ISOT Guidance Note 2013-01 – New ANSI Training Requirements

Have you checked out the recently revised 2013 ANSI International Procedures? There is a new mandatory training requirement for US/TAG administrators and ANSI-delegated ISO secretariats. Individuals who serve as US/TAG and/or ISO committee secretaries, and who have not taken the relevant courses offered by ANSI within the last two years will be required to register for instructor-led webinars covering procedural issues including a review of the ANSI International Procedures. It is anticipated that these courses will be half-day sessions. Those who have taken ANSI training in the last two years are required to take a shorter refresher course. In addition, ANSI is in process of developing a leadership course which is specifically geared towards US/TAG and ISO chairs. All courses are web based and free of charge.

Why is ANSI implementing mandatory training? ANSI has an obligation to both our US constituents and ISO to ensure that the US is properly represented and educated when participating in the ISO process. In order to ensure that everyone serving as US/TAG and/or ISO secretary maintains a current and consistent knowledge base of ANSI and ISO policies and procedures, we have decided to make the training requirements mandatory. While the ISO Team is always available as a resource, it is our hope that through these training opportunities, you will better understand your day-to-day ISO responsibilities and/or brush up on your skillset.

Training courses, along with ANSI ISO Forum (AIF) meetings, also provide you with an opportunity to network with others who serve in similar roles. You can find ANSI’s training schedule on our website: http://www.standardslearn.org/. Currently, we only have the half-day instructor led courses scheduled for this year. Please check back for the refresher and leadership courses.

What this means to you as an ISO secretary:
If you have taken an ANSI training course in the last 2 years, you will need to sign up for a refresher course in 2013. If you have not taken an ANSI training course in the last 2 years or have never taken a course, you will need sign up for a half-day instructor led course. Please note that US ISO chairs are strongly encouraged to enroll in the leadership course when it becomes available.

What this means to you as a US/TAG administrator:
If you have taken an ANSI training course in the last 2 years, you will need to sign up for a refresher course in 2013. If you have not taken an ANSI training course in the last 2 years or have never taken a course, you will need sign up for a half-day instructor led course. Please note that this is only a requirement for the US/TAG administrator – not US/TAG members, but they are always welcome to participate. US/TAG chairs are strongly encouraged to enroll in the leadership course when it becomes available.

The 2013 ANSI International Procedures are available here: www.ansi.org/internationalprocedures.
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.