



ISO/IEC Directives

Supplement — Procedures specific to ISO

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International Organization for Standardization

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Introduction (*ISO Supplement*)

0.1 What is the *ISO Supplement*?

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. An important aspect of the preparation of the [4th edition of the ISO/IEC Directives](#) in 2001 was the separation out of the common procedures of ISO and IEC from those procedures unique to one or other organization. The former — the “common” — procedures remain as the ISO/IEC Directives, whereas the unique procedures (a concrete example being the various forms) are now in separate Supplements. This current document is the Supplement describing procedures specific to ISO (called below the *ISO Supplement*).

Part 1 of the ISO/IEC Directives, together with this Supplement, provide the complete set of procedural rules to be followed by ISO committees. There are, however, other documents to which reference may need to be made. In particular, for committees cooperating with CEN under the Agreement on technical cooperation between ISO and CEN (Vienna Agreement), reference should be made to the [Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN](#).

Attention is also drawn to the fact that these procedures do not apply to ISO/IEC JTC 1, for which reference should be made to the [ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 on Information technology](#).

Additionally, it is recalled that, following a decision of the ISO Council, a new type of document, the International Workshop Agreement (IWA), has been introduced. Such documents are developed outside of ISO committee structures. The rules for developing IWA are given in [Annex SR](#).

Finally, it is to be noted that ISO also publishes [Technology Trends Assessments \(TTA\)](#). Such documents may be developed by pre-standardization research organizations with which ISO has a cooperation agreement, or may be developed in pre-standardization workshops. In each case, the TMB approves publication of a TTA.

0.2 Relationship of the *ISO Supplement* to ISO/IEC Directives

This edition of the *ISO Supplement* complements the 4th edition of the *ISO/IEC Directives*, as published in 2001. It does not replace that document, but rather is to be applied in conjunction with that document.

0.3 The structure of the *ISO Supplement*

The clause structure of the *ISO Supplement* follows that of Part 1 of the *ISO/IEC Directives* to the first subclause level, e.g. to the level of 1.7, 2.1, etc., in order to assist in cross-relating the texts. If there are no comments (see, for example subclause 1.13), it means that there are no ISO-specific requirements or recommendations.

The annexes in the *ISO Supplement* are all unique to this Supplement and do not follow the order in the *ISO/IEC Directives*. Where a reference is to an annex in the *ISO/IEC Directives, Part 1, 2001* themselves, this is indicated by an explicit reference.

0.4 ISO Change Notifications

ISO has instigated a system whereby agreements of the Technical Management Board that result in changes to procedures will be notified to ISO members and committees as soon as possible as ISO Change Notifications. Some of these will lead to changes in the basic document, the *ISO/IEC Directives* themselves, others will up-date the *ISO Supplement*. It is recommended that ISO Change Notifications are kept with the *ISO Supplement* until they are superseded. The table at the end of this foreword may be used as a convenient place to list current Change Notifications.

0.5 Obtaining the *ISO Supplement*

An electronic version of the *ISO Supplement* is available and is regularly up-dated. It includes all current ISO Change Notifications changes, and therefore is more up-to-date than this printed version. It is available to review or download in electronic format. In addition, for ease of reference, a composite document comprising both the ISO/IEC Directives, Part 1 and the *ISO Supplement*, and where appropriate with links to related material, is maintained, in electronic format only. All documents in electronic format, including the ISO/IEC Directives, can be downloaded from the Standards Developers' Information Site (see [Annex SA](#)). The *ISO/IEC Directives* and *ISO Supplement* are also available via the direct URL <http://www.iso.ch/sdis/directives>.

In the main body of the text reference is made to certain guidance documents. Authorised users may obtain these via the Standards Developers' Information Site (SDIS) (see also [Annex SA](#)).

0.6 Contact information for the *ISO Supplement*

Comments or questions on the *ISO Supplement* should be referred to:

**Technical Management Board Secretariat
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Alternatively, questions on procedures for the technical work of ISO (i.e. relating to the application of ISO/IEC Directives, Part 1 and the *ISO Supplement*) and rules for the structure and drafting of documents (i.e. relating to the application of ISO/IEC Directives, Part 2), may be submitted to the ISO Directives Helpdesk (directives@iso.ch)

Listing of ISO Change Notifications

(Optional — For completion by user of the ISO Supplement. [A detailed listing of ISO Change Notifications is available](#))

Change Notification reference	Principle clauses affected	Comments

ISO/IEC Directives — Supplement — Procedures specific to ISO

1 Organizational structure and responsibilities for the technical work

1.1 Role of the Technical Management Board

1.2 Advisory Groups to the Technical Management Board

1.3 Joint technical work

1.4 Role of the Chief Executive Officer

1.5 Establishment of technical committees

[Annex SB](#) describes requirements for formulating the scope of a technical committee.

1.6 Establishment of subcommittees

[Annex SB](#) describes requirements for formulating the scope of a subcommittee.

1.7 Participation in the work of technical committees and subcommittees

1.8 Chairmen of technical committees and subcommittees

1.8.1 Appointment

The Chairman of a TC is nominated by the secretariat of the TC, and approved by the Technical Management Board. The Chairman of an SC is nominated by the secretariat of the SC, and approved by the technical committee.

Duration of initial appointment: Maximum of six years

Extensions of term: Maximum of three years

Maximum number of extensions: No limit specified

Each extension needs to be approved by the parent committee.

1.8.2 Responsibilities

A summary of the responsibilities of a chairman is given in [Annex SC](#).

1.9 Secretariats of technical committees and subcommittees

1.9.1 Allocation (including reconfirmation and reallocation)

TC/SC secretariats, at intervals of 5 years, shall normally be subject to reconfirmation by the Technical Management Board.

If, during a year when a particular TC/SC secretariat is due for reconfirmation, TC/SC productivity data show the committee to be experiencing difficulties, this will be drawn to the attention of the Technical Management Board for decision as to whether a reconfirmation enquiry should be conducted. The allocation of those secretariats not notified for detailed examination will be reconfirmed automatically.

A reconfirmation enquiry may also be initiated at any time at the request of the Secretary-General or of a P-member of a committee. Such requests shall be accompanied by a written justification and shall be considered by the Technical Management Board which will decide whether to conduct a reconfirmation enquiry.

The enquiry shall be conducted amongst the P-members of the committee to determine whether the P-members are satisfied that sufficient resources are available to the secretariat and that the performance of the secretariat is satisfactory. Any P-member responding negatively shall be invited to indicate whether it is willing itself to accept the secretariat of the committee.

The enquiry shall be conducted by the Technical Management Board in the case of TC secretariats, and by TC secretariats in the case of SC secretariats. However, in cases where the same member body holds both the TC and SC secretariat, the enquiry shall be conducted by the Technical Management Board.

If there are no negative responses, the secretariat allocation shall be reconfirmed. All negative responses concerning both TC and SC secretariats shall be referred to the Technical Management Board for decision.

1.9.2 Responsibilities

A summary of the responsibilities of a secretary/secretariat is given in [Annex SD](#).

1.9.3 Change of secretariat of a technical committee

1.9.4 Change of secretariat of a subcommittee

1.10 Editing committees

A summary of the responsibilities of a member of an editing committee is given in [Annex SE](#).

1.11 Working groups

A summary of the responsibilities of a convenor is given in [Annex SE](#).

Distribution of the internal documents of a working group and of its reports shall be carried out in accordance with [Annex SF](#).

1.12 Project teams (IEC - only)

1.13 Groups having advisory functions within a committee

1.14 Ad hoc groups

1.15 Liaison between technical committees

See [Annex SQ](#) concerning coordination of the standardization of graphical symbols.

1.16 Liaison between ISO and IEC

1.17 Liaison with other organizations

When an external organization applies for liaison, ISO Central Secretariat shall refer this application to the committee secretariat. The secretariat shall carry out a full consultation of the P-members of the committee concerned and shall advise ISO Central Secretariat of the result of this consultation. In case of unanimous approval by the P-members, ISO Central Secretariat shall establish and register the liaison. Negative votes shall be dealt with on a case-by-case basis.

Committees shall review their external liaisons annually and propose to ISO Central Secretariat cancellation of liaisons which are no longer effective or relevant. Such reviews shall be carried out either during meetings of committees or during review of the TC/SC annual reports at the end of each year, whichever comes sooner.

2 Development of International Standards

2.1 The project approach

2.1.1 General

2.1.2 Strategic plan [Business plan]

Within ISO the term “business plan” is used in place of “strategic plan”.

[Annex SG](#) describes the objectives of business plans, and the procedure that applies to their development and approval.

2.1.3 Project stages

To facilitate the monitoring of project development, ISO has adopted a systematic approach to project management, based on subdivision of projects into stages and substages. [Annex SH](#) provides a summary of project stages.

The project management system is associated with a detailed project tracking system that is a subset of the Harmonized Stage Code system *ISO Guide 69:1999 Harmonized Stage Code system (Edition 2) — Principles and guidelines for use*. [Annex SI](#) gives a matrix presentation of this project tracking system, with the numerical designation of associated sub-stages. A project is registered in the ISO Central Secretariat database as having reached each particular step when the action or decision indicated at that point has been taken and ISO Central Secretariat has been duly informed.

2.1.4 Project description and acceptance

Acceptance criteria for projects, and for advancing stages within a project, are described in clauses 2 and 3. A summary of these acceptance criteria is given in [Annex SN](#).

A proposed revision or amendment of an International Standard arising as the result of maintenance or the systematic review shall be undertaken only if a proposal has been accepted in accordance with the appropriate conditions (see also 2.9).

2.1.5 Programme of work

The numbering scheme adopted within ISO for all working documents is defined in [Annex SJ](#).

2.1.6 Target dates

2.1.6.1 General

The need for stronger project management discipline in ISO technical work is a priority item in ISO's strategic agenda and the declared long term aim of the Technical Management Board is to judge the performance of committees against the target dates they themselves establish. For this reason, committees are requested to draw up project plans for each project in their programme of work by defining the optimum date by which the International Standard should be available and therefrom deriving the target dates for the main milestones in the standards development process. Such target dates need to take into account factors such as meeting schedules and the fixed time limits included in the ISO/IEC Directives, Part 1, 2001 such as the time limits for making available committee drafts for discussion at meetings, for sending final committee drafts and revised texts after DIS vote to the Central Secretariat etc.

The target dates shall be kept under continuous review by committee secretariats which shall ensure that they are reviewed and either confirmed or revised at each committee meeting. Such reviews shall also seek to confirm that projects are still market relevant and in cases in which they are found to be no longer required, or if the likely completion date is going to be too late, thus causing market players to adopt an alternative solution, the projects shall be cancelled.

In cases in which committees have not defined target dates, or the target dates have been exceeded, secretariats shall use the time limits given in the ISO/IEC Directives, Part 1, 2001 in order to initiate a review within the committee of the continued market relevance or otherwise of the project. Projects which are no longer needed shall be cancelled.

When defining target dates, the time limits shall be taken into account. Where it is believed that it will not be possible to comply with the time limits, approval for an extension shall be requested from the Technical Management Board, each such request being accompanied by a justification.

In addition to the above provisions, the Technical Management Board has requested the Central Secretariat to cancel automatically projects on which no progress has been made for three years or which have not reached publication stage after seven years. (See 2.1.6.3)

[Annex SK](#) provides a summary of all target dates and time limits.

2.1.6.2 Automatic cancellation of projects (and their reinstatement)

A project shall be cancelled if

- it has not advanced at least one project stage within a period of 36 months (automatic cancellation by ISO Central Secretariat);
- from the date of inclusion in the programme of work, it has not reached the publication stage within 84 months (automatic cancellation by ISO Central Secretariat);

To be reinstated cancelled projects shall be submitted by the secretariat of the committee concerned to a 3 months reinstatement ballot among P-members of the committee, applying the same criteria for justification and approval as for a new work item proposal (see *ISO/IEC Directives, Part 1, 2001, 2.3*).

NOTE It is important that all requests to ISO Central Secretariat for reinstatement are accompanied by full justification.

2.1.7 Project Management

2.1.8 Project leader

A summary of the responsibilities of a project leader is given in [Annex SE](#).

2.1.9 Progress control

[Annex SL](#) summarizes aspects of monitoring a work programme, in particular projects that have over-run their target dates and/or the time limits.

To enable ISO Central Secretariat to monitor the progress of all work and to report periodically to the Technical Management Board, the committee secretariat shall ensure that the ISO Central Secretariat is notified each time a new document is distributed.

2.1.10 Responsibility for keeping records

The responsibility for keeping records concerning committee work and the background to the publication of International Standards and other ISO deliverables is divided between committee secretariats and the ISO Central Secretariat. The maintenance of such records is of particular importance in the context of changes of secretariat responsibility from one member body to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of International Standards and other ISO deliverables should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications.

The secretariats of committees shall establish and maintain records of all official transactions concerning their committees, in particular reference copies of approved minutes of meetings and resolutions. Copies of working documents, results of ballots etc. shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after the publication of the related International Standards or other ISO deliverable.

The ISO Central Secretariat shall keep reference copies of all International Standards and other ISO deliverables, including withdrawn editions, and shall keep up-to-date records of member body votes in respect of these publications. Copies of draft International Standards (DIS) and of final draft International Standards (FDIS), including associated reports of voting, and final proofs shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after publication.

2.2 Preliminary stage

2.3 Proposal stage

Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001, 2.3.5*, together with the following. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

- the SVAT score for the evaluation of market relevance shall be greater than 15 (see Note 1)

NOTE 1 The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- P-members agreeing to participate actively in the work shall nominate (an) expert(s) at the time of voting (see Note 2)

NOTE 2 Nominated experts are considered to be potential advisors to the project leader, and will be invited to participate in Working Group meetings, etc. if appropriate.

- P-members having voted negatively but nevertheless indicating willingness to participate shall **not** be included in determining the commitment of member bodies to participate actively in the work.

When determining whether or not a proposal has been approved, **all** criteria shall be met. If one or more are not satisfied, the proposal shall be considered as not approved.

The result of the voting on a new work item proposal shall be reported to ISO Central Secretariat using ISO Form 6. A formal abstention is considered to be a vote, and shall be listed on ISO Form 6. It is not necessary to list all those P-members of the committee that did **not** vote. All target dates shall be indicated on the form, together with the French title if possible.

2.4 Preparatory stage

For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

2.5 Committee stage

When a committee draft is made available for review by the committee, ISO Form 7 shall be used as the cover page, and shall indicate the required action, including a clear indication of the latest date for submission of replies.

The replies of the committee's P-members shall be submitted to the **committee secretariat** not to ISO Central Secretariat using ISO Form 8.

Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.5.6. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

The secretariat shall submit the proposed draft International Standard (DIS) to ISO Central Secretariat in electronic format together with a completed copy of ISO Form 8A, indicating the names of the ISO P-members falling into each category of voter.

NOTE 1 Guidance on the requisite electronic formats (including for any graphics to be included in a text), is provided in the ISO Central Secretariat guidance note [Provision of text and graphics in electronic form to ISO Central Secretariat](#).

NOTE 2 PDF (the *Portable Document Format* created by Adobe®) is the display format preferred by ISO. Comprehensive guidance on PDF, including the encoding of documents, may be found on the Standards Developers' Information Site (see [Annex SA](#)) at <http://www.iso.ch/sdis/pdf>, along with information on text formats (particularly the use of the ISO authoring template) and graphics formats (see also *ISO/IEC Directives, Part 2, 2001*).

2.6 Enquiry stage

For all documents submitted as proposed draft International Standards, ISO Form 9 will be attached by ISO Central Secretariat as the cover page, and will indicate the latest date for submission of replies.

NOTE This form is automatically generated by the ISO document preparation system — no action is required by the submitter of the DIS.

The replies of the ISO members to the proposal shall be submitted **to the ISO Central Secretariat** not to the committee secretariat. Member bodies not using the ISO electronic balloting system shall use ISO Form 10.

ISO Central Secretariat will provide a summary of results to the committee secretariat for further action.

The decision of the chairman taken as a result of the voting shall be submitted using ISO Form 13.

NOTE Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.6.3. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

The revised text shall be submitted to ISO Central Secretariat in electronic format together with the decision of the chairman taken as a result of the voting, using ISO Form 13, and including a detailed indication of the decisions taken for each comment as annex B to the ISO Form 13.

2.7 Approval stage

When the final draft International Standard (FDIS) is being circulated by ISO Central Secretariat, ISO Form 16 will be used as the cover page, and will indicate the latest date for submission of replies.

NOTE This form is automatically generated by the ISO document preparation system — no action is required by the submitter of the FDIS.

The replies of the ISO members to the proposal shall be submitted to the **ISO Central Secretariat** not to the committee secretariat. Member bodies not using the ISO electronic balloting system shall use ISO Form 17.

ISO Central Secretariat will provide a summary of results to the committee secretariat, for appropriate action.

NOTE Rules for the interpretation of ballot results, and for any subsequent action, are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.7. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

2.8 Publication stage

2.9 Maintenance of standards [and other ISO deliverables]

2.9.1 Introduction

Every International Standard and other deliverable published by ISO or jointly with IEC shall be subject to systematic review in order to determine whether it should be confirmed, revised/amended, converted to another form of deliverable, or withdrawn, according to Table S1.

Table S1 — Timing of systematic reviews

Deliverable	Max. elapsed time before systematic review	Max. number of times deliverable may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification	3 years	Once	6 years (If not converted after this period, the deliverable is proposed for withdrawal)
Publicly Available Specification	3 years	Once	6 years (If not converted after this period, the deliverable is

			proposed for withdrawal)
Technical Report	Not specified	Not specified	Not limited

A systematic review will typically be initiated in the following circumstances:

- (all deliverables) on the initiative and as a responsibility of the secretariat of the responsible committee, typically as the result of the elapse of the specified period since publication or the last confirmation of the document, or
- (for International Standards, only) a default action by ISO Central Secretariat if a systematic review of the International Standard(s) concerned has not been initiated by the secretariat of the responsible committee within 5 years, or
- (all deliverables) at the request of one or more national body, or
- (all deliverables) at the request of the CEO.

The timing of a systematic review is normally based either on the year of publication or, where a document has already been confirmed, on the year in which it was last confirmed. However, it is not necessary to wait for the maximum period to elapse before a document is reviewed.

2.9.2 Ballots

The ballot period is 6 months.

The replies of the ISO members shall be submitted to the **committee secretariat** not to ISO Central Secretariat using ISO Form 20.

No more than 6 months after the ballot closes a report of the results of the systematic review and proposed decisions based on these results shall be submitted by the secretariat of the technical committee or subcommittee to the committee members and to ISO Central Secretariat using ISO Form 21.

2.9.3 Interpretation of ballot results

2.9.3.1 General

Typically, a decision as to the appropriate action to take following a systematic review shall be based on a simple majority of P-members voting for a specific action. However, in some cases a more detailed analysis of the results may indicate that another interpretation may be more appropriate.

NOTE 1 It is not feasible to provide concrete rules for all cases when interpreting the ballot results due to the variety of possible responses, degrees of implementation, and the relative importance of comments, etc.

NOTE 2 For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

Where voting results are not definitive and/or a decision is based on interpretation of responses the secretariat may invite approval of a proposed course of action within a specified time delay, for example within two months.

In proposing future action, due account shall be taken of the maximum possible number of confirmations and specified maximum life of the deliverable concerned (see Table S1).

2.9.3.2 Interpretation of ballot results for International Standards

Option 1: Confirmation (retention without technical change)

Where it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed, a deliverable may be confirmed. The criteria are as follows:

- the SVAT score for the evaluation of market relevance shall be equal to or greater than 9 (see Note);

NOTE The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- a standard has been adopted unchanged for national use, either in its original form or transformed into a national standard, in at least five countries;
- no technical change to the content is envisaged;
- a simple majority of the P-members of the committee voting propose confirmation.

Confirmation of an International Standard is subject to **all** criteria being met. Where this is not so, the publication concerned shall either be subject to amendment or revision, or withdrawn

In some cases an error may be found in the course of the systematic review that requires correction before confirmation. Such corrections shall be progressed as Technical Corrigenda as specified in *ISO/IEC Directives, Part 1, 2001, 2.10.1*.

Option 2: Amendment or revision (Retention, with change/s)

Where it has been verified that a document is used, that it should continue to be made available, but that technical changes are needed, a deliverable may be proposed for amendment or revision. The criteria are as follows:

- the SVAT score for the evaluation of market relevance shall be equal to or greater than 9 (see Note);

NOTE The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- a standard has been adopted as the basis for a national standard, with or without change, in at least five countries;
- one or more countries have identified significant reason(s) for change.

If a simple majority of the P-members of the committee considers there is a need for amendment or revision an item may be registered as an Approved Work Item (AWI) (stage 20.00). In such cases the original 6 month period defined for the systematic review is considered sufficient, and no additional vote for a new work item is required to approve the establishment of a revision or amendment. In other cases, a detailed justification shall be included with any proposals for amendment or revision. Where an amendment or revision is not immediately started following approval by the committee, it is recommended that the project is first registered as a preliminary work item. When it is eventually proposed for registration at stage 20.00, reference shall be made to the results of the preceding systematic review.

Where it is decided that the International Standard needs to be revised or amended, it becomes a new project and shall be added to the programme of work of the technical committee or subcommittee. The steps for revision or amendment are the same as those for preparation of a new standard, and include the establishment of target dates for the completion of the relevant stages. An amendment or revision shall be progressed as specified in *ISO/IEC Directives, Part 1, 2001, 2.10.3*).

Option 3: Withdrawal

In the case of the proposed withdrawal of an International Standard, the national bodies shall be informed by the CEO of the decision of the technical committee or subcommittee, with an invitation to inform the office of the CEO within 3 months if they object to that decision. This 3 month period may be extended to 6 months at the request of one or more national bodies.

Any objection received shall be referred to the Technical Management Board for decision.

2.9.3.3 Conversion to an International Standard (Technical Specifications and Publicly Available Standards only)

In addition to the three basic options of confirmation, amendment or revision, or withdrawal, in the cases of the systematic review of Technical Specifications and Publicly Available Standards a fourth option is their conversion to an International Standard.

To initiate conversion to an International Standard, a text, up-dated as appropriate, is submitted to the normal development procedures as specified for an International Standard.

The conversion procedure will typically start with a DIS vote. Where changes considered to be required are judged as being so significant as to require a full review in the committee prior to DIS ballot, a revised version of the document shall be submitted for review and ballot as a CD.

2.10 Technical corrigenda and amendments

2.11 Maintenance agencies

2.12 Registration authorities

Registration authorities are invited to provide information to the Technical Management Board on their activities on a yearly basis.

2.13 Copyright

For supplementary information relating to copyright, refer to [Annex SM](#).

2.14 Reference to patented items

3 Development of other deliverables

For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#). For a description of the procedure applying to the development of International Workshop Agreements, see [Annex SR](#).

3.1 Technical Specifications

3.2 Technical Reports

3.3 Publicly Available Specifications (PAS)

4 Meetings

For comprehensive information on managing meetings, including identifying core aims, planning ahead, keeping momentum going in the inter-meeting periods, and writing meeting resolutions, refer to the ISO guidance note *Active and productive ISO technical meetings*.

4.1 General

4.2 Procedure for calling a meeting

For information relating to hosting meetings, refer to [Annex SO](#).

4.3 Languages at meetings

4.4 Cancellation of meetings

4.5 Distribution of documents

For requirements relating to document distribution, refer to [Annex SF](#). A copy of the agenda and calling notice for a committee meeting shall be made available to the ISO Central Secretariat for information.

5 Appeals

5.1 General

5.2 Appeal against a subcommittee decision

5.3 Appeal against a technical committee decision

5.4 Appeal against a Technical Management Board decision

5.5 Progress of work during an appeal process

Annex SA (normative)

Basic reference works and information resources

SA.1 Introduction

The following listing identifies basic reference works that committee chairmen and secretariats should have available to them to facilitate the effective support of their respective roles. The listing is divided into that material which is considered to be an essential, and that which will be useful in specific circumstances. Much of this material is available for download from one or more of the information resources listed under SA.4. Some material may only be available in electronic format. Wherever possible, this is indicated.

This listing should not be presumed as being exhaustive, given that materials may be modified or added. It is recommended that on a periodic basis the listing of materials available from the Standards Developers' Information Site (SDIS — see SA.4) is reviewed. In addition, on request, an updating service is available for materials on the SDIS.

For reference works relating to the drafting of standards, reference should be made to [ISO/IEC Directives, Part 2, 2001](#), Annex A.

SA.2 Works considered to be essential

- [ISO/IEC Directives, Part 1: Procedures for the technical work](#) *
- [ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards](#)
- [ISO Supplement — Procedures specific to ISO](#) *

* also available as a single consolidated document

SA.3 Other works

- [ISO Memento](#)
- [ISO Technical programme](#)
- [ISO Catalogue](#)
- [Guide for the use of IT in the development and delivery of standards](#)
- [Guidelines and policies for the protection of ISO's intellectual property \(ISO/GEN 09\)](#)
- [ISO policies and procedures for copyright, copyright exploitation rights and sales of ISO publications \(POCOSA\) \(ISO/GEN 20\)](#)
- [ISO Guide 69:1999 Harmonized Stage Code system \(Edition 2\) — Principles and guidelines for use](#)
- [Active and productive ISO technical meetings](#)

- Provision of text and graphics in electronic form to ISO Central Secretariat
- Presentation of drafts for registration as DIS
- Presentation of revised texts of DIS for Registration as FDIS
- Model manuscript of a draft International Standard (known as "The Rice Model")
- Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN (Vienna Agreement)

SA.4 Information resources

SA.4.1 ISO Online (www.iso.ch)

ISO Online is the principal ISO site providing a wide range of information on ISO and its activities. It is strongly recommended that this site is visited and explored as a means of obtaining a good overview of ISO and international standardization. Here will be found a range of information on ISO, its members and committees, international standardization and its importance to global trade, and ISO's products.

SA.4.2 Standards Developers' Information Site (SDIS) (www.iso.ch/sdis)

The SDIS is maintained by ISO Central Secretariat as a comprehensive one-stop source for all material originated by ISO that is linked to the development of International Standards, and related publications. The goals of the site are to:

- improve knowledge of what information and support is available;
- improve knowledge of what is required of ISO members and of the managers of ISO's committees in relation to the technical work programme;
- provide direct and immediate online access to information sources for the key participants in the standards development process.

SA.4.3 ISOTC server (isotc.iso.ch/livelink/livelink/)

The ISOTC server provides access to a range of committee-specific information, including the guidelines and templates for the development of TC business plans, and also hosts the sites of ISO committees.

SA.4.4 World Standards Services Network (www.wssn.net/WSSN/)

World Standards Services Network (WSSN), is a network of publicly accessible World Wide Web servers of standards organizations around the world. Through the Web sites of its members, WSSN provides information on international, regional and national standardization and related activities and services.

SA.4.5 Other

All draft and current business plans may be viewed online at <http://www.iso.ch/bp>.

All forms and standard letters are available for download from <http://www.iso.ch/sdis/forms>.

Annex SB (normative)

Formulating scopes of ISO technical committees and subcommittees

SB.1 Introduction

The scope of a technical committee or subcommittee is a statement precisely defining the limits of the work of that committee. As such it takes on a number of functions. For example, it assists those with queries and proposals relating to a field of work to locate the appropriate committee. It aids in avoiding the inadvertent overlapping of two committee's work programmes. It can also help guard against moving outside the field of activities authorized by the parent committee.

SB.2 Formulation of scopes

Rules for the formulation of scopes of technical committees and subcommittees are given in the *ISO/IEC Directives, Part 1, 2001*, 1.5.10.

In exceptional cases, explanatory material may be included if considered important to the understanding of the scope of the committee. Such material shall be in the form of "Notes", and shall be included as the final element of a scope, after any exclusion statements.

Thus, the order of the elements of a scope are:

- Basic scope;
- Exclusions (if any);
- Notes (if any).

SB.3 Exclusions

Exclusions shall be clearly specified. Where the exclusions are within the scope of one or more other existing ISO or IEC technical committees, these committees shall also be identified.

EXAMPLE 1 "Excluded: Those ... covered by ISO/TC ...".

EXAMPLE 2 "Excluded: Standardization for specific items in the field of ... (ISO/TC ...), ... (ISO/TC ...), etc.".

It is *not* necessary to mention self-evident exclusions.

EXAMPLE 3 "Excluded: Products covered by other ISO technical committees".

EXAMPLE 4 "Excluded: ... Specifications for electrical equipment and apparatus, which fall within the scope of IEC committees".

SB.4 Scopes of committees related to products

Scopes of committees related to products shall clearly *indicate the field* which they intend to cover, in order to easily ascertain whether a particular product is, or is not, within that field.

EXAMPLE 1 “Standardization of ... and ... used in ...”.

EXAMPLE 2 “Standardization of materials, components and equipment for construction and operation of ... and ... as well as equipment used in the servicing and maintenance of ...”.

The limits of the scope can be defined by *indicating the purpose* of the products, or by *characterizing* the products.

The scope *should not enumerate the types* of product covered by the committee since to do so might suggest that other types can be, or are, standardized by other committees. However, if this is the intention, then it is preferable to list those items which are excluded from the scope.

The *enumeration of aspects* such as terminology, technical requirements, methods of sampling, test methods, designation, marking, packaging, dimensions, etc. suggests a restriction in the scope to those particular aspects, and that other aspects may be standardized by other committees. The aspects of the products to be standardized should therefore not be included in the scope unless it is intended that the scope is limited to those particular aspects.

If the scope makes no mention of any aspect, this means that the subject *in its entirety* is covered by the committee.

NOTE The coverage does not necessarily mean the need for preparing a standard. It only means that standards on any aspect, if needed, will be prepared by that committee and no other.

An example of unnecessary enumeration of aspects is as follows:

EXAMPLE 3 “Standardization of classification, terminology, sampling, physical, chemical or other test methods, specifications, etc.”.

Mention of priorities, whether referring to type of product or aspect, shall not appear in the scope since these will be indicated in the programme of work.

SB.5 Scopes of committees not related to products

If the scope of a committee is intended to be limited to *certain aspects* which are unrelated, or only indirectly related to products, the scope shall only indicate the aspect to be covered (e.g. safety colours and signs, non-destructive testing, water quality). In the case of these particular committees, the possible limitations are so numerous that it would seem difficult to give any specific guidance at the present time.

For these committees, it is also applicable that the term *terminology* as a possible aspect of standardization should not be mentioned unless this aspect is the only task to be dealt with by the committee. If this is not the case, the mention of terminology is superfluous since this aspect is a logical part of any standardization activity.

Annex SC (informative)

Summary of the role and responsibilities of the chairman of an ISO committee

SC.1 Introduction

The *ISO/IEC Directives, Part 1, 2001* describes the basic responsibilities accepted by chairmen upon their appointment (see in particular 1.8.2).

The general elements of the responsibilities of a chairman of a technical committee or subcommittee — described in more detail below — are work programme management, committee management and general support, the management of meetings, and project management.

SC.2 Work programme management

- ensuring the establishment and ongoing maintenance of a business plan covering the activities of the technical committee and all groups reporting to the technical committee, including all subcommittees (technical committee chairmen only);
- cooperating with the TC chairman in the establishment and ongoing maintenance of the business plan (subcommittee chairmen only);
- ensuring the appropriate and consistent implementation and application of the committee's business plan to the activities of the TC or SC work programme;
- ensuring that the policy and strategic decisions of the Council and Technical Management Board are implemented in the committee.

SC.3 Committee management and general support

- guiding the secretary of the committee in carrying out his duties;
- advising the Technical Management Board on important matters relating to the technical committee via the technical committee secretariat (technical committee chairman only);
- advising the chairman of the parent technical committee on important matters relating to a subcommittee via the subcommittee secretariat (subcommittee chairman only);
- determining any requirements for advisory groups to assist the chairman and secretariat in tasks concerning coordination, planning and steering of the committee's work or other specific tasks of an advisory nature;
- assisting in the case of an appeal against a committee decision.

SC.4 Meetings

- assisting the secretariat in identifying the hosts and venues for meetings of technical committees and subcommittees;

- ensuring that at meetings all points of view expressed are adequately summed up so that they are understood by all present;
- ensuring that at meetings all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting.

SC.5 Project management

- assist in obtaining consensus bearing in mind the definition of consensus given in the *ISO/IEC Directives, Part 1*;
- determining, with the advice of the secretariat, when there is consensus to progress a committee draft as a draft International Standard;
- confirming on the Report of voting (ISO Form 13) the decision regarding the progression of a draft International Standard;
- determining, with the advice of the secretariat and project leader if necessary, when agreement has been reached to progress a revised text of a draft International Standard as a final draft International Standard;
- assisting the secretariat in determining the appropriate action in the case of a proposed technical corrigendum, if necessary in consultation with the P-members of the technical committee or subcommittee.

SC.6 Resources

For information on relevant reference works and information resources, see [Annex SA](#).

Annex SD (informative)

Summary of the role and responsibilities of the secretary and secretariat of an ISO committee

SD.1 Introduction

The *ISO/IEC Directives, Part 1, 2001* describes the basic responsibilities accepted by secretariats upon their appointment (see in particular 1.9.2).

The general elements of the responsibilities of a secretary of a technical committee or subcommittee — described in more detail below — are committee management and general support, reporting and advising, document management, the management of meetings, and project management.

SD.2 Committee management and general support

- nomination of new or replacement chairmen for committees;
- assisting in the establishment of subcommittees (technical committee secretariat only);
- initiating an enquiry amongst the P-members of the subcommittee concerned to invite nominations in the case of the re-allocation of a subcommittee secretariat (technical committee secretariat only);
- assisting in the development of the scope of committees;
- monitoring participation in the work of the committee, and in particular notifying ISO Central Secretariat where a P-member of a committee has been persistently inactive and failed to meet its obligations;
- establishing and maintaining liaison between committees and with other international organizations;
- maintaining close contact with ISO Central Secretariat, with the members of the committee and in the case of a subcommittee, with its parent technical committee regarding its activities, including those of its working groups;
- assisting in the case of an appeal against a committee decision.

SD.3 Reporting and advising

- providing periodic reports on progress of projects to the committee and, if required, to the Technical Management Board (technical committee secretariat only);
- providing periodic reports on progress of projects to the committee, and to the technical committee (subcommittee secretariat only);
- providing advice to the chairman, project leaders, and convenors on procedures associated with the progression of projects;
- updating the record of the status of the membership of the committee in conjunction with ISO Central Secretariat;

- maintaining a register of the membership of its working groups;
- reporting on meetings, progress of projects, changes of committee officers, etc.;
- responding to enquiries on projects and published standards.

SD.4 Document management

- numbering and distributing documents (includes distribution of all TC and SC documents to the committee members and ISO Central Secretariat);
- keeping records concerning committee work and the background to the publication of International Standards and other ISO deliverables.

SD.5 Meetings

- establishing and circulating the convening notice and meeting agenda, with a copy to ISO Central Secretariat;
- identifying the hosts and venues for meetings of technical committees and subcommittees;
- in the case of a subcommittee meeting, consulting with the secretariat of the parent technical committee in order to ensure coordination of meetings;
- determining requirements for interpretation between English and French during TC or SC meetings (see also *ISO/IEC Directives, Part 1, 2001, Annex F.6*);
- arranging for the circulation of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
- preparing compilations of comments on documents which appear on the agenda;
- establishment of the editing committee for the meeting;
- recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- preparing the minutes of meetings.

SD.6 Project management — General

- assisting in the establishment of priorities and target dates for each project;
- notifying the names, etc. of all project leaders to ISO Central Secretariat;
- monitoring and reporting progress of all projects against the agreed target dates and mandatory time limits;
- proposing the cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;
- initiating ballots and reviewing ballot results;
- arranging for the preparation of second language texts (in particular for DIS and FDIS) and ensuring their equivalence (see [Annex SP](#)) (for other guidance on language issues see also *ISO/IEC Directives, Part 1, 2001, Annex E*);

- preparing justification to the Technical Management Board for any proposals for the retention or re-establishment of projects which have exceeded the time limits.

SD.7 Project management — New projects

- assisting in determining whether or not a proposed new project is sufficiently mature to progress to formal registration, or if outstanding issues indicate that retention as a "Preliminary Work Item" is opportune;
- ensuring that all new projects are justified, complying with the guidelines in the *ISO/IEC Directives, Part 1, 2001*, Annex C;
- determining what language versions are required for a new project, and making appropriate arrangements for the preparation of such texts at the most opportune time;
- circulating ballots on proposed new projects;
- reviewing the ballot results on a proposed new project, and proposing a course of action;
- registering approved new projects at ISO Central Secretariat;
- proposing, where appropriate, that a working group be constituted to progress individual projects.

SD.8 Project management — Preparatory stage

- notifying ISO Central Secretariat of the availability of the first working draft;
- assisting in determining when a working draft may be converted to a committee draft.

SD.9 Project management — Committee stage

- notifying ISO Central Secretariat of the availability of the first committee draft;
- submitting all committee drafts for committee review, with the associated ballot form (ISO Form 8);
- reviewing the ballot results on a committee draft and, in consultation with the chairman, proposing a course of action;
- ensuring that a final committee draft fully embodies decisions taken either at meetings or by correspondence;
- assisting the chairman in determining when there is consensus to progress the final committee draft as a draft International Standard;
- obtaining the text of a proposed draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the final committee draft complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of drafts for registration as DIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as "The Rice Model");
- submitting the proposed draft International Standard to ISO Central Secretariat for enquiry vote (with ISO Form 8A) in the requisite formats.

SD.10 Project management — Enquiry stage

- correcting texts returned by ISO Central Secretariat as a result of non-conformity to requirements, including the presentation requirements of the *ISO/IEC Directives, Part 2*;
- carrying out an initial review of ballot results and assisting the chairman in determining what further action is appropriate;
- submitting any comments to the project leader responsible for the up-dating of the project;
- ensuring that all comments on the DIS are addressed;
- assisting the chairman in determining when agreement has been reached to progress a revised text of a draft International Standard as a final draft International Standard;
- obtaining the text of the proposed final draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the proposed final draft International Standard complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of revised texts of DIS for registration as FDIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as "The Rice Model");
- submitting to ISO Central Secretariat either only the report of voting (ISO Form 13 — without annexes if no decision taken), or the proposed final draft International Standard for approval vote together with ISO Form 13 — with annexes — and associated materials, such as drawings, in the requisite formats.

SD.11 Project management — Approval stage

- ensuring that texts returned by ISO Central Secretariat as a result of non-conformity to processing requirements, including the presentation requirements of *ISO/IEC Directives, Part 2*, are corrected;
- checking the FDIS text as submitted for the approval vote (i.e. after editing) in order to identify and report errors that may have been introduced in the course of preparing the text in ISO Central Secretariat (i.e. a 'proof' check);
- noting technical comments, either for consideration during the next review or, where an FDIS has failed the approval vote, with a view to determining how the FDIS can be revised in order to obtain approval.

SD.12 Project management — Systematic reviews

- either initiating a systematic review, or progressing a systematic review initiated by ISO Central Secretariat;
- receiving and reviewing returned ballots and proposing a course of action;
- determining the committee's position concerning the proposed course of action;
- confirming to ISO Central Secretariat the course of action, where appropriate registering new project(s);
- taking appropriate follow-up action.

SD.13 Project management — Technical corrigenda and amendments

- considering any proposals for correction or amendment and taking the appropriate action.

SD.14 Resources

The resources required of secretariats are described in the *ISO/IEC Directives, Part 1, 2001*, Annex D. Specific reference is made to these in the service agreement between ISO and each ISO member body holding one or more ISO committee secretariats.

A description of the recommended minimum specification of computer hardware and software considered appropriate to support the work of a secretariat is provided in the ITSIG publication *Guide for the use of IT in the development and delivery of standards*.

For information on relevant reference works and information resources, see [Annex SA](#).

Annex SE (informative)

Summary of the role and responsibilities of committee participants other than chairmen and secretaries

SE.1 Introduction

This annex describes the responsibilities associated with the principle roles found among participants in the development of ISO deliverables. It should be noted that an individual may hold one or more roles. For example, it is possible for a project leader to also be a convenor. Or for a secretary to be a project leader. An exception to this possibility relates to chairmen and secretaries, who may not, within the same meeting, act in these roles and also as an ISO member representative.

SE.2 Project leader

- nominated by the proposer of a new project, appointed by the P-members of the committee;
- responsible for ensuring the orderly and timely progression of “their” project/s, including shared responsibility with the committee secretary for chasing projects;
- acts in a neutral and purely international capacity;
- may elect to constitute a working group, in which case will typically be the convenor;
- may prepare drafts, or may delegate task to another expert;
- advises on actions on comments received on drafts and on associated issues, where appropriate with the aid of working group members;
- active member of the TC/SC editing committee associated with “their” project/s (editor);
- must have access to appropriate resources for carrying out the development work;
- should be sure to have the backing of their sponsor to participate as a project leader.

SE.3 Convenor

- nominated by the parent committee, at the time of the establishment of a WG;
- responsible for the management or the activities of a working group (may be assisted by a secretary if they so wish);
- organizes meeting venue, in conjunction with the member of the working group in whose country the meeting is to be held (the latter member is responsible for all practical working arrangements);
- coordinates meeting arrangements with the secretariat of the parent committee;
- notifies meeting dates and other arrangements to WG members;

- distributes working documents to WG members;
- determines any needs for translation during the meeting.

SE.4 ISO member representative (including member of delegation to a meeting)

NOTE See also *Liaison Representative* in SE.5 and SE.6, and *Expert* in SE.8.

- nominated by a P-member or O-member of the committee to assist in the representation of the member's views in the work of the committee concerned;
- participates in reviews of the work of the committee concerned, where appropriate by participating in meetings of the committee or its subgroups, including any editing committee(s);
- during meetings, provides support to the Head of Delegation (see SE.7);
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists the Head of Delegation in providing feedback to appropriate organizations to ensure the development of coherent national positions on matters under review in a committee.

SE.5 Liaison representative (liaisons between ISO committees or between ISO committees and IEC committees — internal liaison)

- nominated by the ISO committee concerned to assist in the representation of the committee's views in the work of another committee;
- reviews documents circulated in the committee with a view to identifying matters of interest or importance to the committee represented;
- provides timely feedback and progress reports, in both directions;
- participates in reviews of the work of the committee concerned, including the submission of written comments, on matters within the competence of their own committee;
- participates in meetings of the committee or its subgroups, including any editing committee(s);
- does **not** have the right to vote in committee during formal ballots;
- during meetings provides support to any designated spokesman for the ISO committee concerned;
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists in avoiding overlap or duplication of effort between the committees concerned.

SE.6 Liaison representative (liaisons between committees and organizations in A or D liaison — external liaison)

- nominated by the liaison organization concerned to assist in the representation of the organization's views in the work of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only);
- reviews documents circulated in the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only) with a view to identifying matters of interest or importance to the organization represented;

- provides timely feedback and progress reports, in both directions, where appropriate assisting the Head of Delegation in this function;
- participates in reviews of the work of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only) concerned, including the submission of written comments, on matters within the competence of their own organization;
- participates in meetings of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only);
- does **not** have the right to vote in committee during formal ballots;
- during meetings provides support to any designated spokesman for the organization concerned;
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists in avoiding overlap or duplication of effort between the committee and organization concerned.

SE.7 Head of delegation (to a meeting)

- designated by a P-member;
- indicates the national position - where appropriate by means of a vote - on all items during the meeting, including indication of those cases where due to lack of briefing a national position cannot be presented;
- ensures a homogenous national view is presented by all delegation members, or in those cases where this is not possible or appropriate, determining with delegation members which views may be presented to the committee;
- ensures the appropriate behaviour of members of the delegation during a meeting;
- provides feedback to the member body concerned in a manner that will facilitate its effective participation in future activities of the committee.

SE.8 Expert

- nominated by P-members having agreed to participate in the project concerned, or by A-, D-liaison organizations, or by other ISO or IEC committees in liaison;
- acts in personal capacity, contributing on the basis of their own knowledge;
- expected to be resource persons to assist the project leader if requested;
- potentially serve as member of a working group if the responsible committee decides to establish a working group.

SE.9 Member of editing committee

- appointed by the technical committee or subcommittee;
- assists with the updating and editing of committee drafts, draft International Standards and final draft International Standards and for ensuring their conformity to the requirements of the *ISO/IEC Directives, Part 2*;
- meets during committee meetings and when required at other times.

Annex SF (normative)

Document distribution

NOTE The distribution of paper is being phased out, to be superseded by techniques for the electronic exchange of documents. This follows in particular the adoption of electronic document management systems associated with electronic balloting at DIS and FDIS stage. For further information on the electronic exchange of documents and other uses of computing and communications to support standards development in ISO, reference may be made to the document [*Guide for the use of IT in the development and delivery of standards \(ITSIG Guide\)*](#).

PARTY(IES) CONCERNED	Proposal initiator	TC or SC secre- tariat	TC or SC P- members	TC or SC O- members	Category A liaisons	ISO Central Secr.	WG convener	WG experts	National bodies	TC or SC chairman
DOCUMENTS										
Proposal stage										
New work item proposal	*	●				○				
Copies of proposal + ballot paper		* ¹⁾ ●	○	○	○	○				○
Completed ballot papers		●	*			○				
Result of voting	○	* ¹⁾ ○	○	○	○	■				○
Preparatory stage										
Working draft(s) (WD)		○				○	*	●		
Final working draft		●				■	*	○		
Committee stage										
Committee draft(s) (CD)		*	●	○	○	○				○
Comments/Vote		●	*	☆	☆					
Compilation of comments + proposal		*	●	○	○	○	○			○
Reaction to proposal		●	☆							
Final committee draft		* ¹⁾				■	○			○
Enquiry stage										
Draft International Standard		○			○	*			●	
Completed ballot papers						●			*	
Result of voting + comments		● ¹⁾				*				●
Report of voting		*				●	○		○	○
Text for final draft International Standard		* ¹⁾				■	○			○
Approval stage										
final draft International Standard + ballot paper		○			○	*			●	
Completed ballot papers						●			*	
Result of voting		○				*			○	○
Final proof		●				*				
Proof corrections		*				●				
Publication stage										
International Standard		○				*			○	
Systematic review										
List of Standards for review		●				*				
Re-distribution of listing + ballot papers		*	●	○	○					○
Completed ballot papers		●	*							
Report of voting + proposal		*			○	■			○	○
* Sender of document ● Recipient for action ○ Recipient for information 1) In the case of an SC, a copy is also sent to the TC secretariat for information ■ Recipient for registration action ☆ Optional action										

Annex SG (normative)

Business Plans

SG.1 Objectives of a TC Business Plan

- 1) To demonstrate in an objective manner the specific benefits which result from, or are expected from, the work of this ISO/TC.

NOTE 1 These benefits can vary significantly between different fields in which committees are involved: They can be economic (cost savings, reduced time to market, easier access to certain regional markets, lower sales prices), they can be social (improvement of safety for workers, measured in the reduction of accidents) or they can be the improvement of the environmental impact, for example.

- 2) To support prioritization and to improve the management of the technical work in a committee.

NOTE 2 This includes the definition of target dates and the planning of resources for the work of the technical committee (and its SCs) in relation to the development of new and the maintenance of existing documents.

- 3) To increase the transparency in relation to the market forces and the percentage of market share represented within a committee.

All draft and current business plans may be viewed online at <http://www.iso.ch/bp>.

SG.2 Development tools and additional guidance

To facilitate the preparation of business plans, ISO Central Secretariat has developed a document template. This template and additional guidance may be downloaded from the ISOTC server (see [Annex SA](#)).

SG.3 Procedure for the development of a business plan

SG.3.1 The committee secretary, in cooperation with some committee members and/or the committee chairperson, shall prepare a draft BP. The draft BP may be submitted to a TC internal consultation. Alternatively, the TC internal consultation may be conducted in parallel with the public review (see SG.3.3).

SG.3.2 The Technical Management Board shall review the draft BP, taking into account the set of minimum requirements approved for BPs (see Table G.1). If a draft BP does not meet the defined requirements, it shall be rejected and returned to the TC secretariat for improvement.

BPs that receive a total of score of less than 10 points on the first four minimum requirements and/or that do not meet the fifth minimum requirement will be returned to the appropriate ISO/TCs for further development.

SG.3.3 The draft BP is made available to the general public for review and comment on a publicly accessible server (<http://www.iso.ch/bp>) by ISO Central Secretariat for a three-months period. In parallel to this public review a full scale committee internal review may be conducted (alternatively, the committee consultation may have been conducted prior to submitting the draft BP for public comment). Member bodies are encouraged to inform the interested public in their countries of the availability of the BPs for public review and, if appropriate, to set links to

the BPs on the ISO server. The comments received during this period shall be reviewed by the committee in the process of preparing a final version of the TC BP.

SG.3.4 The final and approved BP is made available publicly on an ISO server (<http://www.iso.ch/bp>) for the duration of its validity.

Table SG.1 — Requirements for business plans of ISO technical committees

Item	Description of Requirements	Score
1	Descriptions of relevant dynamics in the business environment related to the work of the ISO committee, and quantitative indicators of trends in this business environment and the acceptance and implementation of the ISO committee's standards.	1 to 5
2	Descriptions of tangible benefits that the standardization programme is expected to achieve for the business environment.	1 to 5
3	Descriptions of identified objectives of the ISO committee and strategies to achieve those objectives. This should include descriptions of specific actions that will be taken or that will be proposed to the ISO committee to better respond to the needs and trends of the business environment.	1 to 5
4	Descriptions of factors that may negatively impact the ISO committee's ability to achieve its objectives and implement its strategies, including information on the representation of the major market forces in the committee (geographically as well as by type, e.g. manufacturer, government, etc.).	1 to 5
5	<p>Objective information regarding the ISO committee and its work programme that is required:</p> <ul style="list-style-type: none"> — title, and scope of the committee — names of the chairman and secretary; — time allocated to the ISO committee by the chair and secretary; — designation, title and current ISO stage for each project in the work programme; — priorities assigned to projects in the work programme (if the committee assigns priorities) with an explanation of the reasons/process for prioritization; — relationships of projects to European regional standardization (CEN); — target dates for each project, and explanations of any over-run target dates; and — time allocated to each project by working group convenors, project leaders/editors and for translation. 	<p>No score</p> <p>Mandatory information</p>

Annex SH (informative)

Project stages, with timescales

The basic project management system adopted by ISO is a multistage system, that includes an optional preliminary phase (see also 2.1.6, and *ISO/IEC Directives, Part 1, 2001*, Table 1). All stages are sub-divided into sub-stages (see [Annex SD](#)). Mandatory time limits are specified for the main stages. The following table is a synthesis of these limits. Elapsed time is measured from registration at stage 20.00.

Potential (preliminary or proposed) projects

Project stage	Milestones	Action/deliverable	Sub-stage
Preliminary stage	Starts with ...	Receipt of proposed preliminary work Item (PWI)	00.00
	Ends with ...	Rejected PWI/Proposed new work item proposal	00.98/00.99
Proposal stage	Starts with ...	Registration of New work item proposal (NP)	10.00
	Intermediate milestone ...	Ballot on NP	10.20
	Ends with ...	Rejected NP/approved new project	10.98/10.99

Active (approved) projects

Project stage	Milestones	Action/deliverable	Sub-stage	Recom. elapsed time, months
Preparatory stage	Starts with ...	Registration of approved new work item (AWI)	20.00	0
	Intermediate milestone ...	1st working draft (WD)	20.20	6
	Ends with ...	Approval to register 1st committee draft (CD) Proposed draft Technical Specification (DTS)	20.99	12
Committee stage	Starts with ...	Registration of Committee draft (CD) Registration of Draft Technical Specification (DTS)	30.00	—
	Intermediate milestone ...	Ballot/s on CD/s (incl. conversion to DIS) Ballots on proposed amendments Ballot on adoption of DTS as proposed TS	30.20	—
	Ends with ...	Proposed draft International Standard Proposed draft amendment Approved draft Technical Specification	30.99	—
Enquiry stage	Starts with ...	Registration of Draft International Standard (DIS) Registration of Draft amendment (DAM)	40.00	24
	Intermediate milestone ...	Ballot/s on DIS/s	40.20	—
	Ends with ...	Proposed final draft International Standard Proposed final draft amendment	40.99	
Approval stage	Starts with ...	Registration of final draft International Standard (FDIS) Registration of Final draft amendment (FDAM)	50.00	30
	Intermediate milestone ...	Ballot on FDIS/FDAM	50.20	33
	Ends with ...	Rejected/approved text of International Standard/amendment	50.98/ 50.99	—
Publication stage	Starts with ...	Approved text of International Standard/ amendment/Technical Specification/ Technical Report	60.00	—
	Ends with ...	Publication of document	60.60	36

Annex SI (normative)

Matrix presentation of project stages

STAGE	SUB-STAGE						
	00 Registration	20 Start of main action	60 Completion of main action	90 Decision			
				92 Repeat an earlier phase	93 Repeat current phase	98 Abandon	99 Proceed
00 Preliminary stage	00.00 Proposal for new project received	00.20 Proposal for new project under review	00.60 Review summary circulated			00.98 Proposal for new project abandoned	00.99 Approval to ballot proposal for new project
10 Proposal stage	10.00 Proposal for new project registered	10.20 New project ballot initiated	10.60 Voting summary circulated	10.92 Proposal returned to submitter for further definition		10.98 New project rejected	10.99 New project approved
20 Preparatory stage	20.00 New project registered in TC/SC work programme	20.20 Working draft (WD) study initiated	20.60 Comments summary circulated			20.98 Project deleted	20.99 WD approved for registration as CD
30 Committee stage	30.00 Committee draft (CD) registered	30.20 CD study/ballot initiated	30.60 Comments/voting summary circulated	30.92 CD referred back to Working Group		30.98 Project deleted	30.99 CD approved for registration as DIS
40 Enquiry stage	40.00 DIS registered	40.20 DIS ballot initiated: <i>5 months</i>	40.60 Voting summary dispatched	40.92 Full report circulated: DIS referred back to TC or SC	40.93 Full report circulated: decision for new DIS ballot	40.98 Project deleted	40.99 Full report circulated: DIS approved for registration as FDIS
50 Approval stage	50.00 FDIS registered for formal approval	50.20 FDIS ballot initiated: <i>2 months</i> . Proof sent to secretariat	50.60 Voting summary dispatched. Proof returned by secretariat	50.92 FDIS referred back to TC or SC		50.98 Project deleted	50.99 FDIS approved for publication
60 Publication stage	60.00 International Standard under publication		60.60 International Standard published				
90 Review stage		90.20 International Standard under periodical review	90.60 Review summary dispatched	90.92 International Standard to be revised	90.93 International Standard confirmed		90.99 Withdrawal of International Standard proposed by TC or SC
95 Withdrawal stage		95.20 Withdrawal ballot initiated	95.60 Voting summary dispatched	95.92 Decision not to withdraw International Standard			95.99 Withdrawal of International Standard

Annex SJ (normative)

Numbering of documents

SJ.1 ISO documents

SJ.1.1 Working documents (including committee drafts)

SJ.1.1.1 TC and SC documents

Each document (including committee drafts — see also SJ.1.2) relating to the work of an ISO technical committee or subcommittee which is circulated to all or some of the member bodies shall bear, at the top right-hand corner of recto pages and at the top left-hand corner of verso pages, a reference number made up according to the rules set out below. The first page of the document shall also bear, immediately under the reference number, the date, written in accordance with ISO 8601 (Data elements and interchange formats — Information interchange — Representation of dates and times), on which the document was compiled.

Once a reference number is used for a working document, it shall not be used again for a document with differing wording and/or different contents. The same number may be used for a proposal and a voting form (optional). If a document replaces an earlier one, the first page of the new document shall bear, immediately under the reference number, the reference number(s) of the document(s) it replaces.

The reference number is made up of the following two parts separated by the letter N:

- 1) the number of the technical committee (TC) and, when applicable, the number of the subcommittee (SC) to which the working document belongs;
- 2) an overall serial number.

Thus, for a working document pertaining to a technical committee the reference number is made up as follows:

ISO/TC *a* N*n*

For a working document pertaining to a subcommittee, it is made up as follows:

ISO/TC *a*/SC *b* N*n*

where ***a*** stands for the number of the technical committee, ***b*** for the number of the subcommittee, and ***n*** for the overall serial number.

Reference within the number itself to the party originating the document (secretariat, member body, etc.) is not required; it is, however, recommended that the originator of the document be indicated underneath the title of the document where this is not otherwise apparent.

The overall serial number is assigned by the secretariat of a technical committee for all the working documents bearing the reference of this technical committee and by the secretariat of a subcommittee for all the documents bearing the reference of this subcommittee.

On the first page of a working document, it is recommended to make the overall serial number stand out, giving the figures a height of 6 mm to 10 mm.

EXAMPLE 1

ISO/TC 108 N **14** or ISO/TC 108 N **14**

ISO/TC 68/SC 3 N **25** or ISO/TC 68/SC 3 N **25**

The language of working documents may be indicated by adding the letter E, F or R, for English, French or Russian respectively.

EXAMPLE 2

ISO/TC 17 N **168 E** or ISO/TC 17 N **168 E**

ISO/TC 3/SC 2 N **28 F** or ISO/TC 3/SC 2 N **28 F**

ISO/TC 156/SC 3 N **5 R** or ISO/TC 156/SC 3 N **5 R**

Reference numbers of working documents, when they are quoted and repeated frequently, may be abbreviated by deleting the letters ISO, TC and SC.

EXAMPLE 3

ISO/TC 52 N 46 becomes 52 N 46

ISO/TC 22/SC 7 N 34 becomes 22/7 N 34

When enumerating documents which concern the same technical committee or subcommittee, it is not necessary to repeat the number of this committee.

EXAMPLE 4

documents 53 N 17, 18, 21

documents 86/2 N 51, 52, 60

SJ.1.1.2 Working group documents

While the basic principles of the numbering system described in I.1.1.1 may be useful for good order in the work of working groups, convenors of working groups are asked to bear in mind the need for speed and flexibility in their work. Any application of these rules which leads to delay is undesirable (e.g. it should not be necessary for the convenor to attribute a number to a document circulated by a working group member directly to the other working group members). However, see also I.1.2.

SJ.1.2 Working drafts (WD), committee drafts (CD), draft International Standards (DIS) and International Standards

When a new project is registered by ISO Central Secretariat (see 2.3.5), the latter will allocate an ISO number to the project. The number allocated will remain the same for the ensuing WD, CD and DIS and for the published International Standard. The number allocated is purely a registration and reference number and has no meaning whatsoever in the sense of classification or chronological order. The number allocated to a withdrawn project or International Standard will not be used again.

If the project represents a revision or amendment of an existing International Standard, the registered project will be allocated the same number as the existing International Standard (with, in the case of an amendment, a suffix indicating the nature of the document). If, however, the scope is substantially changed, the project may be given a different number.

Successive WDs or CDs on the same subject shall be marked “first working draft”, “second working draft”, etc., or “first committee draft”, “second committee draft”, etc., as well as with the working document number in accordance with I.1.1.

Successive DIS on the same subject will carry the same number but will be distinguished by a numerical suffix (.2, .3, etc.).

Annex SK (informative)

Summary of time limits associated with the development of International Standards

The *ISO/IEC Directives, Part 1, 2001* contain a number of time limits associated with the development of International Standards and other deliverables. The following table summarizes all the limits currently specified.

Activity	Action by	Time limit
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Time limits associated with progression of projects

Conversion of Preliminary Work Item to formal project (i.e. a NP)	secretary	No time limit specified, but PWI need to be subject to regular review
Ballot on NP	P-members of TC/SC	3 months, or at meeting
Result of vote on NP circulated to committee	secretary	No time limit specified, but recommended 6 weeks max. after close of ballot on NP
Availability of first WD (in relation to approval of project)	TC/SC	6 months (recommended) after approval of project
Availability of first CD (in relation to approval of project)	TC/SC	12 months (recommended) after approval of project
Comments on CD	Member bodies	3 months
Circulation of a new CD text after revision at a meeting	secretary	3 months max. after meeting
Compilation of comments on CD and circulation of proposal for future action	secretary	4 weeks max. after close of ballot. 6 weeks min. before meeting for review
Period available to comment on proposal for future action on CD	P-members of TC/SC	2 months max. after "proposal for future action" circulated
Submission of proposed DIS to ISO Central Secretariat	secretary	4 months max. after consensus reached
Circulation of proposed DIS for ballot	ISO Central Secretariat	4 weeks max. after receipt of text
Availability of DIS (in relation to approval of project)	TC/SC	24 months (recommended)
Ballot on DIS	Member bodies	5 months
Compilation of comments on DIS	ISO Central Secretariat	4 weeks max. after close of ballot

Activity	Action by	Time limit
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Time limits associated with progression of projects (contd.)

Circulation of result of review of votes on DIS and of proposal for future action	secretary	3 months max. after close of ballot on DIS
Period available to comment on proposal for future action on DIS	P-members of TC/SC	2 months max. after "proposal for future action" circulated
Submission of proposed FDIS to ISO Central Secretariat	secretary	4 months max. after close of ballot on DIS (if proposal for future action is "Approval")
Availability of FDIS (in relation to approval of project)	TC/SC	33 months (recommended) after approval of project
Circulation of FDIS	ISO Central Secretariat	Within 3 months of receipt
Ballot on FDIS	Member bodies	2 months
Proof-reading of FDIS	secretary	2 months (in parallel with member body ballot)
Report of voting on FDIS	ISO Central Secretariat	2 weeks after close of ballot on FDIS
Distribution of IS	ISO Central Secretariat	2 months after close of ballot on FDIS

Special time limits associated advancement of projects

Maximum time without progress before re-justification required (project considered stagnant)	secretary	24 months
Maximum time without progress (before automatic cancellation)	ISO Central Secretariat	36 months
Maximum overall development time (before automatic cancellation)	ISO Central Secretariat	84 months max. after approval of project

Time limits associated with systematic reviews

Periodicity of systematic review	secretary or ISO Central Secretariat	5 years max. for IS 3 years max. for TS, PAS, & IWA
Ballot on systematic review	P-members of committee	6 months
Circulation of proposed action following systematic review	secretary	3 months max. after end of ballot
Period available to comment on proposed action	P-members of TC/SC	2 months max. after proposal for future action circulated
Period between initiation of systematic review and initiation of proposed revision	TC/SC	No time limit specified, but if not immediately active then recommend registration as a PWI
Review of proposal to "withdraw" an IS	Member bodies	3 months

Activity	Action by	Time limit
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Time limits associated with establishment and general management of committees

Consideration of proposal to establish a new TC	ISO Central Secretariat	Immediately after proposal is received
Ballot on proposal to establish a new TC	member bodies	3 months
Review of results of ballot on proposal to establish a new TC, and decision	TMB	1 month
Establishment of liaisons with a TC	secretary	No time limit specified, but as soon as possible after decision to establish the committee
Formulation of "scope" of new committee	secretary	No time limit specified, but as soon as possible after establishment of the committee
Nomination of experts in new working group	P-members	6 weeks max. after setting-up of WG
Period of secretariat	ISO Central Secretariat	5 years max., subject to potential extension/s of 5 years max.
Change of secretariat	secretary	12 months notice
Period of chairmanship	secretary/ISO Central Secretariat	6 years max., subject to potential extension/s of 3 years max.
Change of chairman	chairman/secretary	No time limit specified, but as much notice as possible
Appeal against decision of a committee	member body	3 months max. after decision in question

Time limits associated with meeting of committees and working groups

Draft agenda for TC/SC meeting	secretary	4 months min. before meeting
Circulation of "basic documents" for review at TC/SC meeting	secretary	4 months min. before meeting
Circulation of comments on a ballot for review at TC/SC meeting	secretary	6 weeks before meeting
Minutes of meeting	secretary	No time limit specified, but recommended 3 months max. after meeting
Establishment of editing committee/s	secretary	Recommended established at beginning of each TC/SC meeting
First meeting of a working group	convenor	3 months max. after setting-up of WG
Notification of meeting of working group	convenor	Preferably 3 months min. before date of meeting

Annex SL (informative)

Summary — Monitoring of work programmes, and management of “late” projects

This annex proposes an approach to monitoring a work programme. However, the periods proposed reflect a simplification of programme review requirements and should in all cases be considered to be the maximum elapsed time before making the check described.

Being simplified, this scheme will not always ensure conformity to defined/approved time limits. For example, it may not identify projects which are late or stagnant at the time of a meeting, but which **will** become late or stagnant in the future period between meetings, and for which therefore some sort of forward plan may be needed.

Period not specified but to be “subject to regular review”

All Preliminary Work Items review progress to determine if it is appropriate to ...	Delete it from the programme of work; or Continue to classify it as a preliminary work item; or Propose circulation for ballot as a proposed (active) work item
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Work items to check at least every 6 months, if necessary between meetings:

Approved Work Items (stage 20.00). For any that has not advanced to Working Draft stage or further within the time limits laid down in the ISO/IEC Directives ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item
---	---	--

Work items to check at least every 12 months, if necessary between meetings:

All published standard, etc. subject that year to a systematic review review the results of the systematic review, and determine whether the document concerned should be ...	Confirmed, without change; or Amended or revised; or Proposed for withdrawal
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Work items to check at least every 24 months, and preferably every meeting if more frequent:

All “active” projects (stage 20.00 and above). For any that has not advanced within the time limits laid down in the ISO/IEC Directives ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item
	... has not progressed for 2 years ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item

Work items to check at least every 24 months, and preferably every meeting if more frequent (contd):

All "active" projects (stage 20.00 and above). For any that is not expected to progress after 3 years ...	Delete it from the programme of active work; or Re-classify as a preliminary work item; or Submit it to a 3 months vote for proposed re-establishment
	... no longer has the necessary support (see note) ...	Delete it from the programme of active work; or Re-classify as a preliminary work item
	... is not expected to reach publication stage after 7 years ...	Delete it from the programme of active work; or Re-classify as a preliminary work item; or Submit it to a 3 months vote for proposed re-establishment

NOTE "Necessary support" means conformity to the requirements for approval of a new work item as specified in the *ISO/IEC Directives, Part 1, 2001, 2.3.5*.

Annex SM (informative)

Intellectual Property Rights (IPR)

Important note: *The field of IPR is complex, and it is difficult to provide generalized guidance. The following is provided for information only, and without warranty of any kind. Questions on specific cases must be addressed to*

International Organization for Standardization
Case postale 56
CH-1211 Geneva 20
Switzerland

Telephone: + 41 22 749 01 11
Fax: + 41 22 749 09 47
Internet: copyright@iso.ch

SM.1 Material envisaged as comprising part or all of the content of an ISO publication

The content of, for example, an International Standard may originate from a number of sources, including existing national standards, articles published in scientific or trade journals, original research and development work, descriptions of commercialized products, etc. These sources may be subject to one or more rights.

SM.1.1 Copyright

In ISO, there is an understanding that original material contributed to become a part of an ISO publication can be copied and distributed within the ISO system as part of the consensus building process, this being without prejudice to the rights of the original copyright owner to exploit the original text elsewhere. Where material is already subject to copyright, the right should be granted to ISO to reproduce and circulate the material. This is frequently done without recourse to a written agreement, or at most to a simple written statement of acceptance. Where contributors wish a formal signed agreement concerning copyright of any submissions they make to ISO, such requests must be addressed to the ISO Central Secretariat.

Attention is drawn to the fact that members of ISO have the right to adopt and re-publish any ISO standard as their national standard. Similar forms of endorsement do or may exist, such as with the current schemes for dual-numbering of ISO and European standards in the context of the European Committee for Standardization (CEN) standards development programme.

SM.1.2 Reference to patent rights

See *ISO/IEC Directives, Part 1, 2001, 2.14.*

SM.1.3 Incorporating and/or referring to proprietary material in International Standards (including reference to trade names)

The strong recommendation to standards developers is to avoid reference to commercialized items — including via the indication of trade names — in ISO publications. Nevertheless, there is no objection in principle to describing in, say, a test method the use of items available only from a single commercial source or a limited number of commercial sources, even if the terms of the standard are such that there

are no alternative means of compliance. In all such cases the standard form of words must be included, for instance an indication of a source and that the product is not endorsed by ISO (see *ISO/IEC Directives, Part 2, 2001* for further information).

SM.2 Protection of ISO standards and related ISO publications

The protection of intellectual property is of crucial importance to ISO as a whole and its members individually. The document *Guidelines and policies for the protection of ISO's intellectual property*, set out the broad requirements that both ISO and its members should meet with regard to ISO standards and related ISO publications. The purpose of these guidelines is to ensure better protection of ISO's intellectual property and, consequently, that of its members. The ISO members and the ISO Central Secretariat should meet the requirements it lays out with regard to ISO International Standards and related ISO publications. These same guidelines are also recommended for application with regard to regional and national standards and related documents. The document contains sections on:

- standards in hard copy;
- promoting the fact that standards are copyright-protected material;
- protecting standards against infringements;
- clearly indicating the procedure to follow in case of reproduction;
- commercial transactions;
- standards in electronic format;
- copying arrangements;
- networking agreements;
- warning notice — README file;
- security devices.

It includes four important annexes:

Annex 1 — Instructions to ISO TC and SC secretariats on rules for copyright protection of ISO standards, FDIS and DIS, and of WD and CD;

Annex 2 — Policy concerning the distribution of ISO documents electronically for the preparation of standards;

Annex 3 — Description of reproduction rights organizations;

Annex 4 — Checklist of the elements forming part of any agreement designed for the reproductions of standards.

Annex SN (informative)

Summary — Approval requirements

For full details, including SVAT scoring procedures, etc. refer to the appropriate requirements in clauses 2 and 3.

Stages	International Standard	Technical Specification (when proposed as a new project)	Publicly Available Specification	Technical Report
Proposal stage				
<i>Adoption of proposal for new deliverable</i>	<ul style="list-style-type: none"> - SVAT score >15 - simple majority of P-members of the committee - 5-P members participating - 5 experts named 			not applicable
<i>Adoption of proposal for amendment or revision or transformation of deliverable</i>	<ul style="list-style-type: none"> - SVAT score W9 - 5-P members participating - simple majority of P-members of the committee agree to the proposal 			not applicable
Preparatory stage				
<i>Acceptance of WD for circulation as CD</i>	Not defined — determined by the committee secretary in conjunction with the committee			
Committee stage				
<i>Acceptance of CD for submission as DIS</i>	<ul style="list-style-type: none"> - consensus, or - support from 2/3 of the P-members voting 	support from 2/3 of the P-members of the committee voting	simple majority of P-members of the committee	
Enquiry stage				
<i>Acceptance for submission as FDIS</i>	<ul style="list-style-type: none"> - 2/3 of P-members positive; - no more than ¼ votes negative 		NA	
Approval stage				
<i>Agreement to publish</i>	<ul style="list-style-type: none"> - 2/3 of P-members positive; - no more than ¼ votes negative 		NA	

Annex SO (normative)

Hosting meetings

SO.1 Who may host an ISO meeting?

Meetings may be hosted by:

- any ISO member (member body, correspondent member, subscriber member);
- any liaison member of the committee concerned.

It is not necessary for a host to be a direct participant in the work of the committee concerned, although that will typically be the case.

A potential host shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the technical committee or subcommittee for the purpose of attending the meeting. In some cases it may be necessary for special permission to be obtained for attendance — wherever possible the host should assist in determining if this is the case, but it is the joint responsibility of the secretariat or group leader, and the participant to determine any restrictions.

Given that some hosts may not have sufficient meeting facilities and/or other resources of their own, the main host — say an ISO member — may accept an invitation from another organization to assist by, for instance, providing a meeting location or organizing a welcoming event.

Irrespective of the actual host of a meeting, responsibility for the meeting concerned rests with the secretary (in the case of a technical committee or subcommittee, or similar groups) or group leader (in the case of working groups, ad-hoc groups, etc.). Thus, potential hosts should liaise directly with these individuals.

SO.2 Sponsorship of meetings

Large ISO meetings can be expensive and/or complicated to stage and support, and the resource requirements may exceed those that an ISO member can itself provide. It is therefore acceptable for a meeting to have one or more sponsors contributing to its organization and cost. Nevertheless, whilst it is acceptable for sponsors to be identified, and for their support to be recognized in the meeting, an ISO meeting shall not be used as an opportunity for the promotion for commercial or other reasons of the products or services of any sponsor (see also “Fees for delegates at ISO meetings”).

SO.3 Proposing or withdrawing support as a meeting host

The *ISO/IEC Directives, Part 1, 2001* request that the following advance notice be given:

Meeting of ...	Advance notice of meeting date	Advance notice of meeting location
Technical committee or subcommittee	2 years	4 months

Working group	3 months	3 months
---------------	----------	----------

In general, the more notice the better in order that participants may make appropriate travel and business arrangements, and also obtain briefing, where appropriate.

If a host finds that they need to withdraw an offer, these notice periods should also be respected.

SO.4 Meeting locations

In planning meetings, account should be taken of the possible advantage of grouping meetings of technical committees and subcommittees dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by delegates who participate in several technical committees or subcommittees.

SO.5 Facilities to provide at meetings

Any member body offering to host an ISO technical committee or subcommittee meeting undertakes to provide appropriate meeting facilities, including any provisions for interpretation (see “Interpretation facilities for meetings”), for the TC/SC, taking into account the normal attendance at such meetings and any requirements foreseen by the committee secretariat for facilities for parallel meetings (for example, of working groups, ad hoc groups or the drafting committee). The working facilities required during a meeting (i.e. additional to rooms) will vary from group to group. For TCs and SCs they will normally include word processing, printing, and photocopying facilities. Administrative support may also be needed. The host may be requested, but shall not be obliged, to provide separate facilities serving as the “chairman’s” or “secretariat” room.

The exact requirements should be determined by the committee secretariat or group leader. Some committee secretariats develop and maintain a standing document to advise member bodies of the facilities that will be required of any potential host of a meeting of the committee, which ensures clear understanding of what will be required. The host of a working group is also expected to provide all basic working facilities.

SO.6 Interpretation facilities at meetings

The chairman and secretariat are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants, following the general rules of ISO, as appropriate. The official languages at meetings are English, French and Russian, and meetings are conducted in any one or more of these. The typical language combinations are English and French, or English only. In the latter case, French may only be omitted with the explicit agreement of the francophone member(s). Thus, there may be an obligation on the host to provide interpretation between English and French. This needs to be determined in advance. Potential hosts may need to seek assistance from ISO Central Secretariat or from other P-members. The national body for the Russian Federation provides all interpretation and translation into or from the Russian language.

So far as the capabilities of translators (when required) are concerned, the guidance is:

- for meetings where final decisions on draft standards are expected to be taken, the services of an adequately qualified interpreter are generally required;
- meetings where “intermediary” or procedural decisions are expected to be taken, brief interpretation may be provided by a member of the secretariat or a volunteer delegate;

- at working group meetings, the members should, whenever possible, arrange between themselves for any necessary interpretation on the initiative and under the authority of the convenor of the working group.

SO.7 Welcoming activities and social events

ISO is widely recognized and respected. It is therefore not unusual for formal ceremonies to be associated with, for example, the opening of a technical committee meeting. Such events are acceptable, but their incorporation within the meeting period is entirely at the option of the host, and typically subject to the approval of the secretary and chairman of the group/s concerned.

A host may also offer social events of one kind or another, perhaps with the aid of co-sponsors. As for welcoming events, social events are entirely optional (see also SO.8 “Fees for delegates at ISO meetings”).

It is recognized that the inclusion of welcoming and social events significantly increases the time and cost, etc. of organizing a meeting. It may also increase the cost of participation. Given the pressures on the resources of all participants there is merit in the simplification of meetings. Above all, meetings must not become “competitive” events so far as hosts are concerned, in the sense that no host shall feel obliged, in any respect, to equal or exceed the welcoming and/or social facilities offered at any previous meeting.

SO.8 Fees for delegates at ISO meetings

Accredited delegates shall not be obliged to pay a fee as a condition of their participation in ISO meetings. However, in very exceptional cases (e.g. large and complex meetings), some charging mechanism may be necessary, but such mechanisms shall be approved on a case-by-case basis by the Secretary-General of ISO.

There is no obligation on a host to provide social functions during ISO meetings but if a committee requests a host to organize social functions, the host shall have the right to require that the costs of holding such functions be borne by the delegates participating therein.

SO.9 Press attendance at ISO meetings

Interest by the press or other media in ISO work is to be welcomed and the ISO Central Secretariat and many ISO member bodies have public relations and promotion services able to provide information to the press concerning ISO, ISO standards, and work in progress.

In recent years, there has been a growing interest on the part of some of the press to be present during meetings of particular ISO committees. Whilst this interest is, again, welcome, the presence of the press during an ISO meeting may inhibit the free and open discussion of issues. For this reason, members of the press shall not be permitted to be present during working sessions of ISO meetings. However participation by members of the press may be permitted during opening and closing ceremonies of ISO plenary meetings.

When members of the press express interest in a particular ISO meeting, therefore, appropriate arrangements should be made to hold press conferences and briefings outside the meeting sessions.

SO.10 Tape recording at ISO meetings

The tape recording (or similar recording) of ISO meetings by the committee secretary is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded and there are no objections. Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if he or she so desires.

Such recordings are intended to aid the meeting secretary in preparing the minutes/report of the meeting. They may also be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.

The recordings and any transcripts are the property of the meeting secretary, who is expected to respect the confidentiality of ISO meetings. The recordings and transcripts shall accordingly not be divulged to third parties and should preferably be destroyed once the minutes have been approved.

Annex SP (normative)

Second (and subsequent) language texts for ISO standards

SP.1 Introduction

Annex E of the *ISO/IEC Directives, Part 1, 2001* specifies the general policy on the use of languages as applied in ISO. This annex describes additional requirements concerning obtaining second and subsequent language texts. (English, French and Russian are the official ISO languages.)

SP.2 English and French

SP.2.1 Responsibilities

It is the responsibility of the ISO committee secretariat to obtain (but not necessarily themselves prepare) texts in English and French for all ISO-only and ISO-lead (Vienna Agreement) projects, unless one of these language versions is not to be published (see clause SP.5, following). Translation of documents into English or French is typically (but not exclusively) carried out by the translation department of the member body of the UK (BSI) for English or France (AFNOR) for French, or by agents nominated to act on their behalf. Other options are possible (see *ISO/IEC Directives - Part 1: 2001*, Annex E).

SP.2.2 Equivalence of texts

The secretariat of a technical committee or subcommittee is responsible for ensuring the equivalence of the English and French texts during the development of an ISO deliverable, if necessary with the assistance of experts in the language(s) concerned. A recommended way of ensuring equivalence of texts is to establish a multilingual editing committee.

SP.2.3 Timing of preparation of texts

The ISO/IEC Directives note that the concomitant preparation of language versions is with advantage started as early as possible in the development cycle. It is preferable, but not required, that Committee Drafts are available in all envisaged language versions. Apart from aiding comprehension during development, this also serves to help avoid preparation-related delays at later stages.

Where a second language version is required, TC and SC secretariats shall provide the member body responsible for the second language with a copy of the first language version no later than when it submits the text to ISO Central Secretariat for processing as a DIS, such action being notified in writing.

SP.2.4 Delays in receiving language versions

In the case where a second language version of an Enquiry Draft (DIS) is not available at the time the first language version is sent to ISO Central Secretariat, if the second language version is not available within 60 days of the submission of the original text, ISO Central Secretariat is authorized to proceed with DIS voting and subsequent publication of the approved international standard in one language, the second language version being published when it becomes available.

If two or more language versions were circulated at the DIS Stage, then they should also normally be circulated simultaneously at the FDIS Stage, for final voting.

SP.2.5 Updating language versions after ballot

In the case of preparation of a second or subsequent DIS, or the FDIS text, in order to facilitate the preparation of the second language text (where required), TC and SC secretariats should preferably provide the member body responsible for the second language version with a marked-up copy of the revised first-language DIS showing the changes to be made.

SP.3 Russian

It is the responsibility of the Russian member body to determine those cases for which they consider a Russian version to be appropriate, and to provide all translation into or from the Russian language. ISO does not itself typically publish Russian-language versions of International Standards, except in those cases where Russian is one of the languages in a multilingual document, such as a vocabulary. In the case of the revision of a text with a corresponding Russian version, the committee secretariat shall liaise with the Russian member body to determine what is required.

SP.4 Other languages

In the case of some multilingual documents, such as vocabularies or lists of equivalent terms, languages other than the official languages of ISO may be included. In such cases it is the responsibility of the committee secretariat to ensure that these language versions have been prepared and validated by those having an appropriate level of skill in the language(s) concerned.

In those cases where an ISO project is a joint project with CEN under the *Agreement on technical cooperation between ISO and CEN (Vienna Agreement)*, the preparation of a German version is a requirement. For more guidance reference should be made to the separate [Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN \(Vienna Agreement\)](#).

SP.5 Single-language versions

It may exceptionally be proposed that an international document need only be developed in a single language, perhaps where there is only a limited interest in — say — francophone countries. Where this is envisaged, the explicit approval for progression as a single language version needs to be obtained as soon as possible. It may be useful, for example for future reference, if a formal record of the decision is obtained. Further language versions can always be prepared as a translation of the published text.

SP.6 Translations

Under the terms of the *ISO Statutes*, as supplemented by the agreement *ISO policies and procedures for copyright, copyright exploitation rights and sales of ISO publications (ISO POCOSA)*, the member bodies of ISO may, under their sole responsibility, prepare translations into other languages of certain ISO publications and documents. For further information on the recognition of such translations, copyright, fees, etc., reference should be made to *ISO POCOSA*.

Annex SQ (normative)

Procedures for the standardization of graphical symbols

[Note to first edition of the ISO Supplement: Both ISO/TC 10/SC 10 and ISO/TC 145 have internal procedures for the assessment of graphical symbols. These are currently in course of review and alignment with a view to ensuring a consistent approach across both committees. Once aligned they will be published in the ISO Supplement. During this alignment process, committees identifying the need for new or revised graphical symbols should request interim guidance from ISO Central Secretariat]

SQ.1 Graphical symbols for use in technical product documentation (tpd)

ISO/TC 10 is responsible for the overall responsibility for standardization in the field of graphical symbols for technical product documentation (tpd). This responsibility includes

- maintenance of ISO 81714-1: Design of graphical symbols for use in the technical documentation of products – Part 1: Basic rules, in co-operation with IEC;
- standardization of graphical symbols to be used in technical product documentation, co-ordinated with IEC;
- establishing and maintaining a database for graphical symbols including management of registration numbers

Included is the standardization of symbols for use in diagrams and pictorial drawings.

ISO/TC 10 has allocated these responsibilities to ISO/TC 10/SC 10. The Secretariat of ISO/TC 10/SC 10 is supported by a maintenance group.

Any committee identifying the need for new or revised graphical symbols shall as soon as possible submit their proposal to the secretariat of [ISO/TC 10/SC 10](#) for review and — once approved — allocation of a registration number.

SQ.2 Graphical symbols for uses other than in tpd

ISO/TC 145 is responsible for the overall responsibility for standardization in the field of graphical symbols other than those for use in technical product documentation (tpd). This responsibility includes:

- progressing work items through ISO/TC 145 to respond to general needs for graphical symbols across all areas of application of graphical symbols within the scope of ISO/TC 145;
- progressing work items through ISO/TC 145 to define design principles and quality attributes of graphical symbol based communications;
- coordinating and advising on the work items/projects of other committees within ISO for work items involving graphical symbols;
- coordinating and advising on the work on graphical symbols of other standards organizations with official liaison to ISO.

ISO/TC 145 has allocated these responsibilities as follows:

- ISO/TC 145/SC 1 : Graphical symbols in the field of public information.
- ISO/TC 145/SC 2 : Graphical symbols in the field of safety signs.
- ISO/TC 145/SC 3 : Graphical symbols for use on equipment

The review and coordination role of ISO/TC 145 applies to all committees that undertake the responsibility for creation and standardization of graphical symbols within their own particular fields.

Any committee identifying the need for new or revised graphical symbols shall as soon as possible submit their proposal to the secretariat of the appropriate [ISO/TC 145 subcommittee](#) for review and — once approved — allocation of a registration number.

Annex SR (normative)

Procedure for the development of International Workshop Agreements (IWA)

SR.1 Proposals to develop IWAs

A proposal to hold an ISO workshop for the purpose of developing one or more IWAs on a particular subject may come from any source, including ISO member bodies, liaison organizations, corporate bodies etc. An organization that is not an ISO member body or liaison organization, or is not international in scope, shall inform the ISO member body in its country of its intent to submit such a proposal.

Whenever practicable, proposers shall provide details concerning:

- Purpose and justification of the proposal;
- Relevant documents; and
- Cooperation and liaison,

in accordance with the ISO/IEC Directives, Part 1, 2001, annex C.

Additionally, wherever possible, proposals shall include indication of an ISO Member Body willing to provide secretariat support to the IWA Workshop. If it is considered likely that participation in the workshop will need to be limited (see SR.5.2), this shall also be indicated.

In some circumstances, it may be considered that several meetings may be needed in order to reach a consensus. In such cases, the proposer is encouraged, or may be required by the Technical Management Board, to develop a business plan which would give details concerning meeting schedules, expected dates of availability of draft documents, the possibility that a workshop may establish project teams to progress work between meetings of the workshop, the expected date of availability of any IWA, etc.

SR.2 Review of proposals

Proposals will be referred to the Technical Management Board for approval. If the proposal is accepted, the TMB will initiate consultations with member bodies to identify a candidate willing to act as the organizer and to provide administrative and logistics support to the proposer. Preference will normally be given to:

- The member body from the country of the proposer, if the proposer is not a member body; or
- Member bodies holding secretariats in fields related to that covered by the proposal.

If there is more than one offer, the TMB will formally designate the member body assigned to act as the workshop secretariat. The assigned ISO member body may establish financial arrangements with the proposer to cover administrative and logistics support costs for the workshop. If a member body is not willing to act as workshop secretariat, the ISO/TMB may authorize the ISO Central Secretariat to fulfill this role, provided all associated costs are recovered by workshop registration fees.

An informative checklist for estimating IWA workshop costs is provided in SR.10.

The workshop secretariat and the proposer shall designate the chairman of the workshop

SR.3 Announcement

Once the workshop secretariat and the proposer have agreed on a date and venue for the first meeting of the workshop, these shall be communicated to the ISO member bodies. These details shall be further announced by the workshop secretariat, the ISO Central Secretariat and by any other interested member bodies in the most appropriate way(s) to achieve the widest possible circulation (e.g. a publicly accessible website). This may include a number of different announcement options and media, but the intent is to ensure that the broadest range of relevant interested parties worldwide are informed of the workshop and have the opportunity to attend.

The proposer and workshop secretariat will ensure that any ISO committees with projects relevant to the subject will be invited to be represented at the workshop.

A registration fee may be applied to help support preparation and hosting of the workshop. Any registration fees shall be stated in the workshop announcement.

NOTE When the subject matter of a workshop is likely to be of interest to developing countries, it is recommended either that a funding mechanism other than a registration fee be applied to facilitate participation from such countries, or that a number of "free" registrations be permitted.

The announcement shall be made at least 60 90 days in advance of the agreed date to allow potential attendees adequate time to plan on attending the workshop. The announcement shall be accompanied by a registration form to allow potential participants to register for the workshop. Registration forms shall be returned to the workshop Secretariat.

SR.4 Workshop information

A workshop programme detailing workshop objectives, deliverables, agenda, draft documents and any other relevant details for the workshop shall be available, and circulated to registered participants, no later than six weeks prior to the workshop date. Registered participants may submit their own contributions to the workshop secretariat for further distribution to other participants.

SR.5 Participation

SR.5.1 Workshop chairmen

The proposer and workshop secretary shall designate the chairman of any particular workshop. The chairman shall act in a purely international and neutral capacity and in particular shall

- Ensure that all points of view expressed during a workshop are adequately summed up so that they are understood by all present,
- Conduct the workshop with a view to reaching consensus,
- Ensure that all decisions are clearly formulated and, if needed, made available to the participants before closure of the meeting of the workshop.

SR.5.2 Registered participants

Any organization may register as a participant in a workshop and participation will be open to the registered participants only. Participants are not required to be appointed by the ISO member body in their country.

The workshop secretariat, chairman and proposer shall endeavour to ensure that the broadest range of interests is represented in any workshop and that there is an appropriate balance of representation. If needed, this may require that some limitation be placed on participation (for example no more than two registered participants from the same corporate body or organization). If the need to limit participation is expected at the outset, this shall be indicated in the proposal submitted to the Technical Management Board. If a need for limitation becomes apparent after announcement of the workshop, this shall be authorized by the TMB secretariat following consultation with the TMB chairman and, if needed, other TMB members.

SR.5.3 Project teams

In cases in which more than one meeting will be required to reach consensus, a workshop may establish one or more project teams to progress work between meetings of the workshop. The workshop shall designate the membership of such project teams, ensuring that their working methods will allow all interests to participate fully.

SR.6 Workshop procedures and management oversight

Workshops will be permitted to work in a practically autonomous manner using very flexible procedures.

However, there are a number of general ISO policies which need to be respected, in particular those concerning intellectual property rights and the use of SI units. It shall be the responsibility of the workshop secretariat to ensure that the appropriate policies are known to registered participants and are respected.

Management oversight will be kept to the minimum required to ensure coordination with existing standardization activities if relevant and to ensure that appropriate resource is provided by the ISO system. It will be the responsibility of the workshop chairman to determine when consensus of the workshop participants has been reached on a particular item or deliverable. For the purposes of determining consensus, the workshop chairman shall apply the following definition contained in ISO/IEC Guide 2:1996:

“General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.”

It should be noted that an IWA workshop may arrive at the consensus that an IWA deliverable is not necessary.

The workshop deliverables shall contain a description of the workshop consensus achieved including any recommendations for possible future actions or revisions to the workshop deliverables. The deliverable resulting from the workshop will proceed to publication based on the consensus of the workshop without additional reviews or approvals by any other body, except in the case of an appeal on such a deliverable (see immediately below).

SR.7 Appeals

Any parties affected by the deliverable resulting from the workshop shall have the right of appeal for the following reasons:

- The workshop and the process to arrive at its deliverable have not complied with these procedures;
- The deliverable resulting from the workshop is not in the best interests of international trade and commerce, or such public factors as safety, health or the environment; or
- The contents of the deliverable resulting from the workshop conflict with existing or draft ISO standard(s) or may be detrimental to the reputation of ISO.

Such appeals shall be submitted within two months of the date of the workshop and shall be considered by the ISO Technical Management Board which in such circumstances will take the final decision concerning publication of an IWA.

SR.8 Workshop deliverables and publication

Workshops will decide on the content of their own deliverables, but it is strongly recommended that the drafting rules in Part 3 of the ISO/IEC Directives be followed. The workshop secretariat and proposer shall be responsible for preparation of the text in compliance with Part 3 of the ISO/IEC Directives. Deliverables shall be sent to the ISO Central Secretariat for publication as Industry Technical Agreements. They will be numbered in a special IWA series.

IWAs may be published in one of the official ISO languages only and competing IWAs on the same subject are permitted. The technical content of an IWA may compete with the technical content of an existing ISO or IEC standard, or the proposed content of an ISO or IEC standard under development, but conflict is not normally permitted unless expressly authorized by the TMB.

SR.9 Review of IWAs

Three years after publication, the member body which provided the workshop secretariat will be requested to organize the review of an IWA, consulting interested market players as well as, if needed, the relevant ISO committee(s). The result of the review may be to confirm the IWA for a further three year period, to withdraw the IWA or to submit it for further processing as another ISO deliverable in accordance with Part 1 of the ISO/IEC Directives.

An IWA may be further processed to become a Publicly Available Specification, a Technical Specification or an International Standard, according to the market requirement.

An IWA may exist for a maximum of six years following which it shall either be withdrawn or be converted into another ISO deliverable.

SR.10 Checklist to estimate costs associated with hosting an ISO IWA Workshop (WS)

Completion of this checklist is NOT mandatory for the proposed hosting of an IWA. It is intended simply as a tool to assist proposers and assigned ISO member bodies in determining major costs associated with hosting an ISO IWA Workshop. Some of the sample costs provided may not be applicable to particular IWA Workshops, or may be covered in a different manner than is described below.

SR.10.1 Overall measures to consider

Expected number of deliverables	
Expected number of Project Groups	
Expected number of participants	
Expected number of WS plenary meetings	
Expected number of Project Group meetings	

SR.10.2 Planned Resources - Human Resource Requirements & Functions

Function	Who	Estimated Cost	Covered by ... (Who)	Commitment (Y/N)
WS Secretariat <ul style="list-style-type: none"> — organizing WS plenary meetings — producing WS and project meeting reports and action lists — administrative contact point for WS projects — managing WS (and project group) membership lists — managing WS (and project group) document registers — follow-up of action lists — if the Workshop works mainly by electronic means, assist Chairperson in monitoring and follow-up of electronic discussion 				
WS Chairperson <ul style="list-style-type: none"> — chairing WS plenary meetings — responsible for overall WS/project management — producing project management progress reports — acting as formal liaison with related WS/projects and liaison body — if the Workshop works mainly by electronic means, follow and steer electronic discussions that take place between meetings, 				

take necessary decisions				
WS Vice chairperson If your WS will have 'Vice Chairperson(s)', you should list them here, along with their particular functions and fill-in the right side of this table.				
Project Leader(s) (where applicable) <ul style="list-style-type: none"> — chairing project group meetings — producing project group meeting reports and action lists — preparing project group progress reports — if the Workshop works mainly by electronic means, follow and steer — electronic discussions that take place — regarding his/her particular project 				
IWA Editor <ul style="list-style-type: none"> — editing of the IWA texts — attend meetings — follow discussions relating to the IWA (s) that he/she is editing 				

SR.10.3 Planned Resources - Material Resource Requirements

Material Resource costs	Numbers	Estimated Cost per meeting	Covered by ... (Who)	Commitment (Y/N)
WS Meetings				
Meeting rooms				
Logistics (IT support, photocopies, etc.)				
Food and beverage				
Interpretation during meetings				

Annex SS (normative)

Forms and model letters

SS.1 Introduction

ISO has a range of standardized forms and model letters to aid in the progression of the work of a committee. This annex lists these, grouped according to function or activity. The individual forms are appended in ISO Form number order, followed by other forms, followed by model letters.

All forms and model letters are available in electronic format (typically MS Word and/or RTF format) for download from www.iso.ch/sdis/forms.

Additional paper copies of forms and model letters may be obtained on demand from ISO Central Secretariat (this service is due to be withdrawn with the migration of ISO to all-electronic operation).

SS.2 Proposal for a new field of technical activity (including establishment of a technical committee)

FORM 1	Proposal for a new field of technical activity
FORM 2	Vote on proposal for new field of technical activity
LETTER TC_Chair	Notification of appointment of technical committee chairman
LETTER Scopes	Modification of the title and scope of an ISO technical committee or subcommittee

SS.3 Establishment of a subcommittee

FORM 3	Decision to establish a subcommittee
LETTER SC_Chair	Notification of appointment of subcommittee chairman
LETTER Scopes	Modification of the title and scope of an ISO technical committee or subcommittee

SS.4 Establishment of a working group

LETTER Convenor_PL	Notification of appointment of new convenor/project leader
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SS.5 Standards development

FORM 4	New work item proposal
FORM 5	Vote on new work item proposal
FORM 6	Result of voting on new work item proposal
FORM 7	Coverpage of committee draft
FORM 8	Vote on committee draft
FORM 8A	Explanatory report on committee draft
FORM 10	Vote on draft International Standard
FORM 13	Report of voting on ISO/DIS
Template for comments and secretariat observations	Generic table for comments and observations. May be associated with ISO Form 13, and to reports on other ballots
FORM 17	Vote on ISO/FDIS
FORM 20	Systematic review of International Standards
FORM 21	Report of voting on systematic review

SS.6 Voting on Technical Specifications and Technical Reports

FORM Coverpage_TS	Cover page of Draft Technical Specification or Report
FORM Vote_TS	Vote on Draft Technical Specification or Report

SS.7 Meetings

LETTER Agenda	Notice of meeting / Draft agenda
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SS.8 Distribution of working papers, including Working Drafts

FORM Coverpage	Coverpage for committee working documents
FORM WD_coverpage	Coverpage for Working Drafts

SS.9 Information to accompany submissions to ISO CS of proposed DIS or FDIS

Form EF-E	Dispatch of electronic files
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PROPOSAL FOR A NEW FIELD OF TECHNICAL ACTIVITY	
Date of proposal	Reference number (to be given by Central Secretariat)
Proposer	ISO/TS/P

A proposal for a new field of technical activity shall be submitted to the Central Secretariat, which will assign it a reference number and process the proposal in accordance with the ISO/IEC Directives (part 1, subclause 1.5). The proposer may be a member body of ISO, a technical committee or subcommittee, the Technical Management Board or a General Assembly committee, the Secretary-General, a body responsible for managing a certification system operating under the auspices of ISO, or another international organization with national body membership. Guidelines for proposing and justifying a new field of technical activity are given in the ISO/IEC Directives (part 1, annex Q).

The proposal (to be completed by the proposer)

Subject (the subject shall be described unambiguously and as concisely as possible)
Scope (the scope shall define precisely the limits of the proposed new field of activity and shall begin with "Standardization of ..." or "Standardization in the field of ...")
Purpose and justification (the justification shall endeavour to assess the economic and social advantages which would result from the adoption of International Standards in the proposed new field)
Programme of work (list of principal questions which the proposer wishes to be included within the limits given in the proposed scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.)

Survey of similar work undertaken in other bodies (relevant documents to be considered: national standards or other normative documents)

Liaison organizations (list of organizations or external or internal bodies with which cooperation and liaison should be established)

Other comments (if any)

Signature of the proposer

Comments of the Secretary-General (to be completed by the Central Secretariat)

Signature



VOTE ON PROPOSAL FOR NEW FIELD OF TECHNICAL ACTIVITY	
Date of circulation	Reference number
Closing date for voting	ISO/TS/P

Please send this form, duly completed, to the ISO Central Secretariat

Subject					
Evaluation of market relevance of the proposal: <i>(Not applicable to those member bodies who are abstaining. It is recommended that this evaluation be carried out by a reasonably large number of stakeholders and the average of the various points given be subsequently reflected on the voting forms.)</i>					
	low		high		
	1	2	3	4	5
1. What is the potential of the proposed new field of technical activity to contribute to international trade and production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What is the potential of the proposed new field of technical activity to contribute to economic efficiency, health, safety or environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How great is the need to harmonize national approaches in this subject area that may serve as barriers to international trade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What is the feasibility of achieving consensus on International Standard(s) in this subject area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What priority should be assigned to the development of International Standard(s) in this subject area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments, including proposals for modification of the scope, may be annexed.)	Total points				

Do you agree, as the responsible member body, that the requirements in Annex Q of Part 1 of the ISO/IEC Directives on the *Justification of proposals for the establishment of standards* have been met by this proposal?

YES NO

We agree to the subject proposed being dealt with by ISO

We agree to the scope proposed

We suggest that the scope be modified as follows:

We do not agree to the subject proposed being dealt with by ISO

The reasons for our disagreement are the following:

We abstain/have no interest

If a new technical committee is established,

- We are willing to undertake the secretariat
(see 1.9 and annex E of part 1 of the ISO/IEC Directives)
 - We wish to participate actively in the work (P-member)
 - We wish to be kept informed of the progress of work (O-member)
 - We do not wish to be either P- or O-member
-

Standards, regulations and other relevant documentation existing in our country are listed hereafter, and where necessary any remarks concerning their application are given (attach a separate page as annex, if necessary).

An annex is attached to this form.

Member body:	
Date:	
	Name:



DECISION TO ESTABLISH A SUBCOMMITTEE	
Date of decision	New subcommittee number
	ISO/TC /SC

This form shall be completed by the secretariat of the ISO parent technical committee concerned and be submitted to the Central Secretariat which will assign it a reference number and submit it to the Technical Management Board for ratification of the decision.

Title of subcommittee (the title shall be unambiguous and as concise as possible)
Scope (the scope shall define precisely the limits of the proposed field of activity of the subcommittee within the defined scope of the parent technical committee and shall begin with "Standardization of ..." or "Standardization in the field of ...")
Purpose and justification (the justification shall explain why it is considered necessary to establish a subsidiary body within the parent technical committee, taking into account the additional resources that will be required to operate the subcommittee secretariat)
Programme of work (list of principal questions which the parent technical committee wishes to be included within the limits given in the proposed subcommittee scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.) (attach a separate page as annex, if necessary).

Survey of similar work undertaken in other bodies (relevant documents to be considered: national standards or other normative documents)

Member bodies (at least five P- or O-members of the parent technical committee, having expressed their intention to participate actively in the work of the subcommittee)

Secretariat (member body — one of those listed above — having confirmed its readiness to undertake the secretariat of the subcommittee) (see 1.9 and annex E of part 1 of the ISO/IEC Directives)

Liaison organizations (list of organizations or external or internal bodies with which cooperation and liaison should be established)

Other comments (if any)

Signature of the TC secretary



NEW WORK ITEM PROPOSAL	
Date of presentation	Reference number (to be given by the Secretariat)
Proposer	ISO/TC / SC N
Secretariat	

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, or organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

See overleaf for guidance on when to use this form.

IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to originator.

Guidelines for proposing and justifying a new work item are given overleaf.

Proposal (to be completed by the proposer)

<p>Title of proposal (in the case of an amendment, revision or a new part of an existing document, show the reference number and current title)</p> <p>English title</p> <p>French title (if available)</p>	
<p>Scope of proposed project</p>	
<p>Concerns known patented items (see ISO/IEC Directives Part 1 for important guidance)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", provide full information as annex</p>	
<p>Envisaged publication type (indicate one of the following, if possible)</p> <p><input type="checkbox"/> International Standard <input type="checkbox"/> Technical Specification <input type="checkbox"/> Publicly Available Specification <input type="checkbox"/> Technical Report</p>	
<p>Purpose and justification (attach a separate page as annex, if necessary)</p>	
<p>Target date for availability (date by which publication is considered to be necessary)</p>	
<p>Relevant documents to be considered</p>	
<p>Relationship of project to activities of other international bodies</p>	
<p>Liaison organizations</p>	<p>Need for coordination with:</p> <p><input type="checkbox"/> IEC <input type="checkbox"/> CEN <input type="checkbox"/> Other (please specify)</p>
<p>Preparatory work (at a minimum an outline should be included with the proposal)</p> <p><input type="checkbox"/> A draft is attached <input type="checkbox"/> An outline is attached. It is possible to supply a draft by</p> <p>The proposer or the proposer's organization is prepared to undertake the preparatory work required <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Proposed Project Leader (name and address)</p>	<p>Name and signature of the Proposer (include contact information)</p>

Comments of the TC or SC Secretariat

Supplementary information relating to the proposal

This proposal relates to a new ISO document;

This proposal relates to the amendment/revision of an existing ISO document;

This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;

This proposal relates to the re-establishment of a cancelled project as an active project.

Other:

Voting information

The ballot associated with this proposal comprises a vote on:

Adoption of the proposal as a new project

Adoption of the associated draft as a committee draft (CD)
(see ISO Form 5, question 3.3.1)

Adoption of the associated draft for submission for the enquiry vote (DIS or equivalent)
(see ISO Form 5, question 3.3.2)

Other:

Annex(es) are included with this proposal (give details)

Date of circulation	Closing date for voting	Signature of the TC or SC Secretary

Use this form to propose:

- a) a new ISO document (including a new part to an existing document), or the amendment/revision of an existing ISO document;
 - b) the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
 - c) the change in the type of an existing document, e.g. conversion of a Technical Specification into an International Standard.
- This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.
Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the secretariat concerned.

Guidelines on the completion of a proposal for a new work item

(see also the ISO/IEC Directives Part 1)

- a) **Title:** Indicate the subject of the proposed new work item.
- b) **Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
- c) **Envisaged publication type:** Details of the types of ISO deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated ISO Supplement.
- d) **Purpose and justification:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan.*
 - 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
 - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
 - 3) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?
 - 4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
 - 5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
 - 6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
 - 7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

e) Relevant documents: List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.

f) Cooperation and liaison: List relevant organizations or bodies with which cooperation and liaison should exist.



VOTE ON NEW WORK ITEM PROPOSAL	
Date of circulation	Reference number ISO/TC / SC N
Closing date for voting	
Member body voting	

ISO/TC / SC
Title
Secretariat

Circulated to P-members of the committee for vote and to O-members for information.

P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed at all points, to the Secretariat indicated above (not to ISO Central Secretariat). P-members voting "Abstain" need only complete Question 3.1. All other P-members need to respond to all questions.
Important Note: Incomplete forms may be considered invalid and not be counted when assessing results.

Title of proposal
English title
French title (optional)

1 Evaluation of market relevance of the proposal

(P-members intending to vote 'We abstain' should not respond to this question)

It is recommended that this evaluation be carried out by a reasonably large number of stakeholders and the average of the various points given be subsequently reflected on the voting forms.)

		low			high	
		1	2	3	4	5
1.1	What is the potential of this project to contribute to international trade and production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	What is the potential of this project to contribute to economic efficiency, health, safety, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	How great is the need to harmonize national approaches in this subject area that may serve as barriers to international trade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	What is the feasibility of achieving consensus on International Standard(s) in this subject area by the proposed target dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	What priority should be assigned to the development of International Standard(s) in this subject area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments, including proposals for modification of the scope, may be annexed)

Total points

2 Justification of proposal

(P-members intending to vote 'We abstain' should not respond to this question)

Do you agree, as the voting member body, that the requirements in the ISO/IEC Directives, Annex C, 2001 on the *Justification of proposals for the establishment of standards* have been met by this proposal?

Yes No

Vote on new work item proposal

ISO/TC / SC N

3 Vote

(Response required from all P-members)

(P-members intending to vote 'We abstain' need only respond to 3.1)

3.1 We agree to the addition of the proposed New work item to the programme of work of the committee:

Yes No We abstain / have no interest

3.2 We are prepared to participate actively in the development of the project (even if voting "No"), i.e. to make an effective contribution at the preparatory stage, at least by commenting on working drafts:

Yes* No

NOTE 1 All P-members voting "Yes" to questions 3.1 and 3.2 need to nominate an expert.

NOTE 2 P-members voting "No" to question 3.1 may nevertheless nominate experts.

* Name(s) and address(es) of nominated expert(s)

3.3 Additional vote on an associated draft

NOTE Question 3.3 is applicable only in those cases where an additional vote for adoption of a draft is indicated by the committee secretariat on the ISO Form 4 in the section "Voting information".

In such cases, answer **either** 3.3.1 **or** 3.3.2, as indicated on the New work item proposal.

3.3.1 We agree to direct submission of the draft associated with the New work item proposal as a CD:

Yes No

3.3.2 We agree to direct submission of the draft associated with the New work item proposal as a DIS (a vote "Yes" implies acceptance as a CD):

Yes No

If voting "No", to progression to a DIS, would you nevertheless agree with direct submission of the draft attached to the New work item proposal as a CD:

Yes No

4 Relevant documents

Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary, are attached:

Yes No

If "Yes", please give references here, or as a separate annex:

5 Comments

An annex is attached to this form

Member body voting

Date

Name



RESULT OF VOTING ON NEW WORK ITEM PROPOSAL			
Date	ISO/TC	/ SC	N
Title of TC/SC concerned			

To be completed by the secretariat and sent to the ISO Central Secretariat and to all P- and O-members of the TC or SC concerned, with a copy to the TC secretariat in the case of a subcommittee.

Proposal	ISO/TC	/SC	N	Circulation	Deadline
Title (new title if appropriate; French title to be indicated in all cases, even when no French version is envisaged)					
English title					
French title					

Results (the compilation of results is given as an annex)
The following criteria for acceptance have been met:
<input type="checkbox"/> Average points (y/x) awarded by P-members for market relevance greater than 15
<input type="checkbox"/> Approval by a simple majority of the voting P-members
<input type="checkbox"/> 5 or more P-members voting approval have agreed to participate in the development of the project and have nominated an expert
The proposal is therefore:
<input type="checkbox"/> Approved (all approval criteria met)
<input type="checkbox"/> Not approved (one or more approval criteria not met)
Associated draft
<input type="checkbox"/> no draft was associated with this ballot. A first draft is expected by (give date)
<input type="checkbox"/> the associated draft is adopted as a working draft (WD)
<input type="checkbox"/> the associated draft is approved as a Committee draft (CD)
<input type="checkbox"/> the associated draft is approved as the proposed Draft International Standard (DIS)

Further procedures (attribution to TC/SC/WG, Project Leader, development procedure, meetings, etc.)
<input type="checkbox"/> The project is to be first registered as a Preliminary Work Item (stage 10.00)
<input type="checkbox"/> The project is to be immediately registered as an active work item
Other:

Experts (give details below, or as a separate annex)

Documents to be considered (give details below, or as a separate annex)
--

Target date for submission: as a CD:	as a FDIS:
as a DIS:	for publication:

Secretariat	Secretary
--------------------	------------------

Registration by the Central Secretariat	
Date	Allocated project number

Other information, comments, etc. appended



VOTE ON ISO/CD	
Date of circulation	Reference number
	ISO/TC / SC N
Closing date for voting	

ISO/TC / SC
Title
Secretariat

Circulated to P-members of the committee for voting on registration of the draft as a DIS. P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed, to the Secretariat indicated above (not to ISO Central Secretariat).

ISO/CD
English title
French title

- We agree to the circulation of the draft as a DIS**
 with comments (editorial or other)
- We do not agree to the circulation of the draft as a DIS**
The reasons for our disagreement are the following (use a separate page as annex, if necessary)

Comments

- See enclosure**

- We abstain**

Member body voting	
Date	Name



EXPLANATORY REPORT RAPPORT EXPLICATIF		ISO/DIS
ISO/TC	/ SC	Secretariat

This form should be sent to the ISO Central Secretariat, together with the English and French versions of the committee draft, by the secretariat of the technical committee or subcommittee concerned.

Ce formulaire doit être envoyé au Secrétariat central de l'ISO en même temps que les versions anglaise et française du projet de comité, par le secrétariat du comité technique ou du sous-comité concerné.

The accompanying document is submitted for circulation to member body vote as a DIS, following consensus obtained from the P-members of the committee.

Le document ci-joint est soumis, pour diffusion comme DIS, au vote comité membre, suite au consensus des membres (P) du comité obtenu.

on

at the meeting of **TC** / **SC** see resolution No. in document
à la réunion du voir résolution n° dans le

by postal ballot initiated on
par un vote par correspondance démarré le

	Number	Countries
P-members in favour: Membres (P) approuvant le projet:		
P-members voting against: Membres (P) désapprouvant:		
P-members abstaining: Membres (P) s'abstenant:		
P-members who did not vote: Membres (P) n'ayant pas voté:		

Remarks/Remarques

I hereby confirm that this draft meets the requirements of part 2 of the ISO/IEC Directives
Je confirme que ce projet satisfait aux prescriptions de la partie 2 des Directives ISO/CEI

Date Name and signature of the secretary
Nom et signature du secrétaire



VOTE ON DRAFT INTERNATIONAL STANDARD ISO/DIS		
Date	ISO/TC	/SC
Member body voting	Secretariat	

Circulated to all member bodies for voting. All member bodies are invited to vote.
P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed, and with any comments **to the ISO Central Secretariat.**

ISO/DIS English title French title

- We approve the technical content of the draft**
 - as presented
 - with comments (editorial or other)

- We disapprove for the technical reasons stated**

The reasons for our disapproval are the following (use a separate page as annex, if necessary)

 - Acceptance of specified technical modifications will change our vote to approval

Comments

- See enclosure**

- We abstain**

Name



REPORT OF VOTING ON ISO/DIS		
Closing date of voting	ISO/TC	/SC
Secretariat		

A report shall be returned to ISO/CS no later than 3 months after the closing date of voting on the DIS, whether or not comments have been reviewed and/or a new text has been prepared.

- Preliminary report**
(submitted in those cases where comments are still to be considered and/or a decision has not yet been taken, or where it is decided that the nature of comments indicates a need for further consultation and/or reversion to a previous project development stage). To be followed by a 'Final report'. Any preliminary report is for ISO/CS for information, and is not circulated to member bodies)
- Final report**
(submitted either immediately, when all comments have been reviewed and a decision can be taken, or following a 'Preliminary report'. The final report is circulated by ISO/CS to member bodies, and is distributed with any associated DIS or FDIS text)

1	Result of the voting The above-mentioned document was circulated to member bodies with a request that the ISO Central Secretariat be informed whether or not member bodies were in favour of registration of the DIS as a Final Draft International Standard or for publication in the case of unanimous approval. The vote closed on the date indicated above. The replies listed in annex A have been received.
2	Comments received See annex B (if appropriate)
3	Observations of the secretariat
4	Decision of the Chairman Preliminary report (no annexes required) <input type="checkbox"/> The comments are under review and/or a decision on further procedure has not yet been taken <input type="checkbox"/> The project is to revert to the Preparatory Stage (a new working draft will be developed) <input type="checkbox"/> The project is to revert to the Committee Stage (a new committee draft will be developed) Final report <input type="checkbox"/> Having received 100% approval from the member bodies voting, the DIS is approved for direct publication without change other than editorial (no FDIS vote) <i>(Option not applicable to projects progressing under the Vienna Agreement)</i> <input type="checkbox"/> A revised text is to be submitted to ISO/CS for the approval procedure (FDIS vote) <input type="checkbox"/> A revised text is to be submitted to ISO/CS for a further enquiry (DIS) vote

Remarks (e.g. observations on how comments were reviewed, date by which a decision is to be taken, date when a text is expected)

Enclosures

- Annex A**
- Annex B**

Signature of the Secretary	Signature of the Chairman
Date	Date

[This page is for information only and is not for subsequent use]

**Form 13 Report of voting on draft International Standard
Template for Annex B "Comments received"**

The following page is a table with the generic title ***Template for comments and secretariat observations***. This table is in all respects identical to that used for the collection and submission of comments in the context of ISO's electronic balloting system.

Template for comments and secretariat observations

Date:	Document:
-------	-----------

1	2	(3)	4	5	(6)	(7)
MB ¹	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table/ Note (e.g. Table 1)	Type of com- ment ²	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted

--	--	--	--	--	--	--

1 **MB** = Member body (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

NOTE Columns 1, 2, 4, 5 are compulsory.

Template for comments and secretariat observations

(continuation sheet)

Document:

1	2	(3)	4	5	(6)	(7)
MB ¹	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table/ Note (e.g. Table 1)	Type of com- ment ²	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted

--	--	--	--	--	--	--



VOTE ON ISO/FDIS	
Date	ISO/TC / SC
Member body voting	

Circulated to all member bodies for voting. All member bodies are invited to vote.
P-members of the technical committee or subcommittee concerned have an obligation to vote.

To cast a vote on a Final Draft International Standard, member bodies shall complete and sign this ballot paper, **and return it to the Central Secretariat.**

If a member body votes affirmatively, it shall not submit comments. If a member body finds the FDIS unacceptable, it shall vote negatively and state the technical reasons.

ISO/FDIS
English title
French title

- We approve the technical content of the draft as presented
- We disapprove for the technical reasons stated

Comments

- See enclosure

- We abstain

Name



SYSTEMATIC REVIEW OF INTERNATIONAL STANDARD			
Closing date for voting	ISO/TC	/ SC	N
Member body voting			

ISO/TC	/ SC
Title	
Secretariat	

Circulated to all P-members of the responsible committee for voting. Circulated to other member bodies for information.

P-members of the technical committee or subcommittee concerned have an obligation to vote.

To cast a vote as a part of the review of a published International Standard, all P-members of the responsible committee shall complete and sign this ballot paper, and return it **to the responsible committee Secretariat** (not to ISO Central Secretariat).

Important Note: Incomplete forms may be considered invalid and not be counted when assessing results.

ISO
English title
French title

Evaluation of market relevance of the standard

	low				high
	1	2	3	4	5
What is the contribution of this standard to international trade and production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the contribution of this standard to economic efficiency, health, safety, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How extensive is the use of this standard, either directly or by national adoption, in your country?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total points				

Recommended action: Note: If the total points awarded for market relevance is less than 9, the standard should normally be proposed for withdrawal.

withdraw
 revise/amend *
 confirm
 confirm, with correction of errors *

* In case of revision/amendment, or of a proposed confirmation where there are nevertheless errors to correct, please identify the aspects concerned as an annex

	low				high
	1	2	3	4	5
Priority for revision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

National adoption or direct use (to be completed in all cases)

Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication? Yes No

If "yes" please indicate **the number(s) of the corresponding national publication(s)**, as an annex.

If "yes", is the national publication identical to the International Standard?

Yes No

 If "no", if the differences are not already indicated as proposed changes with this vote, **please identify the differences in relation to the International Standard** as an annex.

If this International Standard has not been adopted or is not intended to be adopted in the future as a national standard or other publication, is this International Standard used "per se", i.e. with no change, as an ISO document? Yes No

Additional remarks to assist in this review, e.g. on usage of this publication, are invited. Please add them below or attach them as an annex.

Systematic review of International Standard

Vote on

Doc.

ISO/TC

/SC

N

Member body voting

Participation (to be completed in all cases)

We are prepared to participate in a new project in the case that an amendment or revision is approved under the voting criteria for the acceptance of new work items: Yes No

If "yes", please give the name(s) and address(es) of your nominated experts:

Date	Name

Annex — Additional comments relating to responses to questionnaire

(e.g. reasons for proposing withdrawal, differences between a national standard and the International Standard, additional remarks on usage of this publication, etc.)



RESULT OF SYSTEMATIC REVIEW OF ISO STANDARD			
Date	ISO/TC	/ SC	N
Title of TC or SC concerned			

This document is to be completed by the committee secretariat and circulated to all P- and O-members, organizations and committees in liaison, with copy to the to the ISO Central Secretariat and the TC secretariat in the case of a subcommittee.

Review	ISO/TC	/SC	N	Circulation	Deadline
Reference number and title of International Standard					
ISO					
English title					
French title					

Results (the compilation of results is given as an annex)

The following criteria have been met

1 Average points (y/x) awarded by P-members for market relevance is equal to or greater than 9

2 A simple majority of voting P-members has proposed the following action:
 a withdrawal b revision/amendment c confirmation (with or without correction)

3 Has been adopted/is intended to be adopted (with or without change), or is used "per se", by at least 5 P-members

4 No changes other than corrections are proposed by any P-member

In the light of results, this International Standard is proposed for:

Withdrawal [criterion 1 not met - average points (y/x) < 9, see Note 1]
 Note 1: If the average points scored is less than 9 the standard should normally be proposed for withdrawal, irrespective of whether any of criteria 2-4 are met.

Revision [criteria 1, 2b, 3 met – see Note 2]

Amendment [criteria 1, 2b, 3 met – see Note 2]
 Note 2: To be determined by the committee secretariat. The choice between revision and amendment is essentially based on an assessment of whether or not the changes are limited (amendment) or if they require the redevelopment the whole document (revision).

Confirmation [criteria 1, 2c, 3, 4 met]

Other

errors have been identified that require a Technical Corrigendum

no final decision can yet be taken for the following reason(s):

Further procedures (attribution to TC/SC/WG, Project Leader, development procedure, meetings, etc.)

The proposed priority for the envisaged amendment/revision is [1 (low) – 5 (high)]

The proposed amendment/revision is to be registered as a Preliminary Work Item

Other:

Experts (give details below, or as a separate annex)

Documents to be considered (give details below, or as a separate annex)

Target date for submission:	as a CD:	as a FDIS:
	as a DIS:	for publication:

Secretariat	Date	Signature of the TC or SC Secretary
-------------	------	-------------------------------------

Other information, comments, etc. appended



Date	Reference number ISO/TC /SC N
Supersedes document	

This document is still under study and subject to change. It should not be used for reference purposes.

<p>ISO/TC /SC</p> <p>Title:</p> <p>Secretariat:</p>	<p>REQUESTED ACTION</p> <p>Circulated to P- and O-members, and to technical committees and organizations in liaison for:</p> <p><input type="checkbox"/> information</p> <p><input type="checkbox"/> discussion at [venue/date of meeting]</p> <p><input type="checkbox"/> comments by [date]</p> <p><input type="checkbox"/> voting (P-members only: ballot form attached) by [date]</p> <p><i>P-members of the technical committee or subcommittee concerned have an obligation to vote.</i></p>
---	--

Title:

Source:

Project(s):

Status:

Additional information:



**VOTE ON DRAFT
TECHNICAL
SPECIFICATION OR
TECHNICAL REPORT**

VOTE ON PROPOSED ISO/DTS or ISO/DTR		
Date of circulation	Reference number	
Closing date for voting	ISO/TC	/SC N

ISO/TC	/SC
Title	
Secretariat	

Circulated to P-members of the committee for voting on publication of the draft

P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed, **to the Secretariat indicated above.**

ISO/DTS or DTR
Title

- We agree to the publication of the draft**
- with comments (editorial or other) appended
- We do not agree to the publication of the draft**

The reasons for our disagreement are the following (use a separate page as annex, if necessary)

We abstain

P-member voting	
Date	Signature



**WORKING
DRAFT**

WORKING DRAFT ISO/WD		
Date	Reference number ISO/TC /SC N	
Supersedes document		

WARNING: This document is not an International Standard. It is distributed for review and comment. It is subject to change without notice and may not be referred to as an International Standard.

<p>ISO/TC /SC</p> <p>Title</p> <p>Secretariat</p>	<p>Circulated to P- and O-members, and to technical committees and organizations in liaison for:</p> <p><input type="checkbox"/> information</p> <p><input type="checkbox"/> discussion at [venue/date of meeting]</p> <p><input type="checkbox"/> comments by [date]</p> <p><input type="checkbox"/> approval for registration as a CD in accordance with 2.4.9 of part 1 of the ISO/IEC Directives, by</p> <p>[date]</p>
---	--

Title (English)

Title (French)

Source:

Project(s):

Status:

Additional information:

Copyright notice

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**VOTE ON DRAFT
TECHNICAL
SPECIFICATION OR
TECHNICAL REPORT**

VOTE ON PROPOSED ISO/DTS or ISO/DTR	
Date of circulation	Reference number
Closing date for voting	ISO/TC /SC N

ISO/TC	/SC
Title	
Secretariat	

Circulated to P-members of the committee for voting on publication of the draft

P-members of the technical committee or subcommittee concerned have an obligation to vote.

Please send this form, duly completed, **to the Secretariat indicated above.**

ISO/DTS or DTR
Title

- We agree to the publication of the draft**
- with comments (editorial or other) appended
- We do not agree to the publication of the draft**

The reasons for our disagreement are the following (use a separate page as annex, if necessary)

We abstain

P-member voting	
Date	Signature



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**MODIFICATION OF THE TITLE AND SCOPE
OF AN ISO TECHNICAL COMMITTEE
MODIFICATION DES TITRE ET DOMAINE
DES TRAVAUX D'UN COMITE TECHNIQUE**

ISO/TC

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Current title of the TC
Titre actuel TC

New title of the TC
Nouveau titre du TC

Current scope of the TC
Domaine des travaux actuel du TC

Name and signature/Nom et signature
Secretary of/Secrétaire de l'ISO/TC

Name and signature/Nom et signature
Chairman of/Président de l'ISO/TC

Date

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Genève · Switzerland

Telephone

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international + 41 22 749 01 11

Telefax + 41 22 733 34 30

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Proposed scope of the TC
Domaine des travaux proposé du TC

Rationale for the modification
Justification de la modification

Please attach an additional page if needed/ Veuillez joindre une page supplémentaire si nécessaire

Name and signature/Nom et signature
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**NOTICE OF MEETING / DRAFT AGENDA
CONVOCATION / PROJET D'ORDRE DU JOUR**

Date

Reference

ISO/TC

N

Title of / Titre du TC/SC

Secretariat / Secrétariat

Host / Invitant

MEETING / RÉUNION

Meeting dates /
Dates de la réunion

Place / Lieu

Tel. :

Fax :

P- and O-members are invited to inform the secretariat of the committee concerned, within one month of the receipt of this notice of meeting, of their intention to be represented at the meeting, the approximate number of their delegates and their need for interpretation.

Whenever possible, the names of delegates (or observers) and the name of the head of the delegation should also be sent to the secretariat of the committee concerned at least one month before the opening of the meeting.

Les membres (P) et (O) sont invités, dans un délai d'un mois à partir de la réception de la présente convocation, à faire connaître au secrétariat du comité concerné leur intention d'être représentés à la réunion, le nombre approximatif de leurs délégués et leur besoin en matière d'interprétation.

Dans la mesure du possible, une liste indiquant les noms des délégués (ou observateurs), ainsi que le nom du chef de la délégation, devrait également parvenir au secrétariat concerné un mois au moins avant l'ouverture de la réunion.

Parallel meeting(s) / Réunion(s) parallèle(s)

User Notes - Modified fields

(to be omitted from circulated agenda)

1. The above is the basic text of an agenda. There will be occasions when this text needs to be modified/extended. See the following page for texts to use in case of:

- late distribution of agenda
- meeting venue not known
- meeting venue notified later

2. This template is in English and French, which is the preferred option. Nevertheless, where the TC or SC approves, an agenda may be distributed in one language only (see *ISO/IEC Directives, Part 1, 1995: F.4.2*)

Notes pour l'utilisateur

(à supprimer pour les ordres du jour distribués)

1. Ceci est le texte de base pour un ordre du jour. Il peut être modifié/reformé selon certaines circonstances. Voir Annexe 1 pour les textes à utiliser dans les cas suivants :

- distribution tardive de l'ordre du jour
- lieu de la réunion inconnu
- lieu de la réunion communiqué plus tard

2. Le présent modèle de document est en anglais et en français selon les préférences de la majorité des comités. Toutefois, si le TC ou le SC approuvent, l'ordre du jour peut être distribué en une seule langue. (voir Directives ISO/CEI, *Partie 1, 1995: F.4.2*)

**This page to be omitted from circulated agenda /
Page à supprimer des ordres du jour distribués**

User Notes - Modified fields - for use in the cases cited as replacements or enhancements for elements of the basic text

Notes de l'utilisateur - Champs modifiés - à utiliser dans les cas cités pour remplacer ou mettre en évidence des éléments du texte de base

<p>Agenda circulated late</p> <p>Where notification is late (less than 4 months before the meeting date), P-members have the right to demand the postponement of the meeting. Consequently, in such cases the following text should be substituted for the basic text (copy and paste the text blocks).</p>	<p>Ordre du jour distribué tardivement</p> <p>Lorsque la communication du lieu de la réunion est tardive, (moins de 4 mois avant la date de la réunion), les membres P peuvent demander de reporter la réunion. Par conséquent,, dans ce cas, le texte suivant remplace le texte de base (copier coller les paragraphes du texte).</p>
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NOTE:

Due to the late circulation of this document, the meeting will be held only if no P-member is opposed.

NOTE :

Étant donné la distribution tardive de ce document, cette réunion n'aura lieu que si aucun membre (P) ne s'y oppose.

<p>Meeting venue not known</p> <p>Where – to meet the rule for distribution of agendas – not all the details of the meeting location are available, the following text should be substituted for the basic text (copy and paste these text blocks).</p>	<p>Lieu de la réunion inconnu</p> <p>Afin de respecter les règles de la distribution des ordres du jour, si l'information concernant le lieu de la réunion n'est pas complète, le texte suivant remplace le texte de base (copier coller ces paragraphes du texte).</p>
--	--

<p>Secretariat / Secrétariat</p>
<p>Host / Invitant</p>

<p>MEETING / RÉUNION</p> <p>Meeting dates / Dates de la réunion</p>
<p>Place / Lieu</p> <p>. The exact address of the meeting place will be communicated later on. . L'adresse exacte de la réunion sera communiquée ultérieurement.</p>

<p>Meeting venue confirmed after agenda circulated</p> <p>When meeting details are confirmed after the agenda is distributed, a second (revised) version or a circular letter should typically be distributed giving the full details.</p>	<p>Confirmation du lieu de la réunion après distribution de l'ordre du jour</p> <p>Lorsque l'information concernant la réunion est confirmée après la distribution de l'ordre du jour, une deuxième version (révisée) ou une lettre circulaire doit être distribuée pour fournir tous les détails nécessaires.</p>
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**User Notes****(to be omitted from circulated agenda)**

1. The following items maybe used directly as a model for the items to be included on an agenda, after deleting these user notes.
2. Where required – for example as an alternative/additional model – ISO/CS can provide a copy in electronic format (MS Word) of the last agenda on its files.
3. The text following contains fields (for use in MS Word 6) that can aid the completion of the text proposed. To use these fields:
 - make them visible using the command ALT/F9;
 - complete the entry
 - move to the next field using function key F11.

Notes de l'utilisateur**(à supprimer de l'ordre du jours distribué)**

1. L'Annexe 1 peut être utilisé pour les questions à inclure dans un ordre du jour. L'Annexe 2 peut être utilisé directement en supprimant l'Annexe 1 et les détails fixes de l'Annexe 2..
2. Le Secrétariat Central de l'ISO peut fournir, sur demande, à titre de modèle alternatif ou additionnel, une copie en version électronique (MS Word) du dernier ordre du jour enregistré dans ses dossiers.
3. Le texte suivant contient des champs (à utiliser dans MS Word 6) qui peuvent compléter le texte proposé. Pour utiliser ces champs :
 - les rendre visibles avec la touche ALT/F9;
 - insérer l'information
 - passer au champ suivant en utilisant la touche F11.

Opening of the meeting ()

Roll call of delegates

Election of the Chairman

Adoption of the agenda

Doc. ISO/TC N

Appointment of the drafting committee

Report of the Secretariat

Status of all items of the programme of work and action to be taken

Follow-up on work

- .1 Confirmation or withdrawal of items on which no progress has been made
- .2 Up-date target dates for work in progress

Work items on which no progress is being made - Status and action to be taken

Items for future work

Ouverture de la réunion ()

Appel des délégués

Élection du président

Adoption de l'ordre du jour

Désignation du comité de rédaction

Rapport du secrétariat

Statut de toute question inscrite au programme de travail et suite à donner

Suivi des travaux

- .1 Confirmation ou suppression de questions pour lesquelles aucun progrès n'a été accompli
- .2 Mise à jour des dates cibles pour les travaux en progrès

Questions restées sans progrès - Statut et suite à donner

Questions pour les travaux futurs

Requirements concerning a subsequent meeting

Any other business

Approval of resolutions

Closure of the meeting ()

* To be circulated

Conditions requises pour la prochaine réunion

Divers

Approbation des résolutions

Clôture de la réunion ()

* A distribuer ultérieurement

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WG CONVENER/PROJECT LEADER
ANIMATEUR GT/CHEF DE PROJET



Your ref. ISO/TC
Our ref.

Date 2001-06-13

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First name/Prénom _____

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Adresse professionnelle _____

Country/Pays _____

Tel _____

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E-mail _____

WG Convener/Animateur GT yes/oui no/non

Project(s)/Projet(s) _____

Secretary of/Secrétaire de Name/Nom + Signature Date
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SUBCOMMITTEE PERMANENT CHAIRMAN
PRÉSIDENT PERMANENT DE SOUS-COMITÉ



Your ref. _____
Our ref. **ISO/TC** /SC _____

Date _____

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Secretary of/Secrétaire de	Name/Nom + Signature	Date
ISO/TC /SC _____	_____	_____

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Web www.iso.ch

TC PERMANENT CHAIRMAN/APPOINTMENT
PRÉSIDENT PERMANENT DE TC/NOMINATION



Your ref.
Our ref. **ISO/TC**
Date **2001-06-13**

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central le plus tôt possible

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(Circle what is applicable/
Entourez ce qui convient)

First name/Prénom

Year of birth/Année de naissance

Professional address/
Adresse professionnelle

Country/Pays

Term/Mandat 200 - 200..

E-mail _____

Tel. _____ Fax _____

Present post/Poste actuel _____

Present or former activities
relevant to the work of the TC
concerned/Activités actuelles
ou antérieures en rapport
avec le TC concerné

Articles or books in the field
of the TC concerned of which
the chairman is the
author/Articles ou
publications dont le président
est l'auteur dans le domaine
du TC concerné

Other relevant training and experience,
e.g. training in ISO/IEC Directives,
experience in chairing meetings/Autres
formation et expérience pertinentes,
telles que formation dans le domaine
des Directives ISO/CEI, expérience
dans la présidence de réunions

_____	_____	_____
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Secretary of/Secrétaire de

Name/Nom + Signature

Date

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