Module III-A

IEC Personnel Roles and Responsibilities

Module III-A: Learning Objectives

- This module provides an overview of committee personnel working within the International Electrotechnical Commission (IEC)
  - Responsibilities
  - Appointment
  - Qualifications

Module III-A: Disclaimer

- The information contained in this self-taught learning module is intended as a summary of documents and procedures frequently used within the IEC and the USNC/IEC.

- For additional information about content addressed in this module, please contact the USNC staff (usnc@ansi.org).

- Additional information is also available via USNC/IEC Education & Training.

Reference Materials & Source Documents

- ISO/IEC Directives, Part 1: 2021
  Procedures for the technical work

- ISO/IEC Directives, Part 2: 2021
  Rules for the structure and drafting of International Standards

- ISO/IEC Directives, Part 1:2021 + IEC Supplement:2021
  Procedures specific to IEC

- IEC Statutes and Rules of Procedures
  IEC membership and participation procedures

- USNC Statutes: 2018

- USNC Rules of Procedure: 2005

- Model Operating Procedures for USNC/IEC TAGS: 2019

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

- IEC Code of Conduct (Patent Policy included)

- IEC Diversity Statement

Providing Leadership and Guidance for IEC Technical Activities

- Secretariats / Secretaries
- Chair
- Vice Chair
- Convenors
- Project Leaders
- Experts (WG, PT, MT)
- Liaison Representatives

Part I:

Secretariats and Secretaries

Secretariat

- An IEC TC/SC Secretariat is held by a National Committee. The Secretariat nominates and supports an assigned Secretary.
    - The Secretary is the person who provides administrative and technical support to committee activities. The functions of a Secretary may be delegated by the National Committee to a third-party for day-to-day administration
        - When the USNC is assigned as TC/SC Secretariat, it in turn reassigns the responsibility to a Secretariat
        - A minimum four-year commitment required

- The Secretariat and the Secretary must maintain strict neutrality in the execution of their responsibilities

Secretary Responsibilities

- Interprets and ensures committee's compliance with ISO/IEC Directives

- Monitors and administers the committee's work, maintaining strict neutrality

  - Administers the day-to-day operations
  - Distributes appropriate committee documentation
  - Monitors the progress/target dates of work items
  - Maintains relevant database(s)

Secretary Responsibilities (cont)

- Works closely with IEC Central Office (CO) Technical Officer (TO) in the administration of the committee

- Ensures adequate management of projects
  - Identify and communicate progress on specific work program items and potential problems being faced in fulfilling established target dates
  - Posting and reviewing ballots

- Administers meetings

- Ensures that all decisions taken by the committee whether at a plenary or by correspondence are documented and traceable

- Assists with the Systematic Review of published standards

- Provides advice to the Chair, project leaders and convenors on procedures associated with the progression of projects.

Secretary Qualifications

- Sufficient knowledge of the *ISO/IEC Directives* and the *IEC Supplement*

- Able to act with neutrality in an international capacity

- Solid organizational and administrative skills
  - Able to execute all committee actions as instructed (i.e., resolutions, ballots, etc.)
  - Able to follow-up on outstanding issues

- Strong interpersonal skills
  - Able to interface effectively with officers and staff from IEC and parent- and sub-committees as well as external groups
  - Able to maintain effective relationships with the officers and members of the committee

Secretariat Appointment Process

- **TC Secretariat**
  - Allocated to a national committee by the Standards Management Board (SMB)

- **SC Secretariat**
  - Allocated to a national committee by the parent technical committee
    - If two or more apply, the Standards Management Board (SMB) shall decide

Change of Secretariat

- Relinquishment
  - Minimum of twelve months notice to the IEC General Secretary
  - SMB decides on transfer to another national body

- Failure to fulfill responsibilities
  - IEC General Secretary or a national committee may have the SMB review situations where secretariats persistently fail to fulfill responsibilities
  - SMB will determine need to transfer responsibility

Part II:

Assistant Secretary

Assistant Secretary

- An assistant secretariat is an individual appointed by the secretariat to assist the secretary for the management of the technical and administrative services provided.

- One or more assistant secretaries may be appointed by the secretary to have specific secretariat roles

- The individuals appointed as assistant secretary shall
  - Have a defined role in supporting the secretary and this role shall be defined by the secretariat;
  - Possess the knowledge and skills necessary for this defined role;
  - Have the equivalent authority as the secretary in the performance of the duties associated with the defined role;
  - Be appointed taking into consideration increasing the gender and geographic diversity of the management team

Part III:

Chair

Chair

- The primary role of a chair is to assist committee in reaching an agreement which is valid internationally
  - It is necessary for the chair to remain neutral with respect to conflicting national views
  - Important difference between function as committee chair and possible earlier participation as a national delegate

Chair Responsibilities

- Lead the committee and its work in a purely international capacity following the procedures in the ISO/IEC Directives

- Manage the committee's Program of Work to meet the needs of the user community

- Provide guidance to the secretary of the TC/SC/Syc

- Conduct meetings of the committee

- Work with the secretary to ensure adequate management of projects
  - Ensure progression of entire work program

- Represent committee to other bodies

- Ensure liaison is effectively maintained with relevant internal and external organizations

Chair Appointment Process

- Proposed by National Committee if:
  - There is national committee interest in the work
  - The national committee will actively participate
  - The national committee can confirm that management support will be provided

- Normally nominated by Secretariat and endorsed by committee
  - Approved by
    - the IEC SMB (for TC/SyC Chairs)
    - the parent TC (for SC Chairs)

Chair Term of Office

- Appointed for a maximum term of six years, or for a shorter period, as may be appropriate

- May be re-appointed for one additional three-year term

Part IV:

Vice Chair

Vice Chair

- Technical committees and subcommittees can choose to appoint one or more Vice Chairs, at their discretion

- Responsibilities of Vice Chairs are up to the TC/SC/SyC, but the following conditions apply:
  - The responsibilities shall be meaningful and not ceremonial
  - The responsibilities shall be clearly stated along with the nomination of candidate(s) for the role

- Vice Chairs can be appointed for up to three years

Part V:

Convenor

Convenor

- Convenors function as chairs of working groups
  - Working groups are a collection of individually appointed experts brought together to deal with a specific task

- Convenors may also function as project leaders

Convenor Responsibilities

- Organize and chair WG meetings

- Manage the development of the project or projects assigned to the WG

- Report to the TC/SC/SyC Secretary and Chair on progress/delays

- Report on any significant problems affecting the project

- Answer inquiries on assigned work program as necessary

- Ensure liaison is effectively maintained with relevant internal and external organizations

- In the absence of a WG secretary, may be responsible for distribution of relevant committee documentation

Convenor Appointment Process and Term of Office

- **Appointment Process**
  - Nominated by the national committee,
    WG or TC/SC/SyC
  - Appointed by the TC/SC/SyC and accountable
    to the WG and the TC/SC/SyC

- **Term of Office**
  - None stipulated by ISO/IEC Directives (appointed by the committee for up to three-year terms)

Part VI:

Project Leaders

Project Leaders

- Project leaders are responsible for developing a standard or set of standards in a timely fashion

- Project Leaders permit decentralization of a secretariat's responsibility to maintain successive drafts and to make up-dated drafts available more rapidly

- The Project Leader shall act in a neutral and purely international capacity

Project Leader Responsibilities

- Act as the driving force behind a project

- Recommend actions on comments received

- Consult experts as necessary

- Ensure successive drafts are produced on schedule

- May convene working group or editing group

- Act as committee's consultant at

  - committee stage (consensus building)
  - enquiry stage (CDV)
  - approval stage (FDIS)

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Project Leader Responsibilities (cont)

- Take a specific work item through its multiple iterations promptly and efficiently

- Prepare original WD and subsequent drafts
  - Following the IEC/ISO Directives Part 2 - Rules for the structure and drafting of International Standards
  - Taking account of related International Standards already published

- Judge, along with the WG and WG Convenor, when working draft is ready for submission to TC/SC for consideration as first committee draft

- Maintain document in electronic format and provide camera-ready-copy for publication

- Work with the IEC/CO on publication issues

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Project Leader Appointment Process and Terms of Office

- Appointment Process
  - Nominated by national committee, WG or TC/SC/SyC
  - Appointed by the TC/SC/SyC and accountable to the WG and the TC/SC/SyC
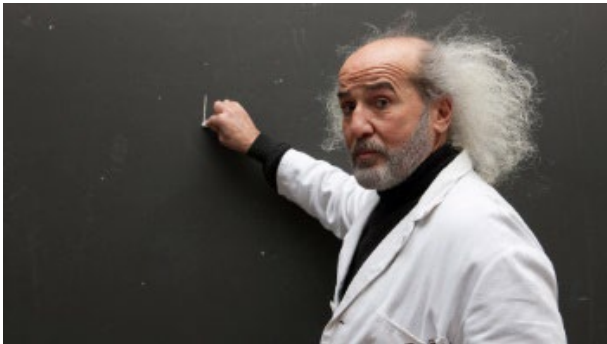 - Requires endorsement by national committee
- Term of Office
  - Normally, will serve throughout the development life of a particular project
  - However, appointment should be reviewed and reconfirmed periodically by the parent committee

Part VII:

Working Group (WG), Project Team (PT), or Maintenance Team (MT) Experts

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WG/PT/MT Experts

- Working Group (WG), Project Team (PT) or Maintenance Team (MT) Experts are individual subject matter experts who are encouraged to promote the position of their respective national committees
  - NOTE: USNC-approved experts to IEC TCs/SCs are expected to keep the appropriate USNC TAG advised of all relevant activities

Part VIII:

Liaisons

Liaisons

- Types of Liaisons
  - Internal (other ISO or IEC committees)
  - External (other international organizations)

- Liaisons have no power of vote,* but have some options to attend meetings and to receive documents

In all cases, IEC National Committees are the only entities with voting rights

Liaisons (Internal)

- Internal Liaisons
  - Organized between IEC and/or ISO technical committees and subcommittees working in related fields
    - Operate via the exchange of working documents or via observers at meetings
  - Established and maintained by
    - Secretariats of TCs, SyCs, and SCs concerned
    - Offices of CEO, if both ISO and IEC involved

Liaisons (External)

- External Liaisons
  - International or broadly based regional organizations
  - Established by the General Secretary with TC/SC/SyC Secretariat Approval

Liaison Categories

- Category A
  - Organizations that make an effective contribution to the work of the **technical committee, systems committee, or subcommittee** for questions dealt with by this technical committee, systems committee, or subcommittee.
  - Such organizations are given access to all relevant documentation and are invited to meetings. They may nominate experts to participate in a WG.

- Category B
  - Organizations that have indicated a wish to be kept informed of the work of the technical committee or subcommittee
  - Receive reports on the work

- Category C
  - Organizations that make a technical contribution to and participate actively only in a specific **working group**.

Liaison Officer Responsibilities

- Liaison Officers function as representatives of a TC, SC or SyC to other organizations

  - Act as representative of the IEC TC/SC/SyC to the organization with which a liaison has been established

  - Participate in the discussions of, and present written contributions to, the other organization

  - Report to parent committee on work of the liaison organization

Liaison Officer Appointment and Terms of Office

- **Appointment Process**
  - Nominated by national committee, WG/PT/MT or TC/SC/SyC
  - Appointed by and accountable to the TC/SC/SyC

- **Term of Office**
  - Appointment should be reviewed and reconfirmed periodically by the parent committee

ISO vs. IEC Terminology

- Terminology between ISO and IEC differs slightly

Term	ISO	IEC
National Body	Member Body (MB)	National Committee (NC)
technical management board (TMB)	Technical Management Board (ISO/TMB)	Standardization Management Board (SMB)
Chief Executive Officer (CEO)	Secretary-General	General Secretary
office of the CEO	Central Secretariat (CS)	Central Office (CO)
council board	Council	Council Board (CB)
advisory group	Technical Advisory Group (TAG)	Advisory Committee
Secretary	Committee Manager	Secretary
Committee	TCs, SCs, and PCs	TCs, SCs, PCs, and SyCs
For other concepts, ISO/IEC Guide 2 applies.		

- These terms may be altered occasionally – check the IEC/ISO Directives for any updates (https://www.iec.ch/members_experts/refdocs/)

USNC Constituent Training Program

Module III-A

Complete

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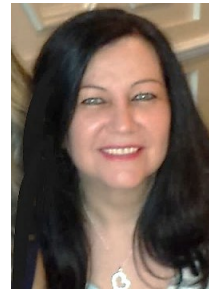**Adelana Gladstein**
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