ANSI
American National Standards Institute

2002 GUIDE FOR U.S. DELEGATES

International Delegates

GUIDELINES

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IEC

Guide for U.S. Delegates to Meetings of the IEC and ISO

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American National Standards Institute

Headquarters
1819 L Street, NW
Washington, DC 20036
T: 202.293.8020
F: 202.293.9287

New York Office
25 West 43rd Street
New York, NY 10036
T: 212.642.4900
F: 212.398.0023

E: info@ansi.org
W: www.ansi.org

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Foreword

Congratulations on your appointment as a delegate to a technical meeting of the International Electrotechnical Commission (IEC) or International Organization for Standardization (ISO). You have been chosen for your competence in a given field and your ability to effectively present the U.S. viewpoint as part of a delegation to an international standards forum.

On behalf of the American National Standards Institute (ANSI), I would like to express our appreciation to you and the company or organization that supports your participation in international standardization activities. The United States believes that standards development is a global effort, focused on market needs and facilitated by full and open cooperation and collaboration among industry participants worldwide. Together, we are making important contributions to the national economy, the elimination of non-tariff barriers to world trade and improved safety and health for the world's citizens.

You have been chosen for your competence in a given field and your ability to effectively present the U.S. viewpoint as part of a delegation to an international standards forum.

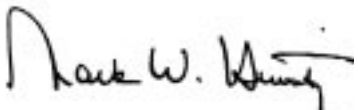
You will be thoroughly briefed by the U.S. Technical Advisory Group (TAG)[1] responsible for determining the U.S. position on work underway within the particular IEC or ISO technical committee or subcommittee whose meeting you will be attending. You may also need an orientation on your role and responsibilities as a representative of the U.S. standards community on overall policy matters, especially if you're a newly appointed delegate.

This document contains a summary of numerous guidelines and policy statements issued during the past several years by ANSI and the U.S. National Committee (USNC) for the IEC. It is intended to provide you with background information about the organization and procedures you will experience in your IEC or ISO work, as well as advice and guidance on questions such as:

> *Whom do you represent in international negotiations? What U.S. contributions may be submitted to IEC/ISO? May your delegation accept the secretariat of a technical committee or subcommittee…or invite the technical group to meet in the United States?*

Our goal is to help public- and private-sector interests realize the vision of a single set of internationally recognized, technically valid standards for their sectors. Education and shared information will be critical for cooperation and future success, as will open, ongoing communications between the U.S. and its global trading partners.

Again, congratulations on your appointment. We wish you a safe and pleasant journey to your meeting and success in your negotiations.



Dr. Mark W. Hurwitz, CAE
ANSI President and CEO

[1] Throughout this document, the term "U.S. TAG" refers 1) to an ANSI-accredited Technical Advisory Group to an ISO technical committee 2) to a U.S. National Committee to the IEC (USNC) approved Technical Advisory Group to an IEC technical committee or 3) to the Technical Advisor to a USNC-approved TAG.

You the Delegate

You have been chosen as one of the experts best able to represent U.S. interests in the deliberations of an IEC or ISO committee. You are willing to serve; your employer is willing to donate your time; there is an organization that is willing to pay your expenses. You may also have experience on one or more domestic standards developing committees.

On the IEC or ISO committee, you represent the American National Standards Institute. ANSI is the U.S. member of ISO and, through its USNC, is the U.S. member of IEC.

As a newly appointed member of a U.S. delegation to a meeting of an IEC or ISO Technical Committee or Subcommittee, you will be receiving an accreditation letter from the U.S. National Committee for IEC (USNC/IEC) or from ANSI officially confirming your delegate status. A similar acknowledgment will be submitted to the Secretariat of the related Technical Committee (TC) or Subcommittee (SC) and to the host country where the meeting is to be held.

If you have never attended an IEC or ISO meeting before, you will naturally have many questions about the nature of your responsibilities and how best to carry them out. This booklet is intended to answer some of those questions. It is also intended to acquaint those who have previously served with any recent modifications in U.S. policies regarding international work.

A Representative of the United States

On the IEC or ISO committee, you represent the American National Standards Institute. ANSI is the U.S. member of ISO and, through its USNC, is the U.S. member of IEC.

Because the membership of IEC and ISO is comprised of national bodies (i.e., countries), the U.S. delegation has only one vote. Positions on meeting agenda items are normally agreed upon before the international meeting through prior meetings, letter ballots, etc. of the respective U.S. Technical Advisory Group (TAG) for an IEC or ISO committee. Votes will either be cast via letter ballot or by the head of the delegation (HOD) to a particular meeting.

The TAG is the group that has the primary responsibility for developing U.S. positions on technical and policy matters coming before the committee and coordinating U.S. participation in the international committee's work. It is the TAG's job to recruit delegations, arrange for their financial support, supervise the work, and determine USNC/ANSI positions on proposed standards. Official communications between meetings are channeled through the member of ISO or IEC, i.e., ANSI or the USNC, to the appropriate U.S. TAG. As a practical matter, much of the paperwork necessary to prepare for an international meeting is done by the TAG's administrator in consultation with the TAG chairman.

Not all members of the U.S. TAG will be able to attend the international meeting, so they rely on the appointed delegation to represent the consensus U.S. positions.

Importance of Participation

Participation in standards development activities provides you with an opportunity to influence domestic and international policy, benefit from unique networking opportunities and learn from international colleagues. It also provides a forum for the presentation of U.S., corporate or, perhaps, personal positions

and the opportunity to comment upon proposals submitted by others.

As a U.S. delegate, you will work in cooperation with representatives of standards bodies of other countries to write an International Standard. If you are prepared with a strong knowledge of ISO and IEC procedural requirements, your ability to effectively influence the work of the committee increases dramatically. This becomes increasingly important as U.S. businesses and organizations more clearly recognize the strategic importance of international standards and their implications for world trade.

The many implicit benefits of participation include:

- Key contacts with industry leaders;
- New business opportunities for your organization;
- Competitive intelligence (Early involvement provides a window on technology implementation);
- Informal benchmarking (Understanding where your organization stands in the market).

To remain competitive in world trade, U.S. standards and engineering practices must be in line with international standards, or the U.S. will face competitive disadvantages in exporting.

Effective global standards will also help to eliminate excess costs, boost productivity, satisfy consumer needs and protect the workforce and the public.

Ideally, the final IEC/ISO document that you help to produce will be accepted and implemented in every country of the world. However, like American National Standards, the International Standards of IEC/ISO are strictly voluntary. They will be used by industry, national standards bodies and governmental regulatory agencies only if they can stand on their technical merit and meet the needs of the countries involved.

Even if they are not adopted out-right as national standards, these documents are frequently used as the basis for national inspection, approval and certification systems. From the U.S. point of view, International Standards should be equally suitable for acceptance as American National Standards.

A standard that does find worldwide acceptance will eliminate one more barrier to the free flow of international trade.

As a U.S. delegate, you will work in cooperation with representatives of standards bodies of other countries to write an International Standard.

Who Is Involved in ISO/IEC Activities

At one time, many people thought of standards as tedious technical documents having little importance. But times have changed, and today standardization has moved beyond product specifications and service requirements to encompass such broad domestic issues as the environment, healthcare, safety and consumer protection programs. Standards are essential tools helping today's businesses stay innovative, reduce costs, improve quality and market their products or services. Standards are the foundation for innovation. They help break down barriers to trade, provide industry stability and encourage commerce. Standards impact every organization's bottom line and, like other significant activities, should be managed appropriately.

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International standards developed within the procedures of the IEC and the ISO represent a global consensus of the member nations participating in these bodies. The resulting documents have been developed and applied on a voluntary basis. And, in recent years, a growing number of them have been adopted or referenced by governmental bodies.

Establishing New Work Areas

An International Standard may begin with a proposal for new technical work where there is no current Technical Committee. Such a proposal can come from almost any group within or outside IEC/ISO. Technical Committees are established and dissolved by the Technical Management Board (TMB) in ISO and by the Standardization Management Board (SMB) of IEC.
If the proposed work is related to the scope of an existing technical committee, IEC's Standardization Management Board or ISO's Technical Management Board assigns it to that committee. If no appropriate technical committee exists, the IEC Central Office or ISO Central Secretariat will survey member bodies for interest. If a two-thirds majority of the national bodies voting are in favor of the formation of a new technical committee, and if at least five are willing to participate actively in the work, creation of the committee may be authorized.

Membership

Every national body that is registered as a Member Body of ISO or a National Committee of the IEC has the right to membership on any technical committee or subcommittee of the organization to which they belong. Members may then choose to participate either as an active *Participating* member (P-member) or as an *Observer* member (O-member) of the committee. National bodies with little or no interest in the technical work may elect not to participate at all.

IEC and ISO work is also of interest to many other international organizations; some of these make a direct technical contribution to the preparation of the standards through participation as a liaison organization. Although several categories of liaison exist, Category A liaisons make effective contributions to the technical work by submitting papers, attending meetings and participating in discussions. Category B liaisons are kept informed only. Category C liaisons are used within ISO/IEC JTC1 only. Category D liaisons are organizations that have been approved for technical liaison with a specific working group or project team. Liaison representatives may participate at meetings or be in correspondence.

Technical Committees and Subcommittees

New technical committees must, during the formation process, decide upon their own title, scope and organizational structure; the TMB must approve these recommendations.

TCs that choose to divide their work into specific subject areas may form Subcommittees, Working Groups (WGs), Project Teams (PTs) and Maintenance Teams (MTs) for specific tasks and ad hoc groups to study precisely defined problems.

National bodies that want to assume leadership of specific technical work may volunteer to serve as Secretariat (i.e., the chief administrative officer) of a TC or SC. The Secretariat of a TC is allocated by the TMB, and the Secretariat of an SC is allocated by the parent TC. If more than one national body offers to assume the secretariat, the ISO Technical Management Board or IEC Standardization Management Board makes the decision.

Holding the position of committee secretariat is often a strategic decision for a member nation as this is the position responsible for nominating the committee's chairman.

Chairmen of Technical Committees are appointed by the TMB/SMB for a period of six years or a shorter period as may be appropriate. Successive extensions of three years each are possible. The TC Chairman is responsible for the overall management of the TC, including oversight of the activities of its SCs and WGs, and presides over its meetings. He/she must act as a representative of IEC/ISO and cannot serve as a delegate of his/her national standardizing body or display any bias. SC Chairmen are nominated by the Secretariat of the SC and appointed by the TC.

Working Groups (WG)

TCs or SCs may establish working groups for specific tasks which report to their parent body through a Convener appointed by that body.

In special cases, a joint WG may be established in which more than one ISO and/or IEC TC or SC is interested. A proposal to establish a joint ISO/IEC WG must be submitted to the Technical Management Boards.

Working Groups are made up of a restricted number of individually appointed experts brought together to deal with the specific task or tasks allocated to the WG. The experts act in a personal capacity, but must be nominated by a P-member or a liaison organization of the WG's parent body.

When members of a U.S. TAG participate as members of the U.S. delegation to an ISO or IEC committee, they attend as representatives of ANSI and the United States – not the group or organization that sponsored them. Representatives to Working Groups are recognized as individual experts who happen to be from the United States and who may present U.S. or individual contributions.

Maintenance Teams (IEC)

Each IEC committee should set up by correspondence or during a TC/SC meeting one or more maintenance teams. These teams are groups of experts, designated by P-members of the committee, whose responsibility is to keep a publication or a set of publications up to date.

Project Leaders

For the development of each project, a Project Leader (the WG Convener, a designated expert or, if appropriate, the Secretary) will be appointed. It is this individual's responsibility to bring the

Holding the position of committee secretariat is often a strategic decision for a member nation as this is the position responsible for nominating the committee's chairman.

project to completion in the shortest time possible.

Experts

When a new ISO or IEC WG is formed or when the scope of an existing WG is expanded to include new work, the U.S. is invited to officially appoint experts. The cognizant U.S. TAG carefully considers the nature of the work and attempts to locate and appoint the most technically qualified individual(s) available and able to serve. The names of experts are submitted via the U.S. member body.

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Before an individual agrees to serve as a U.S. expert, he/she should understand that while much of the WG's work will be carried out by mail, international meetings are held at critical points in the project's development. U.S. experts are expected to independently obtain financial support so they can attend these meetings and actively participate in the development of the work. Experts are encouraged to keep the related TAG informed so that, when the time comes for the U.S. to formally vote on the draft standard, a consistent and uniform position can be taken.

Project Teams

During the process of approving a new work item, P-members approving the work item are required to appoint experts able to participate in the development of the project. These experts form a Project Team (PT) operating under the responsibility of the project leader. (The project number assigned to the project concerned shall designate a Project Team.) Once the project has been finished, the project team is disbanded.

The U.S. is committed to a belief that we all share a common vision: Standards development is a global effort, focused on market needs and facilitated by full and open cooperation and collaboration among industry participants worldwide.

However, the global standardization system is addressing new challenges in health, safety, consumer issues and protection of the environment as well as in the explosion of world trade and rapid changes in technology and communications. These challenges will result in diverse standards needs, and these needs cannot be addressed by a rigid, top-down system of standardization. Out of necessity, the U.S. system is evolving in response to these challenges; the ISO and IEC standardization systems must evolve as well.

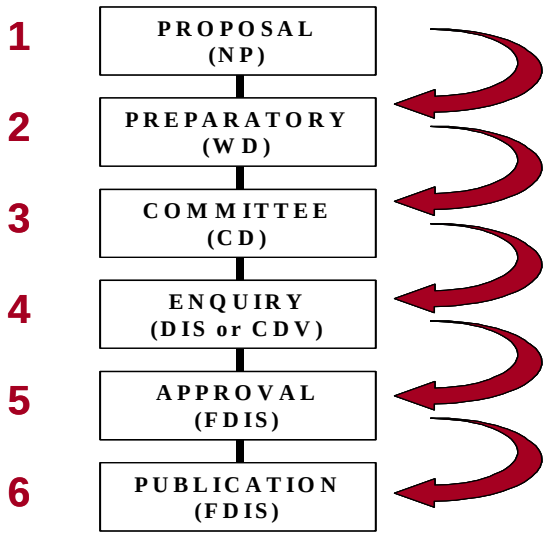
Because recent technological development has had a dramatic impact on the traditional standards development system and has created immediate implications for our ongoing operational strategy, it is imperative that we remain focused on the future.

Implementation of any new steps or options in the traditional ISO/IEC system must meet the need for faster time-to-market for new standards and improved access to information. Yet the system must continue to facilitate collaboration and cooperation, maintain flexibility and a focus on the needs of the end-user and ensure openness and fairness in a non-discriminatory environment.

Collectively, we must also remain focused on the concept of "global market relevance" and on the development of the most effective and efficient standards-setting process possible. The U.S. will continue to provide leadership in moving ISO and IEC toward a flexible sector-based structure and management and in further streamlining their processes and operations.

A Typical Six-Stage Process

Standards developed within the ISO and IEC arenas are normally created using a six-stage consensus-building process.



ISO/IEC Standards Development Process

(For more information, see the "ISO/IEC Directives Part 1: 2001")

Standards development is a global effort, focused on market needs and facilitated by full and open cooperation and collaboration among industry participants worldwide.

Projects are managed throughout this multi-stage process through the use of target dates. Target dates correspond to the shortest development time possible for progression through the process while noting specific requirements for industrial sectors. Requests for significant extensions to proposed target dates must be requested through the Technical Management Board.

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Preparatory Stage

A TC or SC may introduce into its work program, by simple majority vote of its P-members, preliminary work items (PWI) that are not yet sufficiently mature for processing to further stages.

The next step (which some might consider the first "official" stage in the process) is to confirm that an International Standard is needed. Approval of a proposal for new work (NP) is determined by vote of the participating members (countries) of the relevant committee.

Proposal Stage (Stage 1)

A New Work Item Proposal may be submitted by any number of sources on the Form NP template in IEC and Form 4 in ISO, which are specifically designed for this purpose. A new work item proposal must also be accompanied by a Working Draft or, at a minimum, an outline of the proposed document.

A decision to add the item to the program of work can be taken either by correspondence or at a meeting. In ISO, approval by a simple majority of the P-members is required, plus a commitment to participate actively by at least five P-members approving the work item. In IEC, acceptance requires a commitment by at least 25% of the P-members, but at least four P-members. The inclusion of the project in the program of work concludes Stage 1.

All U.S. proposals for the initiation of new work items must be announced in ANSI's weekly publication, *Standards Action*, for review and comment. Generally, this announcement is completed before the U.S. proposal is submitted, unless the TAG authorizes otherwise. Such proposals shall be based on appropriate American National Standards, when they exist.

Increasingly, in the Information Technology area, standards are being written directly as international standards without having first been approved as national standards. In the absence of American National Standards, other appropriate standards may be proposed. In the absence of both, proposals may be based on a rationale or a standard under development.

Preparatory Stage (Stage 2)

This stage covers the preparation of a working draft (WD) in conformity with the ISO/IEC Directives. In many instances, responsibility for the preparation of a working draft is delegated to a group of experts known as the Working Group. In some cases the convener of the WG also serves as the project leader. In other cases the convener helps to monitor the work program, but a project leader is assigned responsibility for working with the text.

Successive working drafts may be considered until the group is satisfied that it has developed the best technical solution to the problem being addressed. At this stage, the

draft is forwarded to the WG's parent committee for the consensus-building phase and is registered with the ISO Central Secretariat or IEC Central Office (Office of the Chief Executive Officer (CEO)).

Texts must reach the stage of WD within six months of approval of the new work item.

Committee Stage (Stage 3)

The Committee Stage is the stage at which comments from national bodies are taken into consideration. It's very important that Stages 2 and 3 be used to resolve any technical issues. Once a text is approved for progression to Draft International Standard (DIS) ballot, there should be very few, if any, technical comments. National bodies shall, therefore, carefully study the texts of Committee Drafts (CDs) and submit all pertinent comments, particularly technical comments, at this stage.

Delegates to international meetings should be fully briefed on U.S. national positions. The decision to circulate an enquiry draft is taken on the basis of the consensus principle.

Projects must reach the stage of (final) CD within eighteen months of the date of approval of the new work item. The Committee Stage ends when a CD is accepted for circulation as an enquiry draft and is registered by the Office of the CEO.

Enquiry Stage (Stage 4)

During the Enquiry Stage, the enquiry draft (DIS in ISO, Committee Draft for Vote (CDV) in IEC) is circulated by the Office of the CEO to all national bodies for vote.

Affirmative votes may be accompanied by editorial or minor technical comments, but negative votes must be accompanied by a statement of the technical reasons for the disapproval.

National Bodies may indicate that the acceptance of specified technical modifications will change their vote from negative to affirmative, but National Bodies should not cast an affirmative vote that is conditional on the acceptance of modifications.

The DIS/CDV is approved as an International Standard if a two-thirds majority of the P-members of the TC/SC are in favor and not more than one-quarter of the total number of votes cast are negative.

. . .National Bodies should not cast an affirmative vote that is conditional on the acceptance of modifications.

If the approval criteria are not met, the text is returned to the originating TC/SC for further study, and a revised document will again be circulated for voting and comment as a Draft International Standard.

This stage ends with the registration, by the Office of the CEO, of the text for circulation as a Final Draft International Standard.

Approval Stage (Stage 5)

Following approval of a DIS/CDV, a revised text is prepared, incorporating comments submitted during the enquiry ballot. Except in cases where a Stage 4 ballot was unanimously approved with no comments, in which case the document may proceed directly to publication, a Final Draft International Standard (FDIS) is again circulated by the appropriate Central Secretariat to all member bodies for a two-month ballot.

This is a simple YES-NO vote. If a national body votes yes, it shall not submit any comments. A statement of the technical reasons for the

negative ballot must accompany a negative vote.

The FDIS is approved for publication as an International Standard if a two-thirds majority of the P-members of the TC/SC are in favor and not more than one-quarter of the total number of votes cast are negative.

If the FDIS is not approved, the document is referred back to the TC or SC concerned for reconsideration in light of the technical reasons submitted.

A standard is a living document and requires maintenance. The group that produced the standard generally provides this.

The stage of FDIS shall be reached by no later than the third anniversary of the date of approval of the new work item proposal.

The approval stage ends with the circulation of the voting report stating that the FDIS has been approved for publication as an International Standard.

Publication Stage (Stage 6)

Within two months the Office of the CEO will correct any typographical errors indicated by the Secretariat of the TC or SC and print and distribute the International Standard. This stage ends with the publication of the International Standard.

Other Information

Delegates should also be aware that:

- A standard is a living document and accordingly requires maintenance. The group that produced the standard generally provides this. Maintenance can consist of revising the document to include new or different materials based upon technology changes, expanded scope or corrections.

  In addition, standards must be reviewed at a minimum of every five years. At that time they can be continued, changed or recommended for elimination.

  Any modification, revision, amendment or other change is generally considered to be new work and requires that the process begin again.

  Within IEC, the program for maintenance of publications shall be included in the committee's Strategic Policy Statement (SPS) and will be subject to approval by the Standardization Management Board. The SPS shall include the maintenance cycle for each of its publications (typically between two and 12 years, maximum of three years for a Technical Specification).

  If the periodic review results in a recommendation that a standard be withdrawn, an official ballot will be conducted to ensure that all interested parties concur with the proposal for withdrawal. If that vote is affirmative, the standard can be "taken off the books." The designation for a withdrawn standard is normally not re-used.

- If a document with a certain degree of maturity is available at the start of a standardization project, for example a standard developed by another organization, it is possible to omit certain stages. This is called the "fast-track procedure" and is used frequently in fields of fast-moving technologies. Also, a mechanism is in place to recognize existing standards published by a recognized standardizing body.

- Allowance is made in the IEC/ISO Directives for technical reports that can be published under certain clearly defined circumstances.

- Three additional deliverables provide IEC and ISO committees with an opportunity to take advantage of standardization work developed in external bodies. However, even upon publication, the documents are not called "standards."

  Publicly Available Specifications (PAS) and Technical Specifications (TS) are developed within an ISO or IEC committee structure, but require a lower level of consensus than do traditional International Standards carrying the ISO or IEC logos. Neither PAS nor TS have the same status as International Standards and should not be regarded as such. However, committees have the option to continue work on PAS or TS; subsequent revisions may proceed through the normal standards development process into a full consensus-based International Standard.

  An Industry Technical Agreement (ITA) is developed with the input of market players who negotiate in a workshop setting the contents of the particular normative document. The ITA enables a more rapid response to requirements for standardization in areas where ISO and IEC do not have existing technical structures or experts. The ITA essentially moves a normative document into the marketplace relatively quickly with the opportunity that it will soon establish itself as a de facto standard; the option then exists of transforming it into a full International Standard at a later stage.

- IEC has approved a procedure for the inclusion, where appropriate, of statements on conditions existing in certain countries, called "In Some Countries" clauses. The USNC has an implementation mechanism with which U.S. delegates to IEC meetings should be familiar.

- The USNC initiative called "Global Relevance" of IEC Standards is another area that is extremely important in maximizing the use of IEC standards globally. The U.S. rationale for this topic is as follows: when conditions of essential and permanent nature involving infrastructure and climate that affect large regions of the world are not recognized in the IEC standard, the standard has limited value to the marketplace and to the enhancement of world trade.

Three additional deliverables provide IEC and ISO committees with an opportunity to take advantage of standardization work developed in external bodies.

The IEC/ISO committee meeting you are about to attend may be a new one. During the first meeting a newly formed committee will decide on the scope of its work and lay out a work program. On the other hand, the committee may already be well into the task of writing International Standards. In that case, your delegation may be submitting a proposal for a standard or voting at the meeting on one already submitted by some other delegation or prepared by the committee.

In all cases, you will be operating in a multicultural workplace with the goal of opening doors for a global economy.

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Preparing for the Meeting

Your first task is to bring yourself up to date on the past work and present activities of your IEC/ISO committee. As a delegate, you will have access to the agenda and supporting documents via your Technical Advisory Group. In USNC/IEC, a delegate can obtain access rights to download draft documents directly from the IEC Server (www.iec.ch). It is important that you have copies in your hands early enough to familiarize yourself with their contents, formulate your positions and seek help where needed.

Because of the expense of conducting an international meeting, most of the work of IEC/ISO technical committees, subcommittees and working groups is carried out via correspondence. Your TAG may have been meeting regularly to keep up with this business. Shortly before the international meeting, the TAG may meet to establish U.S. positions on agenda items.

If, as is normally the case, there is more than one delegate to an IEC/ISO committee meeting, one individual is designated as the head of the delegation (HOD). He/she will be the delegation's principal spokesperson at the international meeting and will be responsible for casting the official U.S. vote on issues coming before the committee.

Before you leave for the IEC/ISO meeting, the HOD may call a meeting of the delegation to go over housekeeping-type arrangements and to review positions with the delegates. Because of your technical expertise and your familiarity with the needs and attitudes of your industry or organization in this field, you should be able to make a valuable contribution to these positions by attending the TAG meeting and participating fully in the discussion there.

If an IEC/ISO committee or subgroup meeting has been called, it is probable that one or more proposals for Draft International Standards are nearing the voting stage. The TAG must determine – and the delegation must know – the U.S. position on each issue and what latitude for concession exists.

If there is an approved American National Standard in the field in which a Draft International Standard is proposed, the TAG will support those provisions of the draft that are compatible with it. If there is no American National Standard, the TAG may support a draft that is in basic conformance with American practice. (*See Annex A – Guidelines for Determining a U.S. Voting Position*.)

In an effort to have an International Standard that will be acceptable to U.S. industry, a TAG may consider proposing a U.S. draft either as a New

Work Item or as a contribution to a proposal initiated by another country.

Participating in the Meeting

At the IEC/ISO committee meeting, your delegation will have an opportunity to defend its contributions or comment on other proposals when the appropriate item on the agenda is being considered. The HOD is the official spokesperson, but he/she may feel that another delegate is technically better informed or for some other reason better qualified to speak on a particular point. In that case, he/she may, after asking for the privilege of speaking, designate the individual.

Whoever speaks must speak for the entire delegation. Any differences that may exist among the members of the delegation must be settled before any delegate rises to speak at a committee meeting. Ordinarily this is done in private conference over meals or after hours; differences should not be aired in front of delegates from other countries, nor should any delegate act to undermine and disassociate himself/ herself from the officially approved U.S. position.

If an issue arises during a meeting on which the U.S. position is not absolutely clear – perhaps one that was not on the meeting agenda – the HOD may request a recess for consultation. If the delegation is not sure what position to take, it is acceptable for the HOD to state that the U.S. needs more time in which to formulate its opinion and to recommend that a recess be called or that the issue be deferred to a future meeting or handled by correspondence.

Delegates from other countries are accredited by the IEC/ISO member bodies in those countries and, like you, are experts in their field. They should always be shown the respect due to official representatives of any standards organization.

Your responsibility at the meeting is to press for adoption of U.S. viewpoints on proposed International Standards. You should not argue, or even imply, that other countries should accept our views simply because they have been in effect in the United States for many years, because we make more of the item under discussion than any other country, because we were the first in the field or have the most experience or because the U.S. is the most technologically advanced country in the world. Such expressions, in addition to being rude and provincial, are more likely to irritate than to convince.

Technical discussions should be won by presenting strong arguments based upon technical merit and knowledge of the procedures under which the committee operates.

Other countries do have respect for U.S. technical competence and productive know-how. The best way to win acceptance of your point of view is to present it on its technical merits.

Networking is another important tactic. Not only should U.S. delegates participate actively and fully in the formal meetings of an international group, but it is beneficial to participate in the informal gatherings and social events that are scheduled. It is not uncommon to hear that many agreements at an international meeting are first formed in a social setting and then finalized across the conference table.

You, and anyone who might accompany you, should get to know the delegates from the other countries and establish relationships that will not only be personally rewarding but provide an opportunity for other delegates to get to

The HOD (Head of Delegation) is the official spokes-person, but he/she may feel that another delegate is technically better informed or for some other reason better qualified to speak on a particular point. Whoever speaks must speak for the entire delegation.

know you and your thinking on related technical subjects.

These allies are extremely important. If there are several issues where the U.S. has a strong opinion, having an ally with similar views present a proposal to the international group gives the U.S. the opportunity to agree with someone else, rather than raising every issue ourselves.

Also, it should go without saying that in terms of dress and deportment, a U.S. delegate should never do anything that might reflect adversely on him/herself, ANSI, the USNC or the U.S.

Please keep in mind that English is not everyone's native language and that you will need to speak slowly and concisely when presenting or clarifying your points.

Official Languages

Differences in language should pose relatively minor problems for U.S. delegates.

While the official languages of IEC/ISO are English, French and Russian, many of the meetings you will attend will be conducted in English or in English and French with interpretation being provided consecutively or concurrently. Delegates from the Russian Federation accept responsibility for interpretation and translation from and into Russian and therefore make their presentation in either French or English.

Interpretation sequentially from English into French and vice-versa is sometimes provided at TC/SC meetings. While it slows down discussion, some suggest that it helps ensure understanding and acceptance, and it also allows a moment for the HOD to solicit opinions from others in the delegation before proceeding. If interpretation is to be used, you should accept it and, when speaking, plan your thoughts such that you have appropriate pauses for interpretation.

Confusion is often inevitable when verbal and non-verbal communication passes across boundaries, languages, nationalities and cultures.

Please keep in mind that English is not everyone's native language and that you will need to speak slowly and concisely when presenting or clarifying your points. Confusion is often inevitable when verbal and non-verbal communication passes across boundaries, languages, nationalities and cultures.

A few basic communication skills will be valuable:

- Hearing is not the same as listening. Listening requires skill and patience. Comprehensive listening is listening to understand a message. Critical listening is listening to comprehend and then evaluating the message.
- Pay attention to all communication cues. Rephrase or paraphrase, in your own words, the essence of the message you have heard from other delegates.
- Limit your own talking. Be concise. Don't use unnecessary words. Be patient. Concentrate. Use feedback to clarify and elaborate. Avoid jumping to conclusions.
- Establish a rapport. Try to stay "in tune" with each other.
- Don't assume that because a person has heard you, he has also agreed with you.

Extending Invitations for Meetings in the U.S.

Suppose that after attending several meetings of your technical committee or subcommittee in other countries, you decide it's time the group should meet in the United States. You may believe that a meeting on your home ground will promote understanding of your delegation's proposals. Also, you've enjoyed the other countries' hospitality, and you'd like to return it. May you or your delegation issue an invitation?

The answer is yes, provided that the USNC or ANSI have given prior written authorization, with concurrence by the TAG and its Administrator. Even if you have this authorization, the actual formal invitation must be issued by the USNC or ANSI. You may extend a tentative invitation to be subsequently confirmed. It must be understood, however, that all meetings must be coordinated with the IEC Central Office and ISO TC/SC Secretariat.

The reasons for this policy are practical and procedural. As the U.S. member body of IEC/ISO, the USNC and ANSI are the official hosts for technical committee and subcommittee meetings held in the U.S. and are solely responsible to IEC/ISO for the effective and efficient conduct of these meetings. TAGs or other organizations that want technical meetings to be held in the U.S. are expected to pay the administrative and meeting costs incurred in carrying out responsibilities for IEC/ISO meetings, unless these costs are assumed by the secretariat of the IEC/ISO committee. Before an invitation to a meeting is issued, the USNC or ANSI must be satisfied that all financial and administrative arrangements are adequately supported.

Invitations are issued in one of two ways, depending on the USNC's or ANSI's status in the international work. If the U.S. holds the secretariat of the technical group, it clears the date and location of the proposed meeting with the IEC Central Office or ISO Central Secretariat, which then issues the formal notice of the meeting. If the U.S. does not hold the secretariat but is a P-member of the technical group, it extends the invitation to the secretariat, which clears it with the IEC Central Office or ISO Central Secretariat.

Accepting Secretariats

During organizational planning meetings of IEC/ISO technical committees that you may attend, delegations are often asked to volunteer to accept the secretariat of the technical committee itself or of its subcommittees or working groups on behalf of the member bodies they represent. May your delegation accept a secretariat on behalf of the USNC or ANSI? The answer is yes, provided that you make it completely clear to the international forum that your acceptance is provisional and subject to official acceptance or rejection by the USNC or ANSI at a later date.

Administration of a technical committee secretariat is a weighty responsibility requiring:

- Extensive managerial experience in coordinating and expediting work programs;
- Financial commitments;
- Strict neutrality;
- Mechanism for maintaining close liaison with other IEC/ISO technical committees, national bodies of IEC/ISO, other international organizations, governmental bodies and regional organizations;
- Maximum electronic communications capability;
- Resources for efficiently handling countless details;
- Adherence to the joint IEC/ISO or JTC1 Directives on meetings, minutes, documents and reports.

Member bodies holding technical committee secretariats are totally responsible to the IEC/ISO Councils for their effective operation. Subcommittee secretariats, also administered by IEC national committees/ ISO member bodies, are responsible for the management and internal coordination of their programs and are accountable to

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the technical committee for efficient operation.

The USNC and ANSI, therefore, will accept a secretariat only when they are satisfied that the necessary professional and financial resources are available from the industry or industries concerned and that these resources will be committed to the USNC or ANSI on a long-term basis to support the endeavors.

In the past, ANSI has at times delegated secretariats to its organizational members because the work programs of those organizations were directly applicable to those of certain ISO technical committees. To satisfy growing ISO demands and to forestall reassignment of secretariats by ISO to other member bodies able to administer them in-house, ANSI's guiding principle is that delegation shall be made to an external organization wherever reasonably possible. Currently, all IEC Secretariats held by the USNC are delegated.

ANSI firmly supports the decentralization of standards development. All technical functions, national and international, should be assigned to organizations willing and capable of assuming this responsibility.

ANSI firmly supports the decentralization of standards development. All technical functions, national and international, should be assigned to organizations willing and capable of assuming this responsibility. Where international secretariats are concerned, however, the USNC and ANSI must assume responsibility for their administration in order to satisfy its obligations to IEC/ISO. Of course, close liaison with TAGs developing U.S. positions on International Standards will be maintained at all times.

ANSI staff responsible for ISO technical committee or subcommittee secretariats also work closely with committees and organizations developing national standards to ensure their acceptance internationally and to avoid duplication of technical effort. Your U.S. TAG has an important role to play in this function. It provides advice and counsel to assist the TC/SC Secretariat, or in some areas a Project Editor, in preparing the technical content of Committee Drafts and Draft International Standards.

Reporting on Meetings

To gain management and government support for international standardization, it's important to communicate the results of meetings to industry, the public and the USNC and ANSI through regular reports. These are usually of two types – announcements to the newspapers and trade, technical and professional journals, and private communications to your Technical Advisory Group and to USNC/ANSI. What's your responsibility for these reports?

Suppose you've participated in a highly successful meeting of an IEC/ISO technical committee. Several drafts significant to your industry have been approved; the committee has set target dates for completion of several others; study of a new item of work has been planned. You think these accomplishments deserve publicity. Who should get in touch with the press?

The convening of press conferences and issuance of press releases in the course of an international technical committee meeting are the responsibility of the committee secretariat. A U.S. delegation must not hold a conference of its own or issue statements for publication on its own behalf.

If, after the meeting, your delegation believes a U.S. press release on the significance of the meeting's accomplishments is warranted, the HOD or his/her designee should consult, as soon as possible, with the General Secretary of the USNC/IEC or the

responsible ANSI staff member and ANSI's Director of Communications and Public Relations. He/she should provide ANSI with a statement of the results of the meeting plus any written report that may have been prepared. The Institute will issue a brief release based on the statement of results, on the delegates' written report and on advice from the HOD.

The news release will give credit to the delegates for their participation in the meeting and to their companies and organizations for support of international standardization. News releases not coordinated by ANSI, particularly if they are not consistent with the expressed U.S. position, may seriously damage the effectiveness of U.S. participation.

Where reports to the TAG and the USNC and ANSI are concerned, it is the responsibility of the HOD to prepare a comprehensive account of the meeting. The report should summarize accomplishments and emphasize accord with, or variance from, U.S. opinions and practices and the potential effect on U.S. interests. It should record the extent of U.S. participation in the deliberations and its effectiveness and may include criticism of or comment on the conduct of the meeting, participation by other countries and the value of the activity. Copies of this report may be of interest to other entities.

To obtain a copy of the Head of Delegation Report Template go to http://www.ansi.org/public/library/intl_act/default.htm.

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Conclusion

Knowledge gives you the advantage. Almost every standards-setting body has specific guidelines for governing themselves that are spelled out in their policy and procedures manuals. Individual committees may also provide detailed statements of their specific programs, objectives and procedures.

Knowledge and understanding of the procedures is probably one of the most valuable tools an expert can have when working in the standards development arena.

The object of the rules and procedures is to achieve, through orderly and legal procedures, a consensus of the participants and to produce valid standards that will be used because of their technical and economic merit. Organizational rules and procedures are constantly being updated, so it is imperative that one is working with the latest revision.

Knowledge and understanding of the procedures is probably one of the most valuable tools an expert can have when working in the standards development arena. Not understanding these policies and procedures could jeopardize your company and/or its representatives legally, place your strategy in jeopardy or give the competition an unearned advantage.

Through an understanding of the requirements, it is possible to effectively engage in discussions regarding requirements for the stages of the development process. When you know what steps have to happen, it makes it easier to identify possible shortcuts. Knowledge also allows you to react to others who may try to manipulate the process through an invalid use of the procedures.

Your participation as a knowledgeable expert is key if U.S. interests are to successfully influence the contents of international standards and to ensure the global relevance of the standards produced.

ANSI and the USNC hope that this document has been helpful in answering a few of the questions you may have regarding processes and procedures that you may experience as a delegate to the IEC or ISO. We strive to offer you the information and services you require to be informed and equipped with the knowledge necessary to succeed in your chosen field.

Please call upon us whenever necessary!

More information about . . .

American National Standards Institute (ANSI)

The American National Standards Institute (ANSI) has served in its capacity as administrator and coordinator of the United States private sector voluntary standardization system since it was founded in 1918. Created by five engineering societies and three government agencies, the Institute remains a private, nonprofit membership organization supported by a diverse constituency of private and public sector organizations.

Throughout its history, the ANSI Federation has maintained as its primary goal the enhancement of global competitiveness of U.S. business and the American quality of life by promoting and facilitating voluntary consensus standards and conformity assessment systems and promoting their integrity. The Institute represents the interests of its nearly 1,000 company, organization, government agency, institutional and international members through its office in New York City and its headquarters in Washington, D.C.

With the help of its federated membership, the Institute provides management, leadership, coordination, and financial and administrative support for effective U.S. participation in international standardization. As the official U.S. member of the International Organization for Standardization (ISO) and to the International Electrotechnical Commission (IEC) through the USNC[2], ANSI is responsible for setting policy for participation in these forums. It also pays the total dues for U.S. membership to both IEC and ISO.

In addition to membership in IEC and ISO, ANSI helps to govern both organizations by serving on their respective governance bodies. Further, the U.S. helps to direct the work of 30 ISO Technical Committees, 106 Subcommittees and more than 471 working groups by serving as Secretariat (e.g., the chief administrative officer of a technical committee); the U.S. participates as a member in the work of most of the other 2,196 such groups. The U.S. serves as Secretariat of 12 IEC Technical Committees and 17 Subcommittees and is actively involved in most of its other 178 TCs and SCs. The U.S. also serves as Secretariat of ISO/IEC Joint Technical Committee 1 (JTC1), the joint committee on Information Technology, and several of its Subcommittees.

[2] In 1976, the USNC was formally incorporated into ANSI, and it now functions as a standing committee within the Institute.

International Electrotechnical Commission (IEC)

Founded in 1906, the IEC now comprises more than 50 national electrotechnical committees that collectively represent some 85% of the world's population and 95% of the world's electrical generating capacity. The work of the IEC is done through some 200 technical committees and subcommittees and about 700 working groups, each developing standards on the safety, performance, construction and installation of electrical equipment and services for specific, well-defined product sectors. More than 4,000 international electrotechnical standards, in English and French, are listed in the IEC catalogue of publications.

One of the fundamental goals of the IEC is to bring into use a coherent and common set of electrotechnical standards worldwide. The benefits are two-fold: adoption of IEC standards by manufacturers removes barriers to international trade in electrical and electronic equipment, and specification of IEC standards by users ensures that they have a common and valid base for examining and comparing competing products. A measure of the success in meeting this goal is the fact that more than 100 countries now voluntarily adopt IEC standards as the basis of their national rules and standards. Many have adopted them without change.

The IEC does not, of course, work independently of other international bodies. While the IEC concentrates on standards in the electrical and electronic fields, including some areas of telecommunications, the International Organization for Standardization (ISO) is concerned with technical standards covering a diverse range of other subjects. The two organizations work closely together, in particular in a joint committee developing international standards in the information technology field.

Close relations are also maintained with the International Telecommunication Union (ITU), the European Committee for Electrotechnical Standardization (CENELEC) and many other organizations that produce standards, codes of practice and rules for specific disciplines.

The IEC enjoys close links with other bodies in nonelectrotechnical areas, as well. Among these are close liaison relationships with the World Health Organization, the International Labor Office, the International Organization of Legal Metrology and the International Atomic Energy Agency.

International Organization for Standardization (ISO)

Following a meeting in London in 1946, delegates from 25 countries decided to create a new international organization "the object of which would be to facilitate the international coordination and unification of industrial standards." The new organization, known as the International Organization for Standardization (ISO), began to function officially on 23 February 1947.

> *Note – Because the name of the International Organization for Standardization would have different abbreviations in different languages (IOS in English, OIN in French), it was decided to use a word derived from the Greek isos, meaning "equal". Therefore, the short form of the Organization's name is always ISO.*

The object of ISO is to promote the development of standardization and related activities in the world with a view to facilitating international exchange of goods and services, and to developing cooperation in the spheres of intellectual, scientific, technological and economic activity. The organization's scope covers standardization in all fields except electrical and electronic engineering standards, which are the responsibility of the International Electrotechnical Commission (IEC).

As a worldwide federation of national standards bodies, ISO's membership comprises more than 140 member nations. A *member body* of ISO is the national body "most representative of standardization in its country;" it follows that only one such body for each country is accepted for membership of ISO. Member bodies are entitled to participate and exercise full voting rights on any technical committee of ISO, are eligible for leadership positions and have seats at meetings of the organization (known as the "General Assembly").

By January 2002, the number of member bodies was 93. More than 70% of these member bodies are governmental institutions or organizations incorporated by public law. The remainder has close links with the public administration in their own countries. ISO encourages the participation of developing nations and those with developing national standardization systems through its *Correspondent* and *Subscriber* members.

Both directly and through its member bodies, ISO brings together the interests of producers, users (including consumers), governments and the scientific community in the preparation of International Standards. Standards-setting activities are carried out through 2,885 technical bodies known as Technical Committees (TC), Subcommittees (SC) and Working Groups (WG). As of January 1, 2002, there were 186 technical committees, 552 subcommittees, 2124 working groups and 23 ad hoc study groups. More than 30,000 experts from all parts of the world participate each year in the ISO technical work which, to date, has resulted in the publication of 13,544 ISO standards.

Regional Standards Organizations

The dynamics set in motion by the European Commission (EC) '92 effort, begun many years ago in Europe, have as an objective a combined European market place. The EU, many argue, is one of the most important and largest markets in the world. What is not commonly understood is that the entire premise of EC'92 is based upon standards, which include a common European currency, safety standards for all products entering and leaving Europe, environmental standards, a common passport, standards for financial transactions and others too numerous to mention.

CEN has adopted a standardization strategy called the New Approach in which it emphasizes free movement of goods as a cornerstone of the single market. The New Approach maintains that the mechanisms to achieve this aim are based on prevention of new barriers to trade, mutual recognition and technical harmonization. More details on the New Approach can be found at http://www.newapproach.org.

The emergence of the combined Europe has given impetus to other regional standards marking organizations in the world. Each regional organization's fundamental objective is to establish, develop and protect the market of its particular area.

Standards Bodies of the European Union
Of key importance to the U.S. is the fact that the European Commission has deferred the task of standards development within the European Union to three organizations, which, in turn, often look to ISO and IEC for standards that already exist or that can be developed in time to meet European requirements.

The European private sector standards organizations, the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC), have recognized ANSI and the USNC as their primary liaison in the United States.

CEN, CENELEC and the third organization, ETSI, the European Telecommunications Standards Institute, constitute a European forum for standardization that organizes participation of all parties concerned in the development and standardization programs. These parties include national government authorities, the Commission of European Communities, the European Free Trade Association, public bodies, manufacturers, trade unions, users and consumers. These parties come together in 1,500 technical groups to prepare European standards.

For more detailed information about these European organizations, please see ANSI's publication entitled "*American Access to the European Standardization Bodies,*" available on the Institute's website at http://www.ansi.org.

CEN
Established in 1961, CEN is based in Brussels, Belgium. CEN is composed of the ISO members of the 15 EU, 2 EU candidate, and 3 EFTA (European Free Trade Association) countries and harmonizes all areas of technical standardization other than electrotechnical and telecommunications. The scope of standards development work of CEN, the European Committee for Standardization, parallels that of ISO, only as a regional organization.

CENELEC
Established in 1973, CENELEC is also based in Brussels, Belgium. CENELEC is composed of 19 National Electrotechnical Committees (NECs) of EU and EFTA countries and is responsible for European standardization and conformity assessment in electrical, electronic and allied fields. The scope of standards development work of CENELEC, the European Committee for Electrotechnical Standards, parallels that of IEC, only as a regional organization.

ETSI
The European Telecommunication Standards Institute was established in 1988 - based in Sophia Antipolis, France. Composed of over 900 European- and non-European-based manufacturers and telecommunications service companies, ETSI is organized to set telecom standards for the whole of Europe and to accelerate the process of technical harmonization.

ANSI has guest member status and exchanges documentation with ETSI. Some of ANSI's members in the telecommunications area also have guest member status, participate actively and keep ANSI informed. U.S. companies with operations in Europe directly participate in the technical work.

U.S. link to CEN and CENELEC
The U.S. can provide input to the activities of CEN and CENELEC through a number of mechanisms. ANSI can provide comments on CEN and CENELEC draft standards and will receive a disposition of comments provided. In addition, IEC and CENELEC and ISO and CEN have signed the Dresden and Vienna Agreements, respectively. These agreements allow for specific delegated representatives of IEC and ISO to attend working meetings of CENELEC and CEN. In a number of instances, U.S. entities have been delegated as representatives of IEC or ISO. Finally both IEC and CENELEC and ISO and CEN have formed joint management supervisory groups, of which the President of the USNC and the ANSI Vice President of International Policy, respectively, are members. These groups meet as needed to propose revisions to the Dresden and Vienna Agreements and to resolve any conflicts in work programs.

Vienna Agreement
The Vienna Agreement is an understanding on technical cooperation between ISO and CEN. The agreement went into effect in June 1991, replacing the Lisbon Agreement of 1987. With an aim of providing coordination and harmonization of standards of the member bodies of both ISO and CEN, the goal is to ensure the equivalence, whenever possible, of ISO and European Standards.

The Vienna Agreement provides for mutual representation between CEN and ISO Technical Committees, common planning of work, adoption of ISO standards by CEN or European standards by ISO, and the parallel processing and approval of projects developed in ISO and CEN.

Dresden Agreement
The Dresden Agreement is an agreement on technical cooperation between IEC and CENELEC. This agreement went into effect in September 1996, superseding the Lugano Agreement of 1991.

Similar to the Vienna Agreement, this document establishes a mechanism for exchange of general information and mutual representation on activities of general interest between IEC and CENELEC. However, the Dresden Agreement gives IEC the "Right of First Refusal" for work proposed within CENELEC.

Other Regional Participation

ANSI also participates in a number of regional standards organizations and activities. There is benefit in participating because the forums can be used to elicit support for U.S. positions within IEC and ISO, especially on issues of common interest. These organizations serve as strategic counterbalance to the European regional activities. Among these forums are PASC and COPANT.

PASC: Pacific Area Standards Congress

Created in 1973 by Pacific Rim nations, PASC has brought the national standards bodies of the Pacific Rim closer to agreement on common goals and objectives. PASC is not a standards developing body, but it does works actively with the Asian Pacific Economic Cooperation (APEC) on standards related matters.

COPANT: Pan American Standards Commission

COPANT was created in the 1940s to coordinate South America, parts of Central America and several Caribbean Islands. In contrast to PASC, COPANT does develop standards. U.S. membership helps to promote trade and investment with these other regions of the world.

Members of COPANT voted recently to use international standards in lieu of the organization's own standards wherever possible. Therefore, regional TAGs are being organized by COPANT to ensure a presence in ISO TCs of high interest (e.g., TC 207 on Environmental Management Systems).

Terms and Acronyms Used in this Publication

AG	Advisory Group
AIF	ANSI International Forum
AM (or AMD)	Amendment
ANSI	American National Standards Institute
APEC	Asia-Pacific Economic Cooperation
ARSO	African Regional Organization for Standardization
CA	IEC Committee of Action
CANENA	Council for Harmonization of Electrotechnical Standardization of the Nations of the Americas
CD	Committee Draft
CDV	Committee Draft for Vote (IEC)
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
COPANT	Pan American Standards Commission
CS	Central Secretariat
DAM	Draft Amendment
DIS	Draft International Standard
DTR	Draft Technical Report
EC	European Commission
EN	European Standard
ENV	European Prestandard
EOTC	European Organization for Testing and Certification
ETSI	European Telecommunications Standards Institute
EU	European Union
FDIS	Final Draft International Standard
FTAA	Free Trade Area of the Americas
GA	ISO General Assembly
HD	Harmonization Document
HOD	Head of the Delegation
IC	ANSI International Committee
IEC	International Electrotechnical Commission
IS	International Standard
ISO	International Organization for Standardization
ITU	International Telecommunications Union

JCG	Joint ISO/CEN Coordinating Group
JTC	Joint Technical Committee
MT	Maintenance Teams
NATSF	North American Trilateral Standardization Forum
NP	New Work Item Proposal
O-Member	Observer Member
P-Member	Participating Member
PASC	Pacific Area Standards Congress
PDAM	Proposed Draft Amendment
PrEN	Preliminary European Standard
PT	Project Team
PWI	Preliminary Work Item
SC	Subcommittee
SI	International System of Units – Le Systéme International d'Unites
SMB	IEC Standardization Management Board
TA	Technical Advisor
TAG	Technical Advisory Group
TC	Technical Committee
TC	Technical Committee
TMB	ISO Technical Management Board
TR	Technical Report
TSP	Proposal for a New Field of ISO Technical Activity
US/TAG	U.S. Technical Advisory Group
USNC	U.S. National Committee for IEC
VA	Vienna Agreement
WD	Working Draft
WG	Working Group

IEC/ISO Directives – Part 1
Procedures for the technical work.
(Fourth Edition 2001)

IEC/ISO Directives – Part 2
Rules for the structure and drafting on International Standards
(Fourth Edition 2001)

IEC Supplement—Procedures Specific to IEC
(First Edition 2001)

ISO Supplement—Procedures Specific to ISO
(First Edition 2001)

ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO
(January 2002)

Annex B: Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC

USNC Statutes and Rules of Procedure
(April 2000)

ISO/IEC JTC 1 Directives
(Fourth Edition 1998)

Contacts

Mary Bowers
Program Manager, International Policy,
Regional & Bilateral Programs
American National Standards Institute
1819 L Street, NW
Washington, DC 20036
T: 202.331.3607
F: 202.293.9287
E: mbowers@ansi.org

Steve Cornish
Program Director International Policy
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4969
F: 212.730.1346
E: scornish@ansi.org

Gary Kushnier
Vice President-International Policy
American National Standards Institute
1819 L Street, NW
Washington, DC 20036
T: 202.331.3604
F: 202.293.9287
E: gkushnie@ansi.org

Lisa Rajchel
Director, International Secretariats
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4932
F: 212.840.2298
E: lrajchel@ansi.org

Frances Schrotter
Senior Vice President
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4934
F: 212.398-0023
E: fschrott@ansi.org

Henrietta Scully
Program Manager, Standards Facilitation
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4946
F: 212.730.1346
E: hscully@ansi.org

Kevin Sullivan
Assistant Secretary, USNC/IEC
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4963
F: 212.730.1346
E: ksulliva@ansi.org

Joseph Tretler
Business Director, Standards Facilitation
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4977
F: 212.730.1346
E: jtretler@ansi.org

Charles T. Zegers
General Secretary, USNC/IEC
American National Standards Institute
25 West 43rd Street
New York, NY 10036
T: 212.642.4965
F: 212.730.1346
E: czegers@ansi.org

Annex A

Excerpt from *ANSI Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of ISO and IEC*

6 Guidelines for Determining a U.S. Voting Position

The development of a U.S. position with regard to voting on international documents is a matter of great complexity. Firm rules for casting affirmative votes, negative votes, or abstentions would be presumptuous and unworkable in many cases. On the other hand, efforts should be made to achieve consistency in the perceived conduct of the United States as a participant in international, non-treaty standards development. Toward that end, guidelines for determining a voting position are included herein in order to provide direction toward a consistent voting policy. These guidelines cannot cover all of the factors which must be considered in determining the U.S. vote. They do, however, represent generally accepted principles that should be applied to normal situations.

6.1 If there is an existing U.S. national standard (i.e. an American National Standard or, in the absence of an American National Standard, another standard generally accepted within the United States) and

1) If the national standard can be considered equivalent to the requirements in the international document, vote affirmative.
2) If the international document includes different, additional, or more stringent requirements than are in the national standard and the U.S. consensus indicates that such requirements are:
   a) acceptable and should be considered for inclusion in the national standard, vote affirmative, or
   b) not acceptable, vote negative.
3) If the national standard includes different, additional, or more stringent requirements than are in the international document and the U.S. consensus indicates that the U.S. requirements:
   a) should be modified in accordance with the international document, vote affirmative, or
   b) must be maintained, vote negative, or
   c) must be maintained, but the proposed document is considered to represent the best agreement which can be reached at the present time from an international point of view, vote Abstain with a statement that the U.S. cannot modify its national standards for stated reasons.

6.2 If no national standard exists and

1) If U.S. consensus establishes that the international document is:
   a) technically acceptable and could be used as a basis for the development of a national standard, vote affirmative, or
   b) not technically acceptable, vote negative.
2) If the international document is of little or no interest to the U.S., abstain.
3) If the international document unnecessarily creates a barrier to domestic or international trade or impedes innovation or technical progress, vote negative.

6.3 Regardless of whether or not a national standard exists, if no U.S. consensus has been established, abstain.

6.4 The U.S. vote, if negative, must be accompanied by reasons and supporting information such as technical data and logical argument. Also, any known exceptions and/or additions that will be required to conform with U.S. safety practices or regulations shall be noted.

6.5 Exceptions. Exceptions to the above stated voting guidelines should be carefully considered.

American National Standards Institute

Headquarters
1819 L Street, NW
Washington, DC 20036
T: 202.293.8020
F: 202.293.9287

New York Office
25 West 43rd Street
New York, NY 10036
T: 212.642.4900
F: 212.398.0023

E: info@ansi.org
W: www.ansi.org