



ANSI Workshop:  
*Generating U.S. Input  
on the ISO Strategic Plan  
2011-2015*



## ***REPORT OF BREAKOUT SESSION 3(c)***

### **ISO/CS Support**

### **June 25, 2009**

### **4:00 pm to 5:30 pm**

ANSI Workshop: *Generating U.S. Input on the  
ISO Strategic Plan 2011-2015*  
June 25-26, 2009

# Key Discussion/Consensus Points

## Standards development support

- Annual informal dialogue on both committee performance and TPM support among Chair, Secretary, and TPM - facilitated by a set of questions
- Consistency of TPM support - build customer service mindset
- Stronger TPM facilitation between the ISO committee and the CEN committee on VA projects

# Key Discussion/Consensus Points

## Standards development support

- TPMs should not monitor the technical work within a committee – this should be the responsibility of the committee chair and secretary. But TPMs should monitor across the ISO work program to identify early any overlaps, duplications and conflicts**
- Guidance on electronic conduct of ISO work (web, video, and social media)**
- Guidance/video on effective running of meetings and good and poor meeting conduct (addressing both chairs and participants) – make it entertaining**

# Key Discussion/Consensus Points

- **Leadership and participation support**
  - **Detail on qualifications of chairs and secretariats**
  - **Training on leadership skills and procedures for chairs and secretaries**
  - **Guidance/training on engaging, motivating, participation effectiveness and procedural training of experts**

# Key Discussion/Consensus Points

## □ Editing and graphics support

- **Consistency in editing support, but with flexibility to ensure the document is fit for purpose**
- **Placing the know-how in the hands of committee leaders to really achieve their responsibility for document quality**
- **ISO/CS editors should focus more on formatting text than editing text – respect committee consensus**
- **Increase ISO capability to provide graphics production as a service to committees**

# Key Discussion/Consensus Points

- **ISO should provide a publicly searchable database of all normative references and bibliographic listings to create bibliographic lists in relation to a standard**
- **Online template for submitting standards text**