Dear ISOT Constituents,

ISOT would like to take this opportunity to remind you of ISOT Guidance Note 2012-01 – New ISO Global Directory (provided below for your convenience). Registered users can update certain elements of their profile by logging on to the ISO system (https://login.iso.org) and clicking on “Preferences”. Here you can:

• Change your password
• Update certain information that is shared across the ISO system:
  • First Name
  • Last Name
  • Salutation
  • Title
• Add / edit a secondary notification email address
• Update the following information that can optionally be shared:
  • Business phone, mobile phone and fax numbers
  • Postal Address
• Designate if and to whom the optional information is shared

Please note that ISOT will still need to do the following:

• Register new experts
• Assign experts to working groups
• Assign experts’ stakeholder category designation
• Update an expert’s primary email address
• Update an expert’s organization

As a reminder the stakeholder categories are as follows:

• Industry and Commerce – manufacturers; producers; designers; service industries; distribution, warehousing and transport undertakings; retailers; insurers; banks and financial institutions; business and trade associations
• Government – international and regional treaty organizations and agencies; national government and local government departments and agencies, and all bodies that have a legally recognised regulatory function
• Consumers – national, regional and international consumer representation bodies, independent of any organization that would fall into the “industry and commerce” category, or individual experts engaged from a consumer perspective
• Labour – international, regional, national and local trades unions and federations of trades unions and similar bodies the main purpose of which is to promote or safeguard the collective interests of employees in respect of their relationship with their employers (this does not include professional associations)
• Academic and Research Bodies – universities and other higher educational bodies or professional educators associated with them; professional associations1; research institutions
• Standards Application – testing, certification and accreditation bodies; organizations primarily devoted to promoting or assessing the use of standards
• Non-governmental Organization (NGO) – organizations that usually operate on a charitable, not-for-profit or non-profit distributing basis and that have a public interest objective related to social or environmental concerns. This category does not include political parties or other bodies whose main purpose is to achieve representation in government or governmental bodies.

To view your current Stakeholder Category designations, click on “Member List” in any committee that you are assigned to on the eCommittees site. This field is blank for most people assigned before September 2012, but can be updated upon request.

ANSI ISO Team
(ISOT)


On Monday, September 3, 2012, ISO rolled out a new version of the ISO Global Directory, called ISO GD3. While most of you do not directly use the ISO Global Directory, it is an integral part of how ISO operates. In a nutshell, the ISO Global Directory controls the access provided to a person based on their roles and responsibilities within an ISO committee and/or WG. The main purpose of the GD3 rollout is to enable the integration of CEN and National Mirror committee data into the same database. The GD3 is part of a larger ISO project to integrate various systems and create a single sign on for users.

At the same time, ISO has been gathering information from various member bodies to enhance the capability of the Global Directory functions. Some of the key new functions that will help ISOT improve our services to you are as follows:

- Ability to extract data reports
- Improved search capability
- Assign individuals with internal (ISO committee to ISO committee) liaison roles

**What this means to you as an ISO secretary:**
The ISO Technical Management Board has agreed that proposals for new work should detail the stakeholder categories most relevant to and affected by the proposal, as well as how those stakeholders may be affected. The purpose of the stakeholder category is to help those developing potential NWIPs as they attempt to identify the range of relevant stakeholders to be engaged; assist ISO member bodies in conducting outreach to identify and engage the relevant national stakeholders in ISO work; and aid individual experts in identifying their stakeholder category. As a secretary, you need to be aware that all future NWIP forms will include a listing of impacted stakeholder categories.
Also, while you may have used the ISO Global Directory to look up distribution lists in the past, you will no longer be able to; but do not worry; this information is still available to you on your TC or SC homepage under “member lists.” You have the ability to sort, filter and export information from this page.

**What this means for you as a US/TAG administrator:**
With these improvements will come some changes in the information ISOT needs from you when the US/TAG nominates a new WG expert or needs to change an existing expert’s details. ISO has implemented a new mandatory field called the stakeholder category for all persons listed in the GD3.

Going forward ISOT will need the following information when the US/TAG nominates a new WG expert or needs to update an existing WG expert’s information:

- **Full Name** – including an expert’s title (Mr., Mrs., Dr. etc)
- **Email Address**
- **Stakeholder Category** – choose 1 of the following that most closely aligns to the expert:
  - Industry and Commerce
  - Government
  - Consumers
  - Labour
  - Academic and Research Bodies
  - Standards Application
  - Non-governmental Organization (NGO)

Without these 3 pieces of information, ISOT will be unable to add a new person to the GD3 or update an existing WG member. We ask that you send ISOT this information at a minimum – we are happy to have additional information, such as the address and phone number the expert would like listed.

Please note, all experts in the current version of the ISO Global Directory will maintain their access during the transition to GD3; the stakeholder category will be implemented going forward.

Please submit any questions or comments to ANSI’s ISO Team at isot@ansi.org.

A word version of this guidance note can be found on ISOT’s homepage: [http://isot.ansi.org](http://isot.ansi.org).

**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 interface between ANSI-accredited U.S. Technical Advisory Groups (US/TAGs) and/or ANSI-delegated U.S. held ISO secretariats.

ISOT daily operations include distribution of ISO documents to US/TAG administrators, processing votes on behalf of US/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 US/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 US/TAGs or ISO Secretariats through its fee-based Enhanced Services program. For more information, contact isot@ansi.org.

Best Regards,

ANSI’s ISO Team