# Annex A: Operating Procedures for the ISO/TC 260 U.S. TAG to ANSI for ISO Activities

**A1 General**

These procedures for ISO TC/260 HR Management U.S. Technical Advisory Group (U.S. TAG) meet the requirements for due process and coordination in the development of U.S. positions for ISO activities, as given in ANSI "*Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC*." The TC/260 U.S. TAG consists of its members, its Chair and U.S. TAG Administrator.

# A2 Functions and Responsibilities

The functions and responsibilities of this U.S. TAG, subject to ISO rules and limitations, are:

1. Recommend registration of ANSI as a P-member on an ISO committee, recommend a change in ANSI membership status on an ISO committee or recommend termination of membership as a P- member on an ISO committee
2. Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by an ISO committee
3. Initiate and approve U.S. working drafts for submission by ANSI to ISO committees (and, where appropriate, Working Groups and Task Groups) for consideration as committee drafts
4. Determine the U.S. position on an ISO draft International Standard, draft technical report, committee drafts, ISO questionnaires, draft reports of meetings, and others
5. Provide adequate U.S. representation to ISO committee meetings, designate heads of delegation and members of delegations, and ensure compliance with the ANSI *Guide for U.S. Delegates to IEC/ISO Meetings, My ISO Job - What Delegates and Experts Need to Know (2019),* preparation and submission of a Head of Delegation report by the designated Head of Delegation, and other optional free e-learning training available on the ANSI Standards Learn website (<https://www.standardslearn.org/>) .
6. Determine U.S. positions on agenda items of ISO committee meetings and advise the U.S. delegation of any flexibility it may have on these positions
7. Nominate U.S. technical experts to serve on ISO Working Groups
8. Provide assistance to U.S. secretariats of ISO committees, upon request, including resolving comments on draft international standards, draft technical reports, and committee drafts
9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG's scope
10. Recommend to ANSI the acceptance of secretariats for ISO committees
11. Recommend that ANSI invite the ISO/TC 260 committees to meet in the United States
12. Follow an open nomination process in which U.S. TAG members nominate and elect U.S. Chairs and Vice Chairs, who can be re-nominated and re-elected for successive terms without limit, as well as U.S. conveners of ISO Working Groups

# A3 U.S. TAG Administrator (ANSI)

The U.S. TAG Administrator shall be designated by the ANSI Executive Standards Council (ExSC) upon recommendation of its designee if any, and shall accept, in writing, the responsibilities described below:

1. Maintaining the U.S. TAG membership list and accreditation of the TAG
2. Submitting the U.S. TAG membership list, annual compliance form and annual report to ANSI by established deadlines for review by the ExSC or its designee
3. Determining that the members of the U.S. TAG participate actively *(including A5.9 below)*
4. Providing for administrative services, including arrangements for meetings, timely preparation and distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate records, including minutes of meetings and results of letter ballots
5. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to ANSI
6. Transmitting to ANSI U.S. delegates lists for all international meetings
7. Establishing, in collaboration with the U.S. TAG Strategic Planning Committee (US TAG subgroup), a procedure to hear appeals of actions or inactions of the U.S. TAG
8. Establishing, in collaboration with the U.S. TAG Strategic Planning Committee, a written antitrust policy reflecting the TAG’s practice to conduct all business and activity in compliance with applicable antitrust laws
9. Complying with the requirements associated with ANSI oversight and supervision of activities of the

U.S. TAG and its operational activities

1. Ensuring compliance with applicable ANSI and ISO procedures
2. Paying all relevant fees to ANSI

# A4 Officers

There shall be a Chair, and other officers if required, appointed by an open nomination process and elected by U.S. TAG majority vote. The TAG Chair term shall be two years, and may be renewed, subject to TAG approval. There shall be no limit on the number of terms a TAG Chair can serve.

# A5 Membership

Membership shall be open to all U.S. national interested parties who indicate that they are directly and materially affected by the activity of the U.S. TAG, after being informed concerning U.S. TAG working procedures and scope of activities. There shall be no undue financial barriers to participation. Administrative fees may be charged by the U.S. TAG Administrator, but in all cases procedures for requesting a waiver of the fees must be available. Participation shall not be conditional upon membership in any organization, or unreasonably restricted on the basis of technical qualifications or other such requirements.

# The U.S. TAG Administrator, TAG Chair, and Vice Chair, if applicable, will review applications for new members, and determine the outcome. When members are announced, the U.S. TAG will have an opportunity to reject any new member application.

**A5.1 Application.** A request for membership shall be addressed to the U.S. TAG Administrator and TAG Chair, shall indicate the applicant's direct and material interest in the U.S. TAG's work and willingness to participate actively (see A5.8), the applicant’s interest category, and organization, company, or government agency, and identify an alternate, if desired.

11 “Affiliation” refers to the entity that the U.S. TAG member represents (which may or may not be that person’s employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person’s employer (if employed), sponsor (if other than employer) and interest category should be available.

**A5.2 Recommendation.** In recommending appropriate action on applications for membership, the administrator and Chair shall consider:

1. The balance of each Interest Category in the work of the U.S. TAG membership composition
2. The potential for dominance by a single Interest Category
3. The submission of interest expressed by the applicant, and the applicant's willingness to participate actively

The U.S. TAG Administrator and Chair may consider reasonable limits on U.S. TAG size.

**A5.3 Diverse Interests.** If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the U.S. TAG (as approved by the U.S. TAG Administrator and Chair), each may apply for membership, as long as their participation represents less than 10% of U.S. TAG membership.

**A5.4 Observers.** Individuals and representatives of organizations having an interest in the U.S. TAG's work may request listing as observers in the U.S. TAG Member Application. Observers shall be advised of the U.S. TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote.

**A5.5 Representation of Materially Affected Interests**. All directly and materially affected U.S. national interested parties shall have the opportunity for fair and equitable participation without dominance by any single interest.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase "without dominance by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominated the standards activity, to the exclusion of fair and equitable consideration of other viewpoints, no test for dominance is required.

**A5.6 Membership Roster.** The administrator shall maintain the list of U.S. TAG members and the organization they represent.

The roster shall include the following:

1. Title and designation of the U.S. TAG
2. Scope of the U.S. TAG
3. U.S. TAG Administrator (address, telephone number, email and relevant contact information)
4. U.S. TAG officers (Chair and other officers)
5. Members:
	1. Names of the individuals and alternates (as applicable) and their addresses and business affiliations including name of the organization they are representing on the U.S. TAG
	2. The interest category of each individual and alternate (as applicable)

In addition, the name of the organization with a point of contact, affiliation and interest category of each member of the U.S. TAG shall be made available to interested parties upon request.

**A5.7 Membership Obligations.** Members are expected to participate actively by fulfilling attendance, review, commenting and voting, correspondence, and other obligations. Members are expected to participate in good faith and in accordance with professional standards, respectful of the rules of the TAG and the authority given to the Officers of the U.S. TAG and U.S. TAG Administrator.

**A5.9 Review of Membership.** The U.S. TAG Administrator shall review the membership list annually with respect to the criteria of A5. Members are expected to participate actively by fulfilling attendance, document review, commenting and voting, correspondence, and other obligations, including meeting the expectations of the ANSI Code of Conduct <https://www.ansi.org/publicstatements/Code-of-Conduct?menuid=1>

**A6.1 Act in accordance with the ANSI Code of Conduct**

Members are expected to participate in good faith and in accordance with professional standards, be respectful of the U.S. TAG Operating Procedures and authority given to the TAG leadership. As appropriate, the TAG Chair and U.S. TAG Administrator may refer to Robert’s Rules of Order for guidance during meetings. If made aware of complaints or inappropriate actions by U.S. TAG members, TAG leadership reserves the right to respond and take appropriate action, including downgrading voting status to observer or membership revocation (as outlined below).

**The obligations of U.S. TAG membership includes meeting criteria of membership participation.** Where a member is found in default of these obligations, the U.S. TAG Administrator and Chair shall contact the member to inform them of specific concerns based on the guidelines below.

**A6.2 TAG Voting Membership Participation Requirements**

Unless excused absence, U.S. TAG members who miss two consecutive U.S. TAG meetings or two consecutive ballots will be moved to the status of Observers (with no voting rights), and will be informed of the change in status by the U.S. TAG Administrator and Chair.

* Voting member obligation to attend meetings can be met either by attending in person or virtual meeting participation.
* Written notification to the U.S. TAG Administrator and Chair shall be provided by the voting member when their alternate will either cast the vote on a ballot or participate on their behalf.
* Excused absence may be granted when a voting member notifies the U.S. TAG Administrator and Chair that they cannot attend a meeting with a rationale.
* An Observer cannot serve on an ISO/TC 260 working group (WG).
* Before implementing change of status to Observer, the U.S. TAG Administrator and Chair shall notify members in jeopardy of losing their voting status after one missed meeting (unexcused) or one missed vote.
* Requests for reinstatement to voting member (including voting rights) shall be submitted in writing (including e-mail) to the U.S. TAG Administrator and Chair. Following the request, observer members must attend two consecutive meetings to regain voting status.

Additionally, U.S. TAG members appointed to a Working Group (WG) must contribute actively according to the Convenor or Project Leader communicated expectations. If written notice is received from the WG Convenor and Project Leader indicating that a U.S. TAG WG member is not meeting expectations, said member will be removed from the applicable WG and ISO Global Directory.

**A6.3 TAG Membership Removal**

Unless ANSI approved payment arrangements have been made, if a voting member has not paid the U.S. TAG fee or has been unresponsive for an extended period of time, their TAG membership will be revoked.

# A7.1 Meetings

Meetings of the U.S. TAG and meetings of the U.S. delegates to international meetings should be scheduled to respond to international activities. U.S. TAG meetings shall be held, as determined by the U.S. TAG Chair and Administrator. The U.S. TAG aims for two in-person TAG meeting per year, with an additional two to three virtual meetings. All in-person meetings should have virtual participation options, where possible. Quorum to vote during meetings is set at 30% of voting TAG members.

At least four weeks' notice of regularly scheduled meetings should be given by the U.S. TAG Administrator. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members.

**A7.2 U.S. Delegation to international meetings.** The TAG Chair and Vice Chair (if applicable) will automatically serve on the U.S. delegation to Plenary meetings, with the TAG Chair serving as Head of Delegation. In response to a Plenary meeting announcement, the U.S. TAG Administrator shall send out a call for interested delegates within the U.S. TAG. The TAG will request a statement of interest from each potential candidate. The TAG shall then vote on the proposed delegation to confirm approval.

# A8 Voting

**A8.1 Vote.** Each U.S. TAG member shall vote one of the following positions:

* Affirmative
* Affirmative with comment
* Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
* Abstain with reason

**A8.2 Vote of Alternate.** An alternate's vote is counted only if the principal representative fails to vote.

**A8.3 Voting Period.** The voting period for letter ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the TAG Chair or Administrator when warranted.

**A8.4 Authorization of Letter Ballots.** A letter ballot may be authorized by:

1. Majority vote of those present at a U.S. TAG meeting
2. The TAG Chair
3. The U.S. TAG Administrator

**A8.5 Actions Requiring Approval by Majority.** The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the U.S. TAG membership:

1. Approval of officers nominated and elected by members of the U.S. TAG
2. Formation of a subgroup (e.g., US TAG Strategic Planning Committee), including its procedures, scope, and duties
3. Disbandment of a subgroup
4. Other actions of the US TAG not specified elsewhere

**A8.6 Actions Requiring Approval by Two-Thirds of Those Voting.** The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions. A 30% quorum is required for letter ballots or meetings.

Adoption of U.S. TAG procedures, categories of interests, or revisions thereof:

1. Approval of recommendation to change the U.S. TAG scope
2. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS)
3. Approval of U.S. delegates to international meetings
4. Approval of recommendation to disband the U.S. TAG

The U.S. TAG Administrator shall report successful ballots on items 1, 3 and 4 to the ExSC, along with US TAG views on the action.

**A8.7 Consideration of Views and Objections on Letter Ballots.** The U.S. TAG Administrator shall forward the views and objections received to the U.S. TAG Chair, or their designee. The Chair shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on a draft international standard (DIS) listing in *Standards Action*. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the

U.S. TAG members to afford all members an opportunity within appropriate time limits to respond, to reaffirm, or to change their position.

**A8.8 Report of Final Result.** The final result of the voting shall be reported to the U.S. TAG.

**A8.9 Submittal of U.S. Position.** Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position, which represents the U.S. consensus (see B7.2), shall be submitted to ANSI by the U.S. TAG Administrator. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.

**A8.10 Information Submitted.** The information supplied to ANSI shall include:

1. Title and designation of the document
2. Indication of the type of action requested (for example, approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.)
3. Identification of all unresolved views and objections, and a report of attempts toward resolution
4. A summary of the voting and U.S. TAG member responses
5. Status of any appeal action related to approval of the proposed U.S. position

# A9 Disbanding of U.S. TAG

If a proposal to terminate the U.S. TAG is made, the proposal shall be submitted in writing to ANSI, the U.S. TAG Administrator and U.S. TAG Chair. The proposal shall include the reasons why the U.S. TAG should be terminated. The U.S. TAG shall take action in accordance with A8.6. Since the U.S. holds the secretariat for ISO/TC 260, ANSI shall be informed promptly and shall submit a decision regarding termination of the US TAG to the U.S. TAG Administrator and U.S. TAG Chair.

As a result of action taken in accordance with A.8.6, should termination of the U.S. TAG be approved, notification of such action shall be announced in *Standards Action*. The announcement shall note that dissolution of the U.S. TAG will result in the U.S. relinquishing its P- (participant) status in ISO/TC 260 HRM. Also, since the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as international secretariat. The appropriate notification(s) shall be sent to ISO Central Secretariat regarding the change in status, and the relinquishment of the secretariat.

# A10 Communications

External communications such as inquiries relating to the U.S. TAG shall be directed to the U.S. TAG Administrator and U.S. Chair for response. All replies to inquiries shall be made through the U.S. TAG Administrator and U.S. TAG Chair.

# A11 Appeals

Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG or its administrator shall have the right to appeal.

**A11.1 Complaint.** The appellant shall file a written complaint with the U.S. TAG Administrator within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the specific actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

**A11.2 Response.** Within thirty days after receipt of the complaint, the respondent shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

**A11.3 Hearing.** If the appellant is not satisfied with the response of the respondent, they shall so inform the U.S. TAG Administrator within ten (10) working days. The U.S. TAG Administrator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days’ notice.

**A11.4 Appeals Panel.** The appeals panel shall be appointed by the U.S. TAG Administrator, and shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.

**A11.5 Conduct of the Hearing.** The appellant has the burden of demonstrating adverse effects, improper actions, or inactions and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the U.S. TAG Administrator took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure not covered herein for the hearing.

**A11.6 Decision.** The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

1. Finding for the appellant and remanding the action to the U.S. TAG or the U.S. TAG Administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
2. Finding for the respondent with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.
3. Finding that new, substantive evidence has been introduced and remanding the entire action to the

U.S. TAG or the U.S. TAG Administrator for appropriate reconsideration.

**A11.7 Further Appeal.** An appeal of a U.S. TAG appeals decision may be filed with the ExSC in accordance with the *Operating Procedures of the ANSI Executive Standards Council*.

**A11.8 Informal Settlement.** ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI Procedures. Any settlement to which the parties agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

# A12 Antitrust Policy

* 1. positions developed by ANSI-Accredited U.S. TAGs shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop U.S. positions are to be conducted in accordance with these laws.

# A12 Parliamentary Procedures

On questions of parliamentary procedures not covered in these procedures, Robert's Rules of Order (latest edition) may be used to expedite due process.

# Annex B: Criteria for the Development and Coordination of ISO/TC 260 U.S. Positions in the International Standardization Activities of the ISO

Participation in international standards activities of interest to members of the American National Standards Institute (ANSI) requires membership in two international non-treaty standardization organizations, namely the International Organization for Standardization (ISO). ANSI is the U.S. member body of ISO. To assure that positions presented to these international bodies are representative of U.S. interests, a mechanism must exist for the development and coordination of such positions. This document outlines ANSI’s criteria for an appropriate mechanism. This document does not supersede an ISO TAG’s accredited procedures (Annex A above).

ANSI normally looks to the body that develops national standards in a particular standards area in order to determine the U.S. position in a similar international standardization activity. Such national consensus bodies are designated by ANSI as “U.S. TAGs” for specific ISO activities. Each accredited U.S. TAG to ISO shall be referred to as an “ANSI-Accredited U.S. TAG” (or alternately, “ANSI/[SDO] TAG to ISO/TC XX” or the equivalent) in all communications with TAG members and other parties regarding TAG activities. The makeup of U.S. TAGs may include participants from companies, technical and trade organizations, government agencies, academia and individuals.

In addition to U.S. TAG activities, as appropriate and consistent with ANSI’s mission to promote U.S.- based technology and positions globally, ANSI may approve the establishment of Partnership Standards Developing Organization (PSDO) agreements with ISO.

# B1 Applicability

These requirements apply to the development and coordination of U.S. positions for ISO.

# B2 International Requirements

Operating procedures (Annex A) for the development of U.S. positions shall comply with the requirements imposed on members by ISO. For example, time limits are imposed on all participating international members of the international body with regard to voting, commenting, and other related matters. Reasonable time extensions may be requested for good cause.

**B3 General**

The operating procedures of existing or newly established groups which develop U.S. positions for the standardization activities of ISO (Annex A) shall, at a minimum, meet the criteria for the organization***,*** accreditation and operation of the U.S. TAG as provided herein.

# B4 Criteria for Organization

The following minimum criteria shall be met in the organization of the U.S. TAG, which develop U.S. positions on international standards activities:

**B4.1 Openness.** Participation shall be open to all U.S. national interested parties who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Participation shall not be conditional upon membership in any organization, or unreasonably restricted on the basis of technical qualifications or other such requirements.

Timely and adequate notice of the formation of new activities related to international standards shall be provided to all known directly and materially affected interests. Notice should include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information.

In addition, the member’s name (or if membership is by organization, the name of the organization with a point of contact), affiliation and interest category of each member of the TAG shall be made available to interested parties upon request.

**B4.2 Balance.** The process of developing U.S. positions shall provide an opportunity for fair and equitable participation without dominance by any single interest.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase “without dominance by any single interest” normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person (trade or academic organization, company, government agency, individual, etc.) that a single interest category dominated the development of the U.S. position, no test for dominance is required.

Interest categories shall be discretely defined, cover all materially affected parties and differentiate each category from the other categories. Such definitions shall be available upon request. In defining the interest categories appropriate to a standards activity, consideration shall be given to at least the following:

* + - Academic (Private Non-profit)
		- Academic (Public)
		- Academic (For Profit)
		- Association or Non-profit Organization
		- Government
		- Consultant/Legal Firms
		- User/Producer For-profit Organization

Where appropriate, more detailed subdivisions should be considered.

# B5 Criteria for Operation

The following minimum criteria shall be met in the development of U.S. positions in international standards activities:

**B5.1 Written Procedures.** Written procedures shall govern the methods used for the development of

U.S. positions and shall be available to any interested party.

**B5.2 Listing in *Standards Action*.** Appropriate international standards activities shall be listed in the ANSI *Standards Action* in order to provide an opportunity for public comment. The comment period shall be appropriate to the required timing for the action.

**B5.3 Consideration of Views and Objections.** Prompt consideration shall be given to the written views and objections of all participants including those commenting on the listing in *Standards Action*. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

Unresolved objections and any substantive change made to a proposed U.S. position shall be reported to the US TAG members.

**B5.4 Records.** Records shall be prepared and maintained to provide evidence of compliance with these criteria. Records concerning new, revised, or reaffirmed ISO Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

**B5.5 Appeals.** The written procedures shall contain an identifiable, realistic, and readily available appeals mechanism for the impartial handling of substantive and procedural complaints regarding any action or inaction.

**B5.6 Antitrust Policy.** U.S. positions developed by the ANSI-Accredited U.S. TAG shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop U.S. positions are to be conducted in accordance with these laws.

**B6 Guidelines for Determining a U.S. Voting Position**. The development of a U.S. position with regard to voting on international documents is a matter of great complexity. Firm rules for casting affirmative votes, negative votes, or abstentions would be presumptuous and unworkable in many cases. However, efforts should be made to achieve consistency in the perceived conduct of the United States as a participant in international, non-treaty standards development. Toward that end, guidelines for determining a voting position are included herein in order to provide direction toward a consistent voting policy and procedures (Annex A). These guidelines cannot cover all of the factors that must be considered in determining the U.S. vote. They do, however, represent generally accepted principles that should be applied to normal situations.

**B6.1** If there is an existing U.S. national standard (i.e., an American National Standard (ANS) or, in the absence of an ANS, another standard generally accepted within the United States); and:

1. If the national standard can be considered equivalent to the requirements in the international document, vote affirmative
2. If the international document includes different, additional, or more stringent requirements than are in the national standard and the U.S. consensus indicates that such requirements are:
	1. Acceptable, and should be considered for inclusion in the national standard (see section B7.2), vote affirmative, or
	2. Not acceptable, vote negative
3. If the national standard includes different, additional, or more stringent requirements than are in the international document and the U.S. consensus indicates that such requirements:
	1. Should be modified in accordance with the international document, (see section B7.2) vote affirmative, or
	2. Must be maintained, vote negative, or
	3. Must be maintained, but the proposed document is considered to represent the best agreement which can be attained at the present time from an international point of view, vote abstain with a statement that the U.S. cannot modify its national standard for stated reasons

**B6.2** If no national standard exists and

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

**B6.3** Regardless of whether or not a national standard exists, if no U.S. consensus has been established, abstain.

**B6.4** The U.S. vote, if negative, must be accompanied by reasons and supporting information, such as technical data and logical argument. Also, any known exceptions and/or additions that will be required to conform to U.S. safety practices or regulations shall be noted.

**B6.5 Exceptions.** Exceptions to the above stated voting guidelines should be carefully considered.

# B7 Criteria for Approval of U.S. Positions on International Standards Activities

**B7.1 Introduction.** Implicit in the transmittal of U.S. positions on international standards activities to ANSI is the verification that the requirements of this document have been met and that consensus in support of the U.S. position has been established.

Consistent with ANSI’s mission to promote U.S.-based technology and positions globally, ANSI may approve a PSDO agreement. In all such instances, an ANSI-Accredited Standards Developer is required to provide public notice of its intent to submit a proposed American National Standard (ANS) for consideration for approval as an ISO standard. See *ANSI Essential Requirements: Due process requirements for American National Standards* (https://www.ansi.org/essentialrequirements/). Further, in such instances, it is expected that the ANSI- Accredited U.S. TAG will raise any concerns related to the proposed ANS during its development cycle so that if the standard is subsequently balloted for approval at ISO, the U.S. position will be to support its approval. For existing ANS, the PSDO is required to seek and obtain the approval of the U.S. TAG prior to its submission of a standard to ISO under a PSDO agreement.

**B7.2 Consensus.** Consensus for a U.S. position is established when substantial agreement has been reached by the U.S. national interests that are directly and materially affected by the proposed international standard. Additionally, if the proposed U.S. position is based on giving consideration to changes in an existing U.S. national standard, the consensus process shall include U.S. national interests that are directly and materially affected by the U.S. national standard.

**B7.3 U.S. Proposals of Documents as the Basis for the Initiation of International Standards.** All U.S. proposals for the initiation of new work items for the development of international standards shall be approved by the U.S. TAG. Such proposals may be based on American National Standards (ANS), as appropriate. In the absence of ANS, other appropriate, generally accepted standards may be proposed. In all instances, permission from the sponsor to propose documents as the basis for the initiation of international standards shall be obtained. In the absence of either ANS or other appropriate, generally accepted standards, proposals may be based on a rationale, or a standard under development.

**B7.4 U.S. Proposals to Fast Track a National Standard.** The U.S. may submit a nationally accepted standard using the fast-track procedure approved by the ISO if the following criteria are met:

1. The U.S. is a P-member of a concerned ISO committee
2. The proposed standard must have the approval of both the originating organization and the

U.S. TAG

The procedures in B7.3 shall be used in determining U.S. support for the proposed standard.

# B8 Participation in the formulation of U.S. positions

U.S. TAG Members and other contributors are expected to participate in good faith and in accordance with professional standards, respectful of the rules of the TAG and the authority given to the Officers of the TAG and U.S. TAG Administrator. As appropriate, the TAG and U.S. TAG Administrator may refer to Robert’s Rules of Order, Disciplinary Procedures, for guidance.

# B9 Criteria for Appeals

The provision of appeals is important for the protection of directly and materially affected interests and for the organizations involved in the development of U.S. positions in international activities and is required as a part of due process. This section provides for the right to appeal, indicates what may be appealed, and gives general criteria regarding the appeals mechanism.

**B9.1 Right to Appeal.** Directly and materially affected U.S. national interested parties have the right to appeal any procedural action or inaction in the development of U.S. positions on international standards activities.

**B9.2 Appeals Mechanism.** The following general criteria shall apply to any appeals mechanism provided by the U.S. TAG pursuant to these procedures:

1. Appeals shall be addressed promptly and a decision made expeditiously
2. The right of the involved parties to present their cases shall not be denied
3. Appeals procedures shall provide for participation by all parties concerned without imposing an undue burden on them
4. Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed
5. Records of appeals shall be kept and made available to the involved parties

**B9.3 Access.** Appeals shall be processed in accordance with the written procedures used by the U.S. TAG for the development of pertinent U.S. positions. (See B6) ANSI will not normally hear an appeal of an action or inaction until all other appeal procedures have been exhausted.