International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

Ch. de Blandonnet 8 | CP 401, 1214 Vernier | Geneva, Switzerland | T: +41 22 749 01 11 | central@iso.org | www.iso.org

Ref. ISO/TMB IWA38

2020-10-09

Invitation to an international workshop on:
Guideline of Emergency Medical Facility (IWA 38)

Dear ISO Members,

Following approval by the Technical Management Board of a proposal from the Standardization Administration of China (SAC), we are pleased to invite you to a workshop to develop an International Workshop Agreement (IWA 38) on Guideline of emergency medical facility.

Please find enclosed the draft schedule and registration information for the online virtual workshops.

Workshop dates:
1st Meeting – 20 January 2021
2nd Meeting – 15 March 2021
3rd Meeting – 30 April 2021

Location: Online virtual workshop

We ask that you register for the workshop not later than **15 January 2021** using the form included in the attached invitation.

We would be grateful if you could publicize this event in your country.

Yours sincerely,

Antoine Morin
Secretary to the Technical Management Board

Encl.:
- Invitation, including registration form
- Schedule for the workshop
- Background and draft outline of the Guideline

INVITATION

INVITATION LETTER TO ATTEND THE INERNATIONAL WORLSHOP AGREEMENT ON “BUILDING GUIDELINES OF EMERGENCY MEDICAL FACILITY FOR RESPIRATORY INFECTIOUS DISEASES”

The ISO TMB (International Organization for Standardization Technical Management Board) has approved the request from SAC (Standardization Administration of China) to develop a formalized building guideline for emergency medical facility. SAC and IPPR（China IPPR International Engineering Company Limited） invite all interested stakeholders to attend ISO International Workshop Agreement (IWA) on compiling and development of this guideline via web meetings. This invitation requests your registration in this process.

Public health emergency issues happened frequently in recent years. The outbreak and prevalence of Covid-19 this year, has caused great losses to people's lives and social economy. 2003 SARS, 2012 MERS and Covid-19 all have the characteristics of strong infectious capability, fast transmission speed, and ask for higher requirements for the construction of emergency medical facilities.

An IWA is a type of document that is developed with direct participation of stakeholders outside the traditional ISO country representation system to enable all players to negotiate in an “open workshop” environment.

The proposal of this Guidelines summarizes the successful experience in the

construction of emergency medical facilities in China's previous practice, studies the new problems which appeared in current epidemic situation, provides the technical standards for the design of emergency medical facilities. The guidelines provide a strong technical guarantee for the construction of the emergency medical facilities in a scientific and efficient way.

The publication and implementation of ISO standards are bound to provide technical support for the rapid and standardized design and construction of relevant emergency medical facilities worldwide.

As a member of ISO, SAC will facilitate the standards development process. The publication and implementation of ISO standards will certainly provide a high standard for the rapid and standardized design and construction of relevant emergency medical facilities worldwide.

To confirm your participation in the workshops, kindly reference the registration and contact information below. There is no participation fee. If you have any questions, please do not hesitate to contact Mr. Ma Jie (majie@ippr.net +8613901108307).
We hope that you will join us in this important work!

Yours sincerely

Standardization Administration
Of China

China IPPR International
Engineering Co., Ltd.

The working schedule

Due to the continuing uncertainties of the COVID-19 crisis, several web meetings will be held instead of physical workshop. This IWA will be set up during the web workshops. An introductory web meeting will be started. Also, an initial discussion will be performed and circulated to registered participants. All of the proposal and commence could be sent via correspondence, probably complemented by web meetings. After the finalization, the text will be edited and published. The published document can then be purchased via national standards bodies. All the dates can be found in the list below:

2021-1-20 The first web meeting of introduction

Web meetings to introduce the participants to the ISO process and the IWA on Building Guideline of Emergency Medical Facility

2021-03-15 The second web meeting of the workshop

The meeting where all comments will be considered by participants

Working language is English.

Please note that it is also possible to submit only written comments without participation in these web meetings. The submitter will receive written response from the web meeting organizer.

Main Agenda:

- Welcome by the Chair and secretary, adoption of the agenda, general announcement and workshop program
- Presentation of the objective of the IWA, initial discussions and current draft
- IWA workshop

- Summary and next step
- Chair's closing remarks

2021-4-30 The third web meeting for the second consultation and drafting workshop

Drawing on the results of the second revised document will be developed one consolidated agreement. The draft will be circulated among all of the participants and ask for their comments. All the comments will be collected and following step will be confirmed therefore.

2021-5-14 Finalization of Guidelines

The IWA will be finalized, based on the thematic discussion of the workshop. A final proposal will be presented to the International Organization for Standardization (ISO) for publication.

2021-6-1 Publication and Distribution

The final product of the workshop will be sent to ISO for publication. ISO members may market and promote the document through their regular channel

Participation

Participation in the workshop via web meetings: please register as soon as possible. Please send your registration mail to Mr. Ma Jie majie@ippr.net

Participation in the development of the IWA: Please register as soon as possible but no later than 15 January 2021 via the registration form.

By submitting the registration form you will agree to the Declaration on

copyright and data protection, the ISO Code of Conduct for technical work and ISO policy on communication of committee work. More useful resources for participants involved in ISO technical work can be found on the website of ISO.

You can contact your national standardization body for more information.

There is no participation fee.

Annex 1 - About the IWA Process

ISO's International Workshop Agreements (IWAs)

The IWA model is a quick way to obtain a recognized ISO document for your work. It is designed to be a flexible model so the format and content of the IWA, and the process to obtain it, are largely decided by the proposing organization.

Step 1	Step 2	Step 3	Step 4	Step 5
Make the proposal	**Get ISO/TMB approval**	**ISO/CS circulates the details of the workshop**	**Hold the workshop and agree the document**	**Publish the IWA**
Approach ISO Central Secretariat or any ISO member with your proposal. Your proposal should include: ✓ Purpose and justification ✓ Relevant documents ✓ Lists of organizations that may be interested ✓ Indications of any ISO member body willing to act as Secretariat ✓ An estimate of the number of meetings if more than one is envisaged ✓ Details of any proposed special arrangements for distribution of the IWA **Note:** a form is available to facilitate submitting your proposal for TMB approval.	• ISO/CS then circulates your proposal to the ISO/TMB for approval (checking any proposed distribution arrangements with the ISO/Sec-Gen). • The TMB will also formally assign / confirm the ISO member body who will be your secretariat for the project. • The ISO member body works with the proposer to decide full details of the Workshop: ✓ Price (if any fee) ✓ Time/Date/Venue ✓ Format ✓ Background ✓ Doc supply ✓ Process ✓ Chair	• A notification – with the full details agreed at Step 2 – is circulated to all ISO members (by ISO/CS) • ISO member bodies can then circulate the proposal as widely as possible in order to **publicize** it to potentially interested parties. **Note:** Any organization or company or individual is allowed to attend.	• At the meeting the Chair (nominated in advance) will be confirmed. • During the whole IWA process, the Chair must be impartial and seek to ensure the **maximum amount of consensus possible** has been achieved. • Document is drafted and circulated to the workshop participants. • This can be repeated until the Chair believes that the best possible consensus has been obtained. **Note:** One possible mechanism is that the workshop participants work online on a dedicated Web site. **Note:** Multiple meetings can take place if necessary.	• The final draft of the IWA is sent by the secretariat to ISO/CS. • ISO/CS formats the document – giving it the relevant ISO cover page / logo. • ISO/CS then supplies the document to all its member bodies who can supply it as they see fit. • Any special arrangements for the distribution of the IWA should be put in place here.
Start - ISO/CS will normally take less than one month to process your proposal	**Maximum of three months**	**Three months (90 days) advance notice is required before holding the workshop.**	**This stage depends on the scope of the IWA. However, aim to finish in three months or less**	**One month**

Should not take longer than 12 months – aim for less.

ISO's International Workshop Agreements (IWAs)

What is an IWA?
An IWA is an ISO document produced through a workshop meeting rather than through the full ISO technical committee process. Market players and other stakeholders directly participate in developing an IWA and do not have to go through a national delegation.

What subjects do they cover?
An IWA can be produced on any subject

Why should I choose the IWA?
An IWA will:

- Involve the main players from your target sector (public or private) and allow a sector to develop clear rules on an issue.
- Give visibility to your professional practices or reference documents (ISO is a highly recognized international body).
- Help you shape the future direction of the subject and influence any future ISO standard.
- Allow you to develop relationships within a profession or sector.
- Create understanding and co-ordination amongst your various stakeholders.
- Share best practice in a sector.
- Improve quality and interoperability.
- Lead to worldwide visibility due to ISO members' distribution networks.
- Help you to develop a members-only forum to communicate using, for example, a dedicated Web site.

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Who will be involved?
Anyone can propose an IWA and anyone can participate in developing one. An ISO member body will be assigned to help you organize and run the workshop. This gives the project credibility by ensuring that the basic principles of international standardization (transparency, fairness and consensus) are applied.

Registration for ISO/IWA 38 – BUILDING GUIDELINES OF EMERGENCY MEDICAL FACILITY FOR RESPIRATORY INFECTIOUS DISEASES

Standardization Administration of China (SAC) and China IPPR International Engineering Company Limited invite all interested stakeholders to join the development of an ISO International Workshop Agreement (IWA) on "BUILDING GUIDELINES OF EMERGENCY MEDICAL FACILITY FOR RESPIRATORY INFECTIOUS DISEASES".

The purpose of this IWA is to develop a document of ISO standards for the rapid and standardized design and construction of relevant emergency medical facilities worldwide.

Please send your registration form to Mr. Ma Jie(majie@ippr.net). We will send relevant documents to you.
If you have any questions, please contact Mr. Ma Jie; majie@ippr.net

Registration info needed from participants:

1. Full name:_____
2. Organization:_____
3. Country of residence:_____
4. E-mail :_____
5. Which meeting will you participate?

□The first web meeting

□The second web meeting

□The third web meeting

Annex II. BUILDING GUIDELINES OF EMERGENCY MEDICAL FACILITY FOR RESPIRATORY INFECTIOUS DISEASES

Contents

Foreword

Public health emergency issues are frequently happened in recent years. The outbreak and prevalence of Covid-19 this year, have caused great losses to people's lives and social economy. 2003 SARS、2012 MERS and Covid-19 all have the characteristics of strong infectious capability, fast transmission speed, and ask for higher requirements to emergency medical facilities.

In 2003, the Xiaotangshan emergency facility for SARS was build within seven days and received 680 SARS patients in total during that period, nearly one tenth of the global cases and one seventh of the Chinese cases. It played a decisive role in the fight against the epidemic. In 2020 Wuhan Huoshenshan hospital (1000 beds) and Leishenshan hospital (1600 beds) were built based on the same concept. They also played an important role in the process of fighting the Covid-19, and provided facilities guarantee for the isolation and treatment to the confirmed cases observation to the suspected cases.

The proposal of this Guidelines summarize the successful experience in the construction of emergency medical facilities in China in the past, to study the new problems which appeared in current epidemic situation, provide the technical standards for the design of emergency medical facilities. The guidelines provide a strong technical guarantee to build the emergency medical facilities in a scientific and efficient way.

The compile publication and implementation of ISO standards would certainly provide a technical support for building a high standard emergency medical facilities in a quick and ease method worldwide.

Introduction

1 Scope

The Guidelines are suitable for emergency medical facilities project for respiratory infectious diseases that are newly built or expansion within an existing campus. They could be quickly constructed by using prefabricated standard panels or box system with steel structure system

2 Standard and related References

Set out the relevant specifications, standards and documents cited.

3 Terms and definitions

Giving the definition of specific terms which present in guidelines such as Emergency Medical Facilities, Clean Area, Semi-Contaminated Area, Contaminated Area, Negative Air Pressure Wards, etc.

4 Abbreviated terms

5 Principles

This chapter high lights the key principles of resource sharing, process efficiency and system security.

6 Location and Planning

This chapter puts forward the principles of campus selection and general layout of emergency medical facilities either planning in a new campus or expansion in an existing campus.

7 Adopted Building Solution

The technical requirements of building construction based on either box type or panel type prefabricated system are presented in this chapter.

8 Architecture

According to the characteristics of infectious disease hospital, the campus is divided as Clean Area, Semi-Contaminated Area and Contaminated Area. The key planning points of medical process and the requirement of room setting of diagnosis and treatment service for Check-in Area, Medical Technology Area and Ward Area are given in this chapter.

9 Structure system

As a prefabricated emergency medical facilities built with fast method, the key performance requirements of building structure are given.

10 Water supply and drainage system

The technical points of water supply, hot water supply, drainage system as well as waste water sewage treatment station and other systems are presented.

11 Ventilation and air conditioning system

The main design principles of air flow control, including air intake and exhaust, central heating and air conditioning system are described. The key points of negative pressure air control in isolated ward are especially presented.

12 Electricity system

The setting principles of power supply and distribution system, artificial lighting system, lightning protection grounding system, etc. are described.

13 Intelligent technology system

The key principle for security surveillance system, remote consultation by telemedicine, video surveillance system and building automation management system …etc. are given.

14 Medical gases system

The key setting principle of vacuum suction, medical oxygen, pressure air system and others as well as their station are provided.

15 Equipment

Provide the main technical points of the main related equipment.

Annex A
Annex B
Bibliography