**Introduction:**

The Directives Maintenance Teams (DMTs) of ISO and IEC report into the ISO Technical Management Board (TMB) and the IEC Standardization Management Board (SMB), respectively. Their main responsibility is to maintain the ISO/IEC Directives Part 1, Part 2 IEC Supplement and ISO Supplement keeping in mind the necessity of harmonization of the IEC, ISO and JTC1 supplements.

National bodies of ISO and IEC, ISO and IEC committees or ISO/IEC staff may propose changes to the ISO/IEC Directives at any time using this online form which is designed to track and monitor such change requests. Anyone can propose changes to the Directives by submitting a change request through their committee or through their National Body.

**Process:**

1. All fields with an “\*” are required to be completed by the proposer.

2. Proposers should be prepared to provide additional information or clarification on their proposed changes, if required.

3. Complete the questions below in as much detail as possible along with any available supporting documentation.

4. A response to the change request will be provided to the proposer following its review.

|  |  |
| --- | --- |
| **CHANGE REQUEST:** Enter a short title here | |
| To be completed by the JDMT Secretariat. | |
| **DATE OF REQUEST:** Click here to enter a date. | **UNIQUE IDENTIFIER:** Click here to enter text. |
| **STATUS OF REQUEST/ACTION PLAN:**  Sent back to the proposer for clarification [Click here to enter a date.]  To be submitted to the upcoming triage meeting [Click here to enter a date.]  To be submitted to the upcoming JDMT meeting [Click here to enter a date.]  To be submitted to the upcoming IEC DMT meeting [Click here to enter a date.]  To be submitted to the upcoming ISO DMT meeting [Click here to enter a date.]  To be submitted to the technical management boards for approval [Click here to enter a date.]  To be submitted to the technical management boards for policy direction [Click here to enter a date.]  Refused [Click here to enter a date.]  Closed and archived [Click here to enter a date.] | |
| To be completed by the Proposer.  Original change request (as submitted by the proposer): | |
| 1. Contact information (proposer: Name, email address, National Body or Committee) \* | |
|  | |
| 1. Identify the relevant Directives (Part 1, Part 2, ISO, IEC, JTC1 Supplement) and, if applicable, the Clause number \* | |
|  | |
| 1. The issue to be resolved and rationale \* | |
|  | |
| 1. Approach and text for the proposed solution\* | |
|  | |
| 1. Please provide any additional information or attached additional supporting documents | |
|  | |

|  |
| --- |
| To be completed by JDMT/DMT. |
| **ACTION PLAN** |
|  |
| **SUMMARY OF PROBLEM (if additional clarification is required)** |
|  |
| **RELEVANT JDMT DISCUSSION NOTES (e.g., RATIONAL FOR CHANGE)** |
|  |
| **DRAFT JDMT/DMT RECOMMENDATION(S)** |
|  |
| **REVISION LIST** |
|  |
| **FINAL DISPOSITION** |
| Approved for recommendation  Approved for recommendation (with changes)  Further actions required  Disapproved  Other |
|  |