

Deadlines for posting committee meeting documents

What does this table address?

Deadlines for posting documents for committee meetings.

Why is it important to respect these deadlines?

National mirror committees need time to prepare their national positions on the various issues discussed at the meeting.

How can I ensure that a document will be ready for circulation by the deadlines stipulated below?

This is the responsibility of the secretariat. They must carefully consider the steps needed and leave enough time in advance of the meeting deadlines to make sure that the document is ready. For example, to discuss a DIS, the secretariat will have to start the process 7 months before the committee meeting (i.e. 2 weeks document preparation by the ISO Central Secretariat + 5 months for vote and translation + 6 weeks deadline before the meeting).

What if issues come up at the meeting for which no document was issued 6 weeks in advance?

It is possible that committees make decisions on points for which no information was provided in advance of the meeting within the deadlines indicated below. In such cases, the committee leadership should ask the P-members present if they are comfortable and prepared to take such decisions in principle or if they would prefer time to consult further with other national stakeholders. The committee leaders should ensure that they are seeking to engage all P members in decisions, even if those P members that were not able to attend the meeting. A ballot can then be launched after the meeting via the ISO Committee Internal Ballot (CIB) mechanism to confirm any decisions.

Item	Time (- before meeting, + after meeting)
Agenda & meeting logistics (e.g. location, accommodation, visa information)	-4 months
Documents for decision in meetings such as:	
• Working group reports	-6 weeks
• Liaison reports	-6 weeks
• Leadership elections/renewals	-6 weeks
• Creation/disbandment of subcommittees and working group	-6 weeks
• Strategic Business Plans	-6 weeks
Voting results and compilation of comments for CD, DIS, DTR and DTS	-6 weeks
Voting results for SR and any CIB ad hoc enquiries requiring discussion or follow-up	-6 weeks
Resolutions	+48 hours
Minutes (including list of attendees)	+3 months

What about the deadlines for sending working group documents?

The ISO/IEC Directives, Part 1 state only that the agenda must be sent out 6-weeks in advance of working group meetings. The timeframe for the circulation of other documents is to be decided by the working group members. WG convenors should ensure that their working groups take decisions on the acceptable time frame for circulating documents before meetings to ensure working group experts can be well-prepared.

What about the time frames for circulating documents in advance of a webex meeting or teleconference?

Again, the principle should be that agendas and documents are circulated with enough time before any meeting in order that participants can be well-prepared for informed discussions and decisions. WebEx or teleconference meetings of TCs, PCs, SCs and WGs for limited aspects of their work should follow the same time frames detailed above. P-members involved should decide on appropriate timeframes for circulation of documents before Chairman’s Advisory Groups, Advisory Groups, Task Forces, etc.



Deadlines for circulating committee documents

