



ISOT Guidance Note 007 – My ISO Job

ISO has issued a useful publication called "My ISO Job", a high-level brochure that provides an overview of ISO, the ISO process and lays out the basics of what a delegate to an international meeting or a working group expert needs to know from an international perspective. The brochure is a combination of their previous publications: "My ISO Job", which has been thoroughly reviewed and updated, as well as "Joining In", which has now been withdrawn in favor of the new document.

"My ISO Job" is divided into three main sections:

- **Part 1** – “Introducing ISO” provides the broader context of ISO and their work. It explains the basics of ISO as an organization, the members of ISO and what they are working to do. It details the structure of the ISO governance bodies and technical committees, how a committee goes about writing standards, and the types of deliverables that may be produced. It also highlights the rules for the development of standards and outlines the stages of development.
- **Part 2** – “What is expected of you” builds on the introduction and summarizes the key principles of successful participation in the ISO process for both meeting delegates and working group experts. The emphasis on following the ISO Code of Conduct, disclosing patents, protecting data and coordinating with ISO and national member bodies on media communications are featured, as well as the importance of participating and voting, meeting deadlines and utilizing ISO's electronic platform as a means of document exchange.
- **Part 3** – “Tools and resources” provides a thorough catalogue of links to the various websites, policies, and guides necessary to excel at the ISO process, as well as a handy listing of the acronyms an expert may encounter in their work.

The "My ISO Job" brochure can be found on ISOT's SharePoint site (<https://share.ansi.org/isot>) in the "Other ISOT Resources" folder along with a number of other helpful documents and guides.

What this means to you as an ISO Committee Manager:

You can use the "My ISO Job" as a resource for any of your international delegates and working group experts, to set the stage for both new participants and to help answer questions of more experienced individuals.

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

Along with ANSI's International Delegate Guide (also found on ISOT's SharePoint site), you can use the "My ISO Job" as a resource to orient new U.S. TAG members, answer their questions and help prepare them to knowledgably and effectively represent the U.S. TAG in ISO's international activities.

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>).