ISOT Guidance Note 002 – ISOT's SharePoint Site

ANSI's ISO Team (ISOT) is responsible for helping to support and coordinate the work of approximately one hundred U.S. held ISO Secretariats and several hundred ANSI-accredited U.S. TAGs to ISO committees and we strive to be a fast, reliable and efficient resource to all our stakeholders.

Part of ISOT's efforts to provide support to the U.S. standardization community is our SharePoint site, a platform which can be accessed through the following link:

https://share.ansi.org/isot

The ISOT resources page is intended to be a one-stop shop where you will find numerous materials that can aid U.S. Leaders and all U.S. stakeholders in working more effectively within their ISO committees. Organized into several folders by category, resources posted to the site include:

ANSI and ISO Procedures

The up-to-date versions of:

- ANSI's International Procedures
- ISO/IEC's Directives, Parts 1 and 2
- The JTC 1 Supplement

ISOT Guidance Notes

Advice and further information on such topics as:

- ANSI's Obligation to Vote in ISO
- The Vienna Agreement and ISO's Global Relevance Policy
- Hosting a Meeting in the U.S.
- ANSI's Training Requirements

<u>ISOT Meeting Resources</u>

Including:

- ANSI's Delegate Accreditation Form
- An International Delegate's Guide
- Visa Guidance for U.S. and international meeting attendees

<u>ISOT Voting Resources</u>

Including:

- Ballot forms needed for NWIP and Systematic Review votes
- Questions and Answers for CD, DIS and FDIS ballots
- Commenting Templates for both ISO and IEC

<u>Other ISOT Resources</u>

A variety of additional materials of interest:

- Workflows for TAG Administrators
- ISO Getting Started Guides
- Commonly used acronyms
- Guidance on Twinning
- Conformity Assessment for Standards Writers

<u>Updated ISO-IEC-ITU Coordination</u>

In an effort to increase stakeholder engagement and collaboration and reduce duplicative work, the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and the International Telecommunications Union (ITU) have coordinated the publication of a monthly document that lists all new work items from the three organizations, including updates on the projects and timelines for the technical committees' work.

The above materials, which can be accessed without a username or password, are continually added to and updated based on the feedback and questions we receive regularly from our U.S. stakeholders. Additionally, issues brought to our attention that may be relevant to the wider community are shared here. We recommend bookmarking this site and welcome any suggestions for new content.

If experiencing any issues accessing a Word or Excel file, please click on the three dots following the filename, then on the three dots in the pop-up, and select "Download a Copy".

Though a username and password is not required for accessing ISOT's SharePoint site, if one needs to reset their password for other sections of the ANSI website, that can be done through the following link: https://dues.ansi.org/Account/ForgotPassword.

What this means to you as an ISO Committee Manager:

As an ISO Committee Manager, you will be called upon to interpret and apply the relevant ISO procedures to the work in your committee. The resources related to working with Vocabulary Standards or Conformity Assessment and guidance on such topics as Global Relevance and Joint Work can help prepare you to tackle these subjects with your international constituents in a knowledgeable manner. This platform collects the most up-to-date information, forms and procedures that will allow you to work effectively with your ISO committee.

What this means to you as a U.S. TAG Secretary:

As a U.S. TAG Secretary, you are tasked with coordinating the U.S. effort and input for your related ISO committees. This platform collects the most up-to-date information, forms and procedures that will allow you to effectively work with both ISOT and ISO. The resources are available even when you are away from your office or in a different time zone. And the link can be shared with your TAG Chair and membership as a tool to orient those new to the process or reinforce the knowledge of those who are more experienced.

About the ANSI ISO Team (ISOT)

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

ISOT daily operations include monitoring and recording of ISO documents, processing votes on behalf of U.S. TAGs, accrediting delegates to attend international meetings, nominating experts to participate on working groups, coordination with key group such as the ANSI ISO Forum (AIF), ANSI ISO Council (AIC), and the ISO Technical Management Board (TMB), administering ANSI Virtual Technical Advisory Groups (VTAGs), facilitating training programs, among many other functions. In addition to daily responsibilities, ISOT is available to assist with any committee specific issues U.S. TAGs or U.S. held secretariats may be facing. ISOT staff is well versed in the ISO procedures, ANSI International Procedures, and has experience in all aspects of the ISO process.

For organizations that are new to ISO or want additional support with ISO related activities, ANSI's ISOT staff provides hands-on, practical guidance on all aspects of administration of U.S. TAGs or ISO Secretariats through its fee-based Enhanced Services program. For more information, contact isot@ansi.org.

ISOT FAQs | Additional resources can be found on ISOT's SharePoint site (https://share.ansi.org/isot).