



PROACTIVE LEADERSHIP

**Conference on U.S. Leadership
in ISO and IEC Technical Committees**

Presented by
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Overview

■ Agenda

- **Item 1- Define Roles and Responsibilities**
- **Item 2 - Balance and Diversify Your “Team”**
- **Item 3 - Make Strategic Alliances**
- **Item 4 - Apply “Real” Project Management Concepts**
- **Item 5 - Timing and Timeliness**

Topic One – Roles and Responsibilities

- **Chairman’s Role and Responsibilities**
 - **Program Manager, Marketing Director, Leader & Facilitator, Business Manager - Not a “Standards Writer”**
 - **Sole Accountability for “Success or Failure” of the TC**
- **Secretary’s Role and Responsibilities**
 - **Provide Administrative Support for Chair**
 - **Track work program status, maintain data bank & provide updates to ISO/CS, resolve administrative items with ISO/CS, coordinate administrative matters with SC Secretaries and ISO/CS**

Topic Two – Balance & Diversify “Team”

■ Regional Balance

- Asia, Europe and the Americas
- Centers of “World Market”

■ Developed & Developing Nations

- Developing Nations are “Challenging the Market”
- Majority of ISO Membership

■ Chairman’s Advisory Group

Topic Three – Make “Strategic Alliances”

■ Government

- International Regulatory Bodies
- Other International Organizations

■ Industry Groups

- International Non- Governmental Organizations
- International Industry Groups & Trade Associations

■ ISO & IEC Technical Committees

Topic Four - Apply Project Management

■ Authority

- **“Chain of Command” – Line Authority**
- **SC Chairs and SC Secretaries**

■ Accountability

- **SC Chairs Responsible to TC Chair for their “business unit” success**
- **SC Secretaries Responsible to SC Chairs for Administration and to TC Secretary for Coordination**

Topic Five - “Timing and Timeliness”

■ Timing

- You have to **Be there, Be active, Be accepted and**
- **Be known for delivering results**

■ Timeliness

- You **MUST deliver When the Customer Needs It**
- **“Business as Usual” means failure- customer seeks another venue**