



International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

Ch. de Blandonnet 8 | CP 401, 1214 Vernier | Geneva, Switzerland | T: +41 22 749 01 11 | central@iso.org | www.iso.org

Marco Rossi
Director Standardization and
Technical Policy

**TO STANDARDS DIRECTORS,
CHAIRS AND COMMITTEE
MANAGERS OF ISO COMMITTEES**

ISO TMB

2021-09-22

GUIDANCE DOCUMENT ON EFFECTIVE VIRTUAL AND HYBRID MEETINGS

Dear Members,

The ISO/TMB and IEC SMB have recently published a [Guidance document on effective virtual and hybrid meetings](#).

This guidance document is designed to provide guidance, recommendations and considerations for ISO and IEC standardization committees and working groups as they work in and contemplate their emergence from the current virtual-only environment. It is not intended to provide requirements or to replace the provisions of the ISO/IEC Directives, Part 1 or any special measures put into effect by TMB and SMB. The document has been drafted to be consistent in application with the ISO/IEC Directives, Part 1.

A feedback mechanism will be set in place to help committees share their experiences jointly with TMB and SMB to allow for the updating and improvement of the guidance document. In the meanwhile, committees are invited to share their feedback through their Technical Programme Manager.

Best wishes,

Marco Rossi