



ISOT Guidance Note 001 – Access to ISO Documents and Ballots

ANSI's ISO Team (ISOT) provides all U.S. TAG Leaders (such as Secretaries and Chairs) with direct access to the ISO Documents site for their respective ISO committees. Every U.S. TAG Leader has been registered as a "Committee Member" and a "Ballot Monitor" for each of their ISO committees, allowing them to receive notifications of new documents and new ballots as well as administrative letters from the ISO Committee Managers. These assigned roles also allow the U.S. TAG Leaders to access the relevant ISO Documents sites, where their committee's N-documents are posted, and the ISO Ballots Portal, where their committee's ballots are posted.

Though U.S. TAG Leaders have direct access to ISO's site for obtaining information, there are functions that need to be coordinated through ISOT:

- U.S. TAG Leaders will continue to receive ballot reminders for open ballots from ISOT.
- U.S. TAG consensus positions and comments on ISO ballots will continue to be registered in the ISO system by ISOT.
- U.S. delegations to ISO Committee meetings will continue to be accredited by ISOT.
- Updates to U.S. experts to ISO Working Groups (WGs) will continue to be processed by ISOT.
- All official U.S. TAG correspondence to ISO committees will be coordinated through U.S. TAG Leaders and transmitted to ISO Committee Managers and the ISO Central Secretariat through ISOT.
- ANSI's SharePoint site (share.ansi.org/isot) will continue to host ISOT Guidance Notes and the relevant Forms and Procedures needed to conduct U.S. TAG work.

While the U.S. TAG Leaders have direct access to ISO's site, the U.S TAG members will continue to receive documents at the ISO Committee level from the U.S. TAG Leaders.

U.S. TAG Members can be registered as ISO WG experts at the request of the U.S. TAG Leaders. U.S. experts registered to ISO WGs will be able to access the WG's documents, to register their input directly on any ISO WG ballots (called "Expert" ballots or "WG Consultations"), and register themselves to WG meetings in the ISO Meetings portal.

What this means to you as an ISO Committee Manager:

As an ISO Committee Manager, you will notice that U.S. TAG Leaders are registered as both "Committee Members" and "Ballot Monitors" for your committee and are able to access your committee documents and ballots directly.

It is important to remember that official U.S. input into the ISO process will continue to be coordinated through ISOT and not individual U.S. TAG members.

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

With direct access to the ISO system, you retrieve ISO documents and ISO ballots through the ISO site in order to notate and circulate them to the U.S. TAG members. You must continue to coordinate all U.S. input to the ISO process through ISOT. This includes the submission of U.S. consensus positions on ISO committee ballots, the accreditation of U.S. delegations to ISO committee meetings and U.S. expert registrations to ISO working groups in the ISO Global Directory.

Any changes of leadership should be reported to ISOT as soon as possible to maintain access to the necessary information and ensure continuous support to the U.S. TAG.

U.S. TAG Leaders should submit requests to have approved U.S. experts added to or removed from ISO WGs to ANSI's ISO Team (isot@ansi.org). Requests to add experts should include the individual's name, email address, organization and their ISO Stakeholder Category along with the relevant WG(s). ISO's [Stakeholder Category Definitions](#) can be found on ISOT's SharePoint site (share.ansi.org/isot). U.S. experts needing to update their name, email address, organization or WG assignments, should notify the TAG Leaders, who can inform ISOT of the change. U.S. experts needing to update other information, such as their salutation, address, phone number, etc. can update the information themselves, by logging into the [ISO Portal](#), clicking on their email address and then "Preferences"

Remember that ISOT remains a resource should you have any questions on particular ISO documents or ballots, or on the ISO process in general, and that Guidance Notes and the relevant forms and procedures are posted on ISOT's SharePoint site (share.ansi.org/isot) in order to aid you in your ISO work.

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>).