

AIF Support Series - WebEx Session Output

Topic: AIF Support Series #6:
ISO Services for ISO WGs

Date: May 1, 2020

Presenters: Seitz and Edward Terhune, assisted by Kemi Allston

1. Opening of the meeting

- ANSI Staff provided a presentation on IT Services for ISO Working Groups. The information provided in the presentation (see AIF N365-2020) highlighted several of the IT services that are provided to support effective collaboration in ISO working groups. We want to hear from you to learn how we can best support you throughout your committee work. Submit any inquiries or comments to ANSI's ISO Team (isot@ansi.org).

2. Key points from the presentation

Registration to ISO WGs:

- The process to have a U.S. expert registered to an ISO working group was reviewed, along with the rules that must be agreed to in order to participate in ISO work. It was noted that the registration must be done through the U.S. TAG, as no other parties can approve that registration. It was also stressed that only officially registered experts are allowed to participate in ISO working groups.

Accessing documents in ISO WGs:

- The process to access ISO WG documents, from signing into the ISO site, to downloading documents was outlined for all participants.

Voting on ISO WG Consultation Ballots:

- The process to locate, review and vote on ISO Working Group Consultation Ballots was covered. As not all groups currently use this feature, some of the advantages to using WG Consultation Ballots were discussed.

Tips for using the ISO Commenting Template:

- As commenting is a large part of the voting process, helpful hints on how to effectively use the ISO Commenting Template were shared.

Registering for ISO WG Meetings:

- The process to register for an ISO WG meeting was reviewed, stressing that only registered experts are allowed to attend an ISO WG meeting.

Other Helpful Resources:

- Additional resources, such as ISO's Online Browsing Platform, which allow users to view informative information in any ISO standard, and ISO's electronic applications user guides were highlighted.

3. Session Questions and Answers

1. What can you tell us about the new ISO Documents system to replace LiveLink?

Answer: Ten committees/working groups are currently a part of the pilot, which started in January. The new site will have a much improved search function, and documents will be better integrated with the other ISO systems.

2. What is the current status/schedule for the system that is to replace LiveLink?

Answer: ISO will begin the progressive onboarding of all committees in September 2020. It is anticipated that all committees will be on the new system by the end of 2020.

3. What about the new system not having a Public Site functionality?

Answer: We are aware of this and will be asking ISO for more information on this subject.

4. Is there a minimum length of time required for ISO WG consultations?

Answer: The ISO Directives do not mandate a length of time, so WG leadership should take into account the amount of time needed to consider the particular subject of the ballot, the schedules of the experts and the project's timeframes.

5. Should the "MB/NC" column only contain the country code?

Answer: Yes, when submitted at the Committee level. At the WG level, there are not national consensus positions, so it is helpful if the experts include their initials, so the origin of the comments can more easily be determined.

6. Can ISO Committee Chairs and ISO WG Convenors create meetings?

Answer: Yes, and the steps to do so can be found in the user guide.

7. If one expert is registered to an online WG meeting, can they have other people in the room with them?

Answer: They should not. Only registered experts are allowed to attend ISO WG meetings. If this happens, it's best for the leadership to remind the attendees of the rules.

8. How many reminders are sent to possible meeting attendees?

Answer: Possible attendees are notified when a meeting is created, confirmed, when registration is opened, and is then send an additional reminder about the meeting.

9. Are there any certain protocols that need to be followed in regards to notifying members of the WG and/or releasing an agenda with a TBD date?

Answer: Issuing an agenda with a TBD date is allowed. ISO has relaxed the notification timeframes for physical meetings once the embargo on meetings has been lifted. TCs, SCs and PCs must notify a physical meeting 12 weeks in advance.

10. Does the ISO Meetings platform send out calendar invites when attendees register?

Answer: It does not, but we can provide this idea to ISO for consideration.

11. Will the ISO Meetings platform allow meeting to be scheduled at particular times instead of full days?

Answer: At present, it does not, but this request has been made to ISO. In the meantime, the "notes" section of the platform and the agenda can be used to manage the schedule.

12. Will the ISO Meetings platform allow members to indicate that they will not be attending the meeting?

Answer: At present, it does not, but this request has been made to ISO.

13. Is ISO 7000 a standard that can be purchased or are all the symbols available on the OBP? Do you have to purchase a symbol if you wish to use it in standard?

Answer: Link to ISO 7000 graphical symbols: <https://www.iso.org/obp/ui/#iso:pub:PUB400001:en>. If there is a symbol that you wish to use in your standard, you can contact your TPM. You can purchase the symbols there as well for use on products.

AIF Support Series #6 – IT Services for ISO WGs

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 chat feature (to [all participants](#)) or raise your hand. We will monitor both and answer questions after the presentation.
- We will send you the slides after the session.

IT Services for ISO Working Groups

AIF Support Series # 6
May 1, 2020



AIF Support Series #6 – IT Services for ISO WGs

- Agenda
 - Assignments to ISO WGs
 - Accessing documents in ISO WGs
 - Voting on ISO WG consultation ballots
 - Tips for using the ISO Commenting Template
 - Registering for ISO WG meetings
 - Other helpful resources

- Speakers
 - Edward Terhune, Senior Program Manager, ANSI's ISO Team
 - Sally Seitz, Senior Manager – Standards Facilitation

AIF Support Series #6 – IT Services for ISO WGs

- To be assigned to an ISO WG:
 - An expert must be a part of the related U.S. TAG
 - The U.S. TAG must approve the nomination of the expert to that ISO WG
 - The TAG leadership must inform ANSI's ISO Team of the assignment
 - ANSI's ISO Team must register the expert to the ISO WG in the ISO system

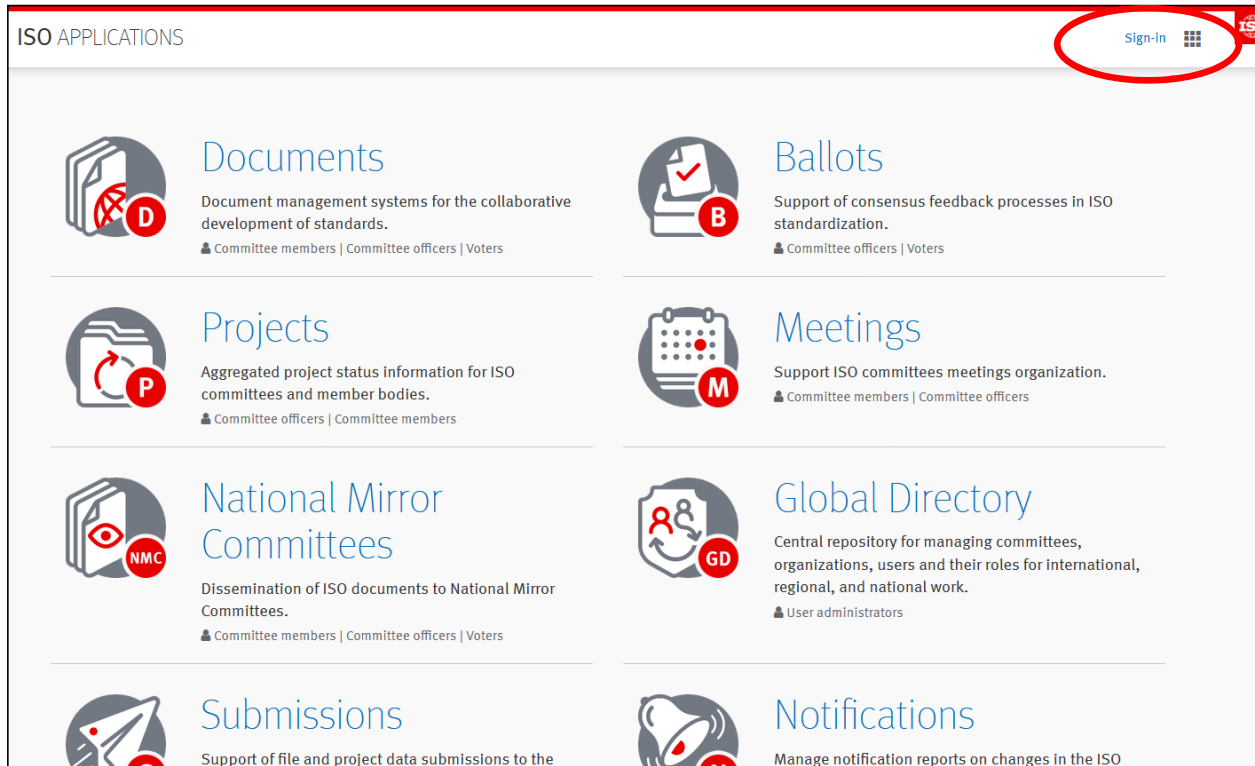
AIF Support Series #6 – IT Services for ISO WGs

- Once assigned as a U.S. expert to an ISO WG:
 - The expert will receive an automated email from the ISO system
 - If it's their first assignment, the expert will need to activate their account
 - The expert must read and accept the declaration on copyright and data protection for participants in ISO activities upon signing in
 - The expert must abide by the ISO Code of Conduct

ISO's Code of Conduct: <https://www.iso.org/publication/PUB100397.html>

AIF Support Series #6 – IT Services for ISO WGs

- Accessing documents in ISO WGs



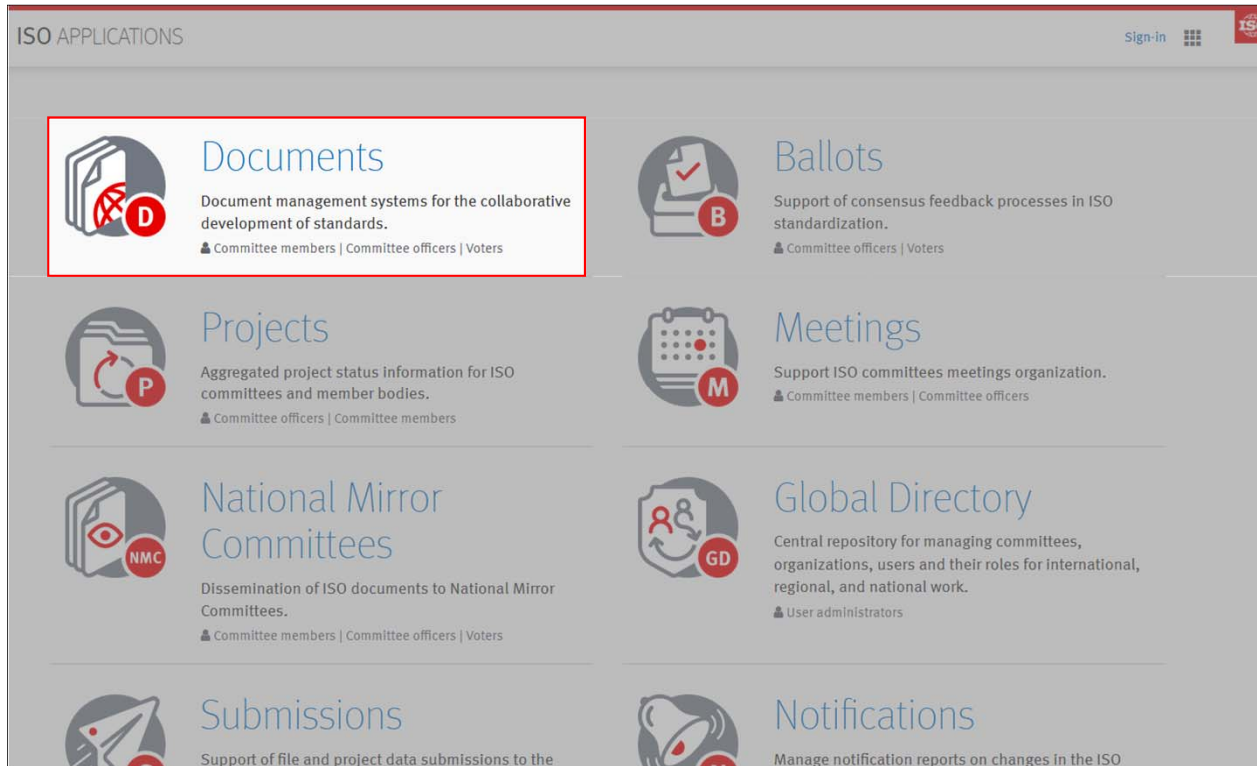
The screenshot shows the ISO APPLICATIONS dashboard. At the top right, there is a 'Sign-in' button with a grid icon, which is circled in red. Below the header, there are eight application tiles arranged in a 4x2 grid:

- Documents**: Document management systems for the collaborative development of standards. Committee members | Committee officers | Voters.
- Ballots**: Support of consensus feedback processes in ISO standardization. Committee officers | Voters.
- Projects**: Aggregated project status information for ISO committees and member bodies. Committee officers | Committee members.
- Meetings**: Support ISO committees meetings organization. Committee members | Committee officers.
- National Mirror Committees**: Dissemination of ISO documents to National Mirror Committees. Committee members | Committee officers | Voters.
- Global Directory**: Central repository for managing committees, organizations, users and their roles for international, regional, and national work. User administrators.
- Submissions**: Support of file and project data submissions to the
- Notifications**: Manage notification reports on changes in the ISO

<https://login.iso.org>

AIF Support Series #6 – IT Services for ISO WGs

- Accessing documents in ISO WGs



Click on:

- “Documents”
- “ISOTC Home”
- The parent TC
- Your WG

AIF Support Series #6 – IT Services for ISO WGs

- Accessing documents in ISO WGs

ISO Standards Development > ISO/TC home > ISO/TC 042 "Photography"

WG ISO/TC 042/WG 18 "Electronic still picture imaging"

eterhune@ansi.org (Convenor/Secretary Support Team)

Navigation Menu

- Committee Home
- Child committees
- Committee Projects
- User Guides
- ISO Applications
- My Committees
- My Tasks
- N-Documents List
- Member List
- Email to Secretary
- Mail Archive
- Committee News
- Committee Task List
- N-Documents Notification
- Notification Report
- Send documents to ISO/CS
- Email to Members
- Secretary Member List

Library

Type	Name	Size
00	Secretariat workspace	0 Items
01	Public information	1 Item
02	General committee documents	4 Items
03	Meetings and resolutions	12 Items
04	Projects	33 Items
05	Drop-in box for members	8 Items

[view more](#)

New Forums

- ISO/TC 042/WG 18 Forum

Structure

Type	Name
ISO/TC 042	ISO/TC 042 "Photography"
ISO/TC 042/WG 20	Joint ISO/TC 42-IEC WG ; Digital still cameras"
ISO/TC 042/WG 26	Joint ISO/TC 42-TC 46/SC 11-TC 171 WG; Imaging system capability qualification for archival recording and approval"
ISO/TC 042/WG 27	Joint ISO/TC 42 - JTC1/SC 28 - ISO/TC 130 WG; Image permanence & durability test methods and specifications for digital prints in commercial applications"
ISO/TC 042/WG 03	Image measurement, viewing and sensitometry"
ISO/TC 042/WG 05	Physical properties and image permanence of photographic materials"
ISO/TC 042/WG 08	Joint ISO/TC 42 - ISO/TC 6 WG; Imaging materials - Dimensions"
ISO/TC 042/WG 18	Electronic still picture imaging"
ISO/TC 042/WG 23	Joint ISO/TC 42 - ISO/TC 130 - CIE WG; Extended colour encodings for digital image storage, manipulation and interchange"

Consultations

Type	Reference	End
WG	WG 18 call for Comments on NP TS 22028-5	2020-05-24

Meetings

Title	Date	Country	City	Status
54th meeting	16 Jun 2020 to 19 Jun 2020			Proposed
55th meeting	22 Sep 2020 to 25 Sep 2020	Finland	Tampere	Proposed
56th meeting	07 Jun 2021 to 11 Jun 2021	Japan		Proposed

Overview

Your WG landing page can be bookmarked for future visits, or click on the link included in all document notification emails.

AIF Support Series #6 – IT Services for ISO WGs

- Accessing documents in ISO WGs

ISO Standards Development > ISOTC home > ISO/TC 042 "Photography" > **Wg** ISO/TC 042/WG 18 "Electronic still picture imaging" >

eterhune@ansi.org (Convenor/Secretary Support Team)

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Overview

Click on “N- Documents List” for all documents, or on any of the Library folders for particular document types.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots

ISO Standards Development > ISOTC home > ISO/TC 042 "Photography" > WG ISO/TC 042/WG 18 "Electronic still picture imaging"

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Overview

Any open WG consultation ballots will be shown here.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots

ISO APPLICATIONS Sign-in

Documents
Document management systems for the collaborative development of standards.
Committee members | Committee officers | Voters

Ballots
Support of consensus feedback processes in ISO standardization.
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Aggregated project status information for ISO committees and member bodies.
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National Mirror Committees
Dissemination of ISO documents to National Mirror Committees.
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Global Directory
Central repository for managing committees, organizations, users and their roles for international, regional, and national work.
User administrators

Submissions
Support of file and project data submissions to the

Notifications
Manage notification reports on changes in the ISO

You can also navigate to the ISO Ballots portal by clicking here.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots

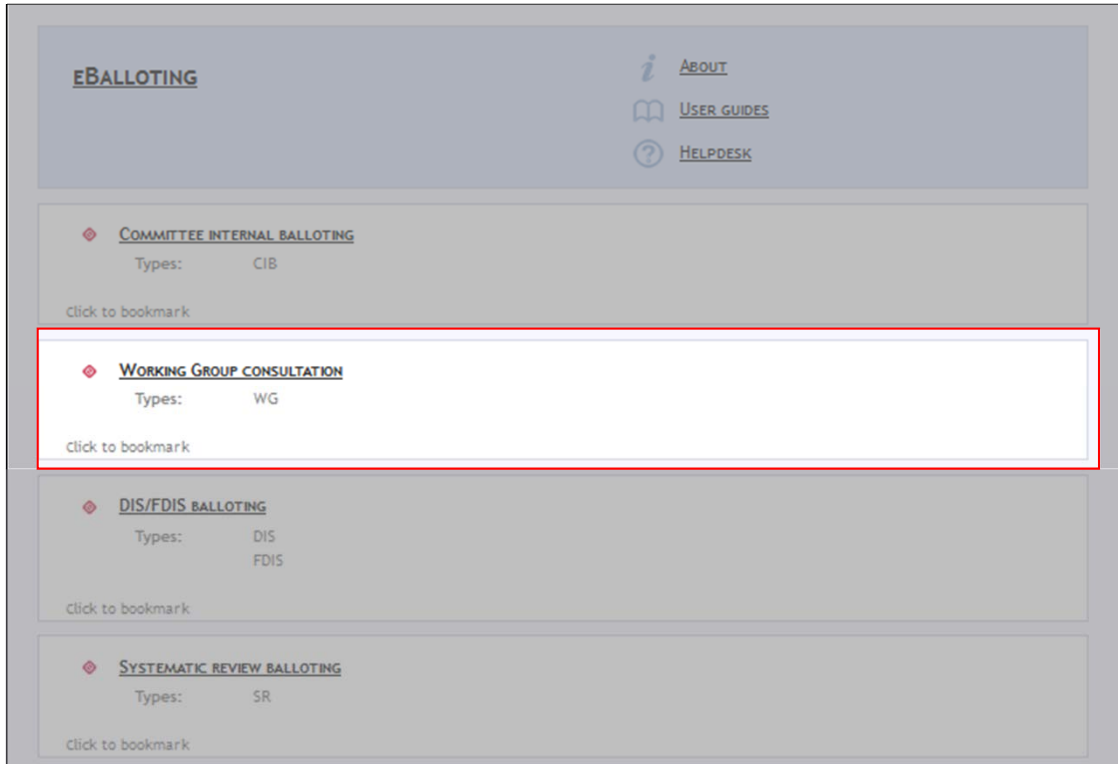
The screenshot displays the EBALLOTING portal interface. At the top, there is a navigation bar with the title "EBALLOTING" and three menu items: "ABOUT", "USER GUIDES", and "HELPDESK". Below this, four ballot types are listed in a vertical stack, each with a diamond icon, a title, a "Types:" label, and a "Click to bookmark" link.

Ballot Type	Types
COMMITTEE INTERNAL BALLOTING	CIB
WORKING GROUP CONSULTATION	WG
DIS/FDIS BALLOTING	DIS FDIS
SYSTEMATIC REVIEW BALLOTING	SR

Many types of ballots are processed through the ISO Ballots portal.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots



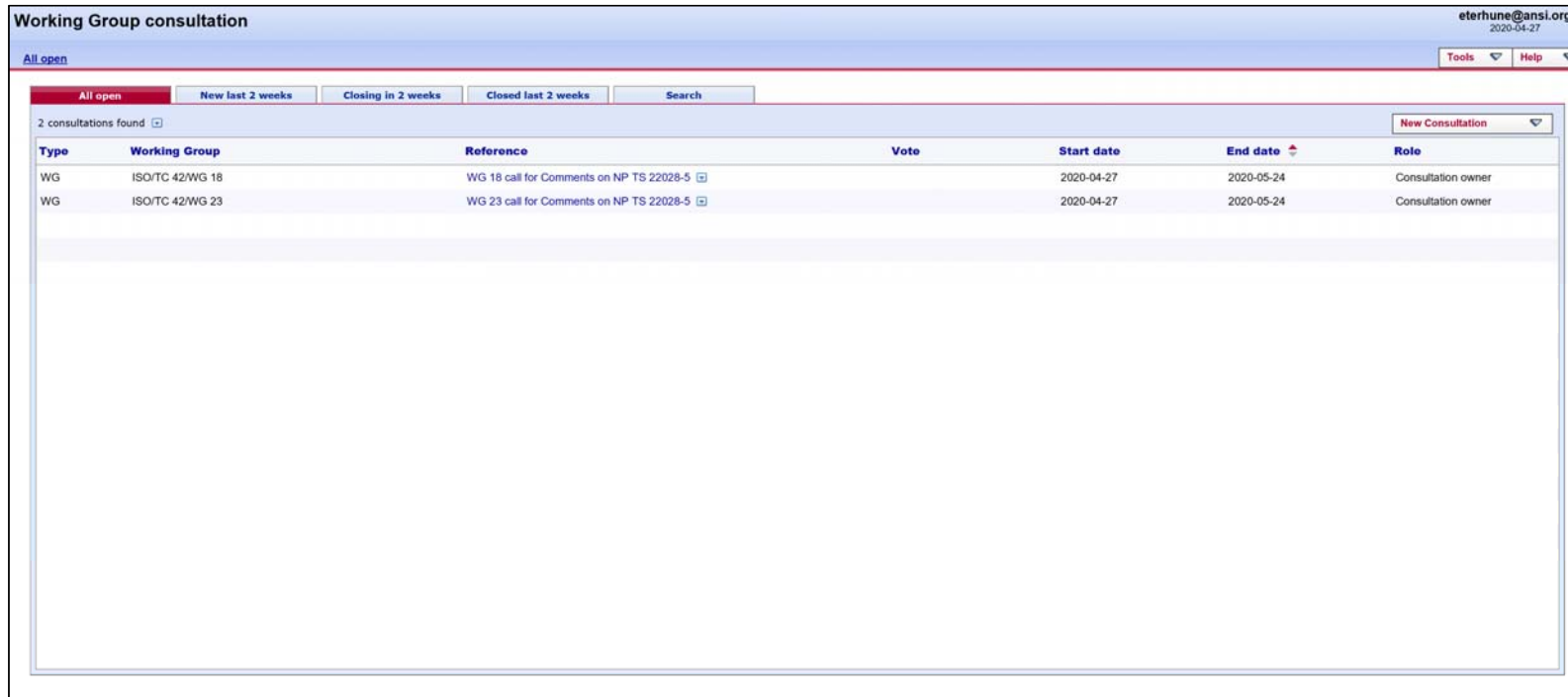
The screenshot displays the EBALLOTING website interface. At the top left, the text "EBALLOTING" is visible. To the right, there are three navigation links: "ABOUT" (with an information icon), "USER GUIDES" (with a book icon), and "HELPDESK" (with a question mark icon). Below this, there are four main sections, each starting with a diamond icon and a title:

- COMMITTEE INTERNAL BALLOTING**
Types: CIB
Click to bookmark
- WORKING GROUP CONSULTATION** (highlighted with a red border)
Types: WG
Click to bookmark
- DIS/FDIS BALLOTING**
Types: DIS, FDIS
Click to bookmark
- SYSTEMATIC REVIEW BALLOTING**
Types: SR
Click to bookmark

As a WG member, you would only be dealing with WG consultations. Click here to view yours.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots



The screenshot shows a web interface titled "Working Group consultation" with the user "eterhune@ansi.org" and the date "2020-04-27". Below the title, there are tabs for "All open", "New last 2 weeks", "Closing in 2 weeks", "Closed last 2 weeks", and "Search". A "New Consultation" button is visible in the top right. The main content area displays a table with 2 consultations found. The table has columns for Type, Working Group, Reference, Vote, Start date, End date, and Role.

Type	Working Group	Reference	Vote	Start date	End date	Role
WG	ISO/TC 42/WG 18	WG 18 call for Comments on NP TS 22028-5		2020-04-27	2020-05-24	Consultation owner
WG	ISO/TC 42/WG 23	WG 23 call for Comments on NP TS 22028-5		2020-04-27	2020-05-24	Consultation owner

All open and closed consultations will be listed for all WGs that you are a member of. You can search and narrow the list by clicking on the tabs at the top of the page.

AIF Support Series #6 – IT Services for ISO WGs

- Voting on ISO WG consultation ballots



The screenshot shows a web interface for a Working Group consultation. The page title is "Working Group consultation" and the user is logged in as "eterhune@ansi.org" on "2020-04-27". The breadcrumb trail is "All open > WG 18 call for Comments on NP TS...". There are tabs for "Information", "Participation", and "Audience". A "Cast Vote" button is circled in red in the top right corner. The main content area displays details for a consultation titled "Reference: WG 18 call for Comments on NP TS 22028-5". The details include: Working Group: ISO/TC 42/WG 18; Type: WG (Working Group Consultation); Status: Open; Start date: 2020-04-27; End date: 2020-05-24; Opened on: 2020-04-27 00:03. The English title is "NP TS 22028-5 - Photography and graphic technology - Extended colour encodings for digital image storage, manipulation and interchange - Part 5: High dynamic range and wide colour gamut image encoding (HDR/WCG) (formerly Part Y)". The note states: "Call for comments on NP TS 22028-5 (formerly Part Y), before NP ballot is launched to TC 42. Comments are being requested from WGs 18 and 23. The TS will be developed in WG 23. Project leader is Nicolas Bonnier." Below this is a section for "Reference documents and links" with two links: "ISO-TC42-WG18_N7661_NP_TS_22028-5_for_comment" and "ISO Commenting Template". There is also a "Questions and answers" section with a table:

No.	Questions	Possible Answers
1	Do you have any comments on the draft NP TS 22028-5?	Yes * No

(*) A Comment is required for this answer value.

At the bottom of the page is a "Back to list of consultations" button.

Click “Cast Vote” to register your position. “Help” has instructions on voting, or creating ballots for WG leadership.

AIF Support Series #6 – IT Services for ISO WGs

- Tips for using the ISO Commenting Template

Template for comments and secretariat observations					Date:	Document:	Project:
MB/ NC ¹	Line number (e.g. 17)	Clause/ Subclause (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat

It's important to fill out the ISO Commenting Template correctly so that the ISO system will accept it with your vote.

AIF Support Series #6 – IT Services for ISO WGs

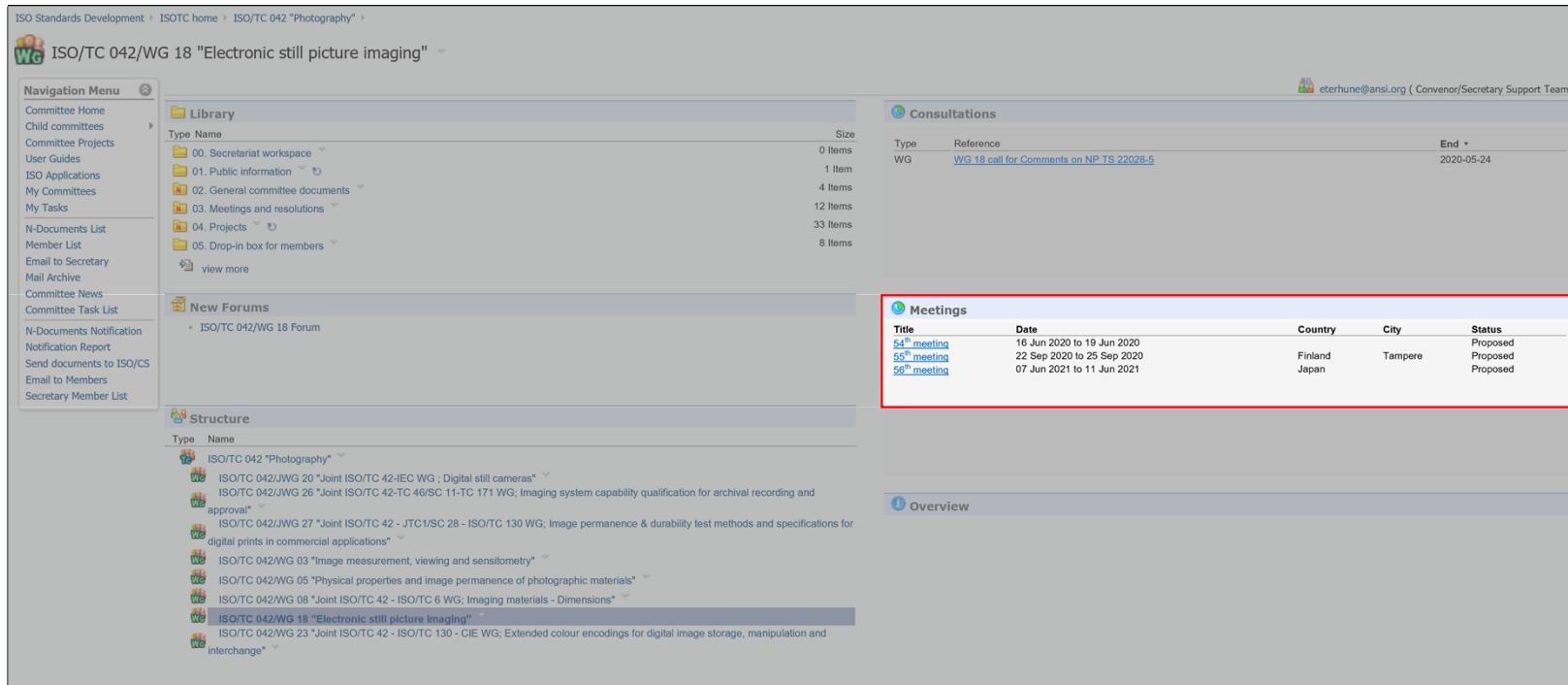
- Tips for using the ISO Commenting Template
 - Enter your initials or name in the “NB/MC” column.
 - If there are no line numbers in the draft, leave the “Line Number” column blank.
 - Do not enter any information in the “Observations” column.
 - Do not change any of the column widths, as the Ballots portal will “reject” the file.
 - Do not type any information outside of the grid.
 - Do not include any grids inside the grid. (A picture of a grid is acceptable.)
 - The Ballots portal will only accept one template per ballot.
 - The Ballots portal will only accept a Word version of the template.

AIF Support Series #6 – IT Services for ISO WGs

- Tips for using the ISO Commenting Template
 - If your comments include the submission of supplementary materials (such as a graphic file, an Excel file, a chart or another document) this material can be submitted in the ISO Commenting Template by using the following steps:
 1. Save the supplementary material as a file on your computer.
 2. While in the "Comments" or "Proposed change" fields of the template, click on "Insert" and then "Object".
 3. Click on the "Create from File" tab and then "Browse" to select the saved file on your computer.
 4. Click on "Display as icon" and then "OK".

AIF Support Series #6 – IT Services for ISO WGs

- Registering for ISO WG meetings



ISO Standards Development > ISOTC home > ISO/TC 042 "Photography" > ISO/TC 042/WG 18 "Electronic still picture imaging"

eterhune@ansi.org (Convenor/Secretary Support Team)

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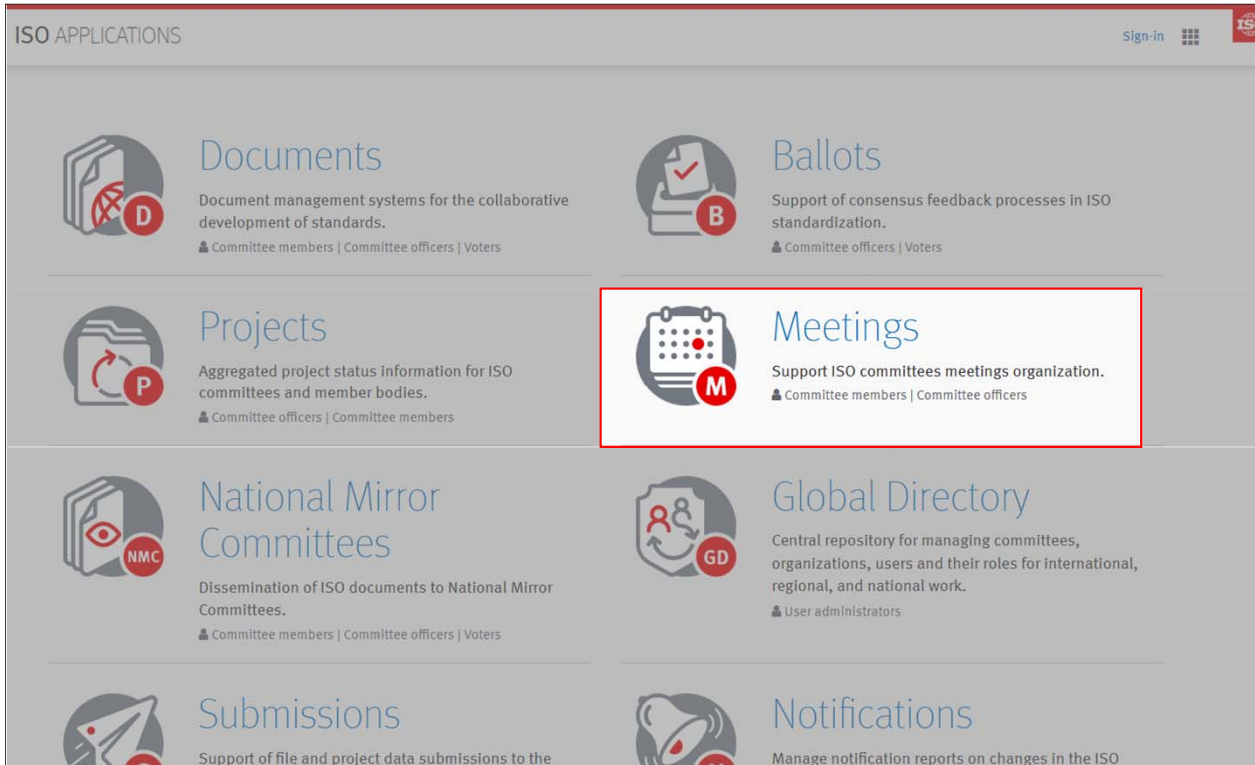
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Overview

Any upcoming meetings for your WG will be listed here.

AIF Support Series #6 – IT Services for ISO WGs

- Registering for ISO WG meetings



The screenshot shows the ISO APPLICATIONS dashboard. The 'Meetings' tile is highlighted with a red border. The dashboard includes the following tiles:

- Documents**: Document management systems for the collaborative development of standards. (Committee members | Committee officers | Voters)
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- Notifications**: Manage notification reports on changes in the ISO

You can also search for upcoming or past meetings through the link shown.

AIF Support Series #6 – IT Services for ISO WGs

- Registering for ISO WG meetings

ISO Meetings (1658) | isot@ansl.org | ISO

Status: Ongoing & Upcoming | Registration: All | Type: All | Sort by: Ascending date

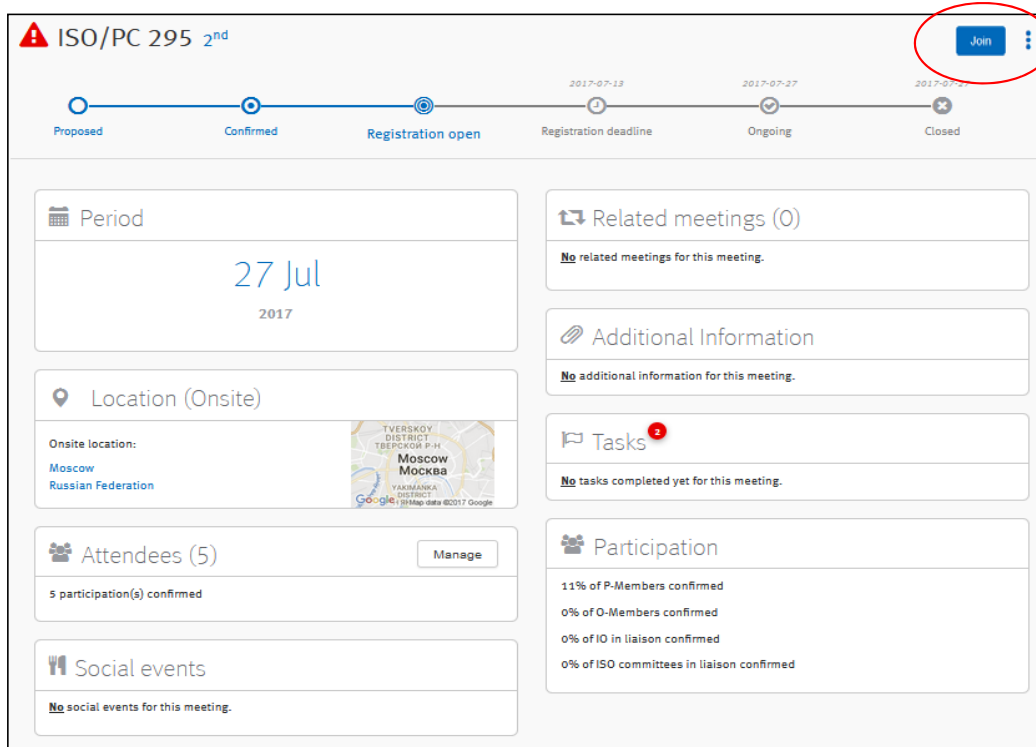
Meeting ID	Status	Registration	Type	Sort
ISO/TC 46/SC 11/WG 17	1 st	Proposed	South Africa (Pretoria)	May 2017
ISO/TC 130	32 nd	Proposed	Canada (Toronto,)	04 Jun 2017 to 09 Jun 2017
ISO/TC 130/JWG 7	10 th	Proposed	Canada (Toronto,)	04 Jun 2017 to 09 Jun 2017
ISO/TC 130/JWG 8	10 th	Proposed	Canada (Toronto,)	04 Jun 2017 to 09 Jun 2017

WG members must register themselves for any WG meetings they wish to attend.

Registration to TC, SC and PC meetings must be done through the U.S. TAG.

AIF Support Series #6 – IT Services for ISO WGs

- Registering for ISO WG meetings



ISO/PC 295 2nd

Proposed Confirmed **Registration open** Registration deadline Ongoing Closed

2017-07-18 2017-07-27 2017-07-28

Join

Period

27 Jul
2017

Location (Onsite)

Onsite location:
Moscow
Russian Federation

Attendees (5)

5 participation(s) confirmed

Social events

No social events for this meeting.

Related meetings (0)

No related meetings for this meeting.

Additional Information

No additional information for this meeting.

Tasks 2

No tasks completed yet for this meeting.

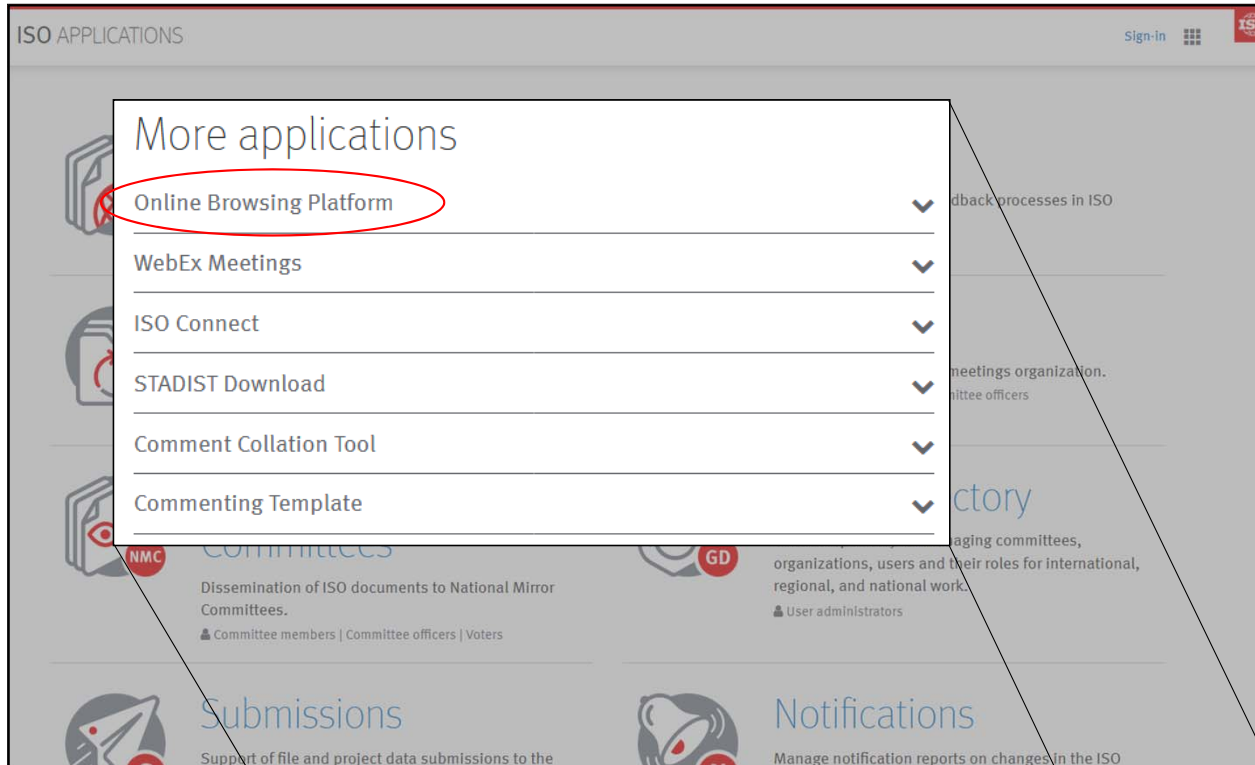
Participation

11% of P-Members confirmed
0% of O-Members confirmed
0% of IO in liaison confirmed
0% of ISO committees in liaison confirmed

Click “Join” to register for a meeting.

AIF Support Series #6 – IT Services for ISO WGs

- Other helpful resources – ISO’s Online Browsing Platform (OBP)

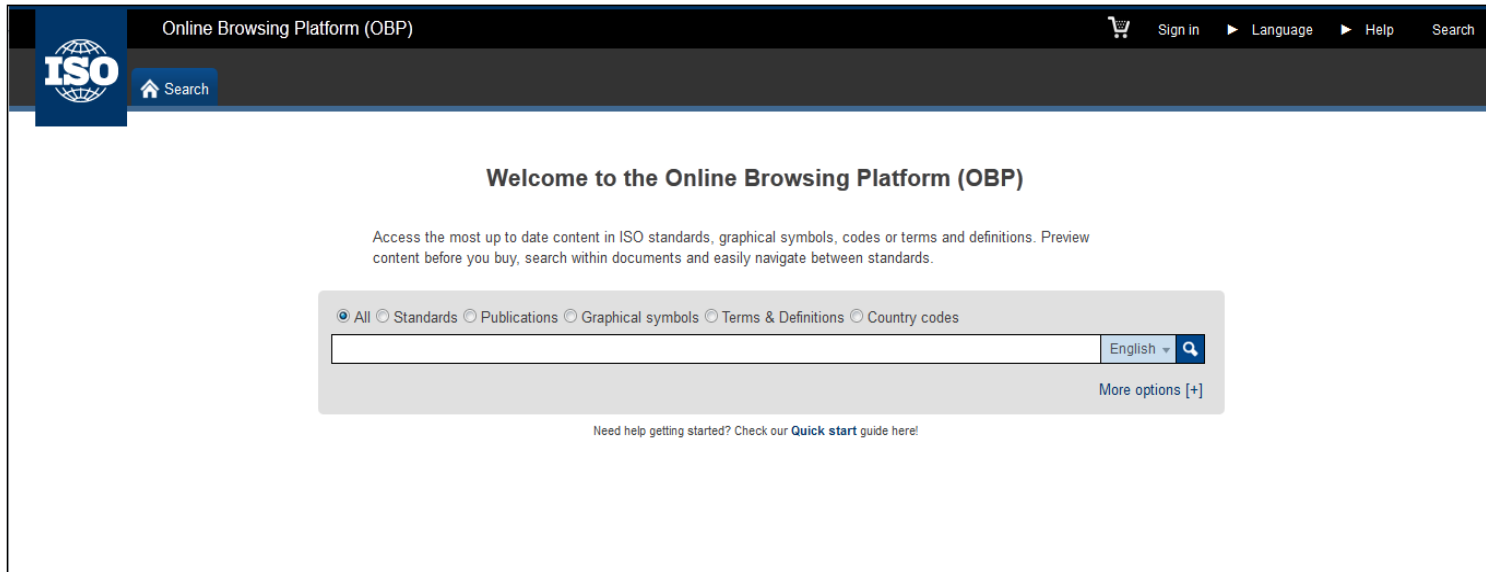


The OBP can be accessed through the link shown or www.iso.org/obp.

This resource is available to anyone without logging in.

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- Other helpful resources – ISO’s Online Browsing Platform (OBP)



The portal allows users to search for and access up-to-date content in all ISO standards, graphic symbols, codes and terms and definitions.

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ISO 18928:2013(en) Imaging materials — Unprocessed photographic films and papers — Storage practices

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2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
raw photographic material
photographic material that has not been exposed to actinic radiation and has not been processed

Only informative sections of standards are publicly available. To view the full content, you will need to purchase the standard by clicking on the "Buy" button.

Bibliography

- [1] ISO 18906, *Imaging materials — Photographic films — Specifications for safety film*
- [2] ISO 18911, *Imaging materials — Processed safety photographic films — Storage practices*
- [3] ISO 18918, *Imaging materials — Processed photographic plates — Storage practices*
- [4] ISO 18920, *Imaging materials — Reflection prints — Storage practices*
- [5] O.H. Suleiman, B.H. Conway, T.R. Fewell, R.J. Slayton, F.G. Rueter, J. Gray Radiation protection requirements for medical x-ray film. *Med. Phys.* 1995, 22 (10) pp. 1691–1693

Tables

All of the informative sections can be viewed. You can see that there is normative sections, but not view the content.

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- Other helpful resources – ISO’s Online Browsing Platform (OBP)

The screenshot shows the ISO Online Browsing Platform (OBP) interface. At the top, there is a navigation bar with the ISO logo, a search bar, and links for Sign in, Language, Help, and Search. Below the navigation bar, the search results are displayed for the query 'colour'. The results are sorted by Relevance and show 632 results. The first three results are highlighted in blue:

- colour non-uniformity**
gradual variation of the chrominance signal components within the image field
ISO 17957:2015(en), 3.2 Q
Available in: en
- foreign fibres**
small quantity of fibres of a different type and/or colour unintentionally incorporated into the structure of a knitted fabric
ISO 8499:2003(en), 6.13 Q
Available in: en fr
- palette colour**
colour selection scheme in which the colour index is used to retrieve colour values from a colour table
ISO/IEC 17823:2015(en), 2.6.3 Q
Available in: en

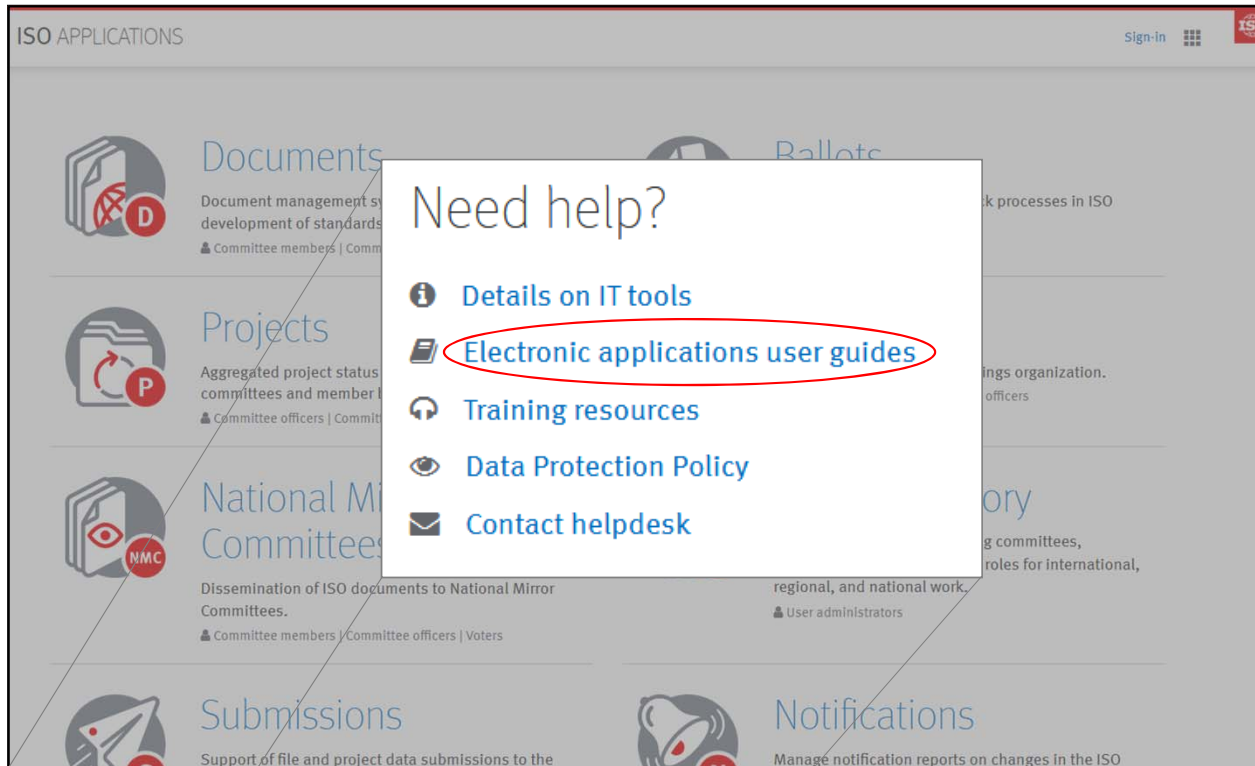
The interface also includes a sidebar with navigation options like Standards, Publications, Graphical symbols, Terms & Definitions, and Country codes, as well as filters for Language, Committees, Technical sector, Publication year, and Type of standard.

You can see how terms are defined across all ISO publications.

You can preview standards that you may want to reference to check if they are relevant to your work.

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- Other helpful resources – ISO's User Guides



User guides can be found through this link or in each of the individual electronic application pages.

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- Your questions?
 - To ask a question, please use the chat feature (to [all participants](#)) or raise your hand.
- We will send you the slides after the session.

Thank you!

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