



## Session 3: Case Study of U.S. TAG to ISO/TC 285

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# Items Covered in this Module



- Establishment and accreditation of U.S. TAGs
- U.S. TAG to ISO/TC 285 Operations
- Invitation for other participants to share experiences
- Q&A and interactive discussion

## What is a U.S. TAG?



- **United States Technical Advisory Groups:** committees accredited by ANSI for participation in ISO technical activities, which operate in compliance with the ANSI *Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC*. Such U.S. TAGs are administered by U.S. TAG administrators, who are appointed by ANSI to be responsible for ensuring compliance with TAG procedures.
- Synonymous with ISO Mirror Committee

## U.S. TAGs: Coordinators of U.S. Input to ISO



- ANSI normally looks to the group that develops national standards in the field to serve as the *U.S. Technical Advisory Group (TAG)*
- *The U.S. TAG Administrator* is responsible for contacting U.S. national interested parties may be affected by the ISO committee's work, to solicit requests for membership on the U.S. TAG

## ANSI Executive Standards Council (ExSC)



- ANSI Policy Committee
- Responsible for coordination of the overall national and international standards activities of the American National Standards Institute
- Reviews and approves U.S. TAG applications for accreditation and considers complaints against U.S. TAGs

## Why U.S. TAGs are accredited



- Provides assurance that U.S. consensus positions have been developed in accordance with the relevant ANSI procedures
  - Requires compliance with globally accepted standardization principles, including *openness, balance, due process, and consensus*

# U.S. TAG Administrator Assignment



- A U.S. TAG may be assigned to
  - an external organization
  - ANSI
- In either case, there shall be an initial three year commitment to cover all costs associated with serving as U.S. TAG administrator

# How the Accreditation Process Works

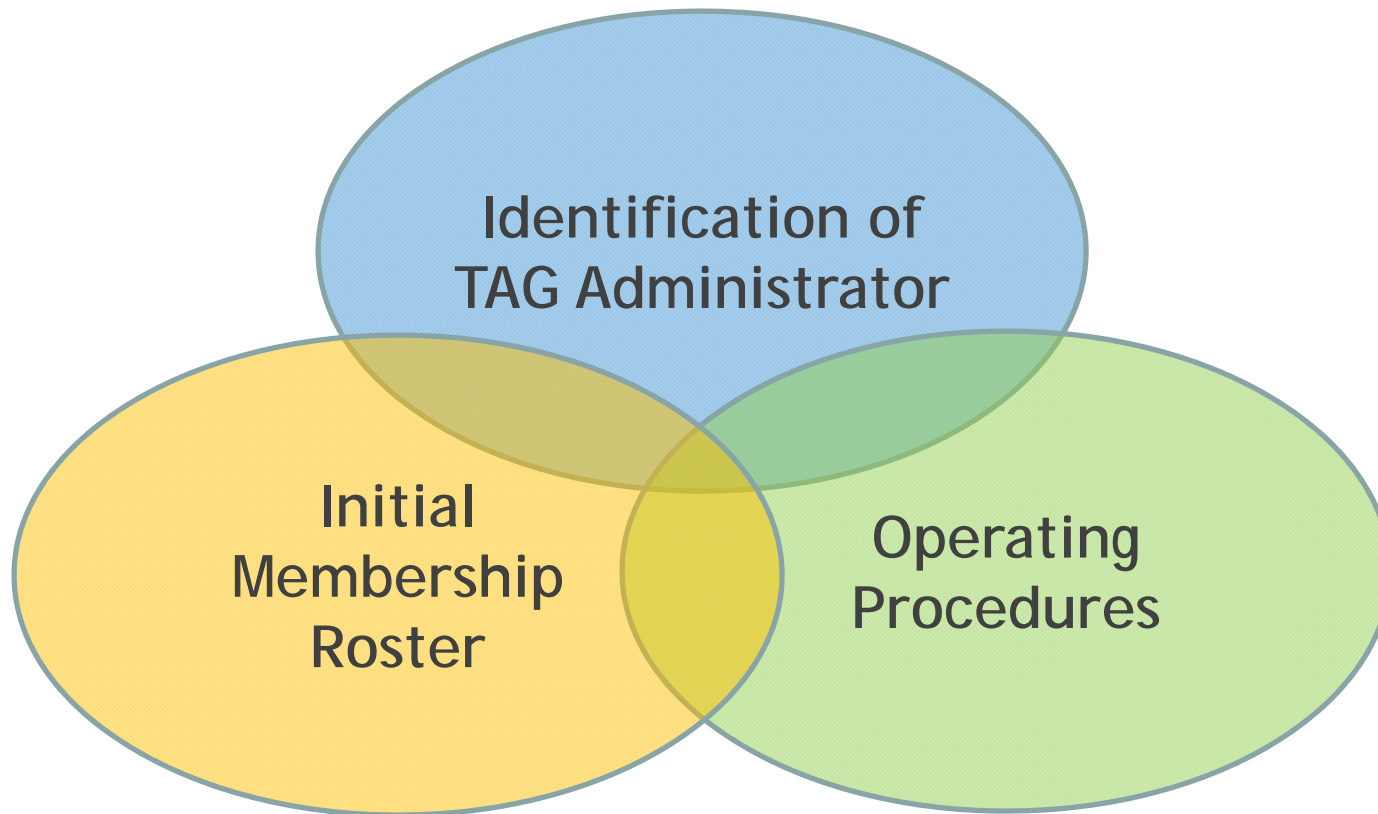


- Identification of need by stakeholders
- Preparation of the “accreditation package”
- Initial review of materials and procedures by ANSI staff
- Public review and comment via *Standards Action*
- Comment Resolution (if necessary)
- Final Approval by the Executive Standards Council (ExSC)

*Note: In most cases, while accreditation is pending, the TAG may actively participate in ISO activities*



# The "Accreditation Package"



# Membership



- An initial U.S. TAG membership list (organizations and their representatives) must be submitted with the application package. Members must satisfy the definition of U.S. National Interested Party (*see ANSI International Procedures*):
  - U.S. National Interested Party: One of the following entities directly and materially affected by the relevant standards activity:
    - an individual representing a corporation or an organization domiciled in the U.S. (including U.S. branch offices of foreign companies authorized to do business in one or more states as defined by the relevant State's Corporation law within the U.S.);
    - an individual representing a U.S. federal, state or local government entity; or
    - a U.S. citizen or permanent resident.

## Public Review



- A notice of the application for approval of the U.S. TAG Administrator, the U.S. TAG membership list and accreditation of the U.S. TAG shall be published in [Standards Action](#) with a call for comment
  - Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in Standards Action
  - An effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore

# Approval



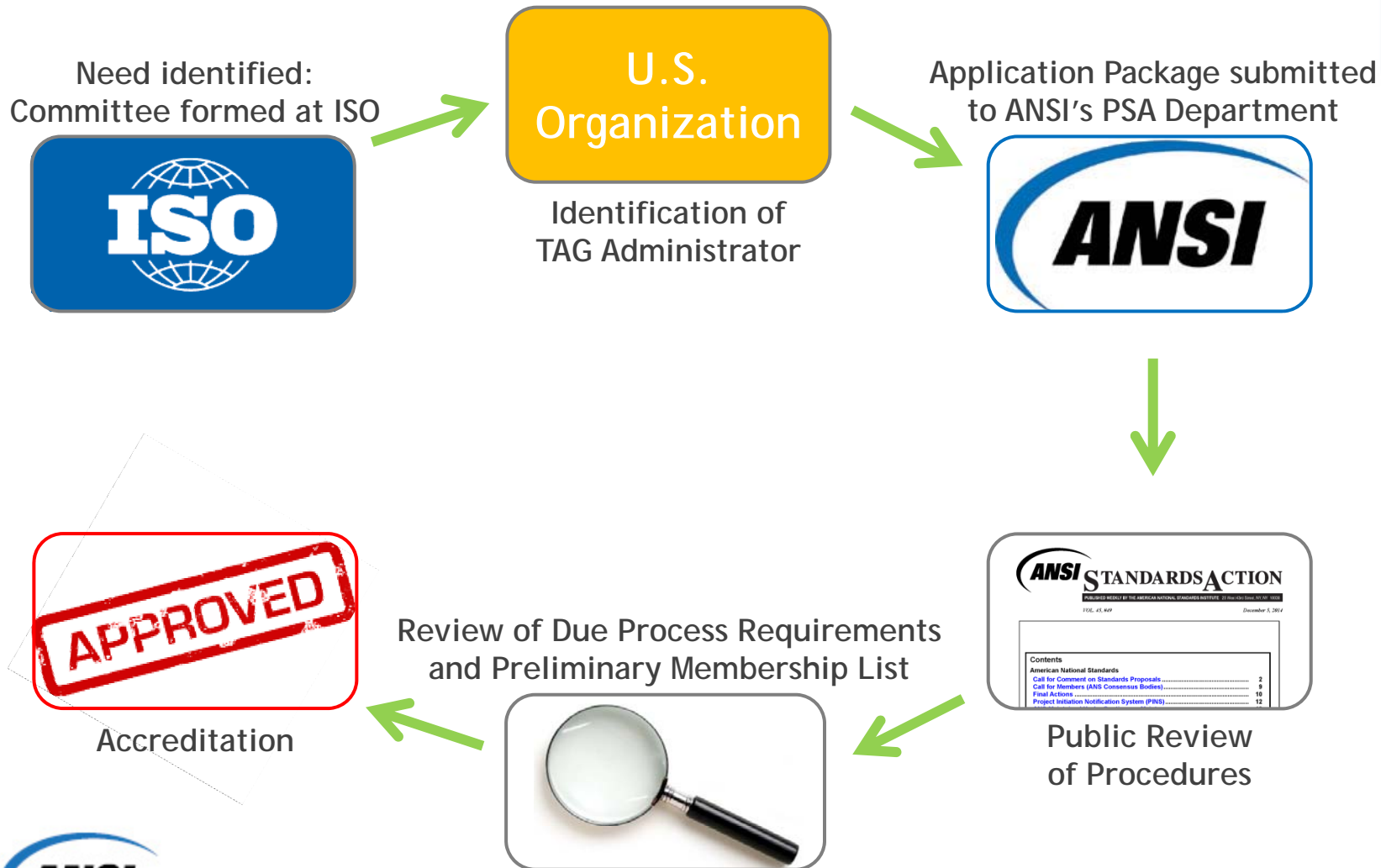
- ANSI's ExSC shall consider the information supplied and any comments received and responses provided as a result of the public review
- Upon consideration, the application for accreditation will either be approved or denied

# Maintaining Accreditation



- Remain in compliance with ANSI's International Procedures
- Submit revised procedures to ANSI for review
- Submit Annual Report
- Submit Annual Compliance Form
- Continue to pay ANSI membership and TAG fees
- Cooperate with audits (if required)

# Overview of the Accreditation Process



## US/TAG to ISO/TC 285



- Pulled US stakeholders from previous work
  - Partnership for Clean Indoor Air
  - IWA participants
  - Global Alliance
- Stakeholders supported ANSI to serve as the US/TAG administrator
  - Allowed our experts to focus on technical work
- Use the ANSI Model Procedures
  - Can modify if we want

# U.S. TAG Operations



- What are the roles of the U.S. TAG?
- What are the roles of the U.S. TAG Administrator?
- Cardinal Principles



# What are the roles of the U.S. TAG?



- The U.S. TAG is responsible for formulating and advancing U.S. positions on all technical and/or administrative matters brought before the committee

# U.S. TAG: Roles and Responsibilities



- Recommend registration of ANSI as a Participating (P) or Observing (O) Member on an ISO Committee or recommend a change in ANSI membership status on an ISO Committee
- Initiate and approve U.S. proposals for new work
- Initiate and approve U.S. working drafts for submittal to ISO Committees (and, where appropriate, WGs) for consideration as committee drafts
- Determine the U.S. position on an ISO draft international standard, draft technical report, committee drafts, ISO questionnaires, draft reports of meetings, etc.
- Provide adequate U.S. representation to ISO Committee meetings, designate heads of delegations and members of delegations, and ensure compliance with the ANSI “Guide for U.S. Delegates to IEC/ISO Meetings”

# U.S. TAG: Roles and Responsibilities



- Determine U.S. positions on agenda items of ISO Committee meetings and advise the U.S. delegation of any flexibility it may have on these positions
- Nominate U.S. technical Experts to serve on ISO WGs
- Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG's scope
- Recommend to ANSI the acceptance of Secretariats for ISO Committees
- Recommend that ANSI invite ISO Committees to meet in the U.S.
- Recommend to ANSI U.S. candidates for the Chairperson of ISO Committees and U.S. Convenors of ISO WGs

# TAG Administrator Responsibilities



- Organize the U.S. TAG and submit the accreditation package to ANSI
- Serves as the designated point of contact between ANSI and the U.S. TAG
- Serves as the primary administrative coordinator for all TAG operations, including:
  - arrangements for meetings
  - timely preparation and distribution of documents related to the work of the U.S. TAG
  - maintenance of appropriate records
- Ensures active participation of TAG Members on relevant actions

# TAG Administrator Responsibilities



- Transmit to ANSI:
  - U.S. proposals and positions, as developed and approved by the U.S. TAG
  - U.S. delegates lists for all international meetings
  - Invitations to host meetings
  - Nominations of U.S. WG Experts
  - Notification of leadership changes

# TAG Administrator Responsibilities



- Submit the annual report, including an up-to-date U.S. TAG membership roster, for review by the ExSC
- Ensure compliance with applicable ANSI and ISO procedures
- Mandatory training required for new U.S. TAG administrators

# Operating Procedures



## ■ The “Relevant Procedures”

– ANSI Procedures for U.S. Participation in the International Standards Activities of ISO

### ■ Annex A

Model Procedures for U.S. TAGs  
(Optional, TAG may develop its own)

### ■ Annex B

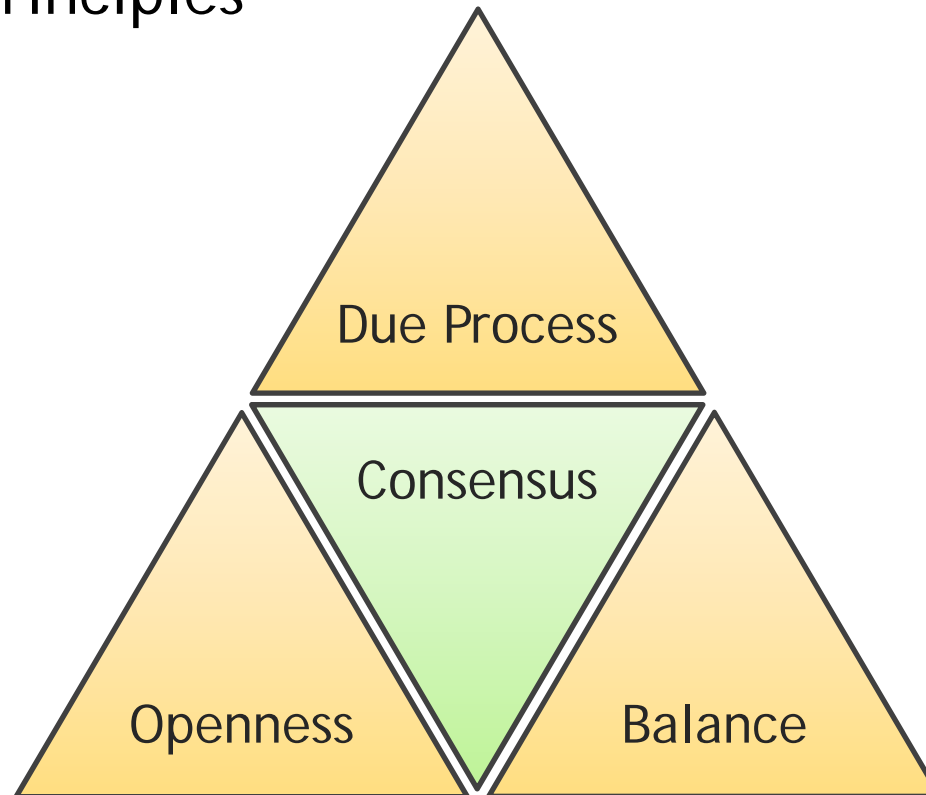
Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC



# Operating Procedures



- Cardinal Principles

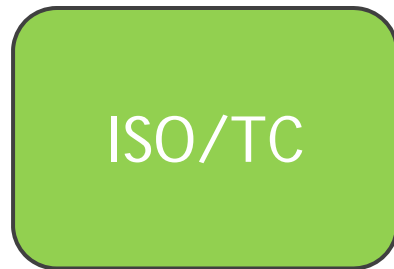




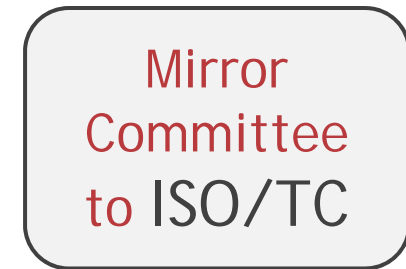
# The ISO/TC - National Mirror Committee Relationship



ISO Technical Committee



International Mirror Committee



U.S. interested parties can engage in this activity and provide influence by participation:

- Establishing a Mirror Committee
- Nominating working group experts
- Sending delegates to ISO meetings
- Volunteering to serve as project leaders
  - Serving as committee officers

# US/TAG to ISO/TC 285 specific operations



- Rachel and John communicate weekly
- US/TAG operates mainly via email and webex
- US/TAG meetings
  - Reports from 1 person on each WG about status
  - Feedback from full US/TAG
- Establish Deadlines
- Hold prep meetings for TC meetings
- Hold post TAG meeting call/webex to report out from TC meeting, discuss next steps, receive feedback

# US/TAG to ISO/TC 285 specific operations continued



- Stakeholder outreach is an ongoing effort
  - Rely on current US/TAG members to do outreach
  - Speaking engagements
    - Annual Ethos Meeting in Seattle with ~100 participants
    - Clean Cooking Forum

# Questions





Thank you!