

Topic: AIF Support Series #12: *Virtual Plenary Meetings: General Guidance and Lessons Learned*

Date: September 1, 2020

Presenters: Heather Benko (ANSI staff), Rachel Hawthorne (ANSI staff) and Sally Seitz (ANSI staff)

1. Opening of the meeting

- A presentation (see AIF N388-2020) was given on virtual plenary meetings. This presentation builds upon AIF Support Series #4, where Heather and Rachel discussed quickly transitioning to virtual plenary meetings in the midst of the COVID-19 pandemic. Given that, many committees will hold virtual meetings this fall, we thought that it was good to review and build upon the previous session.
- 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

General meeting preparation:

- Guidance on meeting logistics was given. Currently, ISO requires 8-week minimum notice for TC and SC meetings and 4-weeks for WGs. The ISO meeting platform has a new feature that will provide you with the most optimal times for meetings based on your committee's specific membership.
- For agendas it is recommended to focus on items that require action and then distribute documentation for information.
- It is recommended to create a logistics guide to provide to your members ahead of the meeting to ensure everyone is on the same page. This should include the naming convention you wish to use and information on how to resolutions will be handled. If you have a CAG, it is helpful to have a more detailed discussion with the leadership to help facilitate plenary meetings. The TC 127 logistics guide is provided as AIF N389-2020. Please feel free to use this as a template for your meetings.

Example: ISO/IEC JTC 1/SC 42 Artificial intelligence

- At the April 2020 JTC 1/SC 42 plenary, Heather did the following:
 1. SC 42 held 2, 2-hour meetings, 2 weeks apart and coordinated subgroup meeting schedule
 2. Agenda was developed based on topics that required discussion and committee action
 3. Conducted resolutions on virtual meeting
- At the October 2020 JTC 1/SC 42 plenary, Heather plans to do the following:
 1. 2 week e-Meeting schedule
 2. Minimize subgroup meetings during these 2 weeks to lessen the burden on SC 42 volunteers
 3. Conduct resolutions on virtual meeting

Example: ISO/TC 215 Health informatics

- At the March 2020 TC 215 plenary, Rachel did the following:
 1. TC 215 maximized the planned week of meetings to progress work that needed immediate action and then scheduled a second plenary 2 months later to progress additional projects
 2. Agenda focused on topics needing action
 3. Conducted resolutions via 30-day CIB ballot following the virtual plenary

- At the November 2020 TC 215 plenary, Rachel plans to do the following:
 1. Created a new timeline that provided up to 6 weeks for WGs to conduct meetings
 2. WGs will close their meetings 2 weeks prior to TC plenary in order to finalize resolutions and allow national member bodies time to review draft resolutions ahead of closing plenary
 3. Conduct resolutions on virtual meeting

Example: ISO/TC 127 Earth moving machinery

- At the June 2020 TC 127 plenary, Sally did the following
 1. Chair and CM spent 3-months preparing for the virtual plenary. This included 2 CAG meetings and multiple TC leadership meetings
 2. Conducted TC and SC virtual plenaries over the course of 2 weeks, one plenary per day for 2-4 hours each.
 3. Resolutions were approved via 2-week CIB ballot following virtual plenary

Session Questions and Answers

1. **Is the use of Zoom required? We have come participants in our industry that are not allowed to use that platform**

Answer: Zoom is not required to be used; however, it is the platform ISO provides free to leaders in the ISO community. Some members are willing to use personal devices to take Zoom calls. If you have other options, such as Microsoft Teams or Webex, those are permitted to conduct virtual meetings.

2. **Did you have more ISO staff (TPM) attendance at TC/SC meetings? vs In person?**

Answer: There has not been a significant change in ISO staff attendance at virtual meetings. However, there has been increases in participation from the TC or SC members at virtual meetings. Some countries that do not have funding for travel are able to attend and additional experts from the members are also able to participate because of the virtual meetings.

3. **Do you have any advice on how best to get members to participate during the virtual meetings, which is always more challenging than face-to-face meetings?**

Answer: It is definitely more difficult, especially for newer groups that do not have established relationships with colleagues around the world. Convenors need to be aware of people dominating conversations and specifically call on those that have been quieter. For difficult documents where there are some strong opinions, we recommend holding some smaller meetings in preparation for the larger meeting. Please also review AIF support series #8 for additional information (please see AIF N369-2020 and N370-2020).

Virtual Plenary Meetings:

General Guidance and Lessons Learned

Heather Benko, Sr. Program Manager

Rachel Hawthorne, Sr. Program Manager

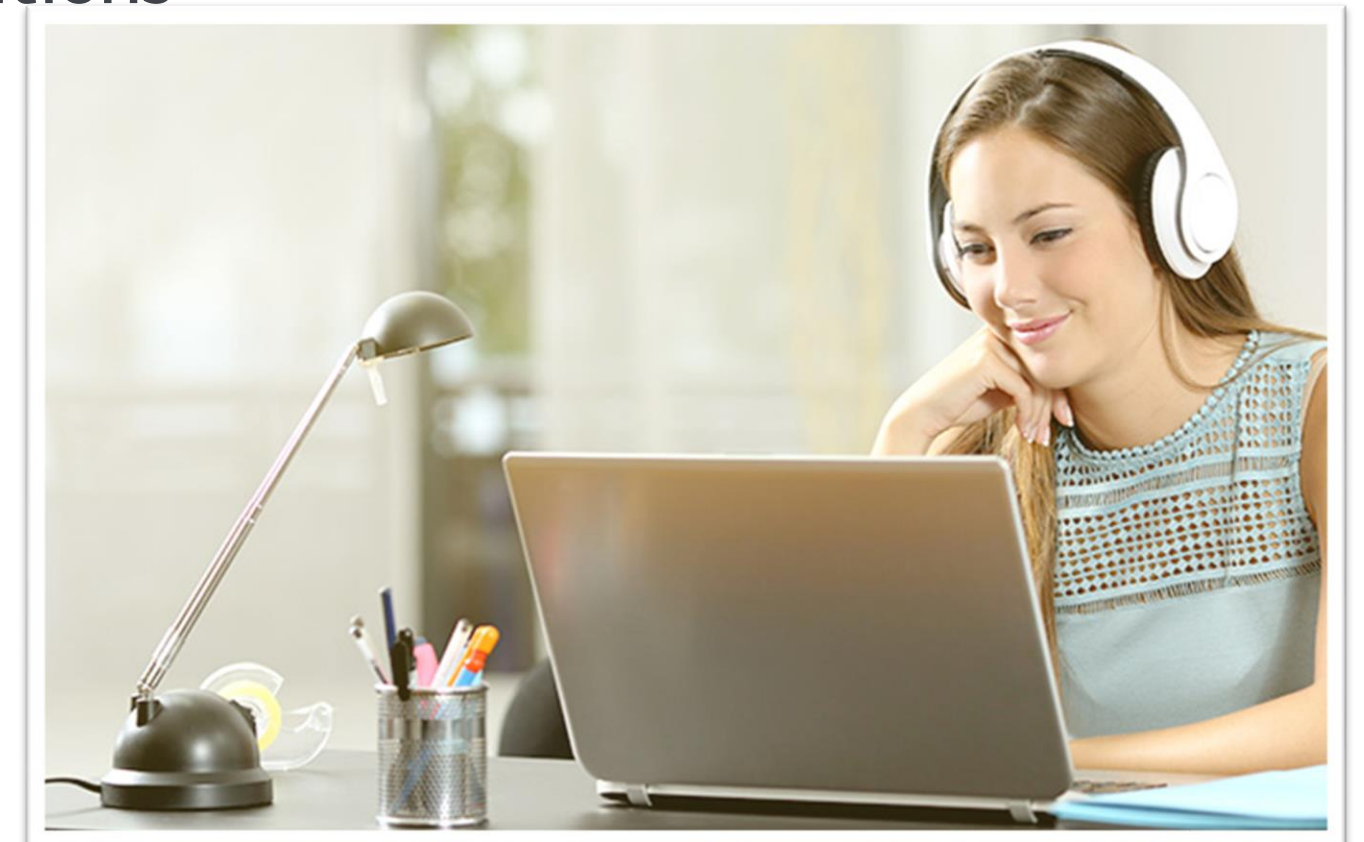
Sally Seitz, Sr. Program Manager



Virtual Plenary Meetings

Housekeeping for Today's Session

- All participants will be muted until the end of the presentation
- Use the “chat” function 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
- One-page summary to be circulated after the call along with slides
- Information provided today is not an exhaustive list of solutions
- Keep us informed of your experiences!



Session Overview

- Housekeeping
- General meeting logistics
- Agenda preparation
- Beforehand preparations
- ISO/IEC JTC 1/SC 42 meeting experience
- ISO/TC 215 meeting experience
- ISO/TC 127 meeting experience
- Q&A / Open Dialogue



General meeting logistics set up guidance

- Virtual meeting notices required 8 weeks in advance for plenary and 4 weeks in advance for working group
 - Set up meeting in the ISO meeting platform
- 2-3 hour maximum duration
 - Be conscious of time zone challenges
 - ISO meeting scheduler
 - Consider spreading meetings out over a longer period of time



Agenda preparation

- Focus on items requiring action/resolution
- Handle informational items by posting and /or correspondence
- Establish a schedule for all groups to adhere to assist with coordination and resolution preparation



Beforehand prep

- Create a logistics guide and circulate ahead of the meeting:
 - Naming convention to easily identify people
 - (HOD_ANSI) - John Smith
 - WG 1 Convenor - Annie Johnson
 - OECD Liaison - Tom Jones
- Create and display a welcome slide with logistics
- Determine how action items and resolutions will be approved
 - Prepare draft resolutions in advance
 - Approve resolutions at the end of the meeting
 - Issue a CIB after the meeting to approve the resolution
- CAG and/or leadership meetings



JTC 1/SC 42 – Spring 2020 Plenary

- SC 42 transitioned to virtual meetings one month before the face to face Plenary week was supposed to take place
 - Set up a 2-week schedule of Plenary and subgroup e-Meetings, with an Opening and Closing Plenary
 - Worked with the Subgroup Convenors to focus their meetings on those items that were priority topics/required SC 42 action
 - Limited the Agenda to substantive items/items requiring action and discussion
- Resolutions were taken during the closing Plenary at the end of the 2nd Meeting week
 - SC 42 Committee Manager worked with limited Drafting Committee to refine and distribute the draft Resolutions one business day before the Closing Plenary meeting
 - At the start of the closing Plenary, Chair reviewed the process SC 42 would take to approve resolutions during the meeting
- Lessons Learned
 - Flexibility is essential
 - Number of meetings can be challenging



JTC 1/SC 42 – Fall 2020 Plenary

- Fall Plenary following a similar format as the Spring Virtual Plenary
 - 2 week e-Meeting schedule
 - Based on inputs received from SC 42 delegates and experts, worked with Subgroup Convenors to further minimize number of subgroup meetings during the meeting weeks
- Plenary Agenda again limited to those items requiring action
 - Items for information (liaison reports, subgroup reports) taken off agenda, unless specific SC 42 action required
- Resolutions will be taken during the closing Plenary
 - Subgroup Convenors required to provide recommendations by 0700 UTC day before Closing Plenary (at the latest)
 - Draft Resolutions will be provided to the National Bodies for review 1 business day before the Plenary meeting



TC 215 – Spring 2020 plenary

- Schedule was rushed due to quick transition from F2F to virtual:
 - Converted the reserved F2F meeting week to virtual meetings and prioritized projects that had approaching deadlines
 - Created a second plenary 2 month later to progress additional documents that were less time sensitive
- Conducted Resolutions via CIB ballots following closing plenaries
- Lessons learned:
 - Drafting a coordinated plan helped facilitate the WG meetings and delegation preparation
 - Received requests from HODs :
 - Asked for resolutions ahead of time to review along side the presentations at the plenary
 - Needed additional discussion time on resolutions with other HODs after resolutions were circulated



TC 215 – Fall 2020 plenary

- Able to develop new timeline with input from WG leadership
 - WGs meeting over the course of 6 weeks
 - This gives WG convenors flexibility to dedicate the time to projects and not feel rushed
 - Some WGs will conduct all their meetings within 1 week, while others are spreading out over the course of the 6 weeks
- Resolutions will be agreed to at the meeting
 - Circulating resolutions 1 week ahead of plenary meeting
 - Conducting a pre-plenary CAG meeting consisting of WG convenors + HODs to discuss / clarify any resolutions
 - Elimination of “dead time” where committees can’t work because resolutions are being balloted



TC 127 June 2020 Plenaries

- The Chair and Committee manager spent three months planning the meeting with the other SC leadership
 - 2 CAG Meetings in advance of the Plenaries
 - Multiple TC leadership meetings
 - No working group meetings
- Meetings lasted between 2 and 4 hours, depending on the work load of the committee.
 - One meeting per day
 - No Friday meetings
 - 6 am EST start time



TC 127 June 2020 Plenaries

- Resolutions approved via 2-week CIB
 - Working groups provide input prior to the Plenary, CMs prepared drafts in advance
 - Drafting committees: virtual and via email
 - 1 CIB consisting of a question for each resolution
 - Answers:
 - ◆ Approve (Comment Optional)
 - ◆ Disapprove (Comment required)
 - ◆ Abstain (Comment Optional)



GUIDANCE DOCUMENTS

- [AlF support series #4 Guidance on hosting and conducting virtual ISO meetings \(N363 and N364\)](#)
- [Guidelines for remote participation in committee meeting](#)
- [Quick Guide to Zoom meetings](#)
- [Connect information on Zoom Conferencing](#)
- [ISO Zoom Account Eligibility](#)
- [Best practices to conduct E-meetings successfully](#)
- [COVID-19 Temporary Measures](#)
- **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.**



For More Information

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ISO/TC 127 Logistics Guidance

Meeting Procedures

Due to the COVID-19 pandemic, this meeting, along with all other meetings in the TC 127 2020 plenary, will be held by virtual means on the Zoom platform.

TC 127 has never held the plenary sessions in virtual format before and running virtual meetings with a large number of participants presents some practical challenges. For this reason, participants are kindly requested to comply with the following procedures:

Prior to the Meeting

1. Please register for the meeting on the ISO Meeting Management Tool. This is actually standard practice and is required regardless of the COVID-19 situation. Please liaise with the mirror committee Secretary of your NSB to complete the registration process.
2. Since this meeting is being held virtually, you are additionally asked to register your participation on Zoom. During the registration process, you are asked to identify which national standards body (NSB) you will represent and whether or not you are the Head of Delegation for your NSB. Once the Committee Manager has approved your registration request, you will be sent the joining instructions.

Please follow this link in order to register your attendance on Zoom:
<https://iso.zoom.us/meeting/register/tJwvduGvqTvwHdJwkvKVDcOLYk4WCf6OsG-M>

3. Once your attendance has been approved by the Committee Manager, an email will be automatically sent to you, which includes the link to the Zoom meeting. You are advised that the link to the meeting is unique to each registrant. Therefore please do not forward your meeting link to anybody else; each member that wishes to attend must individually register to the Zoom meeting by using the above registration link.
4. It would be very helpful if volunteers for the drafting committee could make themselves known ahead of the meeting. Due to the complexities of holding the meeting by virtual means, it would be greatly appreciated if members that already have previous drafting committee experience volunteer for this role. If you would like to take part in the drafting committee then please inform the Committee Manager at sseitz@ansi.org by 2020-06-01. This request does not, of course, rule out any inexperienced members from volunteering and a fresh call for volunteers will be made when the meeting commences.

At the Start of the Meeting

5. Participants are encouraged to log on to the meeting in plenty of time ahead of the scheduled start. The SC Committee Manager will open the meeting 30 minutes prior to the scheduled start in order to allow enough time for participants to log on and set themselves up.
6. The TC 127 leadership team recognises that conducting the roll call could be highly problematic and time consuming. In order to facilitate the roll call, members are requested that when logging on to the meeting, they edit how their name is displayed so that their name is followed by their national standards body abbreviation, and also identify if they are the Head of Delegation. For example, "John Smith (BSI)", or "(HOD_BSI) Fred Williams." This editing is achieved by holding the mouse cursor over the participant's name in the Participant list, then clicking more/rename. This task needs to be performed manually and is not automatically copied in by the Zoom system.

During the Meeting

7. The Committee Manager has set up Zoom so that participants are muted and their video is disabled at the point of joining the meeting. Participants will have the ability to unmute themselves during the meeting. Contributions are very much welcome but participants are requested to mute their microphones when not addressing the committee. It is further requested that video cameras remain switched off for the duration of the meeting.

8. The usual rule applies in that only the Head of Delegation of each NSB should speak to the meeting. By exception, the Head of Delegation can request to the SC Chair that a delegate from their NSB be allowed to address the meeting. The Chair's decision is discretionary.
9. When speaking, it would be appreciated if the Head of Delegation briefly announces their name so that all participants clearly understand who is speaking.
10. In order to help ensure that the meeting is completed within the shortened time slot, the content of the agenda has been reduced. Only those systematic reviews that require a resolution and those where the ballots close just prior to the SC meeting are included in section 10. Additionally, the liaison reports that were due to have been discussed at item 11 will not be covered.

Your understanding and application of these procedures will be very much appreciated.