Topic: **AIF Support Series #3:**
US-held ISO Committee Manager Training FAQ and Update on TMB Resolutions to Support Technical Work During the COVID-19 Pandemic

Date: **April 10, 2020**

Presenters: **Steven Cornish, Sally Seitz**

1. **Opening of the meeting**

   - ANSI staff provided a presentation on *TMB Resolutions to Support Technical Work During the COVID-19 Pandemic*. The information provided in the presentation (AIF N361-2020) is a summary and explanation of the resolutions the ISO Technical Management Board has passed to assist committees in doing their work during this time. 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**

   ISO/TC/SC/PC/WG Meetings:

   - ISO has extended the ban on physical meetings until 31 July 2020. Committees are encouraged to hold all meetings virtually until then.

   - During this time, TCs, SCs and PCs may issue meeting notices 8 weeks before a virtual meeting. WGs may issue meeting notices 4 weeks before a virtual meeting.

   - Once it is possible to hold physical meetings again, TCs, SCs and PCs may issue notices for physical meetings 12 weeks prior to the meeting start date.

   ISO Zoom Meetings:

   - All ISO meetings have been converted to virtual meetings in the ISO system.

   - ISO has recognized the concerns expressed about the security of Zoom and feels that its implementation of Zoom is secure.

   - All meetings scheduled in Zoom are automatically assigned a password. This password is included in the meeting notice.

   - ISO meetings may be held using other virtual meeting tools like WebEx and GoToMeeting.

   Prioritization of Committee Work Programs:

   - Committees should review their work programs and prioritize their projects by the end of July.

   - ISO TPMs will work with Committee Leadership to assist in the prioritization if necessary.

   - Priority should be given to approved DIS with minimal technical comments, almost finalized projects, minor revisions, non-complex amendments, non-complex revisions, and high priority projects.

   - Lower priority projects or projects that do not have experts available to work on them can be put on hold for 6 months. During that time, the project will not be cancelled by ISO CS. A 4-week CIB is required to put a project on hold, but committees may approve complete proposals for prioritization of the work program and placing projects on hold, and they do not need to do this project by project. To remove the hold status, the Committee Manager submits an email request to the TPM, or conducts another CIB to restart the project in cases of conflict.

<u>**Extensions and Limit Date Flexibility:**</u>

- After May 1, 2020, no 48-month track projects may be registered.

- Previously registered 48-month projects may request a 9-month extension until the COVID-19 situation improves.

- The only missed target dates that will trigger a project cancellation are the DIS registration limit date and the publication limit date.

- Committee Managers are reminded that CD ballots can have an 8, 12 or 16-month duration.

<u>**Session Questions and Answers**</u>

1. **If an NP currently under ballot has a close date after May 1, 2020 – and the NP requested a 48-month development timeframe – is the 48-month development time frame allowed?**

   Answer: No, ANSI has verified with ISO Central Secretariat that a NP ballot with a closing date after May 1, 2020 will not be allowed to be registered in the ISO system under the 48 month track, even if that track was proposed and approved by the P members.

2. **Concerning the timing of meetings, one person uses Doodle polls to agree to meeting times. Thoughts?**

   Answer: Polling members on their preferred meeting time is an option, however we know there will be regions that must participate either early morning or late night. Meeting hosts are encouraged to consider all time zones of the expected participants and find the best time that has the least inconvenience. Time zone planning tools, such as https://www.everytimezone.com, are available and can be useful when deciding when to conduct the meetings.

3. **Are JTC 1 and IEC applying the ISO guidelines?**

   Answer: JTC 1 consults both ISO and IEC and is applying ISO guidance along with any IEC information available. The IEC Guidance on COVID-19 is available here: https://www.iec.ch/convid19. USNC staff have been asked to inquire whether the IEC SMB are taking similar steps that the ISO TMB have taken. Any additional information received will be passed along.

4. **I set up a Zoom Meeting before the password requirement was implemented. I have checked the ISO Zoom page and the meetings still show no password - what do I do? Cancel and re-create? Is there a way to change the setting?**

   Answer: We have been advised that you are able to edit the meeting in Zoom to include a password. Please remember to communicate the password to your committee. If that does not work, please contact ISO support at webconferencing@iso.org

5. **Despite ISO's suggestion that Zoom is secure, a number of companies will not allow their employees to use Zoom. As I understand it, there are security issues that a simple password will not address. I will be encouraging the use of GoToMeeting, Teams, WebEx or other options in our SC to endure that everyone has the chance to participate.**

   Answer: The TMB and ISO want to see all meetings and work proceed virtually for the time being. Thus far, it has not been decided that committees must only use Zoom. ISO committees are free to use other web-conferencing service if they wish.

6. **Where can we find the user guides for Zoom?**

Answer: You can find the user guides here: https://iso.zoom.us/. There is also a page on ISO Connect dedicated to Zoom training sessions and support: https://connect.iso.org/display/it/Video+Conferencing

7. **I am somewhat confused about using a webcam. My understanding is that Zoom is designed to be used with webcams and there is sufficient bandwidth in the system for the use of webcams. Would it be possible to provide the calculations for this?**

   Answer: While we do not have the calculations on bandwidth, it is believed that the issue is with each users' connection at home, not the Zoom service. Many have found that when they use audio and video, their webinars freeze. An alternative may be to allow each presenter to turn their camera on when speaking.

AIF Support Series #3 – US-held ISO Committee Manager Training FAQ and Update on TMB Resolutions to Support Technical Work During COVID-19 Pandemic

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 or raise your hand. We will closely monitor both.

1

ANSI WEBINAR FOR ISO COMMITTEE MANAGERS
APRIL 10, 2020

AGENDA:

— *Review of recent ISO/TMB decisions in relation to COVID-19*

— *Q&A on these recent ISO/TMB decisions*

— *Q&A on the ANSI ISO Secretariat Operations Course*

— *Q&A on other CM-related questions that participants may have*

ANSI SPEAKERS:

— Steven Cornish, Senior Director – International Policy & Strategy, ISO/TMB Member

— Sally Seitz, Senior Manager – Standards Facilitation, ISO Committee Manager

ISO TC/SC/PC/WG MEETINGS

- ISO previously announced that all ISO TC, PC, SC and WG meetings will be held virtually between now and the end of June 2020.

- If committees leaders do not feel that they can manage virtual meetings for their work on the dates previously agreed, they may cancel, postpone or reschedule their meetings as they feel is appropriate to support the work.

- On Thursday, April 9 ISO announced that this will now be extended to the end of July.

3

ISO ZOOM MEETINGS

- Between now and the end of July, all ISO meetings have been converted to virtual meetings in the ISO system.

- ISO provides Zoom accounts to committee and WG leaders who must organize and manage Zoom meetings for their committees or WGs.

- Noting concerns about security via Zoom, ISO has recently circulated information on these concerns.
  - ISO feels its implementation of Zoom will be adequately secure.
  - As part of this, ISO Zoom meetings will now require a password to access which is automatically generated.
    - This password will appear on the Zoom meeting notice just below the link for the Zoom meeting.

- ISO has acquired additional Zoom licenses and has increased the number of participants in ISO Zoom meetings to 500 in anticipation of greater volume of use.

- Noting some stakeholders have been instructed not to use Zoom, ISO committee and WG meetings may be conducted using other virtual meeting tools like WebEx and gotomeeting.

PRIORITIZATION OF COMMITTEE WORK PROGRAMS

- To conserve resources and manage work programs effectively while working virtually, ISO/TMB encourages all committee to review and prioritize their work programs for the coming months.

- ISO TPMs are prepared to work with committee chairs and managers to determine prioritization.

- Committees with small work programs or few active projects may not need to prioritize.

- Priority may be preferred for:

    - Approved DIS with few technical comments

    - Almost finalized projects

    - Minor revisions

    - Non-complex amendments

    - Non-complex revisions

    - High priority projects

PRIORITIZATION & PLACING PROJECTS ON HOLD

- During prioritization, committee leaders may decide to propose that some projects are placed on hold.

- This could include approved new work items that have not yet begun drafting in WGs, or not voting on any new work item proposals in the coming months.

- Projects on hold will not be cancelled by ISO/CS.

- Committee leaders must submit their proposals for prioritization of the work program for approval by the P members via a one-month CIB.

- Committees are asked to take their decisions on prioritization by the end of July.

- Projects agreed to be placed on hold will be on hold for six (6) months from the date of the committee decision on the CIB.

- For any projects agreed to be on hold, the ISO standards development clock will stop until the end of the hold period and when the project is active again. New DIS and publication limit dates will be calculated based on the end of the on-hold period.

- To remove on-hold status, simply have the CM submit a request by email to the TPM, or conduct a CIB to restart a project in case of conflict.

EXTENSIONS AND LIMIT DATE FLEXIBILITY

- No 48 month track projects may be registered after May 1, 2020.

- 48 month track projects before May 1 may request 9 month extensions for the near term until the COVID-19 situation improves.

- 18, 24 and 36 month track projects may still request 9 month extensions as normal.

- The DIS registration limit date and the publication limit date are the only targets which if missed could result in a project being cancelled.

- While unwritten in the Directives, ISO staff has implemented a six month grace period on meeting these limit dates.

- This 6 month grace period was to be discontinued in May 2020, but the ISO/TMB agreed to continue this until the COVID-19 situation improves.

MEETING NOTICES AND CD BALLOTS

- Until the COVID-19 situation improves,

  - TCs, SCs, and PCs may issue notices for virtual meetings 8 week before the meeting

  - WGs may issue notices for virtual meetings 4 weeks before the meeting

- Once the COVID-19 situation improves,

  - TCs, SCs and PCs may issue notices for face-to-face meetings 12 weeks before the meeting to start up normal operations more quickly.

- Some NSBs have asked for more time for CD voting as some experts may be unavailable or occupied in COVID-19 relief efforts.

  - NSBs are reminded that CD voting periods are flexible (8, 12 or 16 weeks according to the Directives).

GUIDANCE DOCUMENTS AND REVIEW

- A new guidance document providing practical advice for chairs, CMs and participants before, during and after ISO virtual meetings has been prepared and will be issued soon.

  ◆ This new guidance document was developed with input from ISO/TMB members and TPMs based their experiences.

- Additional helpful ISO reference documents:

  ◆ Guidelines for remote participation in committee meeting (ISO Connect Covid-19)

  ◆ Quick Guide to Zoom meetings (https://iso.zoom.us/)

  ◆ Best practices to conduct E-meetings successfully (available here)

- ISO/TMB is conducting monthly reviews of the COVID-19 situation as well as feedback on implementation of these decisions to date to determine whether these decisions will be extended or amended to further help the ISO committees with their work.

ANSI WEBINAR FOR ISO COMMITTEE MANAGERS
APRIL 10, 2020

THANK YOU!

Steven Cornish, Senior Director – International Policy & Strategy, ISO/TMB Member

Phone: 212.642.4969   Email: scornish@ansi.org

Sally Seitz, Senior Manager – Standards Facilitation, ISO Committee Manager

Phone: 212.642.4918   Email: sseitz@ansi.org