



USNC/IEC Guidance Bulletin 4

Process for Submitting Votes and Comments on all Voting and Commenting Documents

Please contact USNC staff at usnc@ansi.org with any voting or commenting inquiries.

Constituents send their recommended votes/comments directly to USNC staff at usnc@ansi.org.

The USNC operates primarily on the basis of providing access to its constituency to IEC electronic documents. All Technical Advisors (TAs), Deputy Technical Advisors (DTAs) and TAG Secretaries have been provided direct access via User Names and Passwords to the IEC Server so that they can download the working documents that relate to their technical area. In some TAGs, the TAG Secretary maintains an IEC document file and makes related documents available to the individual TAG membership. In other cases, with the authorization of the TAG Leadership, individual TAG members are provided with User Names and Passwords by the USNC Office so they can have direct access to related IEC documents. Each TAG is responsible for determining how it will operate with respect to the electronic distribution of IEC Documents. If you're authorized to obtain a User Name and Password, contact USNC staff.

Types of Voting Documents

NP- New work item proposal

CDV- Committee Draft for Vote

PAS- Publicly Available Specification

DTR- Draft Technical Report

DTS- Draft Technical Specification

FDIS- Final Draft International Standard

Types of Commenting Documents

CD- Committee Draft

DC- Draft for Comment

Q- Questionnaire

All recommended USNC votes/comments should be submitted, **two weeks prior to the IEC due date**. Don't wait until the IEC deadline because there is no guarantee that your votes can be submitted at the last minute. If you cannot meet the USNC voting deadline contact USNC staff to advise the team when your input can be expected. Comments generated on voting and non-voting documents must be submitted on the ISO-IEC-CMT-FORM-2013. This form is used every time comments are recommended to the USNC for submission to the IEC Server. **Do not change this form in any way!**

The USNC has an obligation to vote on all IEC voting documents, such as NP's, CDV's, FDIS's, PAS's, DTS's and DTR's, where the USNC holds "P" membership in the related TC/SC. The USNC also has the obligation to meet the document voting deadlines set by the IEC. While the submission of comments on non-voting documents such as, CD's, DC's, or Questionnaires, is not mandatory, careful consideration should be given to submitting USNC contributions to these documents which must be completed using the ISO-IEC-CMT-FORM-2013 for submission, unless otherwise instructed.

After receipt, your recommended votes are registered in the IEC Server, a Confirmation of Submission is generated and sent to the USNC. These confirmations are then sent to the related Technical Advisor, Deputy Technical Advisor and the TAG Secretary indicating that the recommendation was submitted and acknowledged by the IEC Server.

The USNC Office issues a weekly Follow-Up Reminder Service to TC/SC contacts with votes pending. This weekly reminder contains a list of documents with voting deadlines that close on Friday of that week. This list contains voting documents only.

IEC documents for vote/comments are removed from the IEC Server immediately following the announced IEC deadline, therefore, your recommended votes/comments, if submitted late, cannot be recorded after the deadline. If no recommendation has been received by the USNC Office on a voting document by the close of business on the IEC due date, an Administrative Abstention vote will automatically be submitted. An Administrative Abstention vote cannot be changed once the due date has passed. If an Administrative Abstention vote is submitted on an NP, a USNC expert cannot be appointed until after the Report of Voting is circulated. A USNC expert can be submitted at a later date.

Any questions or comments please contact USNC staff at usnc@ansi.org.

About the USNC/IEC

The U.S. National Committee of the International Electrotechnical Commission (USNC/IEC) serves as the focal point for U.S. parties who are interested in the development, promulgation and use of globally-relevant standards for the electrotechnical industry. The Committee is also engaged in the assessment of conformance to standards, undertaking work in areas such as testing, certification and accreditation.

As the United States' representative to the IEC and many related regional standardization bodies, the USNC/IEC serves as a conduit to the global standards-setting community for technical and policy positions arising in the U.S. and brings issues from the global arena to the U.S. for review, consideration, and response.

The USNC/IEC is a totally integrated committee of the American National Standards Institute (ANSI). For more information, contact usnc@ansi.org or visit www.ansi.org/usnc.

Template for comments and secretariat observations

Date:	Document:	Project:
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MB/ NC ¹	Line number (e.g. 17)	Clause/ Subclaus e (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
USA				G			

1 **MB** = Member body / **NC** = National Committee (enter the ISO 3166 two-letter country code, e.g. CN for China; comments from the ISO/CS editing unit are identified by **)

2 **Type of comment:** **ge** = general **te** = technical **ed** = editorial