



guidance

Guidance
on **new work**



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..... Abbreviations

- ▶ CSC/SP Council Standing Committee on Strategy and Policy
- ▶ IEC International Electrotechnical Commission
- ▶ ISO/CS ISO Central Secretariat
- ▶ NMC National mirror committee
- ▶ NP New Work Item Proposal
- ▶ NSB National standards body
- ▶ OBP Online Browsing Platform
- ▶ O-member Observer member of a committee
- ▶ P-member Participating member of a committee
- ▶ TC Technical committee
- ▶ TMB Technical Management Board
- ▶ TPM Technical Programme Manager
- ▶ TS/P Technical Subject Proposal



Introduction

International Standards make things work. They give world-class specifications for products, services and systems to ensure quality, safety and efficiency. They provide business, government and society with practical tools that help ensure that what they develop and produce is fit for purpose.

ISO has published more than 22500 International Standards and related documents, covering almost every industry. These deliverables are developed within ISO's technical committees, of which there are more than 240, each one representing a defined technical sector. Every year, ISO approves proposals for around 600 new standards and creates a handful of new technical committees.

But how does ISO decide what new subjects to work on and which sectors deserve their own technical committee? This document outlines the various processes by which new work comes into the ISO system, who proposes it, and how. Its aim is to provide guidance to prospective proposers of new work in ISO, to share best practices, to clarify and facilitate the process and to improve the quality of proposals. This guidance document is aimed at the ISO members and their stakeholders.

Because there are different ways for new work to enter the ISO system, depending on the nature and breadth of the subject, we have divided this guidance document into three parts to reflect the three key processes.

Part 1 – New standardization areas

(preliminary exploration of new subject areas)

Some proposals might be too broad or the subject so new and innovative that more research is required before deciding on an appropriate structure to develop the work. In **Part 1**, we will provide guidance for members on the process for dealing with such proposals.

Part 2 – New fields of work

(resulting in the creation of a new technical committee
or project committee with a defined scope)

Other proposals may be well defined in terms of their scope, relevant stakeholders and potential programme of work, but the subject matter is so new in the world of international standardization that there is no ISO committee working on it. These proposals for new fields of work result in the creation of new technical committees or project committees. **Part 2** will explain the difference between these two types of committees, provide guidance on how to submit a quality proposal, and explain the steps in the process from submission to approval.

Part 3 – New work items that fall within the scope of existing committees

(resulting in the publication of new deliverables)

The majority of proposals received by ISO fall into this category – these are proposals for new projects where ISO already has a committee working in the field. In 2018, a total of 710 proposals for pure new work items (excluding amendments) were registered and approved at the ISO Central Secretariat (ISO/CS). **Part 3** will provide advice on how to identify the relevant committee and offer guidance on how to prepare a good proposal and project plan.



Key principles for the introduction of new work in ISO

What is common to all new work in ISO, be it a new standardization area, a new field of work or a new work item proposal, is the importance of two key principles – market relevance and stakeholder engagement.

Market relevance

In ISO, the choice of which new subjects to work on is never top-down. It is not ISO that decides, nor even ISO's members. It is the stakeholders – the users of the standards. Effectively, all new work in ISO is based on the principle of market relevance, i.e. that each standard responds to the needs of the end user and solves a problem faced by the market.

This is why the “justification statement”, which is necessary for any kind of proposal for new work, is vital. The proposer is asked to justify why the market needs the standard (what are its aims?) and whose interests will be affected (who are the stakeholders?). More information on the justification for proposals can be found in **Part 2** of this document and in the **ISO/IEC Directives, Part 1, Annex C**.

Stakeholder engagement

In order to ascertain whether there is a market need, proposers of new work must engage with all relevant stakeholders to get their feedback. It is the responsibility of ISO's members, the national standards bodies (NSBs), to actively engage their national stakeholders for participation in ISO work.



ISO uses seven broad stakeholder categories (industry and commerce; government; consumers; labour; academic and research bodies; standards application; and non-governmental organizations) and offers extensive guidance to its members on best practices for stakeholder engagement. See the following two documents for more information: ***Guidance for ISO national standards bodies – Engaging stakeholders and building consensus*** and ***Guidance for ISO liaison organizations – Engaging stakeholders and building consensus***.

In terms of preparing proposals for new work in ISO, proposers should follow these four steps in order to engage their stakeholders and gauge the market relevance of the proposal:

- ▶ **Identifying potential stakeholders.** In addition to any internal processes, advertisements and general meetings, NSBs are encouraged to seek input on potentially relevant stakeholders from trade organizations, other organizations, governmental agencies, and user/consumer groups that can complement the NSBs' knowledge. This is especially the case for a new field of work, a Technical Subject Proposal (TS/P). This proposal, if approved, will result in the establishment of a new technical committee.
- ▶ **Providing stakeholders with information on the project proposal**
- ▶ **Collecting feedback** from stakeholders on whether there is a need for the proposed International Standard(s). This could be done via e-mail, or by conducting a workshop, an in-person meeting or a teleconference on the proposed International Standards
- ▶ **Identifying stakeholders willing to participate** in the new ISO work on an ongoing basis

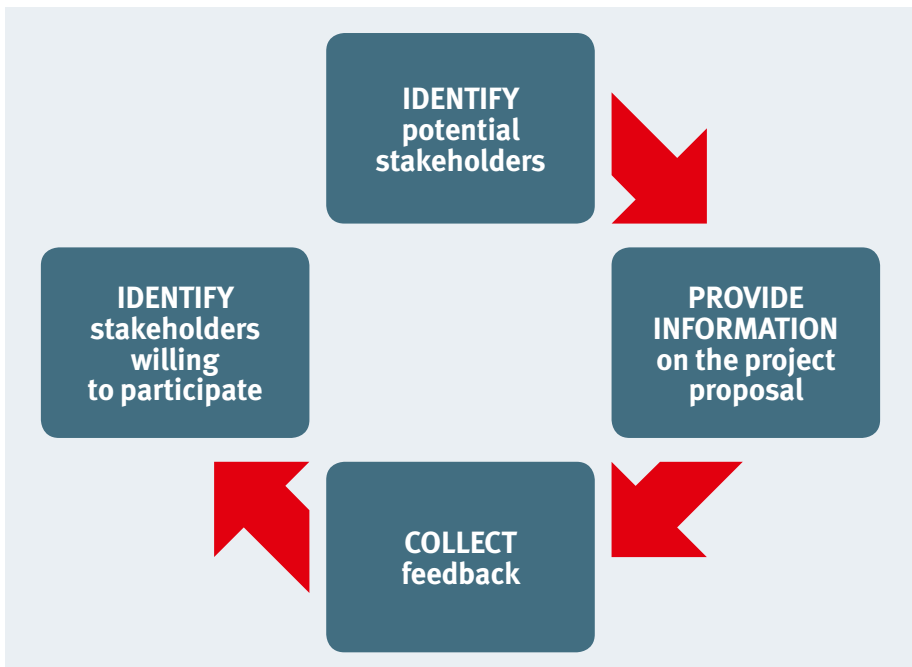


Figure 1: Stakeholder engagement

Exploratory enquiries – Informal step

Sometimes, proposals for new work in ISO can benefit from more thorough dialogue among ISO members prior to their submission for formal voting. Proposers may wish to consider doing an informal exploratory enquiry to get feedback from other members, which can help them refine their proposal. This can increase the chances that the proposal will be accepted at international level and clarify important dynamics at the outset of the project, thus decreasing the overall time taken to set up a new field of work and begin the development of standards.

Aim of an informal exploratory enquiry

The aim of such an enquiry is to review the current situation in the contexts of member bodies' countries/regions regarding a new potential issue. Member bodies are welcome to conduct informal exploratory enquiries directly with other member bodies to gather feedback on whether ISO should start standardization on a new topic. A member body initiating such an enquiry would use the input gathered to prepare a proposal to ISO for new work.

Process for launching an informal exploratory enquiry

Such an enquiry may be launched following a decision by the TMB, based on a short justification statement by one member body, ISO/CS or an ISO policy development committee. An informal exploratory enquiry should also seek to explore and document:

- *Market need for new ISO standards*
- ***Global relevance dynamics***
- *Whether there is interest from a member body to undertake the secretariat*
- *Relationship of the proposed standards to existing technical regulations and how this could affect the standards development work*
- *Identification of relevant stakeholders (countries, stakeholder groups and specific entities) that should be engaged in the work*
- *Whether or not liaison with the International Electrotechnical Commission and/or the International Telecommunication Union is necessary*



Part 1 –

New standardization areas

The ISO Central Secretariat (ISO/CS) at times receives proposals from members for new standardization areas. These are new areas that will require more investigation before being able to start the development of the deliverables (see the explanation of how a *new standardization area* differs from a *new field of work* in ISO ([on page 10](#))).

Because a *new standardization area* is by definition not very well defined, the proposal may be less detailed than for other kinds of new work in ISO, but it should at least include details of any existing standardization or potential future standardization work, relevant stakeholders, and questions for further exploration. ISO/CS provides [a form to guide members](#) when preparing proposals. Any ISO member wishing to propose a new standardization area should fill out the form and return it to the Technical Management Board (TMB) secretariat (tmb@iso.org).

When ISO/CS receives proposals for new standardization areas, the TMB must review these in consultation with the Council Standing Committee on Strategy and Policy (CSC/SP) to decide whether further investigations are needed. These investigations may take different forms and there may be a need to establish an advisory group, to organize a workshop or to arrange meetings with other organizations. If the decision is to establish an advisory group, terms of reference will be defined specifying its objective, mandate, composition, mode of operation, deliverables and completion date. Because it is important to seek input from the ISO membership on the potential new standardization area, the whole ISO membership will be informed when an advisory group is established by the TMB. Full members will be given the opportunity to provide input or to participate. So as not to delay the work, members will be given one month to reply.

The completion date must not exceed 12 months after the date of establishment. The TMB will oversee the group and its progress, keeping the CSC/SP informed at regular intervals.

Member body = Full member

Only full members can propose new fields of technical activity (TS/P) and new work items (NP).

New fields of work

vs

New standardization areas

A **new field of work** (also referred to as a *new field of technical activity* in the case of a proposal for a new technical committee) is a proposal where the scope of the activity can be clearly defined and distinguished from that of existing committees; the stakeholders for the subject are clearly identifiable; the field is sufficiently established that new standards could be developed immediately; and priority areas of work can be identified (i.e. a draft work programme can be envisaged for a future technical committee). This may be a new subject in the ISO environment, but it may not be completely new to the world of standardization. Proposals are submitted to the ISO Central Secretariat on Form 1 (for a new technical committee) or Form 4 (for a new project committee).

A **new standardization area** is one where more investigation is required before being able to start the development of International Standards. This could be because the subject area is brand new and the scope of potential standardization work needs to be further defined (for example, technology is still emerging); because the area is cross-cutting and the organization of how new standards work would take place is not obvious (for example, the scope of work may be broader than just one new committee); because more information needs to be gathered regarding potential stakeholders and existing standards (gap analysis needed); or because the challenges and opportunities for standardization in this subject area need further consideration (definition of priorities).



Part 2 – New fields of work – Proposals for new committees

A proposal for a *new field of work* in ISO is a proposal for the development of standards in a sector/subject area that is not covered by the scope of any existing ISO committee.

Before submitting a proposal for a new field of work to ISO/CS, the proposer should carry out research to ensure an existing committee, i.e. technical committee (TC), subcommittee (SC) or project committee (PC), is not already covering the topic. The proposer also needs to contact stakeholders to ensure the market relevance of the proposal (see **stakeholder engagement** on page 5) and that the latest market data is included.

Identifying the ISO committees or other organizations that are working in related fields is essential to ensure the proposal will not overlap with any existing or planned work. This will avoid the duplication of efforts.

There are two different kinds of proposals for new fields of work: new fields of technical activity (TS/P) and new work items (NP). The difference between these two types of proposals, the required forms and the approval process are explained in the following section. Both result in the creation of new committees in ISO; the difference is in the scope of the proposal and the work programme foreseen.

..... New fields of technical activity (TS/P)

A proposal for a new field of technical activity, or a TS/P, is essentially a proposal for the creation of a new technical committee. A TS/P is prepared when the subject area is not covered by the scope of any existing ISO committee and there is a broad programme of work foreseen (i.e. multiple work items to be developed).

A proposal to create a new TC can come from an ISO member body, an existing TC, SC or PC, the TMB or a policy level committee, the Secretary-General, a body responsible for managing a certification system operating under the auspices of ISO, or another international organization with national body membership (see **ISO/IEC Directives, Part 1, Clause 1.5**).

To submit a TS/P to ISO, proposers must complete **Form 1**.

The proposal must satisfy the following criteria:

- ▶ The scope of activity must be clearly defined and distinguished from that of existing committees.
- ▶ The stakeholders of the subject must be clearly identifiable.
- ▶ The field must be sufficiently established so that new standards can immediately be developed and priority areas of work can be identified (i.e. a draft work programme can be envisaged). This may be a new subject in the ISO environment, but it may not be completely new to the world of standardization.

Further guidelines for proposing and justifying a new field of technical activity are given in the **ISO/IEC Directives, Part 1, Annex C**.

New work item proposal (NP) – Project committee

In some cases, proposers may only want to develop one new standard (or other deliverable), which is not related to the work of any existing committee and is also the only deliverable in that subject area that the market requires. In this case, the proposer submits a New Work Item Proposal (NP) to ISO for the creation of a new PC. A PC is similar to a TC, with a secretariat, Chair, participating and observing members (P-member or O-member) of a committee, but because it is established to prepare an individual standard, it has a simpler structure, without SCs. Once the committee has published its standard, it is disbanded (see **ISO/IEC Directives, Part 1, Clause 1.10** and **Annex K**).

A proposal (NP) to create a new PC can be made by a member body of ISO; another TC or SC, an organization in liaison, the TMB or one of the advisory groups, or the Secretary-General.

To submit a proposal for a new PC to ISO, proposers must complete **Form 4** and submit it to the TMB secretariat (tmb@iso.org). This is the same form that is used for the submission of new projects within existing committees – see **Part 3** for guidance on how to complete **Form 4**.



..... Process for preparation, submission and approval of proposals for new committees (TCs or PCs)

Whether the proposal is a TS/P (for a new TC) or an NP (for a new PC), the basic process is the same (only the choice of form is different). Proposers should follow these four steps:

Step 1: Is there existing work in this field?

Before submitting a proposal for a new committee, make sure to do some research and verify that the proposal cannot fit within the scope of an existing committee.

Questions to ask:

1. Would the proposed new work/field of activity overlap with an existing ISO/TC or SC (scope, activities, deliverables under development or published, etc.)?
2. Are related deliverables published or under development by an ISO/TC or SC?
3. Is the proposed new work/field of activity already covered by an existing ISO/TC or SC?
4. Could this proposed new work/field of activity be dealt with in an existing ISO/TC or SC?

To answer the above questions, consider the following:

- ▶ To ensure there is no duplication or overlapping with existing work, check the **Online Browsing Platform**, the **ISO Store** and the **ISO Website** by using key words.
- ▶ Draft a project plan with key milestones and a proposed date for the first meeting.

If the answers to questions 1-4 are “no”, you can move forward to Step 2.

Step 2 : Fill in the appropriate form (Form 1 or Form 4)

Both forms require the following information :

- ▶ The proposer
- ▶ The subject proposed
- ▶ The scope of work envisaged and the proposed initial programme of work
- ▶ A justification for the proposal
- ▶ If applicable, a survey of similar work undertaken in other bodies
- ▶ Any liaisons deemed necessary with other bodies

Justification statement

When considering what should be included in a justification statement, it is useful to recall the purpose of requiring them, i.e. the collection of information on market/stakeholder needs and the market relevance of a proposal.

It is essential that ISO develop standards that are relevant to the market; therefore, stakeholder engagement at a national level is a fundamental part of an NSB's responsibility.

On this basis, it is recommended that the justification statement include :

- ▶ What **feedback** has been received from relevant national stakeholders. Have stakeholders indicated that the standard would be beneficial/not beneficial and why? This information should be as detailed and specific as possible to provide useful feedback to the proposer and other ISO members.
- ▶ Information on the **benefits or potential problems** such a proposal will bring to the economy/society/environment in that country or internationally. For example, will a new standard

help align conflicting guidance already in existence or will another standard cause confusion in the market.

- ▶ Specific comments or concerns with the scope of the proposed standard or area of technical activity. Are there any conflicts/ overlaps with the work of existing international committees or standards (not only ISO committees or standards but global standards from any source)?

The justification should also include other information that may be considered useful such as :

- ▶ Any national experiences of using a similar standard or other document
- ▶ An indication of the types of stakeholders consulted (consider providing information on the size or composition of a relevant industry/sector within that ISO member country)

A good justification statement should answer the following questions :

- *Is there a verified market need for the proposal?*
- *What problem does this standard solve?*
- *What value will the document bring to end users?*



Step 3: Does the proposal require reworking?

Once the proposal is submitted to ISO/CS, the TMB Secretariat reviews it and sends it to the International Electrotechnical Commission for comment and the Technical Programme Managers (TPMs) for a two-week internal review. If the feedback from the internal review shows that more information is needed, the TMB Secretariat will return the proposal to the proposer and ask them to provide more information before circulating it to members for voting (see **ISO/IEC Directives, Part 1, Clause 1.5.5**). The proposer must make the suggested changes or provide a justification for not making the changes.

Once the proposer has re-submitted the proposal, taking into consideration the comments and suggestions made by ISO/CS, the TMB Secretariat posts the proposal for a 12-week ballot to all members on the **e-balloting portal**. Members are asked if they approve, disapprove or abstain from voting on the proposal and are invited to make comments. Members also need to indicate if they wish to participate as a P-member, an O-member or whether they want to assume the secretariat if the proposal is approved. O-members can observe the standards that are being developed, offering comments and advice, while P-members actively participate by voting on the standard at various stages of its development.

..... Optional Web sessions on proposals for new work

Members have the option of organizing Web sessions on the proposals for new work. The Web sessions, which are entirely optional, are intended to promote dialogue between members during the voting period and provide an opportunity to ask questions regarding the proposal. It is advisable to organize these sessions halfway through the voting period (12 weeks), or earlier.

The Web sessions on proposals for new work **should be organized directly by the member body who prepared the proposal**. ISO/CS sends out the invitations to members, but it is the proposer who organizes and runs the session. More guidance on how to prepare Web sessions can be found on **ISO Connect**.

Possible outcomes :

Vote is approved : According to the **ISO/IEC Directives, Part 1, Clause 1.5.7**, the proposal requires that a 2/3 majority of the national bodies voting approve it and that a minimum of five member bodies who voted in favour of it indicate that they are willing to participate actively in the work. If the members approve the proposal, a four-week vote to TMB on the creation of the new TC or PC will be opened.

Vote is not approved : If the vote is not approved, the TMB Secretariat will inform the proposer, the TMB and the members through a circular letter. Sometimes the TS/P or NP is not approved because it is considered that the proposed work would fit within an existing technical committee or cause overlapping or duplication.

Step 4 : Creation of a new committee

If the vote to all members on the proposal (TS/P or NP) is approved, a four-week ballot to the TMB on the creation of the new technical committee (TS/P) or the new project committee (NP) is opened. The TMB can then either approve the proposal and decide to create a new TC or PC, or disapprove the proposal.

On occasions, when there have been fears of overlapping or duplication with the work of other committees, the TMB has approved the creation of the new committee on a provisional basis on the terms that the committee establishes liaisons with the committees for which there was a fear of overlap/duplication, reviews its scope in consultation with these committees and reports back to the TMB with a revised and clarified scope.

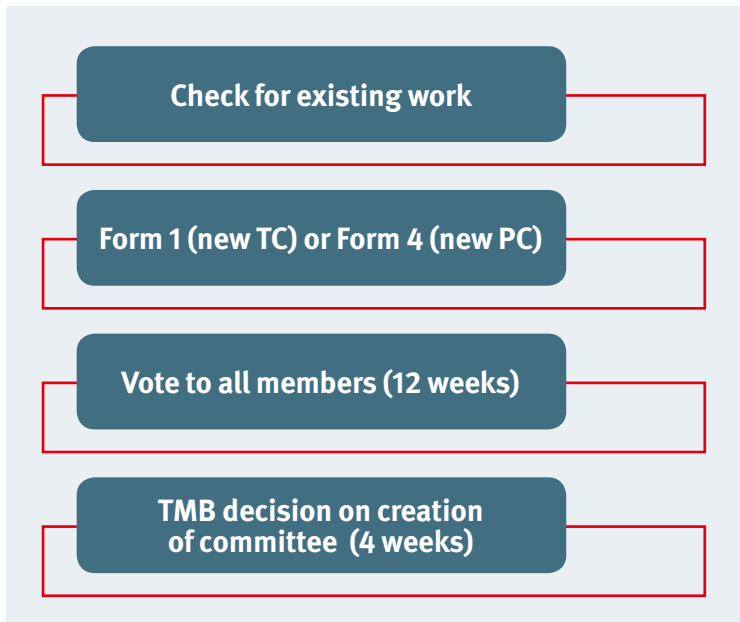


Figure 2: *Process for submitting new work*





Part 3 – New work item proposals within existing committees

Whenever possible, proposals should be submitted to existing committees instead of creating new structures such as technical, project or subcommittees. Proposals for a new TC with a very narrow or very limited field of activity should also be carefully examined to see whether it is possible to accommodate the work in an existing TC, by extending its scope if needed.

New Work Item Proposal (NP)

Form 4 is usually used for New Work Item Proposals within existing committees. In **Part 2**, we learned that the same form can also be used for a proposal to create a new project committee for the development of one deliverable, i.e. one project, after which it is disbanded. In **Part 3**, we will only consider the proposals within existing committees.

Who can submit a proposal?

The proposer of a new work item can be a member body of ISO, the secretariat itself, another TC or SC, an organization in liaison, the TMB or one of the advisory groups, or the Secretary-General.

..... What is the process for submitting new work?

Preparation of the proposal within an existing committee

The preparation of a proposal is the initiating step in the process of creating an International Standard. The need for a proposal may arise from the market need for a new project, or a revision of an existing standard.

The aim of the proposal (Form 4) is:

- ▶ To give an overview of the project
- ▶ To link the project to the strategic objectives of the committee
- ▶ To identify the project leader
- ▶ To identify the stakeholders
- ▶ To document the business needs
- ▶ To reach consensus within the committee on :
 - The project scope and expected deliverables
 - The rough budget needed for the project
(expected number of meetings, if any, availability of experts, expected numbers of consultations of the project, etc.)
 - The expected publication date of the document
based on market needs

Role of the Committee Manager

When a proposal for new work is submitted to an existing committee, it is important that the Committee Manager carefully reviews the proposal before launching it. This is needed to ensure that there are no overlaps or possible conflicts with the scope of other existing committees and that the time frame is realistic.

Project plan

Developing a project plan with clear milestones and roles and responsibilities at the start of the project is important to ensure the project is developed within the agreed time frame. ISO has created material to help improve project management. Read more on [ISO Connect](#). Learn how to develop a project plan [here](#).





Resources and links

Forms

- ▶ The forms for proposals for new work can be found on www.iso.org/forms.

Directives

- ▶ **ISO/IEC Directives, Part 1, Annex C** provides advice on how to develop proposals for new work.

ISO online

- ▶ **List of ISO technical committees**
- ▶ **Online Browsing Platform**
- ▶ **ISO online resource area**

Other guidance documents

- ▶ *ISO in brief*
- ▶ *Project Management Methodology – Roles, responsibilities and capability requirements*
- ▶ *Project Management Methodology in the ISO environment*

Questions ?

- ▶ For any questions, please contact the TMB Secretariat (tmb@iso.org) or the Technical Programme Manager of the relevant committee for advice.

About **ISO**

ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 164* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 22500* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.

For more information, please visit www.iso.org.

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