



# U.S. Delegates to International Standards Activities

Roles and Responsibilities





# Course Overview

**Part 1:** How U.S. delegates add value to the standards process?

**Part 2:** What does it mean to be a U.S. delegate?

**Part 3:** How to be an effective delegate at international meetings?



## **Part 1:** How U.S. delegates add value to the standards process?

### **Learning Objectives:**

1. Identify the benefits of participation in International Standards activities **for the United States**
2. Identify the benefits of participation in International Standards activities **for your organization**



# Why Participation in International Standardization Is So Important to the United States

- U.S. participation can influence the development of effective international standards.
  - Supporting market access for U.S. products and services
  - Strengthening U.S. competitiveness
  - Enabling greater alignment with U.S. trading partners and allies



# Why Participation in International Standardization Is So Important to the United States

- Participation keeps the U.S. at the forefront of emerging trends, technology and market changes.
- U.S. participation can help build strategic relationships with global experts and standardization leaders across all sectors.





# Why Participation in International Standardization Is So Important to the United States

- U.S. participation can influence and support the development of International Standards for safety and efficacy of products, systems, and services in the global supply chain.
- U.S. participation helps keep consumers and other stakeholders safe, and healthy.



# Benefits of Participation in International Standards Activities for Your Organization or Company

- Develop key contacts with industry leaders.
- Gain firsthand knowledge and influence the content of international standards.
  - Align your products and services with changing market demand
  - React to and prevent emerging issues
  - Present opinions and propose solutions, approaches or technologies aligned with your interests and values



# Benefits of Participation in International Standards Activities for Your Organization or Company

- Reduce redundancy and shorten time to market.
- Decrease economic risk of research and development activities and lower costs
- Increase efficiencies, market access, and competitive advantage.





# PART 1 SUMMARY

## Benefits of Participation in International Standards for the U.S.

- You can influence the development of effective international standards for safety and efficacy of products, services and processes across global supply chains.
- You can support market access for U.S. products and services.
- You can help keep the U.S. on the forefront of emerging trends and technologies and strengthen U.S. innovation and competitiveness.

## Benefits of Participation in International Standards for Your Organization

- You can network with global experts and build alliances with business leaders.
- You can align your products and services with changing market demand and propose technologies aligned with your interests and values.
- You can reduce your organization's costs, time to market, and economic risk.
- You can increase efficiencies, market access, and competitive advantage.



# PART 2:

## What it Means to be a U.S. Delegate

- Process of Becoming a U.S. Delegate
- Roles and Responsibilities of the U.S. Technical Advisory Group (TAG)
- Head of Delegation and Delegate Responsibilities
- IEC and ISO Meeting Documentation



## Part 2: What it Means to Be a U.S. Delegate

### Learning Objectives:

- Describe the qualifications and responsibilities of a U.S. delegate
- Describe the process for becoming a U.S. delegate
- List the responsibilities of a U.S. TAG
- Describe the roles of U.S. Delegates to Technical Committee (TC)/Subcommittee (SC) vs. Working Group (WG) meetings



## Part 2: What it Means to Be a U.S. Delegate

### Learning Objectives:

- List the duties and responsibilities of the U.S. Head of Delegation
- List types of meeting documentation
- Describe the process for nominating U.S. candidates for officer positions
- Describe the process for extending invitations to meet in the U.S.



# A U.S. Delegate to an IEC or ISO Meeting...

- ✓ Has qualifications (education and experience) in a given field and the ability to articulate the U.S. viewpoint when called upon to do so.
- ✓ Will participate in the negotiation and consultation intended to lead to the development of a consensus-based International Standard or other ISO/IEC document.





# A U.S. Delegate to an IEC or ISO Meeting...

- ✓ Has the support of his/her employer—both time and funding—to participate in standards development activities and attend meetings.
- ✓ Has a thorough knowledge and understanding of international procedures (ISO/IEC Directives: [www.iso.org/directives](http://www.iso.org/directives)).



# Process for Becoming a U.S. Delegate

- ✓ Must be an active member of the relevant U.S. Technical Advisory Group (TAG).
- ✓ Must be nominated by the IEC or ISO U.S. TAG for that particular IEC or ISO Committee.
- ✓ Must be accredited by ANSI's ISO Team (ISOT) or the U.S. National Committee (USNC, for IEC) to participate in TC or SC meetings.



# U.S. Delegate Role: TC/SC vs. WG

## Representation:

- ANSI/USNC at TC/SC
- Individual expert at WG

## Direct Engagement:

- Via HoD at TC/SC
- As individual at WG



# U.S. TAG Responsibilities

- Development of U.S. positions on technical and policy matters of the international committee
- Coordination of U.S. participation in the international committee's work

For more detailed information about U.S. TAGs to ISO, see the **ANSI International Procedures** <https://www.ansi.org/iso/us-representation-in-iso/international-procedures>

For U.S. TAGs to IEC, see the **USNCTAG Model Operating Procedures** <https://www.ansi.org/usnc-iec/programs-activities/toolbox>



# U.S. Head of Delegation (HoD) Roles & Responsibilities

- ✓ Lead U.S. delegate
- ✓ Official spokesperson for the U.S. delegation
- ✓ Interface between U.S. delegation and other delegations
- ✓ Ensures proper conduct of all U.S. delegates





# U.S. Head of Delegation (HoD) Roles & Responsibilities

- ✓ Ensures U.S. delegation correctly represents agreed U.S. positions
- ✓ Convenes U.S. delegates' meetings and caucuses, as necessary
- ✓ Ensures only authorized U.S. individuals are present at the meeting
- ✓ Prepares and submits a Head of Delegation Report



# U.S. Delegate Roles and Responsibilities

- ✓ Know the status of issues to be addressed during IEC or ISO meetings
- ✓ Review agendas/supporting documents
- ✓ Know the U.S. positions



# U.S. Delegate Roles and Responsibilities

- ✓ Attend and participate in TAG meetings, U.S. delegation meetings, and U.S. caucuses
  - Ensure that U.S. views and positions are understood
- ✓ Know the process and procedures
  - Knowledge is key to effective participation

# Meeting Documentation

- Logistical information/Visa Requirements
- Agenda
- Supporting documentation
- Resolutions
- Participation on Drafting Committee
- Minutes (Report)



# U.S. Offers at a Meeting

Proceed with caution regarding:

- Nomination of U.S. candidates for Officer positions
- Invitations to meet in the U.S.





# PART 2 SUMMARY

## Becoming a U.S. TAG Delegate

### Process:

- Once nominated by the U.S. TAG, U.S. delegates must also be accredited by ANSI, for ISO, or the U.S. National Committee, for IEC, to participate in Technical Committee and Subcommittee meetings of ISO or IEC.
- Once accredited, the International Secretariat and host country are notified of the approved U.S. delegates. Accreditation as a delegate relates to a specific meeting only.

## U.S. Delegate Roles & Responsibilities

### HoD:

- If there is more than one delegate attending a Technical Committee or Subcommittee meeting, one individual is designated as the U.S. Head of Delegation – or HoD. The U.S. HoD speaks for the U.S. on all matters brought before the TC or SC, ensuring one U.S. voice, and casts votes on behalf of the U.S. as required.
- Individuals serving as U.S. delegates are responsible for familiarizing themselves with meeting agendas and supporting documentation such as National Body positions and comments, Project Leader comment dispositions, and liaison reports.



# PART 2 SUMMARY

## Meeting Guidance

### **BEFORE:**

- Delegates should pay special attention to requirements and deadlines for hotel blocks and meeting registration.
- Delegates should carefully review the meeting agenda in order to become familiar with the topics and issues to be discussed at the meeting and to ensure any U.S. contributions have been posted.

**DURING:** Delegates should consider joining the drafting committee; a delegate serving as a drafting committee member can point out where specific resolutions do not align with the U.S. position and the rationale behind the discussion.

### **AFTER:**

#### Nominations

- If any verbal nominations for leadership positions were extended at the meeting, it should be followed by a formal nomination subsequent to the meeting, from either the USNC (for IEC) or ANSI (for ISO).

#### Hosting

- The U.S. HoD to a meeting of an ISO Technical Committee or Subcommittee may propose to host a meeting in the U.S. with the caveat that the actual invitation is subject to confirmation by ANSI, upon recommendation from the TAG administrator.



# PART 3:

## How to be an Effective Delegate at International Meetings

- Delegate Conduct
- Communication Tips for Physical and/or Virtual meetings
- Helpful Hints for U.S. Delegates



## **Part 3:** How to Be an Effective Delegate at International Meetings

### **Learning Objectives:**

1. Describe four delegate conduct rules
2. Identify effective communication strategies for international meetings
3. List helpful hints for delegates at international meetings

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# Delegate Conduct

- Always conduct yourself in a professional manner per the ISO & IEC Code of Conduct for technical work.
  - ISO Code of Conduct:  
<https://www.iso.org/publication/PUB100397.html>
  - IEC Code of Conduct:  
<https://www.iec.ch/basecamp/iec-code-conduct-technical-work>
- Never argue with other delegates nor bully others into agreeing with the U.S. viewpoint.
- When presenting a position, be brief and succinct but persuasive, with supported factual information.



# Communication Is Key!

- Listen! It's important to understand the positions and objectives of others.
- Pay attention to all communication cues.
- Don't assume that because the other person has heard you, they have also agreed with you.
- Speak slowly, succinctly, and clearly at all times – in physical and/or virtual meetings.
- Develop personal relationships.





# Communication is Key!

- Emphasize commonalities and minimize differences.
- Ask questions.
- Persuade with supported facts.
- Avoid personal opinions.
- Suggest alternative solutions.

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# Helpful Hints for U.S. Delegates

- Arrive early for meetings.
- Attend informal gatherings and social events.
- Pay attention and be respectful.
- Be mindful of cultural differences, customs, and traditions.



# PART 3 SUMMARY

## Delegate Conduct

U.S. delegates must always be clear and united about U.S. positions on meeting issues.

U.S. delegates should never argue with delegates from other countries nor should they bully others into agreeing with the U.S. viewpoint.

The best way to win acceptance of a point of view is to present it based on its technical merits and not interject your personal or organizational opinion.

## Communication

Pay attention to all communication cues, both verbal and non-verbal. Be succinct and don't use unnecessary words.

Speak slowly and as clearly as possible to ensure you are understood by non-English speakers, and avoid use of idioms or slang that may not be understood by delegates from other cultures.



## 4 Key Conclusions

1. U.S. participation in international standardization drives trade, innovation, and health and safety.
2. Organizations that actively participate gain a competitive advantage.
3. The greater your knowledge, the greater your ability to drive progress and influence decisions.
4. Professional conduct is an absolute requirement.

Thank you for your interest, commitment, and participation in international standardization on behalf of the United States.



# Additional Resources

**Guide for U.S. Delegates to Meetings of the IEC and ISO**

<https://share.ansi.org/Shared%20Documents/News%20and%20Publications/Guide%20for%20U.S.%20Delegates,%202020.pdf>

**ISO/IEC Directives**

<https://www.iso.org/directives-and-policies.html>

**ANSI International Procedures**

<https://www.ansi.org/iso/us-representation-in-iso/international-procedures>

**USNC TAG Model Operating Procedures**

<https://www.ansi.org/usnc-iec/programs-activities/toolbox>

**Standards Boost Business – The Value of Strategic Standardization**

<https://standardsboostbusiness.org/>