

Proposed Revisions to the ANSI International Procedures

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The proposed revisions below to the ANSI International Procedures are intended to ensure that sufficient time to identify a new TAG Administrator is available when an organization serving in that role wishes to relinquish it. Please submit comments with an explanation to psa@ansi.org by August 8, 2016.

2.3.1.2 Assignment of U.S. TAG Administrator to an External Organization. The ExSC and its designee if any, when considering the assignment of a U.S. TAG Administrator to an external organization, shall determine that the following criteria are met:

1. The external organization is a member of ANSI
2. The external organization possesses the requisite technical competence related to the technical activity
3. The external organization has adequate resources to administer the U.S. TAG
4. The external organization is willing to make a three year commitment to cover all costs associated with serving as U.S. TAG Administrator, including the defined costs incurred by ANSI for administrative support, oversight and supervision of the assigned U.S. TAG Administrator
- 4.5. The external organization agrees that, should it be unable to continue to serve, it will provide three (3) months prior written notice to ANSI of its intent to relinquish its role as U.S. TAG Administrator
- ~~5.6.~~ The external organization has agreed to follow all applicable ANSI and ISO procedures
- ~~6.7.~~ The external organization has agreed to complete mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO
- ~~7.8.~~ The external organization has agreed to comply with the requirements associated with ANSI oversight and supervision of the activities of all parties serving as U.S. TAG Administrators in accordance with 2.5.4

As long as these criteria are met, the U.S. TAG Administrator will retain the administrative responsibilities. The ExSC shall make all decisions concerning exceptions to the above criteria.

2.3.3 Functions. The duties of the U.S. TAG Administrator include:

1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG Administrator and initial 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
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. Upon request by an interested party, making available the roster of the TAG including each member's name (or if membership is by organization, the name of the organization with a point of contact), affiliation¹ and interest category
6. Transmitting to ANSI U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG
7. Transmitting to ANSI U.S. delegates lists for all international meetings

¹ "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. Contact information is not required.

8. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG
9. Establishing a written antitrust policy reflecting the TAG's practice to conduct all business and activity in compliance with applicable antitrust laws
10. Complying with the requirements associated with ANSI oversight and supervision of the activities of the U.S. TAG and its administrator in accordance with 2.5
11. Ensuring compliance with applicable ANSI and ISO procedures
12. Completing mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO
13. Paying all relevant fees to ANSI
14. Providing to ANSI three (3) months prior written notice if the organization that serves as the TAG Administrator is unable to continue to serve and intends to relinquish this role.

2.5.5.5 Transfer of U.S. TAG Administrator. In those instances where a U.S. TAG Administrator is unable to continue serving, the organization shall provide notice of its intent to relinquish the role, giving three (3) months prior written notice to ANSI.~~ANSI shall be notified immediately.~~ Subject to ExSC approval, if a change in the entity that serves as the TAG Administrator is sought by both the TAG and the TAG Administrator and the new TAG Administrator agrees to use the TAG's existing procedures or the *Model Operating Procedures for U.S. TAGs to ANSI for ISO Activities* contained in Annex A, then the following shall apply:

- (a) The current or the proposed TAG Administrator shall prepare and circulate a ballot for TAG approval of the new TAG Administrator.
- (b) Upon closure of the ballot, a copy of the voting results shall be transmitted to the TAG pursuant to the TAG's currently accredited procedures:
 - If a two-thirds affirmative vote of the total voting membership of the TAG, excluding abstentions, is not achieved, and the TAG Administrator does not wish to continue to serve, then the ExSC shall be so notified in writing. The accreditation of the TAG shall be withdrawn by the ExSC as a result in accordance with 2.5.6 herein.
 - If a two-thirds affirmative vote of the total voting membership of the TAG, excluding abstentions, is achieved, then the following procedures shall apply.
- (c) A notice shall be sent to the Secretary of the ExSC notifying it of the change in TAG Administrator, the reasons therefore, a copy of the voting results that indicate the TAG's acceptance of the proposed change and a certification that the new TAG Administrator shall operate in accordance with the TAG's currently accredited procedures or the *Model Operating Procedures for U.S. TAGs to ANSI for ISO Activities*.
- (d) The Secretary of the ExSC shall place an announcement of the transfer of responsibility to the new TAG Administrator in *Standards Action* to solicit public comment. The comment period shall be 30 days.
- (e) The ExSC shall consider any comments received during the public comment period. If no comments are received, then an informative announcement confirming the change of TAG Administrator shall be made in *Standards Action*. If comments are received, the ExSC shall require that the TAG and the proposed new TAG Administrator respond adequately to such comments prior to final approval by the ExSC.

Annex A: Model Operating Procedures for U.S. TAGs to ANSI for ISO Activities

A3 U.S. TAG Administrator

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

1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG Administrator and initial 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
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. Upon request by an interested party, making available, the roster of the TAG including each member's name (or if membership is by organization, the name of the organization with a point of contact), affiliation² and interest category
6. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to ANSI
7. Transmitting to ANSI U.S. delegates lists for all international meetings
8. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG
9. Establishing a written antitrust policy reflecting the TAG's practice to conduct all business and activity in compliance with applicable antitrust laws
10. Complying with the requirements associated with ANSI oversight and supervision of activities of the U.S. TAG and its administration in accordance with 2.5.5
11. Ensuring compliance with applicable ANSI and ISO procedures
12. Completing mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO
13. Paying all relevant fees to ANSI
14. Providing to ANSI three (3) months prior written notice if the organization that serves as the TAG Administrator is unable to continue to serve and intends to relinquish this role.

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