



ISOT Guidance Note 008 – ANSI Training Requirements

ANSI has an obligation to both our U.S. stakeholders and ISO to ensure that the U.S. is properly represented and educated when participating in the ISO process. In order to ensure that everyone serving in key leadership roles maintains a current and consistent knowledge base of ANSI and ISO procedures, ANSI requires all U.S. ISO Committee Managers (CMs) and TAG Secretaries complete training courses developed by ANSI.

U.S. CMs are required to complete the Secretariat course within six months of taking on the role (or before attending the next committee plenary meeting, if sooner). Once completed, they are required to complete the ISO Directives Updates course annually thereafter.

TAG Secretaries are required to complete the U.S. TAG Operations course within twelve months of taking on the role (or before the next U.S. TAG meeting, if sooner). Once completed, they are required to complete the ISO Directives Updates course annually thereafter.

U.S. ISO Chairs and TAG Chairs are recommended to take the Leadership Strategies and Skills course, and TAG Chairs are also recommended to take the TAG Chair course.

Support staff to U.S. CMs and TAG Secretaries are welcome to take the noted courses as well.

The ANSI developed training courses are free, self-led training modules, and the Secretariat, U.S. TAG Operations and leadership courses can be found on ANSI's training site (ansi.talentlms.com). New users will need to click "Signup" to create a new account and access the course modules.

The ISO Directives Updates course is posted in June of each year, and is announced through the ANSI-ISO Forum (AIF). The course can be found on ANSI's website (<https://www.ansi.org/education/activities/standards-training-courses-webinars>). The Updates course is a presentation highlighting the changes made to the ISO Directives in the previous year's edition. Those who have completed the course are required to email ANSI's ISO Team (isot@ansi.org) to confirm completion of the course.

Additional training resources can be found on ANSI's training site (ansi.talentlms.com), ANSI's website (<https://www.ansi.org/education/activities/standards-training-courses-webinars>), and on ISO's Digital Learning Platform (<https://learning.iso.org>). Personalized training sessions by ANSI staff may be arranged depending on the timing and content. Please reach out to ANSI's ISO Team (isot@ansi.org) with any inquiries or requests.

What this means to you as an ISO Committee Manager:

ISO Committee Managers should ensure that they are up-to-date with their required training, and encourage their U.S. assigned Committee Chairs to complete the Leadership Strategies and Skills course.

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

U.S. TAG Secretaries should ensure that they are up-to-date with their required training, and encourage their U.S. TAG Chairs to complete the Leadership Strategies and Skills course and the TAG Chair course.

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>).