On March 31, 2017, ISO's Central Secretariat launched a new Meeting Participant Platform, a centralized resource that aims to unify the meeting registration process across all ISO Committees and Working Groups as well as organize and simplify the overall management of meetings for both committee leaders and ISO member bodies.

ISO Secretaries, Convenors and their support teams will create and manage all of their respective ISO meetings, whether in-person or virtual, on the Meeting Participant Platform. The platform allows the committee leadership to connect related meetings, add additional practical logistical information and details on any scheduled social events, as well as track the attendees that register for their meetings.

Once meetings are created on the Meeting Participant Platform, the platform tracks each meeting through its progressive stages (proposed, confirmed, closed), provides a helpful checklist of the various tasks associated with running an ISO meeting, and sends important reminders for upcoming milestones and overdue tasks.

The platform will ensure that only authorized individuals are able to register and participate in ISO meetings by checking that their National Member Body has the appropriate membership in the ISO Committee, and that the expert is officially registered as a member of the particular group meeting. Since the platform is integrated with the ISO system, it will be able to account for membership changes and make any necessary adjustments as they happen.

International experts will register for Working Group meetings directly through the platform, provided they are registered by their National Member Body to that Working Group. National Delegations will be registered by or approved by their National Member Body through the platform. Individuals needing Visa Invitation Letters to attend a meeting can request one through the system by entering the required information.

Finally, the Meeting Participant Platform will allow ISO's Central Secretariat, committee leaders, as well as National Member Bodies to easily run reports on their meetings and participants. Committee leaders will be able to view the participants at their scheduled meetings and social events. National Member Bodies will be able to view all meetings happening in their country and all participants registered on their behalf at meetings around the world.

Note that use of the Meeting Participant Platform is mandatory for the creation of all meetings starting April 1, 2017. Registration for meetings is mandatory for all attendees beginning October 1, 2017, though attendees are encouraged to use and learn the system before that time.
What this means to you as an ISO secretary:
As an ISO secretary you must now create and manage all of your ISO meetings through the ISO Meeting Participant Platform. You should add any proposed meetings to the platform and update the record with relevant information once the details are confirmed. Connecting related meetings, listing any scheduled social events and adding practical information will make the platform more useful for your attendees.

The ISO Meeting Participant Platform is intended to organize and simplify your work related to ISO meetings, so be sure to utilize the helpful functions. Each meeting listing contains a checklist of tasks required by the ISO Directives to help keep you on track and the platform will send you reminders for upcoming milestones.

Beginning October 1, 2017, you should only accept meeting registrants through the ISO Meeting Participant Platform and should direct anyone sending in registrations through email to use the platform. You should also encourage people to use and learn the system in the meantime.

The training presentations provided by ISO, and other materials such as an FAQ and user guides have been posted to the ISO website (http://www.iso.org/e-guides). Click on "09 – Meetings" to access these helpful resources.

What this means to you as a U.S. TAG administrator:
As a U.S. TAG administrator, it’s important to make sure that your TAG’s experts are assigned to the appropriate working groups in the ISO system, or they will not be permitted to register for and attend those working group meetings. When your TAG approves a U.S. expert’s participation on an ISO working group, be sure to send the required information (salutation, name, email address and stakeholder category) to ISOT. If a U.S. expert should no longer be assigned to an ISO working group, inform ISOT or that individual will continue to be able to attend meeting on behalf of the U.S.

U.S. Delegations to TC, SC or PC meetings still need to be accredited by ISOT, so send in a completed Delegate Accreditation form as soon as the U.S. TAG has approved their delegation. If any of the U.S. attendees need an invitation letter to obtain a Visa, have any dietary restrictions, or plan to attend any scheduled social events, include the required information. ISOT will register the U.S. Delegation through the ISO Meeting Participant Platform.

As long as your TAG’s experts are assigned to the appropriate working groups, advise them to register themselves for any WG meetings directly on the ISO Meeting Participant Platform.

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.