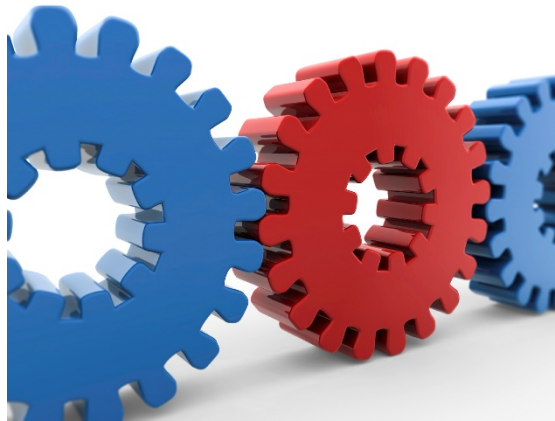




The Technical Process for developing International Standards



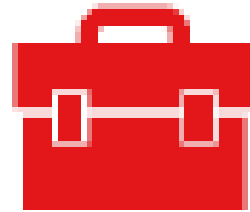


ISO/IEC Directives

- Official rules - Regularly updated
- ISO/IEC Directives, **Part 1** – Procedures for the technical work
- ISO/IEC Directives, **Part 2** – Rules for drafting International Standards
- + Consolidated ISO Supplement = Specific to ISO**
- www.iso.org/directives
- Forms & templates on the [ISO Website](http://www.iso.org)



New work





Main principle

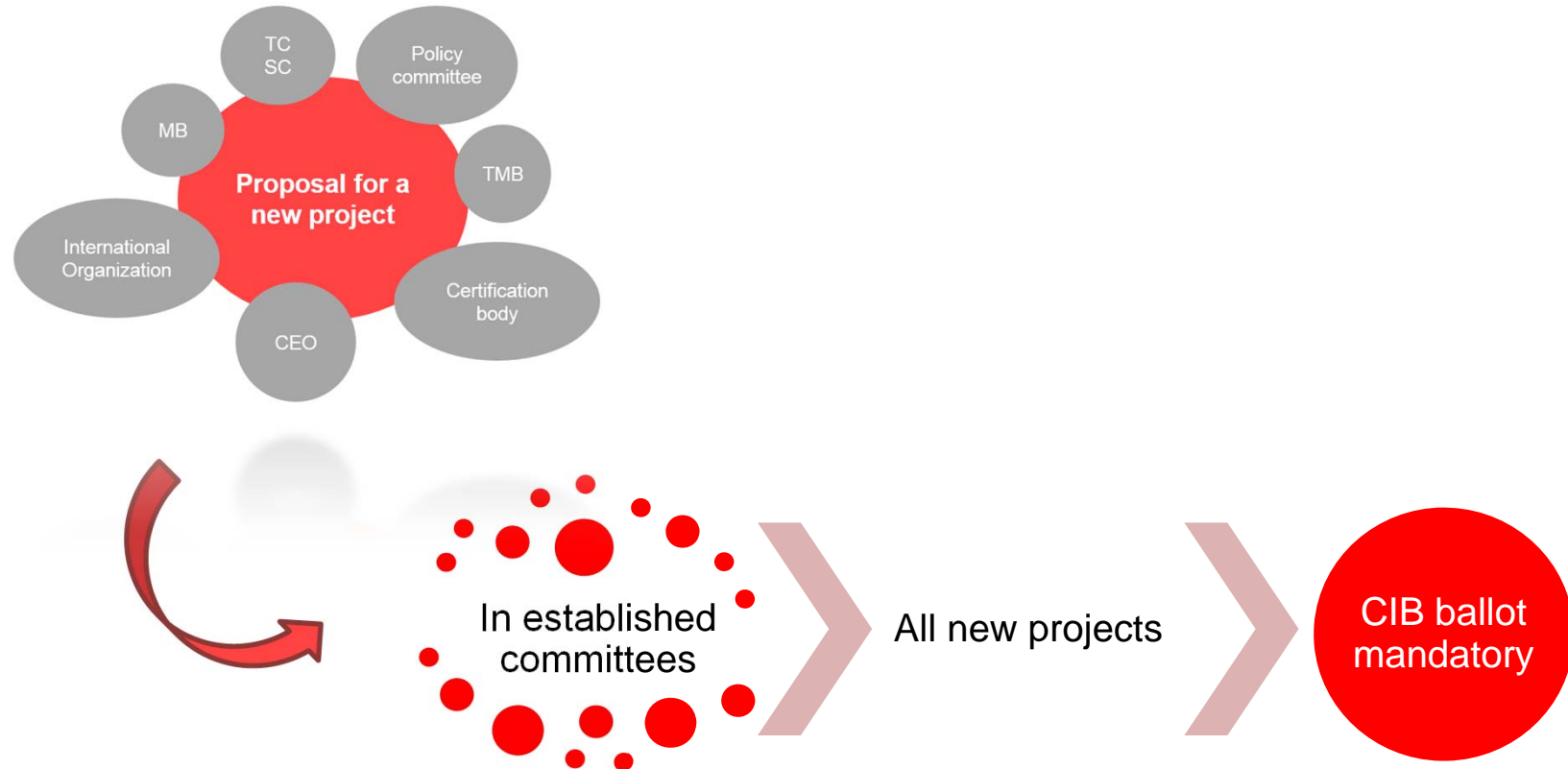
Justification

- ✓ Think about the need
- ✓ Think about the users
- ✓ Global relevance

Risk assessment!



New work item - NWI



Annex C



NWIP procedure

NWIP fully justified and properly documented

Very robust information showing the market relevance of proposals

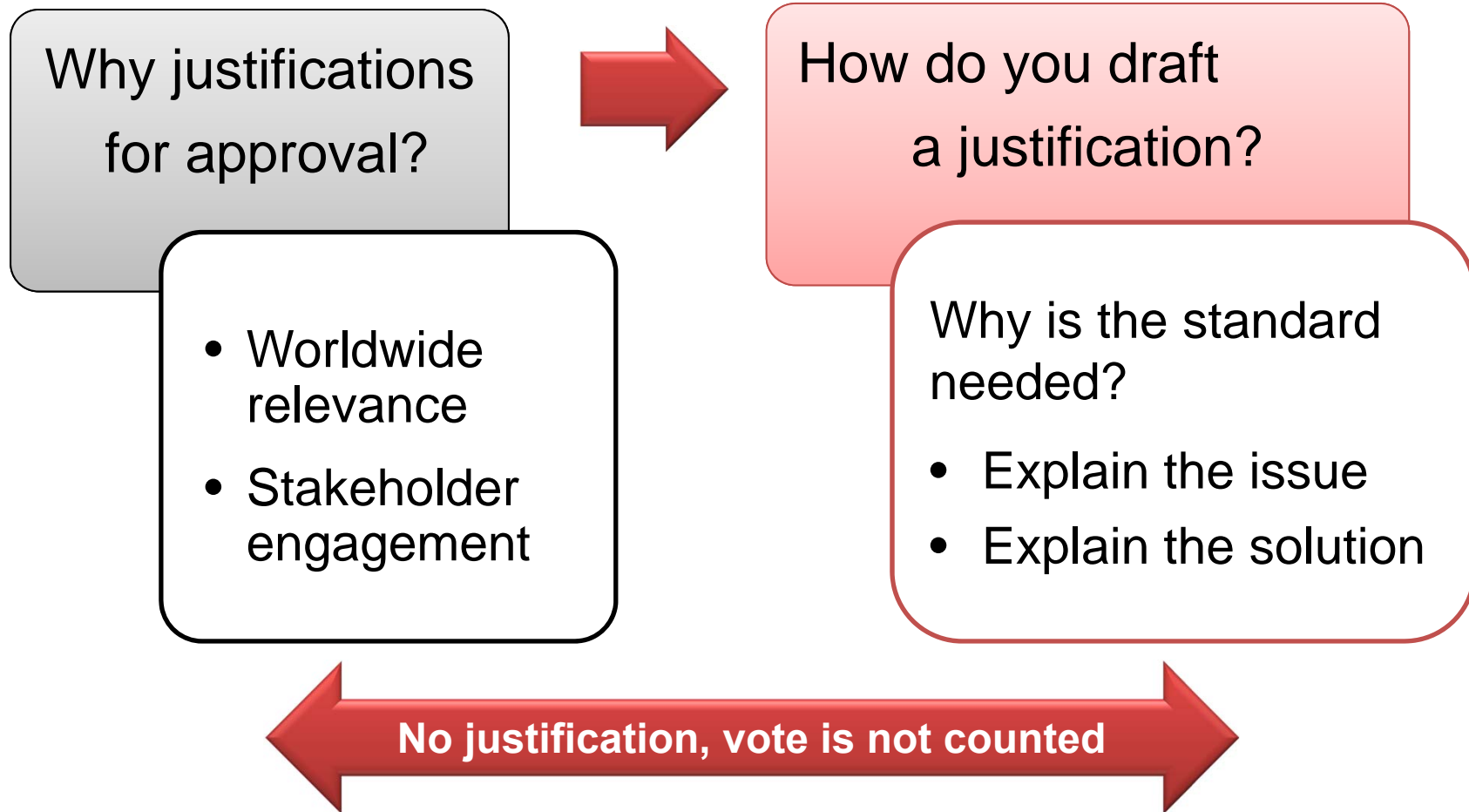
Positive votes from P-members come with a **statement** about the YES

Experts must be named

NO JUSTIFICATION = VOTE NOT COUNTED



Justification Statements





NWIP approval criteria

Simple majority of P-members voting

- Committees with **16 P members or less** need only **4** to participate (for the others still **5**)
- Experts must be **NAMED** to count towards the approval
- Minimum number of named experts must come from P-members **voting positively**



Revisions and Amendments

Resolution containing

- target dates
- confirmation of scope
- convenor or project leader

Call for experts

If expansion of scope => NWIP ballot required

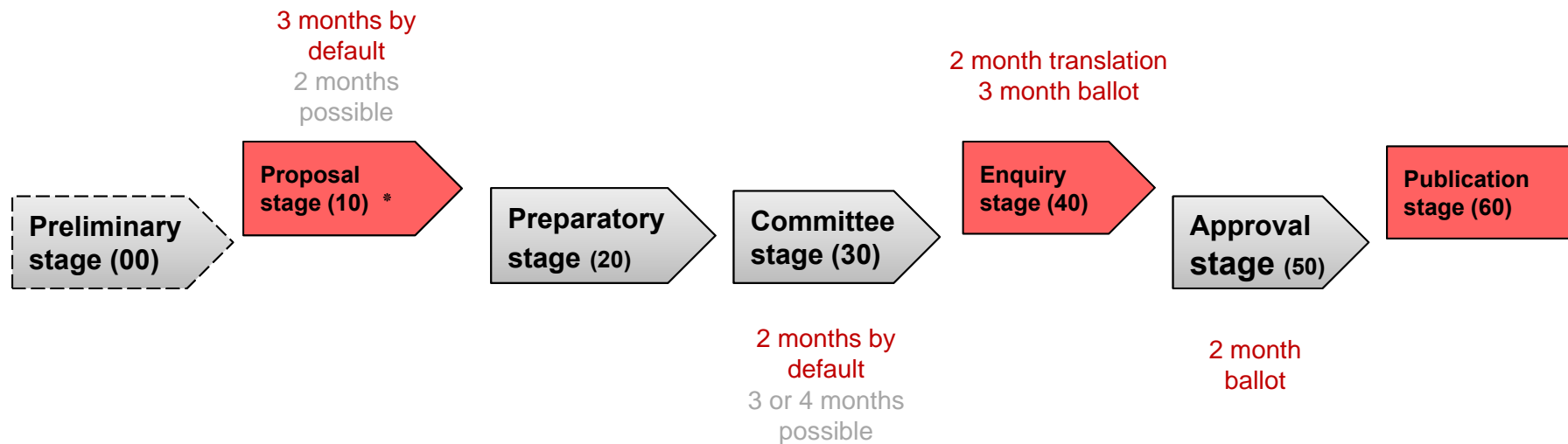


Main stages





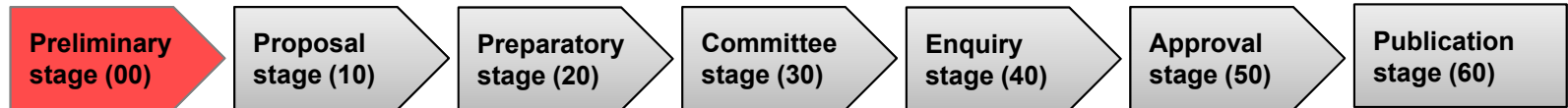
The stages



* Committee resolution
If no change of scope
Revision
Amendment

MANDATORY

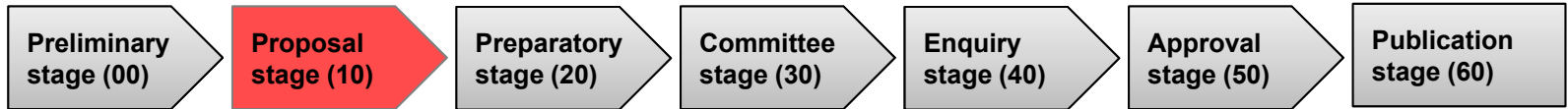
OPTIONAL



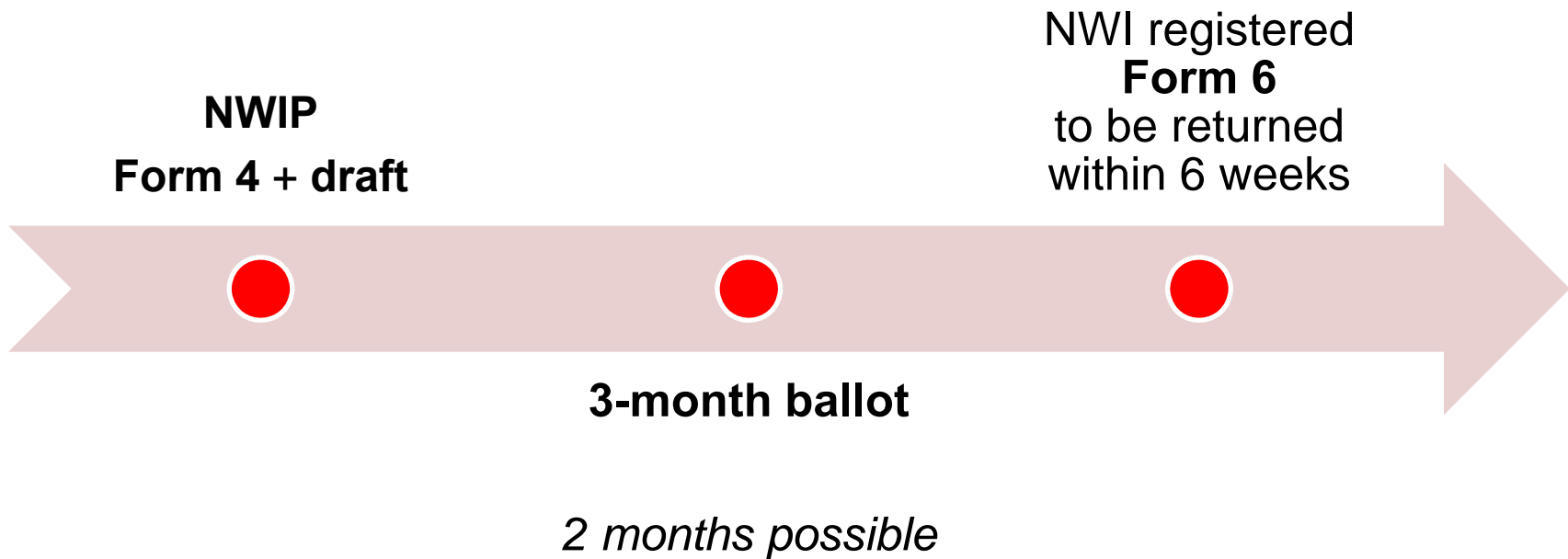
00 - Preliminary stage

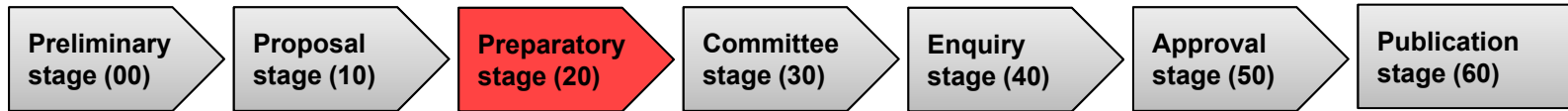


- Not sufficiently mature to process
- But where the committee wants to see it
- It is **future work**
- **New work item vote** to activate

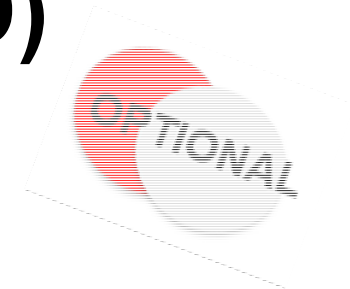


10 – Proposal stage



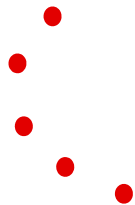


20 - Preparatory stage (WD)



In Working Groups

One of main consensus building stage



First & subsequent WDs prepared

May not be needed if there is a good draft

Ends when project registered as CD or DIS





30 - Committee Draft stage (CD)

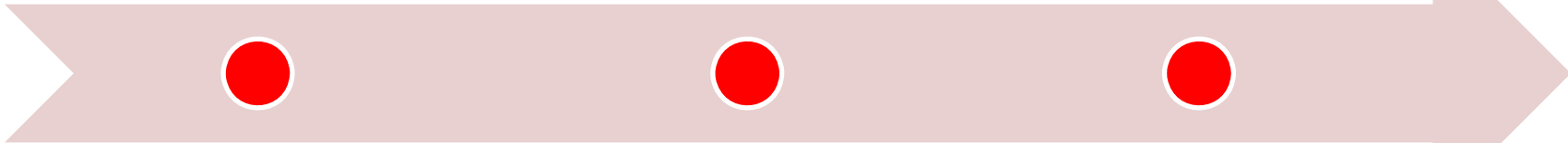


CD circulated by secretary

Comments compiled

With proposal & action taken on each comment

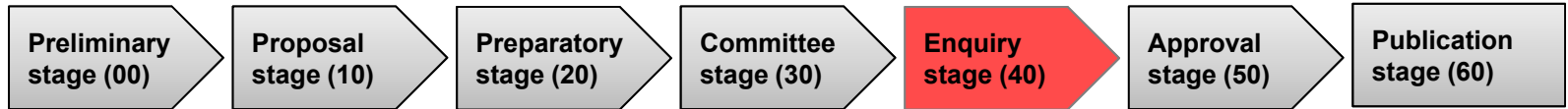
To be circulated within 4 months



2-month ballot

3 or 4 months possible

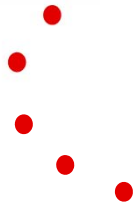
Clause 2.5 & Annex SS



40 – Enquiry Stage (DIS)

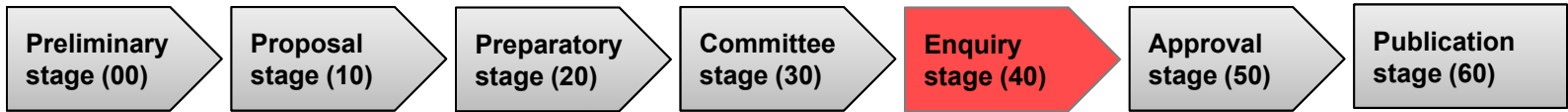


Every project must pass one public review
For circulation outside the committee to all MBs

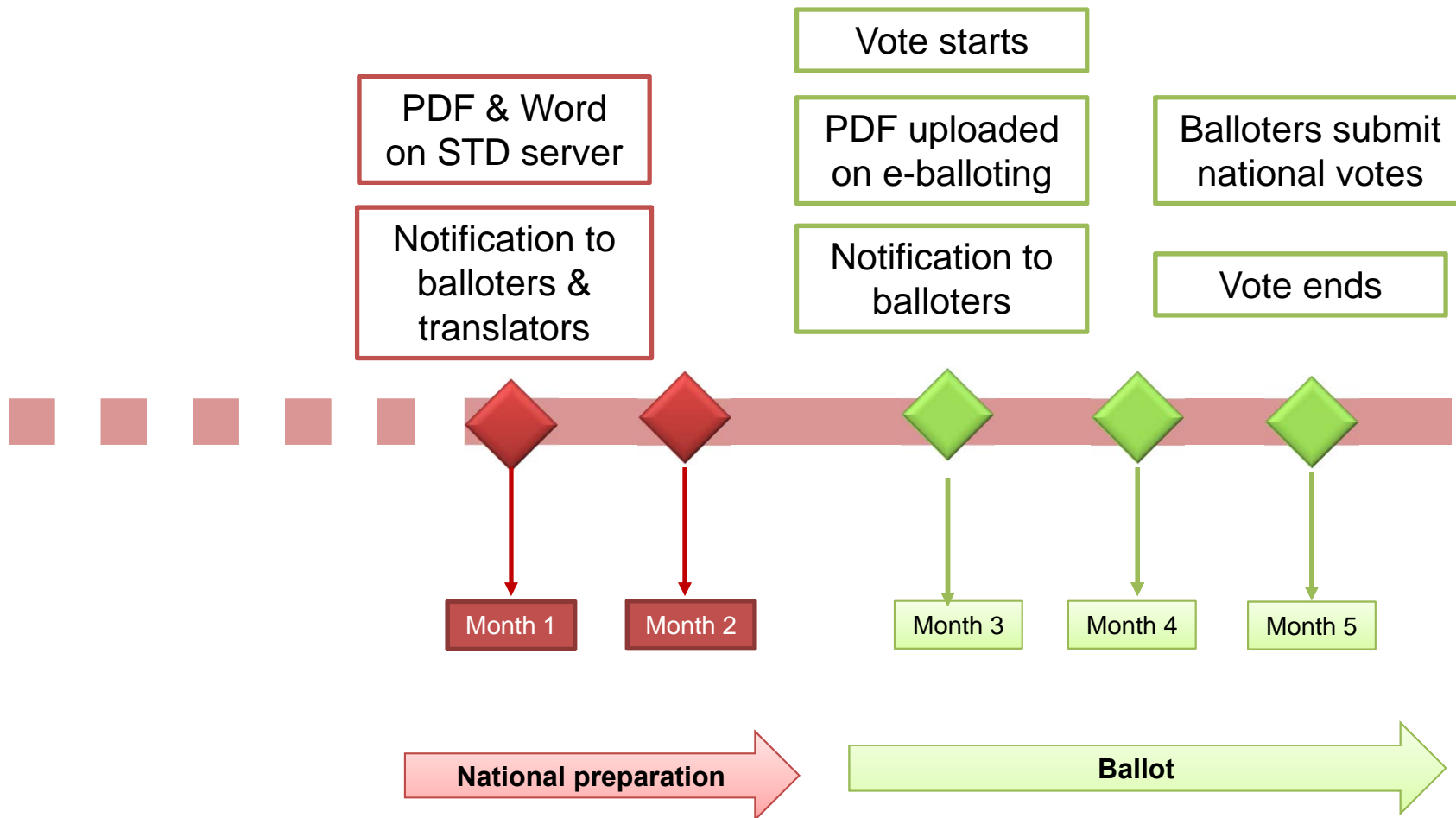


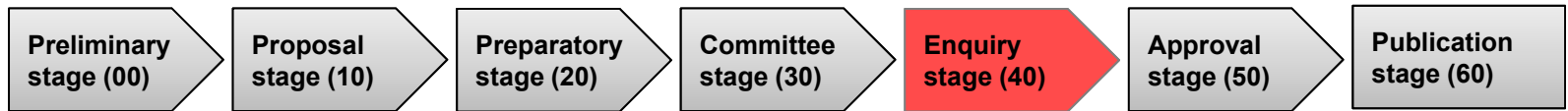
DIS is circulated for vote from ISO CS
All votes & comments sent to ISO CS





Administration of DIS





40 – Enquiry Stage (DIS)



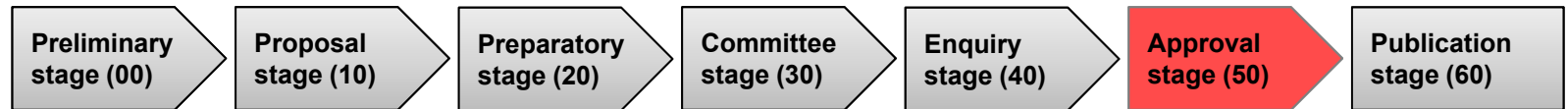
Results & comments sent to the Secretariat



Secretary compiles & circulates
Main experts review the comments
Draft updated accordingly



Secretary submits **text** & **forms** to ISO CS for final stage



50 – Approval

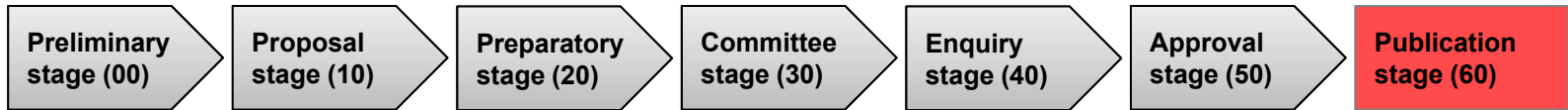


DIS meets the necessary approval criteria + **no technical changes**:

- The default is **to skip the FDIS** and proceed to publication
- *CEN/TC resolution for VA projects to skip the FDIS*
- FDIS can be introduced (leadership decision)

If technical changes:

- FDIS required
- ISO/CS circulates the FDIS (**2 months**) to **all Member Bodies**
- Skipping FDIS => CIB resolution (2/3 majority)
- *VA projects must go through an FDIS vote*



60 - Publication



ISO CS prepares the document for **publication**

ISO CS takes into account editorial corrections on FDIS



2 Week Project Leader-Secretary sign off



Made available through ISO CS & ISO Member Bodies



Comparing development process for an IS

	6 stages	Action	Balloting time	Default path	Shortest path
1	Proposal NP	Proposal to start a new project	<ul style="list-style-type: none">3-month ballot by default2-month ballot possibleTC/SC resolution for revision & amendments	NP	NP Straight to DIS
2	Preparatory WD *	Expert consensus within working group		WD	
3	Committee CD *	Committee consensus	<ul style="list-style-type: none">2-month ballot by default3 or 4 month vote possibleCan be skipped	CD	
4	Enquiry DIS	National consensus	<ul style="list-style-type: none">2-month translation3-month ballot	24 months to reach DIS	12 months to reach DIS
5	Approval FDIS *	YES or NO vote	<ul style="list-style-type: none">Skipped by defaultCan be introduced2-month ballot	FDIS	
6	Publication	ISO International Standard		Up to 36 months IS	Down to 9 months IS

* OPTIONAL

Sec. Admin. (CIB)

ISOCS Admin.



Time frames





Time frames

Standards have to be delivered on time!

- Stakeholder expectations / expert resources
- Set at the start
- Choice 2, 3 or 4 years
- Serious delays = actions!



Time frames for standards

At start of project, choose

- Track 1 = Accelerated = 24 months
- Track 2 = Default = 36 months
- Track 3 = Enlarged = 48 months

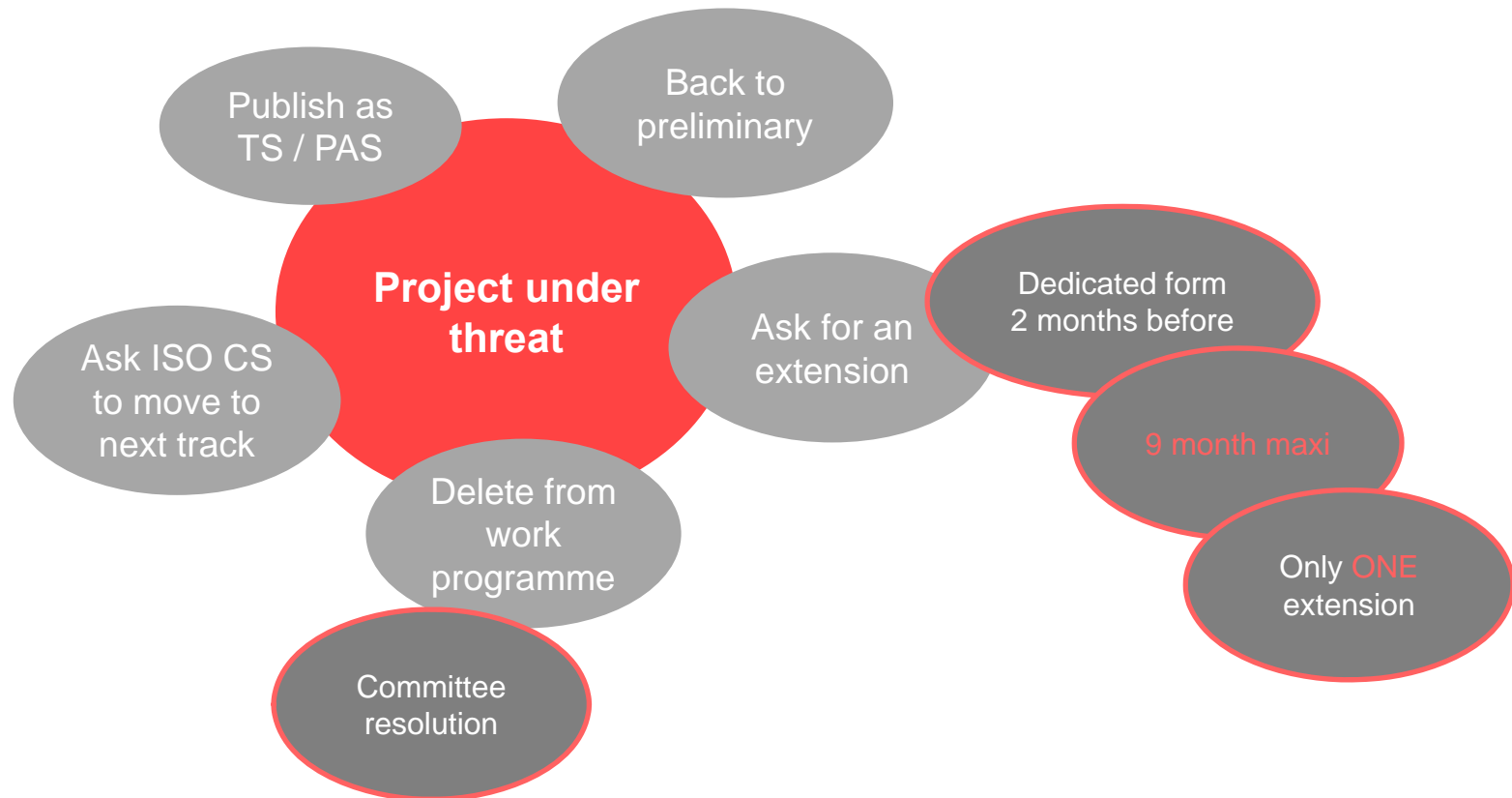


OPTIONS when under threat





OPTIONS when under threat



Clause 2.1.6.2



Reinstatement

X

If a project is deleted & reinstatement needed

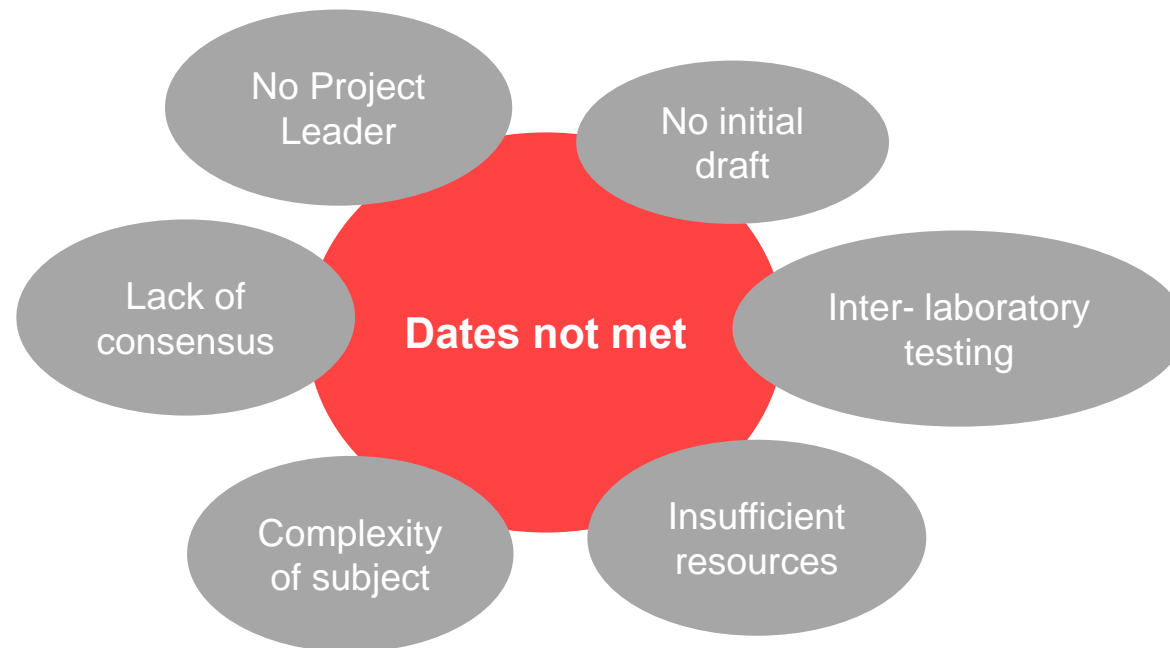
- ✓ Do 2 to 3-month ballot to confirm market need
- ✓ Use same criteria as for NWIP

TMB approval then needed

- ✓ include results of ballot
- ✓ justification – market need / safety etc...



Dates not met – why?






Help us promote good project management !



Follow projects



Project Portal

- Project status information   
- Projects alerts & warnings
- Full projects history with stages
- Access to Post-voting decision process

<http://isotc.iso.org/pp/>



Search Search by stages Run reports

Committee: Include SCs Doc. No. Part No. Project ID

Stage: Title

Filter by: Under development Active/Preliminary/Published Published Open/Closed ballots Planned Ballots Cancelled/Withdrawn

Action required

4 projects found

[ISOTC working area](#) [ISO Online committee area](#)

Alert	Reference	Document title	Crnt stage	Next date	Committee	Action
	ISO/NP 19869	Clean cookstoves and clean cooking solutions -- Guidance on field testing methods for cookstoves	10.99	2016-09-09	ISO/TC 285	-
	ISO/NP 19868	Clean cookstoves and clean cooking solutions -- A conceptual framework for cookstove testing protocols and performance indicators.	10.99	2016-09-09	ISO/TC 285	-
	ISO/NP 19867	Clean cookstoves and clean cooking solutions -- Harmonized laboratory test protocols	10.99	2016-09-09	ISO/TC 285	-
	ISO/NP TR 19915	Clean cookstoves and clean cooking solutions -- Guidelines for social impact assessment	10.99	2017-09-09	ISO/TC 285	-

Committee: ISO/TC 285

Project leader: -

ISO tech. prog. manager (TPM): Alcorta, José Mr. (ISO)

Secretariat: ANSI

Secretary: Seitz, Sally Ms (ANSI)

Twinned secretariat: KEBS

Twinned secretary: Lukorito, Zacharia (KEBS)

TIMELINE

In stage 10.99 [New project approved] for: 13 months 23 days



Note: Move your mouse over the milestones for more details

- Project starting (clock starts)
- ◇ Target date
- ◇ Stage date
- ◆ DIS limit date
- ◆ Target date (critical)
- ◆ DIS limit date (critical)
- Publication limit date
- Publication limit date (critical)
- Balloting period
- ISO Members preparation

STAGE HISTORY

Stage	Version	Description	Target date	Limit date	Started	Status
10.00	1	Proposal for new project registered			2014-04-07	CLOSED
10.20	1	New project ballot initiated			2014-04-08	CLOSED
10.60	1	Close of voting	2014-07-08 <input type="button" value="i"/>		2014-07-10	CLOSED
10.99	1	New project approved			2014-09-09	CURRENT
40.00		DIS registered		2016-09-09		WAIT
60.60		International Standard published		2017-09-09		WAIT



Proactive management



Secretariats to
continuously
monitor



Decision taking
when dates not
met



Inform P-members
& ISO/CS





Approval and voting





1st aim - Consensus

General agreement

characterized by the
absence of sustained
opposition to substantial
issues

by any important
part of the
concerned interests

by a process that
involves seeking to take
into account the views of
all parties concerned
and to reconcile any
conflicting arguments

Clause 2.5.6



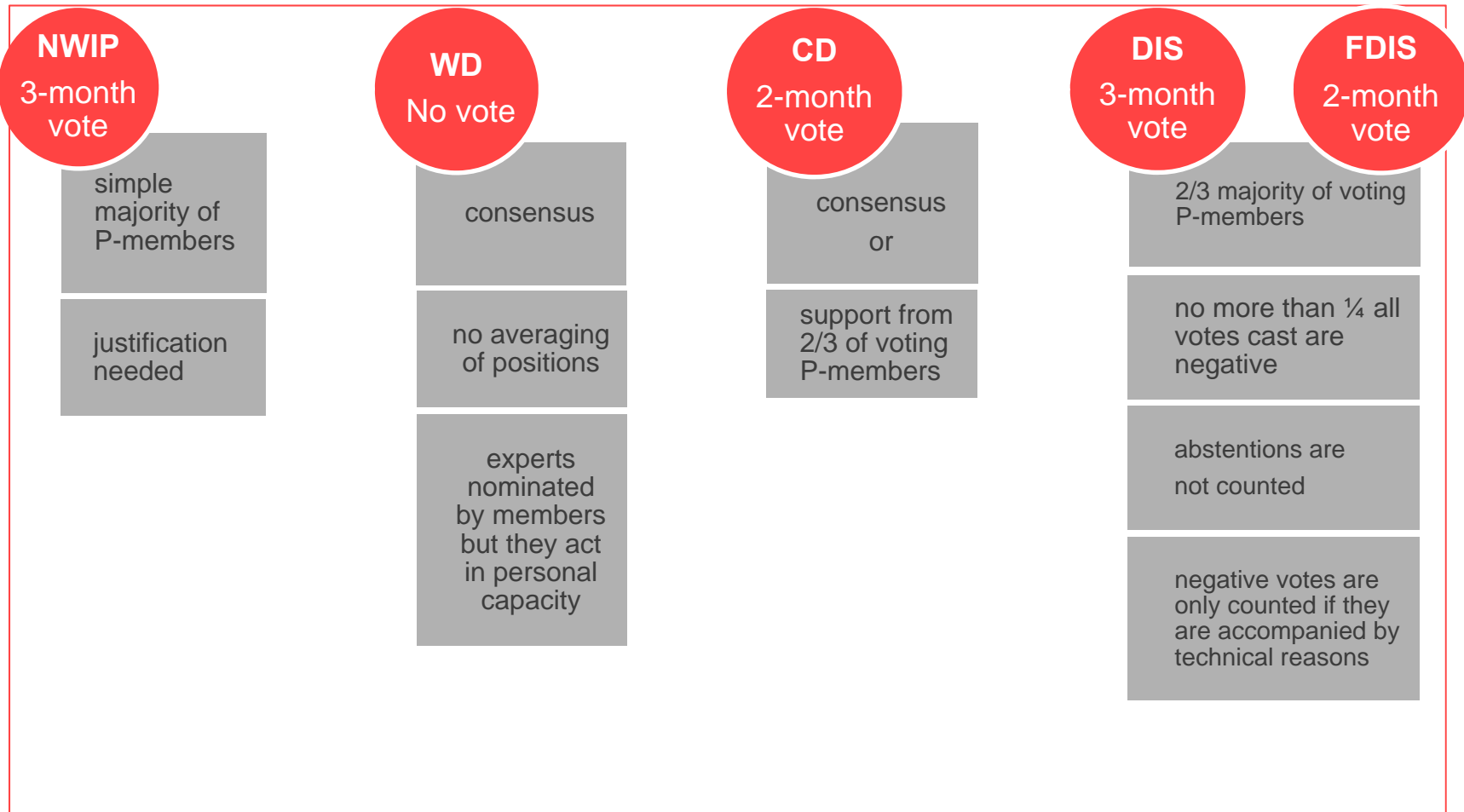
Approval & voting

Always criteria to move to the next stage

- For each stage the TC needs to approve
- P-members are obliged to vote
- Two main stages ISO MBs have to approve
- One member body = One vote
- All ISO Member Bodies



Approval & voting





Other types of deliverables





Other deliverables

Technical Specification - TS	Publicly Available Specification - PAS	Technical Report - TR
Normative	Normative	Informative No requirements
Consensus in a committee	Consensus in a WG	Consensus in a committee
2/3 of P-members approval	Simple majority of P-members	Simple majority of P-members
Good when you can't get to an IS	Good when you can't get to an IS	Good when TC has collected relevant information e.g. test results
Review after 3 years Max life = 6 years (recommended)	Review after 3 years Maximum life = 6 years	No life limit

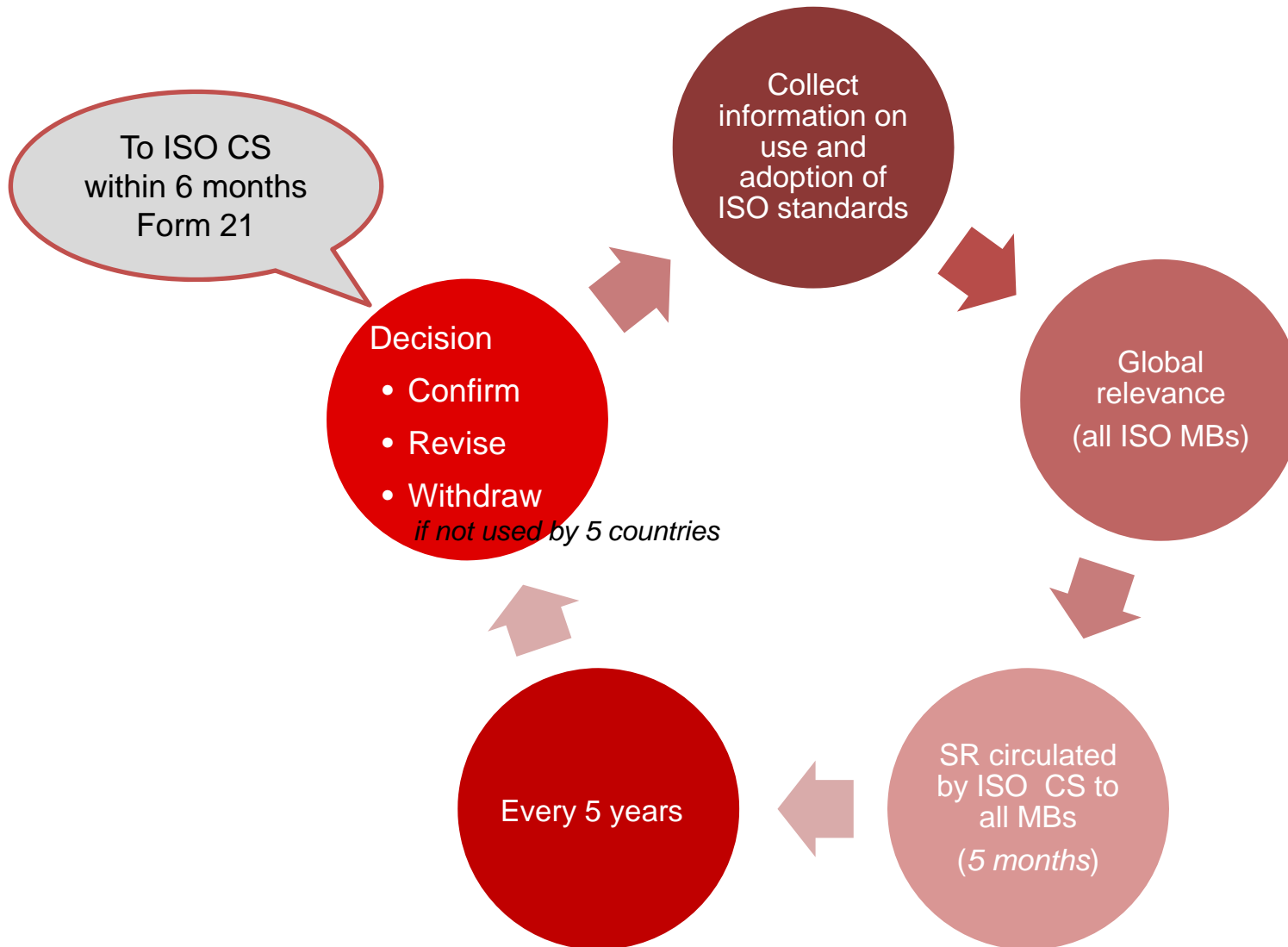


Maintenance





Systematic review



Monitored by ISO to measure Committee performance

