ISOT Guidance Note 2016-01 – Direct Access to ISO's eCommittees Site

ANSI's ISO Team (ISOT) recently provided all U.S. TAG Administrators and U.S. TAG Chairpersons with direct access to ISO's eCommittees (or LiveLink) site for their respective ISO committees. Every U.S. TAG leader has been registered as a "Committee Member" and a "Ballot Monitor" for each their ISO committees, allowing them to receive notifications of new documents and new ballots as well as administrative letters from the ISO committee secretaries. These assigned roles also allow the U.S. TAG leaders to access the relevant ISO eCommittees sites, where ISO N-documents are posted, and the ISO Balloting Portal, where their committee's ballots are posted.

A number of U.S. TAG Administrators and U.S. TAG Chairpersons have requested direct access to the ISO system over the years. Following recent improvements to the ISO system and a successful pilot with a small group of U.S. TAGs, workflows have been established that allowed ISOT to proceed with providing direct access to all U.S. TAG leadership while maintaining the required oversight of the process.

The changes for U.S. TAG leadership are minimal. Instead of receiving notifications of new ISO documents and ballots from ANSI's SharePoint site, they now receive these notifications from the ISO system. And instead of visiting ANSI's SharePoint site to retrieve and review ISO documents and ballots, they now visit the ISO's eCommittees site and Balloting Portal.

The processes and procedures that will not change with direct access to the ISO site are as follows:

- U.S. TAG Administrators and U.S. TAG Chairpersons will continue to receive ballot reminders for open ballots from ISOT.
- U.S. TAG consensus positions 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 will continue to be processed by ISOT.
- All official U.S. TAG correspondence to ISO committees will be coordinated through U.S. TAG Administrators and U.S. TAG Chairpersons and transmitted to ISO secretaries and the ISO Central Secretariat through ISOT.
- ANSI's SharePoint site (shareansi.org/isot) will continue to host ISOT Guidance Notes and the relevant Forms and Procedures needed to conduct U.S. TAG work.
- U.S TAG members will continue to receive ISO documents from U.S. TAG Administrators and U.S. TAG Chairpersons.
**What this means to you as an ISO secretary:**
As an ISO Secretary, you will notice that members of the U.S. TAG leadership have been added as both "Committee Members" and "Ballot Monitors" for your committee and are now 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 administrator:**
With direct access to the ISO system, you will retrieve ISO documents and ISO ballots through the ISO site in order to notate and circulate them to the U.S. TAG members, and will no longer access those materials through ANSI's SharePoint site.

You must continue 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.

Even though ANSI's SharePoint site will no longer host ISO Documents, we will continue to post ISOT Guidance Notes and the relevant forms and procedures to the site (share.ansi.org/isot) in order to aid you in your ISO work.

Remember that ISOT remains a resource should you have any questions on particular ISO documents or ballots, or on the ISO process in general.

**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 (U.S. TAGs) and/or 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.