

Topic: AIF Support Series #10:
ISO Systematic Review Ballots

Date: June 19, 2020

Presenters: Ed Terhune, Kristen Califra

1. Opening of the meeting

- ANSI staff provided a presentation (see AIF N383-2020) on ISO Systematic Review (SR) ballots for both U.S. TAG Administrators and U.S. Committee Managers. We want to hear from you to learn how we can best support you throughout your U.S. TAG and committee work. Submit any inquiries or comments to ANSI's ISO Team (isot@ansi.org).

2. Key points from the presentation

- ISO standards go through Systematic Review (SR) at least every 5 years to ensure they are up to date and still globally relevant. The results of the ballot indicate whether or not the standard should be confirmed, revised, or withdrawn. Comments obtained through the SR process are used as input for the next revision of the standard.
- Systematic Review ballots for Technical Specifications and Publicly Available Specifications are automatically launched after 3 years. Other deliverables, such as TRs, are only reviewed upon request.
- A committee can, in-between SRs, pass a resolution initiating a revision or amendment of a standard.
- All P-members have an obligation to respond to the SR ballots. Not voting on a single SR ballot could result in a P-member being downgraded to O-member.
- JTC 1, the joint ISO and IEC Information Technology committee, has the option to stabilize JTC 1 standards, meaning these standards are not subject to the SR ballot. JTC 1 made the request because many older standards, for example certain programming languages, remain valid today as the languages are still being used. JTC 1 committees are encouraged to review their stabilized standards somewhat regularly to ensure that no standards should be withdrawn. ANSI petitioned the TMB on behalf of its members to allow other ISO Committees to have stabilized standards. This proposal was not accepted, as some members of the TMB have concerns about stabilization effecting the market relevance of ISO standards.

Committee Managers-

- Before the SRs launch:
 - Check your records to see if comments were received at the last ballots (FDIS, SR, etc.) that were not addressed, or comments or questions have been received since the last action.
 - Check that the normative references are still active standards. Check that dated references have not been superseded.
 - Check to see if the committee's scope has changed since this document was published.
 - Share all of this information with your committee, perhaps in a folder on the committee site or by email. Reinforce the voting process by directing any public comments or questions to the appropriate party.
- After the SRs close:
 - The committee's decision must be registered through the ISO system within six months of the ballot's close.
 - If the results are not clear, the ISO Committee Chair and the committee's membership should be consulted.

- Any comments that are not acted on, should be retained for the next review or revision.

U.S. TAG Administrators-

- During the SR ballot:
 - As with other ballots, the US TAG leadership will receive notification that an SR ballot was initiated and should issue a TAG ballot to gather TAG member feedback within an appropriate timeframe.
 - The TAG leadership can access the standard under review in the ISO balloting portal, or may have the standard on record from the notification received when it was published.
 - ANSI has an SR balloting form to streamline to US/TAGs position. The form is a word document that mirrors the SR ballot questions in the ISO balloting portal. ISOT asks that TAG leaders ensure that the form is completed correctly and in its entirety as we cannot cast the US vote without all the required information.
 - Here are some guidelines you can use for each question when completing the SR ballot:
 - Q.1: In this first question, the US TAG is asked what action should be taken for the standard in question.
 - **Confirming** a standard is appropriate when it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed. When a standard is confirmed, it will be marked in the ISO catalogue as “This standard was last reviewed and confirmed in YEAR”
 - **Revise/Amend** is an appropriate response if a document is used in a country and it should continue to be made available, but technical changes are needed.
 - **Withdrawing** a standard is appropriate when standard document has not been adopted with or without change in the US or is not used in the US without adoption.
 - **Abstain due to lack of consensus** is an option that should be selected if the responses from US TAG members suggest different courses of action and show a lack of consensus
 - **Abstain due to lack of access to national expertise** is an option that should be selected if there are no national experts or if the national experts have not replied to the TAG ballot.
 - Q.2: The second question on the ballot asks whether the standard has been adopted, or is intended to be adopted. Both answers, Yes and No, require comments.
 - If the answer is yes, your comment should be the reference of the nationally adopted document.
 - If your answer is no, it is helpful to note why it is not nationally adopted, or what is used instead.
 - Typically the TAG Administrator would know if the standard is adopted as an American National Standard (ANS), but if not, there is a list [here](#) of approved ANS' that can be a resource.
 - Q.3: The third question is only required if you answered “Yes” to the national adoption question #2. This information can be useful for the committee when deciding whether there is a need to revise the standard and when trying to assess its global relevance.
 - Q.4: Put simply, this question is asking if the standard is used in your country without adoption. If it is, more information is helpful. Here are only a few examples of use:
 - The standard is referenced in local/national legislation or public policy documents

- Stakeholders (companies/industry) in your country use the standard for specific products or services (e.g. in the production process of a product; in the use of a product; to enhance delivery of a service)
- The standard is used as part of certifications in the US
- The standard is used in research (e.g. by research centres or laboratories)
- Q.5: In general, the US/TAG membership should be aware of whether or not a standard is referenced in regulations.
 - If it is, a comment is required. Give the example of the regulation and if the reference a direct (direct dated reference/direct undated reference) or an indirect reference.
- Q.6: The last question asks for experts and/or a PL nominations should the results of the ballot indicate a revise/amend.
 - If the committee decides to revise the document, the Committee Manager will need to initiate a call for experts, where it will be possible for the U.S. TAG to nominate further experts (see clause 2.9.3.1 of the ISO Directives for more information).

Session Questions and Answers

1. How can we know the volume of sales of our standards? Also, in total across the world?

Answer: It is appropriate for a US/TAG Administrator to reach out to ANSI to get numbers regarding the sales that ANSI has had on a particular standard or set of standards. It is not possible to get numbers for around the world, as there are countless standards resellers and no centralized database that collects that information.

2. If an ISO standard has not been adopted as an American National Standard but has been adopted in U.S. federal regulations, what is the proper answer to question 2?

Answer: If the standard has not been adopted, "No" would be an appropriate answer to Q.2. Q.5 provides an opportunity for the US/TAG to speak to the standard in regulations.

3. Our TPM has said if the result of a SR is to confirm (99% of the time) the Committee Manager should confirm. Comments can be reviewed at the next meeting and if the committee decides to revise, they just take a resolution (so long as the scope doesn't change). Is that the correct way to handle SR's since some of the SC's I am involved with wait for a decision at the next meeting which can be months off?

Answer: Yes, this makes sense. Because the Committee Manager must take action within 6 months of the ballot closing, this approach may be appropriate for some committees.

4. If the Committee Manager, or ISO CS, notices something needs to be updated, but the committee members do not approve the revision, or perhaps if there aren't sufficient expert nominations to a WG, how should the Secretariat proceed?

Answer: This is a good question, and one we would assess on a case-by-case basis. Please reach out to ISOT@ansi.org to discuss further.

5. When was the language "softened" about converting a TS to an IS?

Answer: This language was introduced a year or two ago.

6. Can you please say something Pre-review as specified in 2.9.2.2 of the JTC1 supplement?

Answer: The requirement for pre-review in JTC 1 was created to assist National Bodies with their systematic reviews. Some NSBs do not have experts on their mirror committee for each standard on the SCs Program of Work. The pre-review allows the SC to offer a suggestion on the standards coming up for systematic review.

7. I would like clarification on the instructions voting to "withdraw". If the document is not used by USA, is it ANSI policy that the vote should be withdrawn, regardless of the merit of the document to other jurisdictions?

Answer: No, it is not ANSI policy. These are just guidelines to consider when the US/TAG is voting. There are certainly instances when the US/TAG would "Confirm" a standard that is not adopted or used in the USA.

8. If an SR has received the decision to revise, is an NWIP required to start the revision process?

Answer: The ISO/IEC Directives, Part 1, Consolidated ISO Supplement, state (in clause 2.9.3.2) that an NWIP is not required if the SR decision is to revise. The project can be immediately registered at stage 10.99 (AWI). If the committee wishes to issue an NWIP, they are allowed to do that.

9. Are Technical Reports subject to Systematic Review?

Answer: No, Technical Reports do not automatically go through Systematic Review like other ISO deliverables.

AIF Support Series #10 – Systematic Reviews

Welcome!

- We will mute all lines. Please stay muted so everyone can hear each other and the presentation.
- If your sound quality is low, try using the call back feature.
- Please disable video.
- To ask a question, please use the Q&A or Raise Your Hand features. We will closely monitor both.

Systematic Reviews

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Housekeeping Items

- All participants will be muted until the end of the presentation
- Use the Q&A function to “All Panelists” / Raise Your Hand to ask questions
- If we don’t get to your question today, reach out via email isot@ansi.org
- Follow-up/repeat sessions will be held if necessary
- Slides and one-page summary to be circulated after the call
- Keep us informed of your experiences!

Session Overview

- Agenda
 - An Introduction to Systematic Review (SR)
 - What Committee Managers do before SRs launch
 - What the US/TAG does during the SR ballot
 - What Committee Managers do after the SR closes
 - Q & A/ Open Dialog
- Speakers
 - Edward Terhune, Sr. Program Manager, ANSI's ISO Team
 - Kristen Califra, Program Manager, ANSI's ISO Team

Systematic Reviews

- ISO standards go through Systematic Review at least every five years to ensure that they remain up to date and globally relevant.
- Information collected helps to understand where and how the standards are used globally.
- Systematic Reviews can result in either confirming the standard, withdrawing, or revising.
- Comments obtained through the SR are used as input for the next revision of the standard.

Stabilized Standards

- JTC 1 committees have the option to stabilize a standard:

*A stabilized standard has on-going validity and effectiveness; is mature; and insofar as can be determined will not require further maintenance of any sort. **A standard is in stabilized status that will no longer be subject to systematic review but is retained to provide for the continued viability of existing products or servicing of equipment that is expected to have a long working life.***

- While ANSI has advocated on behalf of its members to broaden this concept to apply to ISO committees, the TMB has not yet agreed to this proposal.

Committee Managers: Before the SRs launch

- ISO notifies ISO Committee Manager 6 months before SR ballots are launched:
 - Have any comments been received on the documents?
 - Are the normative references up-to date?
 - Is the document still within the scope of your ISO committee?
- Share any of this information with your committee members before the SR launches.
- Refer any questions or comments to the appropriate National Member Body and/or national mirror committee.

US/TAG: During the SR Ballot

- US TAG leadership receives notification of opened SR ballots
- US TAG administrator works with US TAG members to collect the information needed to complete the ballot form.
- Note: Please review the ANSI SR form carefully and complete it in its entirety.

US/TAG: During the SR Ballot

- Q.1 Recommended Action
 - Confirm
 - Revise/Amend
 - Withdraw
 - Abstain due to lack of consensus
 - Abstain due to lack of access to national expertise

US/TAG: During the SR Ballot

- Q.2 Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?
 - Yes– comment required. Reference of the nationally adopted document
 - No– comment required. Why not? What is used instead?

How do I know if an ISO standard is nationally adopted?

- Typically the TAG Administrator would know if the standard is adopted as an ANS or not
- There is a list of approved ANS updated by ANSI's PSA team that can be found [here](#).



The data in this document is reported as of Monday, June 15, 2020

Approved American National Standards

User Guide for American National Standards (ANS) related Data

Listed below are approved American National Standards (ANS) as of 6/15/2020. Additional information about these ANS has been published in ANSI's Standards Action during the standards development cycle as indicated by the PINS Date and/or Public Review Start Date and Approval Date. To review this additional information, archived issues of ANSI's Standards Action in (PDF) format are available at (www.ansi.org/standardsaction). Questions concerning a particular ANS should be directed to the sponsoring ANSI-Accredited Standards Developer (ASD). Some ANS are available for purchase at <http://webstore.ansi.org/>.

If your ANSI-accredited organization would like to report discrepancies or changes, please contact us at psa@ansi.org. We will provide you with a customized Excel report and instructions for how to transmit your comments or corrections. Please do not use this pdf report for reconciliation. Information about proposed ANS is available in a separate document in the Approved and Proposed ANS Lists folder. The procedures that govern the ANS process are called the "ANSI Essential Requirements: Due process requirements for American National Standards" www.ansi.org/essentialrequirements. A list of all ASDs is available at www.ansi.org/asd. Questions concerning the ANS process may be directed to psa@ansi.org. Thank you for your interest.

3-A (3-A Sanitary Standards, Inc.)
www.3-a.org

ANSI/3A 00-01-2018, 3-A Sanitary Standard for General Requirements (revision and redesignation of ANSI/3-A 00-00-2014)
PINS Date: Dec 25, 2015
Public Review Start: Oct 7, 2016
Approval Date: Feb 1, 2018

AA (ASC H35) (Aluminum Association)
www.aluminum.org

ANSI H35.1/H35.1(M)-2017, Standard Alloy and Temper Designation Systems for Aluminum (revision of ANSI H35.1/H35.1(M)-2013)
PINS Date: Nov 18, 2016
Public Review Start: Mar 31, 2017
Approval Date: Nov 14, 2017

ANSI H35.2-2017, Standard Dimensional Tolerances for Aluminum Mill Products (revision of ANSI H35.2-2013)
PINS Date: Nov 18, 2016
Public Review Start: Mar 31, 2017
Approval Date: Nov 14, 2017

ANSI H35.2M-2017, Standard Dimensional Tolerances for

ANSI H35.3-2017, Standard Designation System for Aluminum Hardeners (revision of ANSI H35.3-1997 (R2013))
PINS Date: Nov 18, 2016
Public Review Start: Mar 31, 2017
Approval Date: Nov 14, 2017

ANSI H35.4-2017, Standard Designation System for Unalloyed Aluminum (revision of ANSI H35.4-2006 (R2013))
PINS Date: Nov 18, 2016
Public Review Start: Mar 31, 2017
Approval Date: Nov 14, 2017

ANSI H35.5-2013 (R2017), Standard Nomenclature System for Aluminum Metal Matrix Composite Materials (reaffirmation of ANSI H35.5-2013)
PINS Date: Nov 18, 2016
Public Review Start: Mar 31, 2017
Approval Date: Nov 14, 2017

AABC (Associated Air Balance Council)
www.aabc.com

ANSI/AABC MN-1-2016, AABC National Standards for Total System Balance, 7th Edition (new standard)
PINS Date: Dec 28, 2012
Public Review Start: Jun 26, 2015
Approval Date: Dec 4, 2015

US/TAG: During the SR Ballot

- Q.3 (Reply only if the answer to Question 2 is Yes) Is the national publication identical to the International Standard or was it modified?
 - Identical- no comment required
 - Modified– comment required. provide a short explanation as to what was modified and why there was a need to modify the standard.

US/TAG: During the SR Ballot

- Q.4 If this International Standard has not been nationally adopted, is it applied or used in your country without national adoption or are products/ processes/services used in your country based on this standard?
 - Yes- comment required
 - No

US/TAG: During the SR Ballot

- Q.5 Is this International Standard, or its national adoption, referenced in regulations in your country?
 - Yes- comment required. please give an example of the regulation and, if possible, the type of reference
 - No

US/TAG: During the SR Ballot

- Q.6 In case the committee decides to Revise/Amend, do you propose an expert and/or project leader for the development of the project?
 - Yes- comment required. nominate expert(s)
 - No

Committee Managers: After the SRs close

- The decision must be registered through the ISO Ballots portal/Post voting decision process.
- If the results are clear, the decision can be processed right away.
- If the results are not clear, the committee Chair and committee members should be consulted.
- Committee Managers must register the committee's decision within 6 months.

Committee Managers: After the SRs close

- Considerations when evaluating the results:
 - The position of a simple majority is needed to make a decision, but there is room for interpretation.
 - Have at least 5 countries adopted the document, or use the document in their country without adoption?
 - Is a “minor revision” appropriate?
 - If a deliverable other than an International Standard, how many times has it been confirmed?

Q&A / Open Dialogue

(please use the Q&A or Raise Your Hand functions to join the queue)

Additional Resources

- [ISO's Guidance on Systematic Review Process](#)
- ANSI Systematic Review ballot form ([ISO](#))
- ANSI Systematic Review ballot form ([JTC 1](#))
- ISO/IEC Directives: www.iso.org/directives
 - Part 1, Procedures for the technical work
 - Part 2, Rules for the structure and drafting of International Standards
- ANSI International Procedures: www.ansi.org/internationalprocedures
- Additional ISOT Resources: <https://share.ansi.org/isot>

Thank you!

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