



ANSI ACCREDITED  
U.S. Technical Advisory Group

**Summary of Revisions to the  
ANSI Procedures for U.S. Participation in the  
International Standards Activities of ISO: 2000 – 2019**

[www.ansi.org/internationalprocedures](http://www.ansi.org/internationalprocedures)

Year	Clause	Title	Revision summary
2000			A revised definition of U.S. National Interested Party. Revisions to the record retention policy. Clarification throughout the text of these procedures that the accreditation of a U.S. TAG to ISO includes the accreditation of its TAG Administrator.
2001			<i>2001 edition of the ANSI International Procedures unchanged.</i>
2002			The January 2002 edition contains one revision to the main text and to Annex B that requires each ANSI-Accredited U.S. TAG to refer to itself as an “ANSI-Accredited U.S. TAG” (or alternatively, the “ANSI/[SDO] TAG to ISO/TC XX” or the equivalent).
2003			The January 2003 edition contains procedures applicable to the transfer of a U.S. TAG Administrator and an update of references from IC (International Committee) to AIC (ANSI International Committee).
2004			The January 2004 edition contains updates to the appeals mechanism that reflect the respective roles of the AIC versus the ANSI Executive Standards Council.
2005			The May 2005 edition contains clarifications to clause <i>1.5.5 Criteria for Delegation of Administration of Secretariats to ISO Technical Committees and Subcommittees.</i>

Year	Clause	Title	Revision summary
2006			<i>2006 edition of the ANSI International Procedures unchanged.</i>
2007			The 2007 edition contains clarifying text related to the numerical requirements associated with a transfer of U.S. TAG Administrator.
2008			The January 2008 edition includes a revision to clarify the applicable procedures associated with the transfer of a TAG Administrator and revisions to address the option for ANSI to approve a Partnership Standards Developing Organization (PSDO) agreement between ISO and an ANSI-Accredited Standards Developer.
2009			<i>2009 edition of the ANSI International Procedures unchanged.</i>
2010			<i>2010 edition of the ANSI International Procedures unchanged.</i>
2011			<i>2011 edition of the ANSI International Procedures unchanged.</i>
2012			The January 2012 edition clarifies voting requirements associated with clause 2.5.5.5 <i>Transfer of U.S. TAG Administrator</i> and also contains an editorial update.
2013			The January 2013 edition includes the addition of a mandatory training requirement applicable to ANSI-Accredited U.S. TAG Administrators and ANSI delegated ISO Secretariats. This requirement is intended to support compliance with applicable ANSI and ISO procedures.
2014			<i>2014 edition of the ANSI International Procedures unchanged.</i>
2015			<i>2015 edition of the ANSI International Procedures unchanged.</i>
2016	Foreword	Second paragraph; Second sentence	Substitute “committees” for “project, technical committees or subcommittees”.
	Foreword	Fifth paragraph	Moved last sentence to second sentence; clarification of text in third sentence.
	Foreword	Summary of Changes	Foreword removed; used as basis for this summary of changes document.

Year	Clause	Title	Revision summary
2016	1.1	Definitions	<p>Clarification added regarding “ANSI ISO Council” decisions concerning the acceptance, transfer or relinquishment of the secretariats of ISO committees.</p> <p>Clarification added regarding the term “ISO Committee” used throughout the procedures; refers to an ISO technical committee, subcommittee, project committee or future entity yet-to-be-named that is formed to undertake technical work.</p> <p>Definition regarding “Planning Panels” deleted.</p>
	1.2.1	General	Application of new “ISO Committee” definition.
	1.2.2	Determination of U.S. Position on a New Field of ISO Technical Activity	<p>First paragraph; text deleted: “A general conference meeting may be convened or a poll taken to determine these views.”</p> <p>Application of new “ISO Committee” definition.</p> <p>Last paragraph; text deleted: “in consultation with the ExSC or its designee.”</p>
	1.3	Determination of U.S. Membership Status in ISO Committees	Application of new “ISO Committee” definition.
	1.3.1	General	<p>Application of new “ISO Committee” definition.</p> <p>1.3.1.1 Clarification regarding P-member participation.</p> <p>Last paragraph; text deleted: “Registration as a P- or O-member in a subcommittee is possible regardless of the type of membership in the parent technical committee, and a change in the type of membership in the parent committee to match that in the subcommittee – if different – is not required.”</p>

Year	Clause	Title	Revision summary
2016	1.3.2	Determination of U.S. Membership Status in ISO Committees	<p>Application of new “ISO Committee” definition.</p> <p>Clarification text added to end of first sentence in first paragraph: “of an ISO committee.”</p> <p>In last sentence of last paragraph, “the ExSC” is substituted for “ANSI”.</p> <p>Clarification of text in third paragraph regarding TAG application and accreditation approval process.</p> <p>Clarification of text in fourth paragraph regarding O-member registration.</p>
	1.4	Issuing Invitations and Conducting Meetings of ISO Technical Committees and Working Groups in the United States	Modify the title to include reference to Working Groups; deleted “subcommittees”.
	1.4.1	General	Modify the text so that the TAG Administrator has to approve and ANSI is notified regarding invitations for a working group to meet.
	1.4.2	Invitations	“Proposed” deleted from title; section 1.4.3 and 1.4.4 combined into 1.4.2 and text modify to clarify requirement for meetings; reference to 1.4.4 deleted.
	1.5	Acceptance of ISO Committees and Secretariats	Application of new “ISO Committee” definition.
	1.5.1	General	Section modified to clarify secretariat appointments.
	1.5.2	Ultimate Responsibility	In first sentence “technical committee and subcommittee” deleted before “secretariat”.

Year	Clause	Title	Revision summary
2016	1.5.3	Tentative Offers to Accept Secretariat	In first sentence “technical committee and subcommittee” deleted before “secretariat”.
	1.5.4	Requests for Acceptance or Retention of Secretariats	In first sentence, “transfer” is added after “acceptance”. Application of new “ISO Committee” definition. In the third sentence, text added regarding consultative purposes and notices in ANSI’s <i>Standards Action</i> and other appropriate publications.
	1.5.5	Delegation of Administration of Secretariats to ISO Committees	Deletion of “Criteria for” in section title. Application of new “ISO Committee” definition. “Transfer” is added after “continuance”; reference to 1.5.4 deleted.
	1.5.5.1	Decision by ANSI ISO Council	“or transfer” added after assignment; “in consultation with ANSI” added after AIC.
	1.5.5.2	Assignment of a Secretariat to ANSI	Sub-point number 1 text deleted, “the affected interests have made a financial commitment for not less than three years covering all defined costs incurred by ANSI associated with holding the secretariat;”.
	1.5.5.3	Delegation of a Secretariat to an External Organization	Sub-point number 3: “sufficient” added before “documented”. Addition of sub-point 6 regarding timeline for submitting notification to relinquish secretariat to ANSI; deletion of old text on this topic. Sub-point number 10: “ANSI and as appropriate,” added before “the AIC”. Clarification of text regarding notifying ANSI of applying for ExSC approval as the TAG Administrator.
	1.6	ANSI Oversight of U.S. Secretariats to ISO Committees	Application of new “ISO Committee” definition.

Year	Clause	Title	Revision summary
2016	1.6.1	Annual Report	Text modified to reflect updated procedures for submitting annual reports.
	1.6.2	Complaint Notification	In first sentence, clarification of text: changed “the AIC” to “ANSI”; added “formal” before “complaint”. Deleted “to the AIC” at the end of the paragraph.
	1.6.3	ANSI Audit	Minor text modifications throughout section to clarify ANSI audits.
	1.7	Transfer or Relinquishment of a U.S. Held Secretariat	Minor text modifications throughout section to clarify transfer of, or relinquishing secretariats; addition of fifteen-month notification text.
	2.1.3	Registration as P-Member	Application of new “ISO Committee” definition.
	2.2.2	Scope	Application of new “ISO Committee” definition.
	2.2.3	Functions	In the first sentence, “to the extent allowed by” substituted for “within”. Sub-bullet number 2 footnote 3 edited regarding approved PSDOs. Application of new “ISO Committee” definition applied throughout section.
	2.4.3	Approval of TAG Administrator.	At end of first sentence, “initial” added before “U.S. TAG membership list”.
	2.5.2	Criteria for Accreditation	In Sub-bullet number 1 “shall agree to comply” is substituted for “is in compliance”. Sub-bullet number 4 added.
	2.5.3	Application	At the end of the first paragraph “initial” is added before “U.S. TAG membership”/
2.5.5.1	Review of Revisions to U.S. TAG Procedures	Text added to the third sentence “...substantive and were not made at the request of the ExSC...” Minor text modifications throughout second paragraph to clarify reaccreditation.	

Year	Clause	Title	Revision summary
2016	2.5.5.2	Annual Reporting	Addition of text, “Each U.S. TAG Administrator shall submit to ANSI a completed TAG Annual Compliance Form. In addition, an...” Sub-bullet number 3 text clarified.
	2.5.5.4	ANSI Audits	Text modified in first sentence to clarify ExSC audit procedures. Deletion of text in last paragraph of section, “which may range from commendation to a request for remedial action by the U.S. TAG or TAG administrator. ANSI representatives shall assist the U.S. TAG and TAG administrator regarding any corrective steps found desirable.”
	2.5.5.5	Transfer of U.S. TAG Administrator	Text added to beginning of second sentence in first paragraph, “Subject to ExSC approval”.
	2.5.5.6	Termination of U.S. TAG	Edits to footnotes 6 and 7. Application of new “ISO Committee” definition. “by ANSI” added after “ISO” in last sentence.
	3.2.1	AIC Appeals Mechanism	New section added regarding AIC appeals mechanism.
	3.3.3	Appeals Decisions	Text edited to clarify final decisions.
	4	Amendments	“National Policy Committee (NPC)” substituted for “Board of Directors”; outdated text regarding recommendations and voting deleted.
	A2	Functions and Responsibilities	In first sentence, “subject to ISO rules and limitations” text added after “U.S. TAG”. Application of new “ISO Committee” definition.
	A3	U.S. TAG Administrator	Sub-bullet number 2 text clarified regarding compliance forms and deadlines. Addition of sub-bullet 5, sub-bullet 13, and footnote 11.

Year	Clause	Title	Revision summary
2016	A5.7	Membership Roster	Addition of text regarding availability of contact information, ad related footnote 12 providing definition of affiliation.
	A7.9	Submittal of U.S. Position	Change footnote <i>Ibid</i> to See Footnote 3.
	A8	Termination of U.S. TAG	Application of new “ISO Committee” definition.
	A9	Communications	Deleted text, “Correspondence of U.S. TAG officers and the administrator should preferably be on "U.S. TAG correspondence" letterhead. If not, correspondence should clearly show in the title/subject that it concerns U.S. TAG matters.”
	A10.7	Further Appeal	Text edited to reflect current appeal policy.
	Annex B	Criteria for the Development and Coordination of U.S. Positions	Clarity text added, “This document does not supersede an ISO TAG’s accredited procedures.”
	B1	Applicability and Antitrust Policy	Changed title of section: added “and antitrust policy”.
	B2	International Requirements	Footnote text updated to reflect current ISO/IEC Directives cited.
	B4.1	Openness	Addition of last paragraph and footnote 16.
	B4.2	Balance	Third paragraph edited regarding categories.
B5.6	Antitrust Policy	New section added.	



Year	Clause	Title	Revision summary
2016	B8.3	Access	“processed” substituted for “directed”; “by the U.S. TAG” inserted before “for the development of...”; “ANSI” substituted for “ANSI Appeals Board”.
	Throughout		ANSI-Accredited hyphenated used for consistency. U.S. with periods used for consistency. ANS used as acronym for American National Standards. USNC acronym used for U.S. National Committee.
2017	2.3.1.2 2.3.3 2.5.5.5 A3	Common revision to all sections noted	Revision requires an external organization serving as an ANSI-Accredited U.S. TAG Administrator to provide three (3) months prior written notice to ANSI of its intent to relinquish its role as TAG Administrator, should it be unable to continue to serve.
2018	1.5.2-1.5.5 1.6.3 1.7 2.3.1.2 2.5.2 2.5.5 A5 B8		The 2018 revisions:  1) support the assignment of ISO International Secretariats to ANSI when appropriate and with the support of the affected stakeholders (see 1.5);  2) update requirements applicable to an organization that wishes to serve as TAG Administrator for an ANSI-Accredited U.S. TAG to ISO or as an ISO International Secretariat (see 1.5, 2.3 and 2.5);  3) clarify that in order to maintain accreditation by ANSI as an ANSI-Accredited U.S. TAG to ISO, the organization shall maintain its status as an incorporated, registered or otherwise recognized legal entity (see sections 1.5 and 2.5); and  4) revise Annexes A and B to clarify expectations with respect to TAG member participation and to provide related guidance to U.S. TAG Administrators and U.S. TAG Members (see sections A5.8, A5.9 and B.8).

Year	Clause	Title	Revision summary
2019	A.7.5 <i>Model TAG Procedures</i>	Actions requiring approval by majority	This revision clarifies that a vote to approve a new TAG member applies to voting members only, not others, like non-voting members.