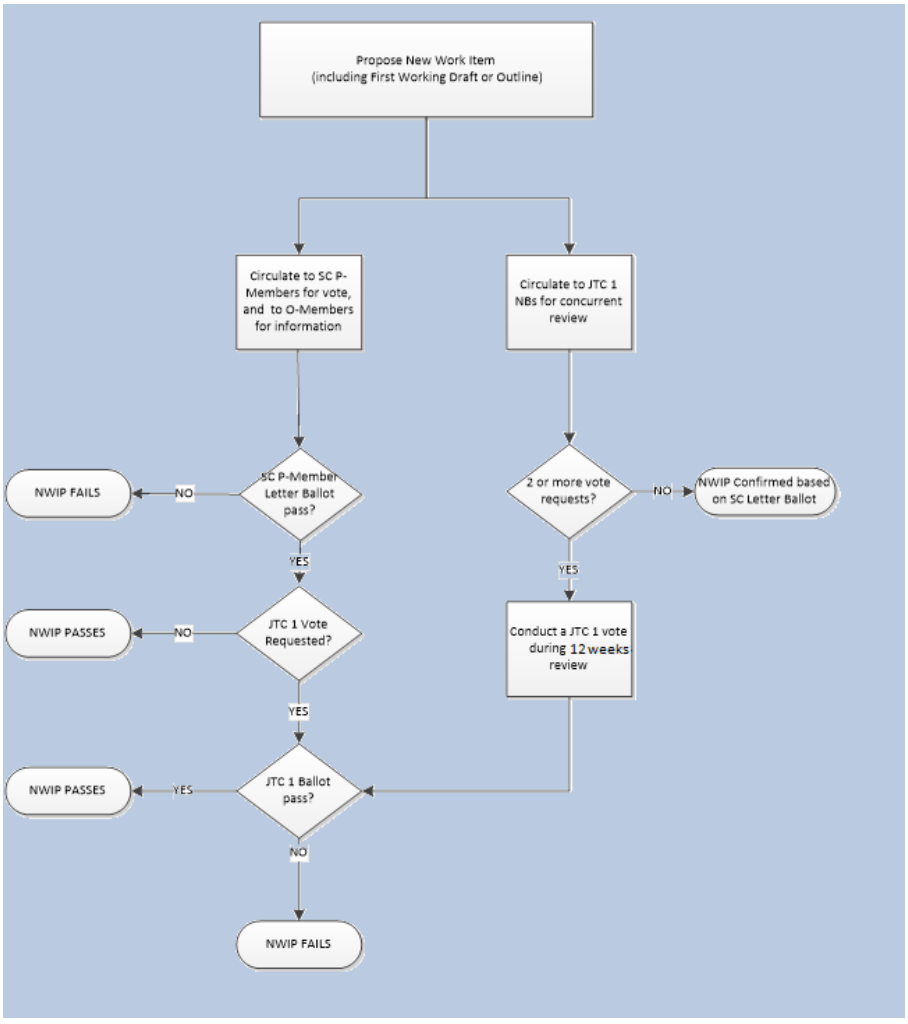


Figure JA.1: Flowchart of NP Ballot Process at SC level

JA.2.2 Votes on new work item proposals at the JTC 1 level

JTC 1 should consider a new work item proposal:

- for a work item originating from a working group which reports directly to JTC 1; or
- in exceptional circumstances, such as a new work item proposal which is not within the scope of an existing subcommittee.

In all other cases, the appropriate subcommittee should ballot the new work item proposal. Each new work item proposal shall be voted on by letter ballot (, even if it has appeared on the agenda of a meeting. The acceptance criteria are as specified in 2.3.5.

JA.3 Preparatory Stage

No votes are foreseen at this stage.

JA.4 Committee Stage - Votes on CDs/CDAMs/DTSs/DTRs

If the consideration of committee drafts/committee draft amendments/draft technical specifications/draft technical reports (CDs/CDAMs/DTSs/DTRs) is dealt with by correspondence, P-members and technical committees and organizations in liaison are asked to submit their comments (and P-members their votes) by a specified date

In the case of committee drafts/committee draft amendments / draft technical specifications/ draft technical reports, this date should be 8, 12, or 16 weeks from the date of notification of issue.

The default for CD/CDAM/DTS/DTR circulation is 8 weeks.

Abstention by a P-member on committee drafts/committee draft amendments/ draft technical specifications/ draft technical reports ballots does not bar the P-member from voting on subsequent versions of the document at the same or later stages.

Consideration of successive committee drafts/committee draft amendments/draft technical specifications/draft technical reports shall continue until the substantial support of the P-members of the committee has been obtained or a decision to abandon or defer the project has been reached.

Committee drafts/committee draft amendments/draft technical specifications/ draft technical reports produced by a joint working group should be balloted by all P-members of all subcommittees formally involved in the joint work. Each P-member shall have only one vote.

JA.5 Votes on Draft Technical Corrigenda (DCORs)

Consideration of a draft technical corrigendum (DCOR) is dealt with by correspondence. SC P-members and organizations in liaison are asked to submit their comments (and SC P-members their votes) by a specified date that should be no less than 12 weeks from the date of notification of issue.

JA.6 Overview of Ballot Periods in ISO/IEC JTC 1

The following table gives an overview of ballot periods that apply in ISO/IEC JTC 1.

TYPE OF VOTE	DURATION	CROSS REFERENCE
New work item proposal – JTC 1 or SC ballot	12 weeks normally	JA.2
New work item proposal from a subcommittee: JTC 1 confirmation	8 weeks	JA.2.1
Committee Draft	8, 12 or 16 weeks (the default is 8 weeks)	2.5.4, JA.4
Draft Technical Specification / Draft Technical Report	8, 12 or 16 weeks (the default is 8 weeks)	JA.4; 2.5.4
Committee Draft Amendment	8, 12 or 16 weeks (the default is 8 weeks)	JA.4; 2.5.4; 2.10.3
Draft International Standard	12 weeks (with 8 weeks translation period)	2.6.1
Fast-Track Draft International Standard	12 weeks (with 8 weeks translation period)	2.6.1; F.4.3
JTC 1 Publicly Available Specification Draft International Standard	12 weeks (with 8 weeks translation period)	2.6.1; F.4.3
Draft Amendment	12 weeks (with 8 weeks translation period)	2.6.1
Final Draft International Standard	8 weeks	2.7.1
Fast-Track Final Draft International Standard	8 weeks	2.7.1, F.4.8
JTC 1 Publicly Available Specification Final Draft International Standard	8 weeks	F.4.9(b)
Final Draft Amendment	8 weeks	2.10.3

Draft Technical Corrigendum	Minimum 12 weeks	JA.5
Withdrawal proposal of Stabilized Standard	4 weeks default ballot	JA 1.3
Reinstatement of withdrawn standard	12 weeks (with 8 week translation period), or 8 weeks.	2.9.6
JTC 1 Publicly Available Specification Submitter recognition	12 weeks	F.3.4.1
JTC 1 Publicly Available Specification Submitter reaffirmation	12 weeks	F.3.4.1
JTC 1 - other letter ballot periods	Minimum 12 weeks	JA.1.2
JTC 1 – default letter ballot	4 weeks	JA 1.3
JTC 1 - action between plenary meetings	8 weeks	JA.1.2
2nd and further Draft International Standard	8 weeks Maximum 12 weeks	2.6.4
2nd and further Draft Amendment	8 weeks Maximum 12 weeks	2.6.4
Withdrawal of standard	4 weeks default ballot	2.9.4; JA.1.3
Stabilization of standard	20 weeks (normal systematic review ballot)	2.9.5
Systematic Review	20 weeks	2.9.2

Annex JB
(normative)
ITU-T and ISO/ JTC 1 Cooperation

1. The Guide for ITU-T and ISO/IEC JTC 1 cooperation has been drafted by ISO/IEC JTC 1 and ITU-T and approved by ISO/TMB, IEC/SMB and ITU-T. The text in Standing Document 3: Guide for ITU-T and ISO/IEC JTC 1 cooperation, is identical to the text in Annex A of ITU-T Recommendation A.23.

2. It continues a long-standing agreement among the same organizations concerning collaboration methods by which ITU-T Recommendations and ISO/IEC International Standards developed in ISO/IEC JTC 1 have common texts or identical technical contents.

3. In addition to the normal liaison arrangements already in use by the three organizations and when desirable to reach common text or identical technical content in a particular area of work, ITU-T and ISO/IEC JTC 1 shall use one of two modes of closer cooperation: *collaborative interchange or a collaborative team.*

4. Collaborative interchange involves progressing the technical work on a single text in successive meetings of both the organizations involved, with synchronization of the respective commenting and approval procedures. It shall be used where the work is relatively straightforward and non-controversial, and where common participation in the meetings of the two organizations is sufficient for the interchange to be highly effective. Terms of reference for the work to be accomplished shall be agreed.

5. A single collaborative team shall be set up to progress any work requiring extended dialogue to develop solutions and reach consensus. Terms of reference for the team shall be agreed, and shall include the scope of the effort and the parent body in each organization to which the team reports. Once consensus is achieved, synchronized use is made of the approval procedures in ITU-T, IEC and ISO to achieve publication. The procedures to be followed by collaborative teams may be found in clause 8 of the JTC 1 Standing Document 3: ITU-T and ISO/IEC JTC 1 Cooperation.

6. In either collaboration mode, the approved deliverables may be published as common text (an ITU-T Recommendation and an International Standard using the presentation style specified in Appendix II of the Guide), or as twin text (an ITU-T Recommendation and an International Standard whose texts are technically aligned but not identical), in which case the approval processes do not require exact timing synchronization.

7. The ITU-T Study Group and the ISO/IEC JTC 1 Subcommittee shall agree whether no contact is needed, or liaison, collaborative interchange or a collaborative team will be used in each area of work. The mode may change during a project, again by agreement.

8. In the unusual event that either organization feels that collaboration for a given area of work should be terminated, this situation shall be immediately discussed with the other organization. If satisfactory resolution cannot be obtained, either ITU-T or ISO/IEC JTC 1 may unilaterally terminate collaboration on a project, or decide that no common text should

be published. If termination should occur, both organizations can make use of the prior collaborative work. Any work accomplished up to that point may be used by each organization.

Annex JD
(normative)

Matrix Presentation of Stage Codes

JD.1 Introduction to the Harmonized Stage Code

The standardization process has a number of definite steps or stages which can be used both to describe the process and to indicate where in the process any one item has reached. In general terms the methods used to develop and publish standards via the formal standardization process operated by international, regional and national standards bodies are very similar no matter which body is overseeing the process. Thus, at a high level, it is possible to have a common view of the standardization process and with it a common set of stages. There are differences between the processes of individual bodies, however, and this has led to the development of different stage systems for each body.

This Harmonized Stage Code (HSC) system is used in ISO's databases for tracking standards development projects. Its purpose is to provide a common framework for the transfer of core data. The system allows tracking of the development of a given project in the same way in databases being used at international, regional and national levels and the matrix is so constructed that it can easily be adapted to new requirements.

JD.2 Design of the stage code matrix

A series of "stages" representing procedural sequences common to different organizations has been established. These represent the main stages of standards development.

A series of "sub-stages" has been established within each stage, using a consistent logical system of concepts. The terms "stage" and "sub-stage" are hence used to designate the respective axes of the resulting matrix.

Principal stages and sub-stages are each coded by a two-digit number from 00 to 90, in increments of 10. Individual cells within the generic matrix are coded by a four-digit number made up of its stage and sub-stage coordinates. For visual presentation (although not necessarily for the purposes of database operations), the pair of coordinates are separated by a point (e.g. 10.20 for stage 10, sub-stage 20).

All unused stage codes are reserved for future use, to allow for interpolation of additional phases that might be identified, e.g. stage codes 10, 30, 40, 50 and 80.

JD.3 Basic guidelines for using the system

— Other information concerning, for example, document source or document type, should be recorded in separate database fields and should not be reflected in stage codes.

— There is no sub-code to indicate that a project is dormant at any particular stage. It is recommended to use another database field to address this issue.

— The HSC system allows for the cyclical nature of the standards process and for the repeating of either the current phase or an earlier phase. Events that may be repeated in the life of a project are recordable by repetition of the same stage codes.

— Freezing a project at any point is possible by using the code the project has reached. Projects that have been suspended should have this information recorded in a separate database field.

— The HSC system is not concerned with recording either target or actual dates for achieving stages.

Matrix presentation of project stages

STAGE	SUB-STAGE						
	00	20	60	90 Decision			
	Registration	Start of main action	Completion of main action	92 Repeat an earlier phase	93 Repeat current phase	98 Abandon	99 Proceed
00 Preliminary stage	00.00	00.20	00.60			00.98	00.99
	Proposal for new project received	Proposal for new project under review	Close of review			Proposal for new project abandoned	Approval to ballot proposal for new project
10 Proposal stage	10.00	10.20	10.60	10.92		10.98	10.99
	Proposal for new project registered	New project ballot initiated	Close of voting	Proposal returned to submitter for further definition		New project rejected	Approval to New project approved
20 Preparatory stage	20.00	20.20	20.60			20.98	20.99
	New project registered in TC/SC work programme	Working draft (WD) study initiated	Close of comment period			Project deleted	WD approved for registration as CD
30 Committee stage	30.00	30.20	30.60	30.92		30.98	30.99
	Committee draft (CD) registered	CD study/ballot initiated	Close of voting/ comment period	CD referred back to Working Group		Project deleted	CD approved for registration as DIS
40 Enquiry stage	40.00	40.20	40.60	40.92	40.93	40.98	40.99
	DIS registered	DIS ballot initiated: 12 weeks	Close of voting	Full report circulated: DIS referred back to TC or SC	Full report circulated: decision for new DIS ballot	Project cancelled	Full report circulated: DIS approved for registration as FDIS
50 Approval stage	50.00	50.20	50.60	50.92		50.98	50.99
	FDIS registered for formal approval	Proof sent to secretariat FDIS ballot initiated: 8 weeks.	Close of voting. Proof returned by secretariat	FDIS referred back to TC or SC		Project cancelled	FDIS or proof approved for publication
60 Publication stage	60.00		60.60				
	International Standard under publication		International Standard published				
90 Review stage		90.20	90.60	90.92	90.93		90.99
		International Standard under systematic review	Close of review	International Standard to be revised	International Standard confirmed		Withdrawal of International Standard proposed by TC or SC
95 Withdrawal stage		95.20	95.60	95.92			95.99
		Withdrawal ballot initiated	Close of voting	Decision not to withdraw International Standard			withdrawal of International Standard

Annex JE
(normative)

Procedures for the standardization of graphical symbols

JE.1 Introduction

This annex describes the procedures to be adopted in the submission and subsequent approval and registration, when appropriate, of all graphical symbols appearing in ISO documents.

Within ISO the responsibility for the coordination of the development of graphical symbols has been subdivided into two principal areas, allocated to two ISO technical committees:

— ISO/TC 145 – all graphical symbols (except those for use in technical product documentation) (see ISO/TC 145 website);

— ISO/TC 10 – graphical symbols for technical product documentation (tpd) (see ISO/TC 10 website).

In addition, there is coordination with IEC/TC 3 (Information structures, documentation and graphical symbols) and with IEC/TC 3/SC 3C (Graphical symbols for use on equipment).

The basic objectives of the standardization of graphical symbols are to:

— meet the needs of users;

— ensure that the interests of all concerned ISO committees are taken into account;

— ensure that graphical symbols are unambiguous and conform to consistent sets of design criteria;

— ensure that there is no duplication or unnecessary proliferation of graphical symbols.

The basic steps in the standardization of a new graphical symbol are:

— identification of need;

— elaboration;

— evaluation;

— approval, when appropriate;

— registration;

— publication.

All steps should be carried out by electronic means.

— Proposals for new or revised graphical symbols may be submitted by an ISO committee, a liaison member of an ISO committee or any ISO member organization (hereafter jointly called the "proposer").

— Each approved graphical symbol will be allocated a unique number to facilitate its management and identification through a register that provides information that can be retrieved in an electronic format.

— Conflicts with the relevant requirements and guidelines for graphical symbols shall be resolved by liaison and dialogue between ISO/TC 145 or ISO/TC 10 and the product committee concerned at the earliest possible stage.

JE.2 All graphical symbols except those for use in technical product documentation

JE.2.1 General

ISO/TC 145 is responsible within ISO for the overall coordination of standardization in the field of graphical symbols (except for tpd). This responsibility includes:

— standardization in the field of graphical symbols as well as of colours and shapes, whenever these elements form part of the message that a symbol is intended to convey, e.g. a safety sign;

— establishing principles for preparation, coordination and application of graphical symbols: general responsibility for the review and the coordination of those already existing, those under study, and those to be established.

The standardization of letters, numerals, punctuation marks, mathematical signs and symbols, and symbols for quantities and units is excluded. However, such elements may be used as components of a graphical symbol.

The review and co-ordination role of ISO/TC 145 applies to all committees that undertake the responsibility for creation and standardization of graphical symbols within their own particular fields.

ISO/TC 145 has allocated these responsibilities as follows:

— ISO/TC 145/SC 1: Public information symbols;

— ISO/TC 145/SC 2: Safety identification, signs, shapes, symbols and colours;

— ISO/TC 145/SC 3: Graphical symbols for use on equipment.

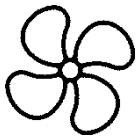
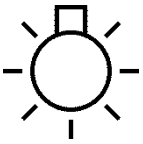
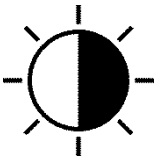
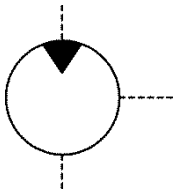
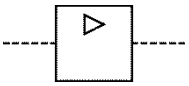
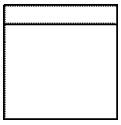
There is also liaison with ISO/TC 10 and with IEC, in particular with IEC/SC 3C, Graphical symbols for use on equipment.

Table JE.1 shows the categories of graphical symbols covered by each coordinating committee.

Table JE.1 — Categories of graphical symbols

	Basic message	Location	Target audience	Design principles	Overview	Responsible committee
Public information symbols	Location of service or facility	In public areas	General public	ISO 22727	ISO 7001	ISO/TC 145/SC 1
Safety signs (symbols)	Related to safety and health of persons	In workplaces and public areas and on products	a) General public or b) authorized and trained persons	ISO 3864-1 ISO 3864-2 ISO 3864-3	ISO 7010	ISO/TC 145/SC 2
Graphical symbols for use on equipment	Related to equipment (function, control, identification)	On equipment	a) General public or b) authorized and trained persons	IEC 80416-1 ISO 80416-2 IEC 80416-3	ISO 7000 IEC 60417	ISO/TC 145/SC 3 IEC/TC 3/SC 3C
tpd symbols	(Product representation)	Technical product documentation (drawings, diagrams, etc.)	Trained persons	ISO 81714-1	ISO 14617 IEC 60617	ISO/TC 10/SC 1 ISO/TC 10/SC 10 IEC/TC 3

Table JE.2 — Examples for the different categories of graphical symbols

Public information symbols	 Telephone ISO 7001 – PI PF 017	 Airport or Aircraft ISO 7001 – PI TF 001	 Sporting activities or general sports ISO 7001 – PI SA 001	 Filling station ISO 7001 – PI CF 009	 Direction arrow ISO 7001 – PI PF 030
Safety signs (symbols)	 Means of escape and emergency equipment sign: Emergency exit (left hand) ISO 7010 – E001	 Fire equipment sign: Fire extinguisher ISO 7010 – F001	 Mandatory action sign: General mandatory action sign ISO 7010 – M001	 Prohibition sign: No smoking ISO 7010 – P002	 Warning sign: Warning; Explosive material ISO 7010 – W002
Graphical symbols for use on equipment	 Ventilating fan: Air-circulating fan ISO 7000 – 0089	 General symbol for recovery/recyclable ISO 7000 - 1135	 Weight ISO 7000 – 0430	 Lamp; lighting; illumination IEC 60417 – 5012	 Brightness/Contrast IEC 60417 – 5435
tpd symbols	 Two-way valve ISO 14617-8 – 2101	 Liquid ISO 14617-15 – 321	 Hydraulic motor ISO 14617-10 – 2405	 Amplifier ISO 14617-5– 892	 Boiler/steam generator ISO 14617-11 – 2531

JE.2.2 Submission of proposals

Proposers shall submit their proposals on the relevant application form as soon as possible to the secretariat of the appropriate ISO/TC 145 subcommittee in order to allow for timely review and comment. It is strongly recommended that this submission be made by proposers at the CD stage, but it shall be no later than the first enquiry stage (i.e. DIS or DAM) in the case of an International Standard.

Prior to submitting a graphical symbol proposal, the proposer should:

— be able to demonstrate the need for the proposed graphical symbol;

— have reviewed the relevant ISO and/or IEC standards of graphical symbols, in order to avoid ambiguity and/or overlap with existing standardized graphical symbols, and to check for consistency with any related graphical symbol or family of graphical symbols already standardized;

— create the proposed graphical symbol in accordance with the relevant standards and instructions; these include design principles and criteria of acceptance.

JE.2.3 Standardization procedure for proposed graphical symbols

Upon receipt of a proposal, the ISO/TC 145 sub-committee concerned shall review the application form, within 8 weeks, to check whether it has been correctly completed and the relevant graphics file(s) has been correctly provided. If necessary, the proposer will be invited to modify the application, and to re-submit it.

Upon receipt of a correctly completed application form, a formal review process shall be commenced to review the proposal for consistency with standardized graphical symbols, the relevant design principles and criteria of acceptance.

When this formal review process has been completed, the results shall be transmitted to the proposer, together with any recommendations. The proposer will, where appropriate, be invited to modify the proposal, and to re-submit it for a further review.

The procedures outlined on the relevant ISO/TC 145 sub-committee website shall be followed:

— ISO/TC 145/SC 1: Public information symbols (www.iso.org/tc145/sc1);

— ISO/TC 145/SC 2: Safety identification, signs, shapes, symbols and colours (www.iso.org/tc145/sc2);

— ISO/TC 145/SC 3: Graphical symbols for use on equipment (www.iso.org/tc145/sc3).

These websites also provide application forms for the submission of proposals.

Graphical symbols approved by ISO/TC 145 shall be assigned a definitive registration number and included in the relevant ISO/TC 145 standard.

NOTE In exceptional cases, unregistered symbols may be included in ISO standards subject to TMB approval.

JE.3 Graphical symbols for use in technical product documentation (tpd) (ISO/TC 10)

ISO/TC 10 is responsible for the overall responsibility for standardization in the field of graphical symbols for technical product documentation (tpd). This responsibility includes

— maintenance of ISO 81714-1: Design of graphical symbols for use in the technical documentation of products – Part 1: Basic rules, in co-operation with IEC;

- Maintenance of ISO 14617, Graphical symbols for diagrams

— standardization of graphical symbols to be used in technical product documentation, co-ordinated with IEC;

— establishing and maintaining a database for graphical symbols including management of registration numbers.

Included is the standardization of symbols for use in diagrams and pictorial drawings.

ISO/TC 10 has allocated these responsibilities to ISO/TC 10/SC 1 for symbols used on technical product documentation and ISO/TC 10/SC 10 for graphical symbols on diagramss. The respective Secretariats are supported by maintenance groups.

Any committee identifying the need for new or revised graphical symbols for tpd shall as soon as possible submit their proposal to the secretariat of ISO/TC 10/SC 1 or ISO/TC 10/SC 10 for review and — once approved — allocation of a registration number.

When developing new symbols for use in technical drawings, the proposed symbols (alternatively: those symbols) are submitted to ISO/TC 10 for review. ISO/TC 10 will confirm that a duplicate symbol with a different meaning does not exist and will add the new symbol to this document once the originating standard has been approved and published.

The following is a description of the process used for incorporating a new symbol:

1. The originator fills in the new symbol application form.

2. The originator attaches the symbol graphics file per the accepted graphics formats in the form.

3. The originator sends the application and graphics file to ISO/TC 10/SC 1 or ISO/TC 10/SC 10.

4. ISO/TC 10/SC 1 or ISO/TC 10/SC 10 forwards the documents to the validation team (appointed group of experts).

5. The validation team reviews the application and symbol according to the following areas:
   • justification for new symbol;
   • design;
   • conformity with ISO 81714-1;

- duplication and similarity to existing and registered symbols.

6. The validation team prepares their report and sends the application documents back to ISO/TC 10/SC 1 or ISO/TC 10/SC 10. Rejected proposals are sent back to the originator with an attached cause of rejection.

7. If the new symbol request is approved, the originator is notified and the symbol is appointed a registry number and submitted to ISO Central Secretariat for registration and publication on the ISO Online browsing platform: http://www.iso.org/obp.

8. The approved new symbol is added to the list of symbols to be added in the next revision of ISO 7083 or ISO 14617.

Annex JG

(normative)

Harmonized approach for management system standards

JG.1 General

The harmonized approach for developing management system standards (MSS) includes this annex, a justification study (see Appendix 1), the harmonized structure (identical clause numbers with the same sequence, clause titles, text, common terms and core definitions) with guidance for use (see Appendix 2) and terminology guidance (see Appendix 3).

A new management system standard (MSS) or revision of an existing MSS by a TC/SC/PC shall be developed in accordance with this annex (see JG. 8.2)

NOTE 1 TC/SC/PC is hereafter referred to as "committee" in this annex.

NOTE 2 The committees responsible for MSS are members of the Joint Technical Coordination Group on MSS (JTCG).

JG.2 Terms and definitions

For the purposes of this annex, the following terms and definitions apply.

JG.2.1
management system
set of interrelated or interacting elements of an organization to establish policies and objectives, as well as processes to achieve those objectives.

Note 1 to entry: A management system can address a single discipline or several disciplines.

Note 2 to entry: The management system elements include the organization's structure, roles and responsibilities, planning and operation.

Note 3 to entry: This definition corresponds to definition 3.4 in Appendix 2.

JG.2.2
management system standard
MSS
standard for a *management system* (JG.2.1)

Note 1 to entry: For the purposes of this document, this definition also applies to other ISO and IEC deliverables (e.g. TS, PAS, IWA).

JG.2.3
generic MSS
MSS (JG 2.2*)* designed to be widely applicable across economic sectors, various types and sizes of organizations and diverse languages, geographical, cultural and social conditions

JG.2.4
sector-specific MSS
MSS (JG 2.2) that provides additional requirements or guidance for the application of a *generic MSS* (JG 2.3) to a specific economic or business sector

JG.2.5
Type A MSS
MSS (JG 2.2) providing requirements

— EXAMPLE - Management system requirements standards (specifications; management system sector-specific requirements standards.

JG.2.6
Type B MSS
MSS (JG 2.2) providing guidelines

Note to entry 1: There are different categories of Type B MSS including on:

the use, application or implementation of *a Type A MSS* (JG 2.5); the establishment, improvement or enhancement of a management system;a specific topic, requirement or set of requirements related to a Type A MSS other guidance not directly related to a Type A MSS.

JG.2.7
harmonized approach for MSS
methodology applied to development of *MSS* (JG 2.2) including justification study, identical clause numbers, clause titles, text and common terms and core definitions

Note 1 to entry: See Appendix 2 and Appendix 3

JG.3 Requirements to submit a Justification Study

A justification study (JS) shall be carried out in accordance with Appendix 1 and is needed for:

- new MSS including Type A, Type B or sector-specific MSS:
- Revisions of MSS that do not have an approved IS.
-

All MSS proposals [including sector-specific MSS (JG.2.4), see Annex JH] and their JS shall be identified by the relevant committee leadership and the JS shall be sent to the TMB (or its MSS task force) for evaluation and approval before the NP ballot takes place. It is the responsibility of the relevant committee secretariat to identify all MSS proposals.

No JS is required for:

- a Type B MSS providing guidance on a specific Type A MSS for which a JS has already been submitted and approved

- a revision of an MSS with an approved JS and scope that has been confirmed..

EXAMPLE ISO/IEC 27003:2010 (Information technology — Security techniques — Information security management system implementation guidance) does not need to have JS submitted as ISO/IEC 27001:2013 (Information technology — Security techniques — Information security management systems — Requirements) has already had a JS submitted and approved.

JG.4 Cases where no JS have been submitted

MSS proposals which have not been submitted for TMB evaluation before the NP ballot will be sent to the TMB for evaluation and no new ballot should take place before the TMB decision (project on hold). It is considered good practice that the committee members endorse the JS before it is sent to the TMB.

NOTE Already published MSS which did not have a JS submitted will be treated as new MSS at the time of revision, i.e. a JS needs to be presented and approved before any work can begin.

JG.5 Applicability of this annex

The procedures in this annex apply to all ISO deliverables, including TS, PAS and IWAs.

JG.6 General criteria

All projects for new MSS (or for MSS which are already published but for which no JS was completed) shall undergo a JS (see JG.1 and JG.3). The following general criteria are used for the preparation of the JS and to assess the market relevance of the proposed MSS.. The justification criteria questions in Appendix 1 are based on these criteria. The answers to the questions will form part of the JS. An MSS should only be initiated, developed and maintained when the following have been addressed"

1) Market relevance – ISS meets the needs of, and add value for, the primary users and other affected parties.

2) Compatibility – here is compatibility between various MSS and within an MSS family..

3) Topic coverage – A generic MSS (JG.2.3) should have sufficient application coverage to eliminate or minimize the need for sector-specific variances.

4) Flexibility – n MSS should be applicable to organizations in all relevant sectors and cultures and of every size. An MSS should not prevent organizations from competitively adding to or enhancing their management systems beyond the standard or differentiating themselves from others.

5) Free trade	–	A MSS should permit the free trade of goods and services in line with the principles included in the WTO Agreement on Technical Barriers to Trade.
6) Applicability of conformity assessment	–	The market need for first-, second- or third-party conformity assessment, or any combination thereof, should be assessed. The resulting MSS should clearly address the suitability of use for conformity assessment in its scope. An MSS should facilitate combined audits against multiple MSS.
7) Exclusions	–	A MSS shall not include directly related product or service bbb specifications, test methods, performance levels (i.e. setting of limits) or other forms of standardization for products or services provided by the implementing organization.
8) Ease of use	–	It should be ensured that the user can easily implement one or more MSS. An MSS should be easily understood, unambiguous, free from cultural bias, easily translatable, and applicable to businesses in general.

JG.7 Justification study process and criteria

JG.7.1General

This clause describes the justification study (JS) process for justifying and evaluating the market relevance of proposals for an MSS. Appendix 1 provides a set of questions to be addressed in the justification study.

JG.7.2 Justification study process

The JS process applies to any MSS project and consists of the following:

a) the development of the JS by (or on behalf of) the proposer of an MSS project;

b) an approval of the JS by the TMB .

The JS process is followed by the normal ISO balloting procedure for new work item approval as appropriate.

JG.7.3 Justification study criteria

Based on Annex C and the general principles stated above, a set of questions (see Appendix 1) shall be used as criteria for justifying and assessing a proposed MSS project and shall be answered by the proposer. This list of questions is not exhaustive and any additional information that is relevant to the case should be provided. The JS should demonstrate that all questions have been considered. If it is decided that they are not relevant or appropriate to a particular situation, then the reasons for this decision should be clearly stated. The unique aspect of a particular MSS may require consideration of additional questions in order to assess objectively its market relevance.

JG.8 Core text and common terms and core definitions for use in management systems standards (the "harmonized structure")

JG.8.1 Introduction

The aim of this document is to enhance the consistency and alignment of MSS by providing a unifying and agreed upon harminized approach. The aim is that all Type A MSS (and Type B MSS where appropriate) are aligned and the compatibility of these standards is enhanced. It is envisaged that individual MSS will add additional "discipline-specific" requirements as required.

NOTE In JG.8.3 and JG.8.4, "discipline-specific" is used to indicate specific subject(s) to which a management system standard refers, e.g. energy, quality, records, environment etc.

The intended audience for this document is committees and others that are involved in the development of MSS.

This common approach to new MSS and future revisions of existing standards will increase the value of such standards to users. It will be particularly useful for those organizations that choose to operate a single (sometimes called "integrated") management system that can meet the requirements of two or more MSS simultaneously.

Appendix 2 sets out the harmonized structure, that form the nucleus of future and revised Type A MSS and Type B MSS when possible.

together with guidance on its use for MSS Writers and ISO Editors..

JG.8.2 Application of the harmonized structure by different types of MSS

Type A MSS shall apply the harmonized structure detailed in Appendix 2.

Type B MSS providing guidance on the use, application or implementation of a Type A MSS shall follow the same clause sequence down to the two-digit clause level (e.g.,10.2) of that Type A MSS.

For other Type B MSS, the committee may choose to use the harmonized structure clause sequence bor take a different approach.

JG.8.3 Using Appendix 2 to this annex

Discipline-specific text additions to requirements in Appendix 2 shall be managed as follows.

1. Discipline-specific additions shall be made by the individual committee or other group that is developing the specific MSS.

2. Discipline-specific text shall not affect harmonization or contradict or undermine the intent of the harmonized structure.

3. Additional subclauses, or sub-subclauses (etc.) may be inserted either ahead of an identical text subclause (or sub-subclause etc.), or after such a subclause (etc.), renumbered accordingly and with the necessary adjustments to cross referencing..

NOTE 1 Hanging paragraphs are not permitted (see ISO/IEC Directives, Part 2).

4. Clause 3 of the MSS shall include the terms and definitions from Clause 3 of Appendix 2. If a modification or deletion of a definition or note to entry is made by a committee, a justification for deviation is required. Addition of notes to entry are not considered deviations. These terms and definitions may be repeated in a vocabulary standard. Insertions of discipline specific terms and definitions and renumbering accordingly is permitted.

NOTE 2 Appendix 2 presents the definitions in systematic order, which is preferred due to translation (see Appendix 3 on terminology).

5. A committee may add or insert discipline-specific text within Appendix 2.. Examples of additions include:

   a) new bullet points;

   b) discipline-specific explanatory text (e.g. Notes or Examples), in order to clarify requirements;

   c) discipline-specific new paragraphs to subclauses (etc.) within the identical text;

   d) additional text that enhances the existing requirements in Appendix 2

6. A committee shall avoid repeating requirements between identical core text and discipline-specific text by adding text to the identical core text, taking account of point 2 above.

7. In order to distinguish between discipline-specific text and identical core text from Appendix 2, a committee shall, from the start of the drafting process, use blue for text from the harmonized structure and black for the committee discipline specific text. This aids identification of the different types of text during the development and balloting stages.

NOTE 3 Identification of distinguishing text is not necessarily carried into the published version.

8. Understanding of the concept of "risk" may be more specific than that given in the definition under 3.9 of Appendix 2.. In this case, a discipline-specific definition may be needed. The discipline-specific terms and definitions are differentiated from the core definitions, e.g. (XXX) risk.

NOTE 4 The above can also apply to a number of other definitions.

9. If, due to exceptional discipline-specific circumstances, text from the harmonized structure cannot be applied in the management system standard, then the committee may amend the text and introduce a deviation.

10. If there are non-discipline specific circumstances, the committee shall raise the issue within JTCG.

JG 8.4 Deviation reports

When a committee has a deviation, it shall justify the deviation based on discipline specific information by:

a) providing an initial deviation report to ISO/CS with the DIS submission;

b) providing a final deviation report to TMB (through the ISO/TMB Secretary at tmb@iso.org) upon submission of the final text of the standard for publication.

The Committee shall use the ISO commenting template to provide its deviation reports. The deviation report shall contain the changes to the Appendix 2 text or notes to entry and any deletions. The report should also contain additions to facilitate trend analysis for future revisions.

NOTE 1 The final deviation report can be an updated version of the initial deviation report.

NOTE 2 The Committee strives to avoid any non-applicability of the harmonized structure.

The Committee receives comments from ISO/CS regarding the deviations. The committee resolves the comments in dialogue with the editorial staff. The deviation reports are retained by JTCG. JTCG reviews the deviation reports for trends and other information for future revisions of Annex JG.

Appendix 1

(normative)

Justification criteria questions

1. General

The list of questions to be addressed in the justification study are in line with the principles listed in JG.6. This list is not exhaustive. Additional information not covered by the questions should be provided if it is relevant to the case.

Each general principle should be given due consideration and, ideally, when preparing the JS, the proposer should provide a general rationale for each principle, prior to answering the questions associated with the principle.

The principles to which the proposer of the MSS should pay due attention when preparing the justification study are:

1. Market relevance
2. Compatibility
3. Topic coverage
4. Flexibility
5. Free trade
6. Applicability of conformity assessment
7. Exclusions

NOTE No questions directly refer to the principle 8 ("Ease of use"), but it should guide the development of the deliverable.

Basic information on the MSS proposal

1	What is the proposed purpose and scope of the MSS? Is the document supposed to be a guidance document or a document with requirements?
2	\
2	Is there one or more existing ISO committee or non-ISO organization that could logically have responsibility for the proposed MSS? If so, identify.
3	Have relevant reference materials been identified, such as existing guidelines or established practices?
4	Are there technical experts available to support the standardization work? Are the technical experts direct representatives of the affected parties from the different geographical regions?

5	What efforts are anticipated as being necessary to develop the document in terms of experts needed and number/duration of meetings?
6	Is the MSS intended to be a guidance document, contractual specification or regulatory specification for an organization?

Principle 1: Market relevance

7	Have all the affected parties been identified? For example: a) organizations (of various types and sizes): the decision-makers within an organization who approve work to implement and achieve conformance to the MSS; b) customers/end-users, i.e. individuals or parties that pay for or use a product (including service) from an organization; c) supplier organizations, e.g. producer, distributor, retailer or vendor of a product, or a provider of a service or information; d) MSS service provider, e.g. MSS certification bodies, accreditation bodies or consultants; e) regulatory bodies; f) non-governmental organizations.
8	What is the need for this MSS? Does the need exist at a local, national, regional or global level? Does the need apply to developing countries? Does it apply to developed countries? What is the added value of having an ISO document (e.g. facilitating communication between organizations in different countries)?
9	Does the need exist for a number of sectors and is thus generic? If so, which ones? Does the need exist for small, medium or large organizations?
10	Is the need important? Will the need continue? If yes, will the target date of completion for the proposed MSS satisfy this need? Are viable alternatives identified?
11	Describe how the need and importance were determined. List the affected parties consulted and the major geographical or economical regions in which they are located.
12	Is there known or expected support for the proposed MSS? List those bodies that have indicated support. Is there known or expected opposition to the proposed MSS? List those bodies that have indicated opposition.
13	What are the expected benefits and costs to organizations, differentiated for small, medium and large organizations if applicable? Describe how the benefits and the costs were determined. Provide available information on geographic or economic focus, industry sector and size of the organization. Provide information on the sources consulted and their basis (e.g. proven practices), premises, assumptions and conditions (e.g. speculative or theoretical), and other pertinent information.
14	What are the expected benefits and costs to other affected parties (including developing countries)? Describe how the benefits and the costs were determined. Provide any information regarding the affected parties indicated.
15	What will be the expected value to society?

16	Have any other risks been identified (e.g. timeliness or unintended consequences to a specific business)?

Principle 2: Compatibility

17	Is there potential overlap or conflict with (or what is the added value in relation to) other existing or planned ISO, or non-ISO international standards, or those at the national or regional level? Are there other public or private actions, guidance, requirements and regulations that seek to address the identified need, such as technical papers, proven practices, academic or professional studies, or any other body of knowledge?
18	Is the MSS or the related conformity assessment activities (e.g. audits, certifications) likely to add to, replace all or parts of, harmonize and simplify, duplicate or repeat, conflict with, or detract from the existing activities identified above? What steps are being considered to ensure compatibility, resolve conflict or avoid duplication?
19	Is the proposed MSS likely to promote or stem proliferation of MSS at the national or regional level, or by industry sectors?

Principle 3: Topic coverage

20	Is the MSS for a single specific sector?
21	Will the MSS reference or incorporate an existing, non-industry-specific MSS (e.g. from the ISO 9000 series of quality management standards)? If yes, will the development of the MSS conform to the ISO/IEC Sector Policy (see ISO/IEC Directives, Part 2), and any other relevant policy and guidance procedures (e.g. those that may be made available by a relevant ISO committee)?
22	What steps have been taken to remove or minimize the need for particular sector-specific deviations from a generic MSS?

Principle 4: Flexibility

23	Will the MSS allow an organization competitively to add to, differentiate or encourage innovation of its management system beyond the standard?

Principle 5: Free trade

24	How would the MSS facilitate or impact global trade? Could the MSS create or prevent a technical barrier to trade?
25	Could the MSS create or prevent a technical barrier to trade for small, medium or large organizations?
26	Could the MSS create or prevent a technical barrier to trade for developing or developed countries?
27	If the proposed MSS is intended to be used in government regulations, is it likely to add to, duplicate, replace, enhance or support existing governmental regulations?

Principle 6: Applicability of conformity

28	If the intended use is for contractual or regulatory purposes, what are the potential methods to demonstrate conformance (e.g. first party, second party or third party)? Does the MSS enable organizations to be flexible in choosing the method of demonstrating conformance, and to accommodate for changes in its operations, management, physical locations and equipment?
29	If third-party registration/certification is a potential option, what are the anticipated benefits and costs to the organization? Will the MSS facilitate combined audits with other MSS or promote parallel assessments?

Principle 7: Exclusions

30	Does the proposed scope of the MSS include product or service specifications, test methods (product or service), performance levels, or other forms of guidance or requirements directly related to products or services produced or provided by the implementing organization?

Appendix 2

(normative)

Harmonized structure for MSS with guidance for use

The harmonized structure for MSS (identical clause numbers, clause titles, text and common termsand core definitions), together with guidance on its use for writers and editors of MSS, is provided at the following URL:

(https:// isotc .iso .org/ livelink/ livelink ?func = ll & #x0026;objId = 16347818 &
#x0026;objAction = browse &
#x0026;viewType = 1).

Appendix 3

(informative)

Terminology guidance in support of Annex JG Guidance that is intended to help writers and editors of MSS to understand the approach to terminology in Appendix 2 is proved at the following url:

b(https:// isotc .iso .org/ livelink/ livelink ?func = ll & #x0026;objId = 16347818 &
#x0026;objAction = browse &
#x0026;viewType = 1).

Annex JH

(normative)
Policy for the development of sector-specific management standards and sector-specific management system standards (MSS)

JH.1 General

Any technical committee or subcommittee, project committee bor International Workshop that proposes development of a sector-specific management standard (JH.2.2) or a sector-specific management system standard (MSS) (JH.2.4) shall follow the directions specified in this annex. It includes, as applicable, committee specific policies (JH.5) which may not be limited to sector-specific management standards or sector-specific management system standards.

JH.2 Terms and definitions

JH.2.1
generic management standard
management standard designed to be widely applicable across economic sectors, various types and sizes of organizations and diverse geographical, cultural and social conditions

JH..2.2
sector-specific management standard
management standard that provides additional requirements or guidance for the application of a *generic management standard* (JH.2.1) to a specific economic or business sector

JH.2.3
generic management system standard
generic MSS
MSS designed to be widely applicable across economic sectors, various types and sizes of organizations and diverse geographical, cultural and social conditions

JH.2.4
sector-specific management system standard (MSS)
sector-specific MSS
MSS that provides additional requirements or guidance for the application of a *generic MSS* (JH.2.3) to a specific economic or business sector

JH.3 Sector-specific management standards and sector-specific management system standards

Any new proposal for a sector-specific management standard (JH.2.2) or sector-specific MSS (JH.2.4)
shall:

— clearly demonstrate its market relevance and alignment through the completion of appropriate ISO or IEC project approval procedures by means of ISO Form 4, *New Work Item Proposal*

— [in the case of the development of a sector-specific MSS (JH.2.4)] clearly demonstrate that all the rules and principles in Annex JG have been followed, including the approval of the justification study (see Annex JG), and

— clearly demonstrate that the liaison with the committee responsible for the generic management standard or generic MSS concerned is effective,

— if applicable, conform with the committee specific policies set out below.

JH.4 Drafting rules

Sector-specific management standards (JH.2.2) and sector-specific MSS (JH.2.4) shall respect the following rules:

a) Normative reference shall be made to the generic management standard (JH.2.1) or generic MSS (JH.2.3). Alternatively, the clauses and subclauses may be reproduced verbatim.

b) If text from the generic management standard (JH.2.1) or generic MSS (JH.2.3) is reproduced in the sector-specific standard, it shall be distinguished from the other elements of the sector-specific standard.

c) Terms and definitions specified in the generic management standard (JH.2.1) or generic MSS (JH.2.3) shall be referred to in a normative manner or reproduced verbatim.

JH.5 Committee specific policies

JH.5.1General

Sector-specific management standards (JH.2.2) and sector-specific MSS (JH.2.4) shall not interpret, change, or subtract from the requirements of the generic management standard or generic MSS.

JH.5.2 Environment

JH.5.2.1 Terms and definitions

The following terms and definitions are applicable to environmental policy:

JH.5.2.1.1
sector-specific environmental management standard
standard that provides additional requirements or guidance for the application of a generic environmental management standard to a specific economic or business sector

EXAMPLE The application of an environmental management system (ISO 14001) or life-cycle assessment (ISO 14044) to agri-food or energy sectors.

JH.5.2.1.2
aspect-specific environmental management standard
standard that provides additional requirements or guidance for the application of a generic environmental management standard for a specific environmental aspect or aspects within its scope

EXAMPLE The application of an environmental management system (ISO 14001) for greenhouse gas (aspect) management or life-cycle assessment (ISO 14044) for the water (aspect) footprint of products.

JH.5.2.1.3
element-specific environmental management standard
standard that provides additional requirements or guidance for the application of a generic environmental management standard for a specific element or elements within its scope

EXAMPLE Communications or emergency management (elements) within an environmental management system (ISO 14001) or data collection or critical review (elements) within a life-cycle assessment (ISO 14044).

JH.5.2.2 General

Any technical committee, subcommittee, project committee or International Workshop that proposes development of a sector-, aspect- or element-specific environmental management standard shall clearly demonstrate its market relevance and alignment through the completion of appropriate project approval procedures, including:

— ISO Form 4, *New Work Item Proposal* for sector-, aspect- or element-specific specific application of generic environmental management system standards, environmental labeling, life-cycle assessment and greenhouse gas management standards, and

— Annex JG *Proposals for management system standards (MSS)* for sector-, aspect- or element-specific specific application of generic environmental MSS.

Approval documentation should include specific justification as to why the relevant generic ISO 14000 series standard(s) insufficiently address sector-, aspect- or element-specific needs and how the proposed new standard would effectively resolve identified issues. Proposers should critically assess whether additional sector-, aspect- or element-specific requirements are needed as opposed to the provision of additional guidance to the generic environmental management standard(s).

JH.5.2.3 Any technical committee, subcommittee, project committee or International Workshop that proposes development of a sector-, aspect- or element-specific environmental management standard should consider and reflect the needs of developing countries, economies in transition, small- and medium- enterprises and organizations operating across a variety of sectors.

JH.5.2.4 ISO/TC 207 will cooperate in or, where appropriate and as decided by the Technical Management Board, lead joint projects with technical committee, subcommittee, project committee or International Workshop developing sector-, aspect- or element-specific environmental management standards to avoid duplication of effort and promote consistency and alignment. There is no intention to restrict the development of market relevant standards in committees outside of ISO/TC 207.

JH.5.2.5 Technical committee, subcommittee, project committee or International Workshop developing sector-, aspect- or element-specific environmental management standards shall:

— include the normative reference of the appropriate generic ISO 14000 series environmental management systems, environmental auditing, environmental labeling, life-cycle assessment and greenhouse gas management standards;

— include the normative reference of the appropriate generic ISO 14050 terms and definitions;

— distinguish ISO 14000 series text if it is reproduced; and

— not interpret, change, or subtract from the requirements of the generic ISO 14000 series environmental management systems, environmental auditing, environmental labeling, life-cycle assessment and greenhouse gas management standards.

JH.5.2.6 Any requests for guidance on this sector-, aspect- or element-specific policy or for interpretation of generic ISO 14000 series standards or ISO 14050 terms and definitions or for guidance on a sector-, aspect- or element-specific document shall be submitted to the ISO Central Secretariat as well as the relevant TC 207 subcommittee.

JH.5.3 Quality

When an technical committee, subcommittee, project committeeor International Workshop wishes to develop quality management system requirements or guidance for a particular product or industry/economic sector it shall respect the following rules.

a) Normative reference shall be made to ISO 9001 in its entirety. Alternatively, the clauses and subclauses may be reproduced verbatim.

b) If text from ISO 9001 is reproduced in the sector document, it shall be distinguished from the other elements of the sector document [see d)].

c) Terms and definitions specified in ISO 9000 shall be referred to in a normative manner or reproduced verbatim.

d) The guidance and criteria provided in Quality management systems – Guidance and criteria for the development of documents to meet needs of specific product and industry/economic sectors, approved by ISO/TC 176, shall be considered not only when determining the need for

a sector-specific requirements or guidance document but also in the document development process.

Any requests for guidance on this sector policy or for interpretation of ISO 9000 terms and definitions, ISO 9001 or ISO 9004 shall be submitted to the secretariat of ISO/TC 176.

JH.5.4 Asset management

When an technical committee, subcommittee, project committee or International Workshop wishes to develop asset management system requirements or guidance for a particular product or industry/economic sector it shall respect the following rules:

a) Normative reference shall be made to ISO 55001 in its entirety. Alternatively, the clauses and subclauses may be reproduced verbatim.

b) If text from ISO 55001 is reproduced in the sector document, it shall be distinguished from the other elements of the sector document.

c) Terms and definitions specified in ISO 55000 shall be referred to in a normative manner or reproduced verbatim.

Any requests for guidance on a sector-specific document or for interpretation of ISO 55000 terms and definitions or ISO 55001 shall be submitted to the secretariat of ISO/TC 251.

JH.5.5 Risk

When a technical committee, subcommittee, project committee or International Workshop wishes to develop risk management requirements or guidance for a particular product or industry/economic sector it shall respect the following rules:

a) Reference shall be made to ISO 31000 in its entirety. Alternatively, the clauses and subclauses may be reproduced verbatim.

b) If text from ISO 31000 is reproduced in the sector document, it shall be distinguished from the other elements of the sector document.

c) Terms and definitions specified in ISO 31000 shall be referred to in a normative manner or reproduced verbatim.

Any requests for guidance on a sector-specific document or for interpretation of ISO 31000 terms and definitions shall be submitted to the secretariat of ISO/TC 262.

JH.5.6 Social responsibility

When a technical committee, subcommittee, project committeeor International Workshop wishes to develop social responsibility requirements or guidance for a particular product or industry/economic sector it shall respect the following rules:

a) Reference shall be made to ISO 26000 in its entirety. Alternatively, the clauses and subclauses may be reproduced verbatim.

b) If text from ISO 26000 is reproduced in the sector document, it shall be distinguished from the other elements of the sector document.

c) Terms and definitions specified in ISO 26000 shall be referred to in a normative manner or reproduced verbatim.

Reference documents

The following are links to reference documents for the JTC 1 community on a number of important subjects.

JTC 1's web pages
www.jtc1.org and
www.jtc1info.org

ISO's web page

IEC's web page

ISO/IEC Directives, Parts 1 & 2, Consolidated ISO Supplement to ISO/IEC Directives, Part 1, JTC 1 Supplement

Guidance for ISO national standards bodies — engaging stakeholders and building consensus

Guidance for liaisons organizations — engaging stakeholders and building consensus

Using and referencing ISO and IEC standards to support public policy

ISO's global relevance policy

ISO Code of Conduct for the technical work and suggestions for implementation

Policy for the distribution of ISO publications and the protection of ISO's copyright (ISO POCOSA)

Guidance and process for addressing misconduct and breaches of the code of conduct

Guidance on drafting standards

ISO Guides — adding value to International Standards

Guidelines for TC/SC Chairs and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN (Vienna Agreement)

Guidance on twinning in ISO standards development activities

Guidance for writing standards taking into account micro, small and medium-sized enterprises' needs

Guide for addressing sustainability in standards ("Guide 82")

Guidelines on competition law

Guidelines on remote participation at committee meetings

Guidance on New Work in ISO