

**November 19, 2021 ANSI Standards Action****Proposed Revisions to the Current (2019) ANSI International Procedures**

The proposed revisions that follow in document ExSC\_095\_2021 and shown in strikethrough-and-underline text, are intended to update the current (2019) edition of the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO* (ANSI International Procedures). A summary of the highlights is also provided below for reference.

Public comments received in connection with these proposed revisions will be made available to the public, with attribution, in the ANSI Online Public Library within a reasonable time of the close of the public comment deadline. The ANSI Executive Standards Council (ExSC) will consider the comments received and provide a written response to commenters.

Public Comments are due to [psa@ansi.org](mailto:psa@ansi.org) by **January 14, 2022**. When submitting public comments, please organize your comments and include the following: 1) Line number(s) associated with each comment; 2) a brief explanation of your comment; and 3) suggested resolution of each comment. Thank you.

**Highlights of proposed updates and revisions to the ANSI International Procedures**

1. Foreword: Edits to make Foreword purely informational and to clarify that implementation of the procedures should be consistent with applicable U.S. laws.
2. Definitions: Edits to reflect ANSI's 2020 Bylaws. Edits to improve readability of the definition of U.S. National Interested Party.
3. Edits throughout: References updated throughout to "directly and materially interested", consistent with the *ANSI Essential Requirements*.
4. 1.5.5.3: Editorial changes and a requirement that an external organization that serves as an ISO Secretariat serve as a voting or non-voting member of the associated U.S. TAG.
5. 1.6: New section to address the role and requirements of an individual serving as Chair of an ISO activity.
6. 2.1.1: New option regarding subgroups of ANSI-Accredited U.S. TAGs formed to relate to subcommittees or working groups of an ISO committee.
7. 2.2.1: Removal of reference to "special bodies", which has not been invoked in the past as the ANSI Executive Standards Council (ExSC) determines which organization serves as the TAG Administrator to an ISO or ISO/IEC committee and if multiple applications are submitted, the ExSC decides between or among them. See also 2.3.1 and Annex B.
8. FN 6: Language added to reflect text also added to the ANSI Essential Requirements in 2022. See also B.4.1 and B.4.2.
9. 2.6 and 3.1: Clarification of applicable appeals procedures.
10. Annex A: Editorial changes.

11. Annex A, A3: Revision to the role of the ANSI-Accredited U.S. TAG Administrator to include the appointment of members to the U.S. TAG. This eliminates concerns that a TAG member should not be asked to approve a TAG membership application of a competitor. See also A5, A5.2, A7.5. In addition, A7.5 provides for the TAG Administrator to appoint the officers of the TAG.
12. FN 13: Updated language added to reflect text also added to the *ANSI Essential Requirements* in 2022.
13. A4.1: New section to address the Role of the TAG Chair.
14. A5.1: Recognition that a membership application may be required as a condition of applying for TAG membership.
15. A5.8: New requirement that TAG members (and observers at a meeting) must agree to comply with a TAG Code of Conduct. See also B8 and new Annex C for a sample TAG Code of Conduct.
16. A6.1: Clarification that observers who are directly and materially interested in the work of the TAG may attend with prior approval.
17. A7.6: Change in terminology from “substantive change” (which is defined in the *ANSI Essential Requirements* in relation to proposed ANS) to “material change” to a U.S. position as developed by the TAG. See also B5.3.
18. A10 and sub-sections: Additional details and deadlines added to the TAG-level Appeals process.
19. B9: Clarification that in order to appeal, one must have standing, i.e., a U.S. National Interested Party who has been or will be adversely affected by the action or inaction.
20. Annex C: New “Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG”, which includes the TAG Administrator’s obligations to comply and consequences for any violations of the Code.



ExSC\_095\_2021

# ***ANSI PROCEDURES FOR U.S. PARTICIPATION IN THE INTERNATIONAL STANDARDS ACTIVITIES OF ISO***

**Edition: January 202x**

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## FOREWORD

1 Participation in international standards activities of interest to members of the American National Standards  
2 Institute (ANSI) requires membership in two international non-treaty standardization organizations, the  
3 International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC).  
4 ANSI's membership in these organizations provides U.S. interests with the opportunity to participate in the work of  
5 ISO and IEC toward the development of international standards. ANSI provides financial and administrative  
6 support for overall U.S. ISO and IEC membership together with management leadership. The U.S. National  
7 Committee (USNC) is responsible for the interface with IEC, and operates in accordance with the ~~Rules of~~  
8 ~~Procedure of the USNC for IEC.~~ Statutes and Rules of Procedure of the USNC/IEC.

9 As the U.S. member body of ISO, ANSI is responsible for participation in those technical areas of work where U.S.  
10 interests have indicated support. Each participation is implemented by the selection/establishment of U.S. technical  
11 advisory groups (U.S. TAGs and TAG Administrators) for ISO committees and, as appropriate and consistent with  
12 ANSI's mission to promote U.S.-based technology globally, through the establishment of Partnership Standards  
13 Developing Organization (PSDO) agreements with ISO through ANSI.

14 To assure that positions presented to ISO are representative of U.S. interests, a mechanism must exist for the  
15 development and coordination of such positions which are developed by ANSI-Accredited U.S. TAGs to ISO.  
16 These procedures provide such a mechanism and include both Annex A Model Operating Procedures for U.S.  
17 TAGs to ANSI for ISO Activities and ~~Reference should also be made to Annex B, "Criteria for Development and~~  
18 ~~Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC" included in these~~  
19 ~~procedures.~~

20 ~~ANSI normally looks to the body that develops national standards in a particular standards area to determine the~~  
21 ~~U.S. position in a similar international standardization activity. Such national consensus bodies are designated by~~  
22 ~~ANSI as U.S. TAGs for specific ISO activities. Where no national standards group exists, or is available to serve,~~  
23 ~~or where several separate national standards groups exist, special bodies may be established for this purpose to~~  
24 ~~serve as U.S. TAGs. The makeup of U.S. TAGs may include participants from companies, technical and trade~~  
25 ~~organizations, government agencies, academia and individuals.~~

26 In addition to ANSI-Accredited U.S. TAG activities, as appropriate and consistent with ANSI's mission to promote  
27 U.S.-based technology globally, ANSI may approve the establishment of Partnership Standards Developing  
28 Organization (PSDO) agreements with ISO. For existing American National Standards (ANS), the PSDO is  
29 required to seek and obtain the approval of the applicable ANSI-Accredited U.S. TAG prior to its submission of a  
30 standard to ISO under a PSDO agreement. In addition, to coordinate both activities with the ANS process, ANSI  
31 requires early notification by an ANSI-Accredited Standards Developer (ASD) of its intent to submit any proposed  
32 ANS for consideration for approval as an ISO or ISO/IEC JTC-1 standard even if not part of a PSDO agreement.  
33 *See ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential*  
34 *Requirements).*

35  
36 These procedures should be implemented consistent with applicable U.S. laws.  
37

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# 1 ANSI Procedures for Determination of U.S. Interest in ISO Technical Activities

## 38 1.1 Definitions

39 **ANSI Appeals Board:** The ANSI Appeals Board was established by the ANSI Board of Directors and  
40 ~~shall be is~~ responsible for considering all final appeals by directly and materially ~~affected interested~~  
41 parties<sup>1</sup> persons who believe that they have been or will be adversely affected by action or inaction of the  
42 Institute. For further information see the *Appeals Board Operating Procedures*.

43 **ANSI ISO Council:** The ANSI ISO Council (AIC) makes decisions concerning the acceptance, transfer  
44 or relinquishment of the secretariats of ISO committees and is responsible for policy and position  
45 decisions relating to the International Organization for Standardization (ISO) (except as otherwise  
46 delegated by the Board to another body or to the extent such decision would significantly change or affect  
47 the strategic direction of the Institute or the federation).

48 **ANSI Executive Standards Council:** The ANSI Executive Standards Council (ExSC) was established  
49 by the ANSI Board of Directors to coordinate the overall national and international standardization  
50 activities of the Institute. The ExSC ~~shall be is~~ responsible for the procedures and criteria for national and  
51 international standards development activities of the Institute. In addition, the ExSC accredits national  
52 standards developers and U.S. TAGs to ISO. For further information, see the *Operating Procedures of*  
53 *the Executive Standards Council*.

54 **International Electrotechnical Commission:** The International Electrotechnical Commission (IEC), a  
55 non-governmental organization composed of National Committees, is the body responsible for preparing  
56 and publishing international standards for the electrical and electronics fields.

57 **International Organization for Standardization:** The International Organization for Standardization  
58 (ISO), one of the largest voluntary groups for industrial and technical cooperation, is a non-governmental  
59 organization bringing together the interests of producers and users in the preparation of international  
60 standards. Its work covers virtually every area of technology, with the exception of electrotechnical.

61 **International Policy ~~Committee (IPC)~~ Advisory Group:** The International Policy Advisory Group  
62 (IPAG) shall provide views and propose policies regarding regional and international standards and  
63 conformity assessment issues, including related public policy issues.

64  
65 ~~The International Policy Committee shall be responsible for broad based policy and position decisions~~  
66 ~~on regional and international standards, public policy and related issues that are not exclusively related to~~  
67 ~~either ISO or IEC (except as otherwise delegated by the Board to another body or to the extent such~~  
68 ~~decision would significantly change or affect the strategic direction of the Institute or the federation). The~~  
69 ~~International Policy Committee also shall be responsible for decisions on issues that significantly impact~~  
70 ~~or affect more than one international and/or regional standards body.~~

71 **ISO Committees:** The general term used within the context of these procedures to refer to ISO technical  
72 activities at various levels including ISO technical committee (TC), subcommittee (SC), project  
73 committee (PC) and other such structures that may be created in the future. Where a particular procedural  
74 requirement does not apply, it is so noted in this document. Where a particular procedural requirement  
75 applies to Working Groups (WG), it is also noted.

76 **Partnership Standards Development Organization.** A PSDO is an ANSI Member that has entered into  
77 an alliance with ISO in accordance with the *ANSI Policy Regarding Rights to Enter "PSDO" Agreements*

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<sup>1</sup> "Parties" includes organizations, companies, government agencies, individuals etc.

78 with ISO. Such arrangements are approved by ANSI, consistent with its mission to promote U.S.-based  
79 technology globally.

80 **U.S. National Interested Party:** A U.S. National Interested Party ~~One of the following entities is~~  
81 directly and materially ~~affected~~ interested in by the relevant standards activity and is:

- 82 1. ~~an individual representing~~ a corporation or an organization domiciled in the U.S.; ~~or (including~~  
83 2. a U.S. branch offices of a foreign companyies registered or authorized to do business in one or more  
84 U.S. states or territories<sup>2</sup>; or as defined by the relevant State's Corporation law within the U.S.);  
85 3. ~~an individual representing~~ a U.S. federal, state or local government entity; or  
86 4. a U.S. citizen or permanent legal resident.

87 **U.S. National Committee:** ~~The responsibility of the Institute for United States representation in the IEC~~  
88 ~~and other electrotechnical bodies associated with the IEC has been delegated by the Board of Directors to~~  
89 ~~the USNC. This responsibility shall be exclusively exercised by the USNC Council subject to the~~  
90 ~~oversight of the Board of Directors of the Institute.~~ The responsibility for United States representation in  
91 the IEC and other electrotechnical bodies associated with the IEC has been delegated by the Board to the  
92 USNC whose responsibilities are set forth in the United States National Committee Statutes and Rules.  
93 The responsibility for the USNC shall be exclusively exercised by the USNC Council, an International  
94 Relations Committee, subject to the oversight of the Executive Committee.

96 **United States Technical Advisory Groups:** U.S. Technical Advisory Groups (TAGs) are committees  
97 accredited by ANSI for participation in ISO technical activities or appointed by the USNC for  
98 participation in IEC technical activities, which operate in compliance with the ANSI *Criteria for the*  
99 *Development and Coordination of U.S. Positions in the International Standardization Activities of the*  
100 *ISO and IEC (Annex B)*. Such U.S. TAGs are administered by U.S. TAG Administrators, organizations  
101 that are appointed by ANSI to be responsible for ensuring compliance with TAG procedures.

## 102 1.2 New Field of ISO Technical Activity

103 **1.2.1 General.** A proposal<sup>3</sup> for a new field of ISO technical activity for the preparation of international  
104 standards in a field that is not covered by an existing ISO committee is circulated to all ISO member  
105 bodies for comment and, if approved by the ISO Technical Management Board, may result in the  
106 formation of a new ISO committee. As a member body of ISO, ANSI has the opportunity to initiate or  
107 comment on all such proposals.

108 **1.2.2 Determination of U.S. Position on a New Field of ISO Technical Activity.** A basic consideration  
109 in determining the U.S. position on a new field of ISO technical activity is that those U.S. national  
110 interested parties who might reasonably be expected to be, or who indicate that they are, directly and  
111 materially ~~affected by~~ interested in the proposed scope of the activity shall have an opportunity to express  
112 their views. Members of ANSI and the public shall be notified through ANSI's *Standards Action* and  
113 other appropriate media of the opportunity to comment on a new field of ISO technical activity. The U.S.  
114 position shall be based on consideration of the following factors, as applicable:

- 115 1. The need for such an international standards activity  
116 2. Whether the proposed scope of the activity is acceptable

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<sup>2</sup> A U.S. Nationally Interested Party does not include employees of other ISO or IEC National Member Bodies (NMB). Such employees should participate in international standards development through their own NMB.

<sup>3</sup> ISO proposals are assigned reference numbers by the ISO Central Secretariat, (ISO TS/P...)



- 117 3. Whether there is sufficient indicated support from those U.S. national interested parties directly and  
118 materially ~~affected~~interested to provide effective U.S. participation in the work if a new ISO  
119 committee is established  
120 4. Whether ANSI should offer to undertake the secretariat in accordance with 1.5.

121 A U.S. position on a new field of ISO technical activity may be submitted by ANSI to ISO only with the  
122 approval of the AIC.

123 **1.2.3 U.S. Initiation of a New Field of ISO Technical Activity.** ANSI shall consider any written  
124 requests to initiate a new field of ISO technical activity. Such requests shall include a draft of the  
125 proposal prepared in accordance with a special ISO form available from ANSI. The procedure followed in  
126 evaluating a request for the initiation of such a proposal and determining the U.S. position on it shall be  
127 the same as that described in 1.2.2. In these instances, no additional public review period to determine the  
128 U.S. vote on the TS/P (technical study proposal) is necessary as it is assumed that the U.S., as the  
129 submitter, will vote to approve.

### 130 **1.3 Determination of U.S. Membership Status in ISO Committee**

131 **1.3.1 General.** As a member body of ISO, ANSI has the right to participate in the work of any ISO  
132 committee. Generally, ANSI may register to participate in one of two ways:

- 133 1. As a P-member if it intends to participate actively in the work, with an obligation to vote on all  
134 questions formally submitted for voting within the ISO committee, on new work item proposals,  
135 enquiry drafts and final draft International Standards, and to contribute to meetings.  
136 2. As an O-member, if it intends to follow the work as an observer, and therefore wishes to receive  
137 committee documents, and to have the right to submit comments and to attend meetings.  
138

139 All member bodies of ISO have the right to vote on all draft International Standards (DIS) at the enquiry  
140 stage and final draft International Standard (FDIS) stage irrespective of their status in technical  
141 committees. It is an ANSI policy, however, not to submit comments or vote on DIS or FDIS if there is no  
142 U.S. TAG, unless, in exceptional circumstances, a position is established by the AIC.

143 As a member body of ISO, ANSI may, at any time, begin or end membership or change its membership  
144 status in any committee. ANSI will register as a member of an ISO committee only when the provisions  
145 of 1.3.2 are met.

146 Membership in a technical committee does not imply automatic membership in a subcommittee or the  
147 like; specific registration in a subcommittee, or the like, is required and is not contingent upon registration  
148 as a P- or O-member of the parent technical committee.

149 **1.3.2 Determination of U.S. Membership Status in ISO Committees.** Formation and accreditation  
150 (pursuant to the accreditation requirements outlined in 2.5) of a U.S. TAG is required for the U.S. to  
151 register as a P-member of an ISO committee. Requests for P-membership shall be referred to the ExSC or  
152 its designee. Such requests shall propose a preliminary group of individuals to be designated by ANSI as  
153 the U.S. TAG. This group shall comply with the accreditation requirements contained in section 2 and  
154 2.5.4. In addition, an organization to be appointed by the ExSC to serve as the administrator for the U.S.  
155 TAG shall be proposed.

156 Registration by ANSI as a P-member of an ISO committee shall be based on consideration of the  
157 following factors:

- 158 1. The need for U.S. participation  
159 2. Whether there is sufficient support indicated from those directly and materially ~~affected~~interested to  
160 ensure effective U.S. participation  
161 3. Whether there is an acceptable, competent organization willing to serve as administrator for the U.S.

162 technical advisory group

163 ANSI may register as a P-member of an ISO committee during the TAG application and accreditation  
164 approval process. Continued P-membership shall be contingent upon subsequent approval and  
165 accreditation of a TAG Administrator and TAG.

166 ANSI registration as an O-member of an ISO committee shall be based on consideration of requests and  
167 the need for such a level of U.S. participation. ANSI may initially register as an O-member to facilitate  
168 outreach and the formation of a TAG. If ANSI registers as an O-member at the request of a group of  
169 stakeholders, a U.S. TAG shall be established and the provisions in section 2 shall apply.

170  
171 The formation and accreditation of a U.S. TAG is required in order for the U.S. to submit comments or  
172 vote on a DIS or an FDIS, unless, in exceptional circumstances, a position is established by the AIC. If  
173 the U.S. holds O-membership and there is no accredited U.S. TAG, individuals wishing to attend  
174 meetings must obtain approval from ANSI.

#### 175 **1.4 Issuing Invitations and Conducting Meetings of ISO Committees and Working Groups in the** 176 **United States**

177 **1.4.1 General.** The ISO committee secretariat announces a meeting of an ISO technical committee when  
178 the committee considers this necessary for the proper progress of the work. The date and place of such  
179 meetings shall be subject to an agreement between the chairman and the secretariat of the committee and  
180 the national body acting as host. In the case of a subcommittee meeting, the subcommittee secretariat  
181 shall consult with the secretariat of the parent TC in order to ensure coordination of meetings. As the U.S.  
182 member body of ISO, only ANSI may invite an ISO committee to meet in the United States. An invitation  
183 for a Working Group to meet may be extended by the U.S. convener or appointed U.S. expert, subject to  
184 prior consultation with and approval of the relevant TAG Administrator and ANSI.

185  
186 When an ISO meeting is held in the U.S., ANSI is the official host and is responsible for the effective and  
187 efficient conduct of the meeting and shall coordinate with other involved hosting organizations as needed.  
188 During each meeting, ANSI may send professional staff or an ANSI-designated protocol officer to ensure  
189 that meetings are conducted in an effective manner and in accordance with applicable procedural  
190 requirements.

191  
192 **1.4.2 Invitations.** The U.S. Head of Delegation to a meeting of an ISO committee may propose to host a  
193 meeting in the U.S. with the proviso that the actual invitation is subject to confirmation by ANSI, upon  
194 recommendation from the U.S TAG and the TAG Administrator. Immediately following any meeting at  
195 which such a proposed invitation has been extended, the Head of Delegation shall notify ANSI and the  
196 U.S. TAG of the proposed invitation and ensure that a written request to host the meeting is submitted to  
197 ANSI.

198 ANSI shall consider any written request to host an ISO meeting in the U.S. Such requests shall state that  
199 the U.S. TAG or other sponsoring organization(s) shall bear the meeting costs. In addition, such requests  
200 shall include proposed meeting dates, location and a point of contact for meeting arrangements.

201 After approving a written request to host an international meeting, ANSI shall issue an invitation to the  
202 secretariat of the committee concerned, with a copy to the ISO Central Secretariat.

#### 203 **1.5 Acceptance of ISO Committee Secretariats**

204 **1.5.1 General.** The secretariat of an ISO technical committee is appointed by the ISO Technical  
205 Management Board from among the P-member countries of the technical committee. The secretariat of  
206 an ISO subcommittee is appointed by the parent technical committee from among the P-members of the  
207 subcommittee if there is a single applicant. The secretariat of an ISO project committee is assigned to the

208 national body that submitted the proposal. If the proposal did not originate from a national body, then  
209 the ISO Technical Management Board selects from among the offers received.

210 In all other cases, the ISO Technical Management Board makes the appointment. When ANSI registers  
211 as a P-member of a newly created committee or of a committee whose secretariat is being reallocated, it  
212 may offer to undertake the secretariat.

213 **1.5.2 Ultimate Responsibility.** As the U.S. member body of ISO, ANSI is ultimately responsible to ISO  
214 for the proper performance of all secretariats assigned to the United States. Accordingly, before a  
215 secretariat is assigned, the delegation of a secretariat to ANSI should be considered when appropriate and  
216 supported by ~~the affected~~ directly and materially interested parties. Any offer to undertake a secretariat in  
217 the U.S. shall only be issued by ANSI.

218 **1.5.3 Tentative Offers to Accept Secretariat.** To the extent feasible, ANSI will engage in discussions  
219 with relevant U.S. interested parties prior to any international meeting at which the availability of a  
220 secretariat is expected to be made known. Informed by such a discussion, ~~the~~ U.S. Head of Delegation  
221 to a meeting of an ISO committee may make an offer to accept a secretariat. In such cases, the Head of  
222 Delegation shall clearly state that the offer is subject to confirmation by ANSI. Immediately following  
223 any meeting at which such a tentative offer has been made, the Head of Delegation shall notify ANSI and  
224 the U.S. TAG of the offer and ensure that a written request to undertake the secretariat is submitted in  
225 accordance with 1.5.4.

226 **1.5.4 Requests for Acceptance or Retention of Secretariats.** The AIC shall make all decisions  
227 concerning the acceptance, transfer or relinquishment of the secretariat of ISO committees. The AIC will  
228 assign the secretariat to ANSI or to an external organization, taking into account the support of the  
229 ~~affected~~ directly and materially interested parties. The AIC shall consider any written request to  
230 undertake the secretariat of a new or existing ISO committee or to retain the secretariat of an ISO  
231 committee. For consultative purposes, such requests shall be provided to the responsible U.S. TAG,  
232 where one exists, and a notice shall be placed in ANSI's *Standards Action* and other appropriate  
233 publications. Such requests shall indicate the willingness of ANSI or an external organization to provide  
234 professional and financial resources to support the secretariat function. Such requests shall include the  
235 basis for the recommendation that the proposed U.S. secretariat should be administered by ANSI or by  
236 another organization on behalf of ANSI in accordance with section 1.5.5.2 or 1.5.5.3, as applicable. Such  
237 requests shall also address the four points listed below and provide supporting documentation when  
238 appropriate. If no U.S. TAG exists, the request should also include a commitment to establish a U.S.  
239 TAG administered by a TAG Administrator in accordance with these procedures.

240 When considering such requests, the AIC shall be guided by the following criteria:

- 241 1. Documented evidence of strong U.S. interest on the part of directly and materially ~~affected~~ interested  
242 parties
- 243 2. Evidence that ~~affected~~ directly and materially interested ANSI members support the commitment and  
244 if appropriate, support the recommendation of ANSI to serve as secretariat
- 245 3. Availability of a minimum three year financial and technical commitment to support the activity
- 246 4. Availability of competent staff and administrative resources to administer the secretariat, including an  
247 agreement to complete mandatory training offered by ANSI to support compliance with ISO and  
248 ANSI procedures governing the administration of the international secretariat
- 249

250 **1.5.5 Delegation of Administration of Secretariats to ISO Committees.** The AIC shall make all  
251 decisions concerning the assignment of the administration of secretariats, including the granting,  
252 continuance, transfer or withdrawal of such assignments to ANSI or external organizations.

253 **1.5.5.1 Decision by ANSI ISO Council (AIC).** In determining the assignment or transfer of  
254 administration of a secretariat, the AIC, in consultation with relevant ANSI leadership, shall follow the

255 guiding principle that assignment or delegation shall be made to ANSI, ~~or, if supported by the affected~~  
256 ~~interested parties or if not to ANSI, then to another external organization based on support by the affected~~  
257 ~~interested parties and feasibility~~, pursuant to the criteria in 1.5.5.2 and 1.5.5.3, respectively.

258  
259 Any decision of the AIC pursuant to section 1.5.4 or 1.5.5 shall be announced in ANSI's *Standards*  
260 *Action*. Any ~~directly and materially affected interest~~ U.S. National Interested Party may appeal the  
261 decision of the AIC in accordance with section 3. The appeal shall be filed in writing with the Secretary  
262 of the AIC within 15 working days of the announcement of the action by the AIC in *Standards Action*.

263 If more than one organization is interested in administering a secretariat, the AIC shall base its decision  
264 on all relevant information provided.

265 **1.5.5.2 Assignment of a Secretariat to ANSI.** Any request that the assignment of the administration of  
266 a secretariat be assumed by ANSI ~~accept~~ shall demonstrate that the following criteria are met:

- 267 1. The affected technical sector, organizations or companies desiring that the U.S. hold the secretariat  
268 request that ANSI perform this function;
- 269 2. The relevant U.S. TAG has been consulted with regard to ANSI's potential role as secretariat;
- 270 3. ANSI is able to fulfill the requirements of a secretariat; and
- 271 4. The affected interested parties have made a financial commitment for not less than three years  
272 covering all defined costs incurred by ANSI associated with holding the secretariat.  
273

274  
275 **1.5.5.3 Delegation of a Secretariat to an External Organization.** Any request that the assignment of  
276 the administration of a secretariat be delegated to an external organization, rather than ANSI, shall  
277 demonstrate that the following criteria are met:

278 1. The affected technical sector, organizations or companies desire that an external organization hold the  
279 secretariat and request that such external organization perform this function;

280 ~~1.2. Evidence of a strong U.S. materially affected party interested in holding the secretariat has been~~  
281 ~~documented and the relevant U.S. TAG has been consulted with regard to the external organization's~~  
282 ~~potential role as secretariat.~~

283 ~~2.3. The external organization is a member of ANSI, and has committed to encourage its members to join~~  
284 ~~ANSI and is a U.S. National Interested Party.~~

285 ~~3.4. The external organization has sufficient documented technical and administrative competence.~~

286 ~~4.5. The external organization has sufficient experience in administering a secretariat on behalf of ANSI~~  
287 ~~or agrees to be mentored by ANSI, to ANSI's satisfaction, to ensure that they are properly trained to~~  
288 ~~carry out their responsibilities.~~

289 ~~5.6. Evidence of support for the external organization seeking to hold the secretariat by members of ANSI~~  
290 ~~impacted by the standards area for which the secretariat is sought has been documented.~~

291 7. The external organization has made a written financial commitment for not less than three years  
292 covering the costs associated with holding the secretariat, including the defined costs incurred by  
293 ANSI for administrative support and oversight of the delegated secretariat.

294 ~~6.8. The external organization has agreed to serve as a voting or non-voting member of the TAG.~~

295 ~~7.9. The external organization agrees that, should it be unable to continue to serve, it will provide fifteen~~  
296 ~~(15) months prior written notice to ANSI of its intent to relinquish.~~

297 ~~8.10. The external organization has agreed to comply with the requirements associated with ANSI~~  
298 ~~oversight of the activities of all parties holding secretariats in accordance with 1.6.~~

299 ~~9.11. The external organization has committed in writing to comply with all applicable rules,~~  
300 ~~regulations and policies of ANSI and ISO.~~

301 ~~10.12. The external organization has agreed to complete mandatory training offered by ANSI to support~~  
302 ~~compliance with ISO and ANSI procedures governing the administration of the international~~

303 secretariat.  
304 13. The external organization has agreed that the person(s) administering the secretariat shall be a U.S.  
305 citizen (or seeking U.S. citizenship) residing in the U.S., or a U.S. citizen (or seeking U.S.  
306 citizenship) living or working abroad, or otherwise legally authorized to work in the U.S. (which  
307 would also include lawful permanent residents and individuals in the U.S. on temporary work visas).  
308 ~~14.~~14. ANSI delegates the authority to nominate the ISO Chair to the external organization.  
309 ~~15.~~15. A mutually acceptable written agreement between ANSI and the external organization concerning  
310 the terms and conditions of the secretariat assignment has been executed, providing, in part, that the  
311 external organization shall not assign or delegate any of its responsibilities to a third party without the  
312 prior approval of ANSI and, as appropriate, the AIC.

313  
314 Additionally, in the case where no U.S. TAG exists, the external organization shall notify ANSI if it  
315 intends to apply to the ExSC for approval as the TAG Administrator.

### 316 **1.6 U.S. Individuals Serving as ISO Chair**

317 The ISO Directives grant authority to the committee secretariats (TC or SC) to nominate the chair. ANSI  
318 delegates this authority to the ANSI-delegated secretariat organization noting that, pursuant to ANSI  
319 International Procedures, it is a U.S. TAG function to recommend to ANSI U.S. candidates for the chair  
320 of ISO committees. In cases where a U.S. individual is nominated to be chair where ANSI does not hold  
321 the Secretariat, the corresponding U.S. TAG will be consulted. If there is no U.S. TAG, ANSI will be  
322 consulted for approval.

323 U.S. individuals serving in this role must complete mandatory leadership training offered by ANSI and  
324 are also expected to participate as a member of the corresponding U.S. TAG, if applicable.

### 325 **1.76 ANSI Oversight of U.S. Secretariats to ISO Committees**

326 Secretariats are required to follow ISO rules and procedures, maintain close liaison with the ISO Central  
327 Secretariat, and to meet certain ISO reporting requirements, including an annual report. Since U.S.  
328 secretariats act on behalf of ANSI, and ANSI is ultimately responsible to ISO for the performance of U.S.  
329 secretariats, it is necessary that ANSI maintain oversight of U.S. secretariats. Such oversight shall apply  
330 both to secretariats held by external organizations pursuant to delegation and to secretariats administered  
331 by ANSI itself.

332 Oversight shall consist of the following elements, designed to demonstrate appropriate performance and  
333 to ensure that liabilities are not created for ANSI, while minimizing the burden on secretariats.

334 **1.76.1 Annual Report.** An annual report, in summary narrative form, to be submitted to ANSI not later  
335 than January 31 of the following year, shall be prepared by each secretariat documenting its activity  
336 during the past year. In satisfying this requirement, any relevant reports sent to ISO may be incorporated  
337 or appended. It shall include, at a minimum, an expressed certification by the secretariat that it has been  
338 and continues to be operated in a manner that complies with all ISO directives and applicable ANSI  
339 procedures that have been communicated to it.

340 **1.76.2 Complaint Notification.** Each secretariat shall forward to ANSI, upon receipt, a copy of any  
341 formal complaint concerning the manner in which the secretariat function is being administered. Copies  
342 of the secretariat response to the party lodging the complaint, and all subsequent related correspondence,  
343 shall also be sent.

344 **1.76.3 ANSI Audit.** An audit of each secretariat may be made at selected intervals as directed by the  
345 AIC, depending upon need as indicated by routine secretariat documentation received by ANSI. The  
346 purpose of the audit is to validate the secretariat's annual certification that it is operating according to  
347 applicable ISO directives and ANSI procedures and to identify areas where ANSI can help the secretariat  
348 improve its operation. The date and time of such audit shall follow reasonable notice and be agreed to by

349 the auditor and the secretariat. During the audit the secretariat shall make such records available as  
350 needed including a copy of applicable procedures and arrange for someone to be available who is  
351 knowledgeable about the secretariat operations. The cost of the audit shall be borne by the secretariat.

352 Following each audit, a report shall be prepared by the auditor documenting their findings, and  
353 recommendations, if any. A copy of the report shall be provided to the involved secretariat for review,  
354 and the report and any secretariat comment shall be submitted to the AIC. The AIC shall take whatever  
355 action it deems appropriate, based upon the report, and any final AIC action may be appealed to the ANSI  
356 Appeals Board.

### 357 **1.87 Transfer or Relinquishment of a U.S. Held Secretariat**

358 ANSI staff and the AIC shall consider problems related to ANSI-held ISO secretariats and ANSI shall  
359 review such problems with the affected interested parties to try to resolve them. If ANSI or an external  
360 organization serving as secretariat is unable to continue serving in that capacity or if ANSI determines  
361 that a transfer of responsibility is in the best interest of the U.S., an announcement shall be made in  
362 *Standards Action* and the following actions will be considered:

- 363 1. Transfer the secretariat to ANSI or another external organization in accordance with section 1.5.5
- 364 2. Relinquish the secretariat

365  
366 In the event that the external organization is unable to continue serving as secretariat, the external  
367 organization shall provide notice of its intent to relinquish, giving fifteen (15) months prior written notice  
368 to ANSI.

## 369 **2 Formation and Accreditation of U.S. TAGs for ISO**

### 370 **2.1 Formation of a U.S. TAG**

371 **2.1.1 General.** U.S. TAGs are committees accredited by ANSI for participation in ISO technical  
372 activities, which operate in compliance with the ANSI *Criteria for the Development and Coordination of*  
373 *U.S. Positions in the International Standardization Activities of the ISO and IEC.*<sup>4</sup> Such U.S. TAGs are  
374 administered by U.S. TAG Administrators, organizations that are appointed by ANSI to be responsible  
375 for ensuring compliance with TAG procedures. The accreditation of a U.S. TAG and ~~the approval of a~~  
376 ~~related~~ TAG Administrator are related issues that are addressed jointly by the ExSC. All TAGs shall be  
377 in compliance with the requirement for openness and balance as outlined in sections B4.1 and B4.2 of the  
378 *Criteria for the Development and Coordination of U.S. Positions in the International Standardization*  
379 *Activities of the ISO and IEC.* In addition, each accredited U.S. TAG shall be referred to as an “ANSI-  
380 Accredited U.S. TAG” (or alternatively, the “ANSI/[SDO] TAG to ISO/TC XX” or the equivalent) and  
381 U.S. TAG Administrators shall so refer to the TAG in their communications with TAG members and all  
382 other parties regarding TAG activities.

383 The model operating procedures given in Annex A may be adopted fully by a U.S. TAG and TAG  
384 Administrator as its operating procedures, thus meeting the requirements of the *Criteria for the*  
385 *Development and Coordination of U.S. Positions in the International Standardization Activities of the*  
386 *ISO and IEC.* As an alternative, the U.S. TAG and TAG Administrator may devise its own operating  
387 procedures so long as they meet the requirements in the *Criteria for the Development and Coordination*  
388 *of U.S. Positions in the International Standardization Activities of the ISO and IEC.* Existing U.S. TAGs  
389 and TAG Administrators have evolved very effective and successful operating procedures that may differ  
390 from the model U.S. TAG procedures of Annex A, but still comply with ANSI’s criteria for openness and  
391 due process. It is intended that existing U.S. TAGs (and any new U.S. TAG that finds it necessary or

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<sup>4</sup> See Annex B.

392 desirable to modify the model) shall adopt operating procedures, subject to review and approval by the  
393 U.S. TAG Administrator and ANSI (see 2.5).

394 Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to subcommittees or working  
395 groups of an ISO technical committee. Where the ~~U.S. TAG to an ISO subcommittee subgroup~~ is not  
396 independently accredited in accordance with 2.5.4, the degree of independent authority to take actions  
397 (including determining consensus on documents) shall be defined in writing ~~(and provided for in the~~  
398 ~~TAG's accredited procedures as part of the TAG procedures, or as a policy or agreement)~~ and shall be  
399 approved by the parent U.S. TAG and TAG Administrator, ~~and a copy provided to ANSI.~~ Rules and  
400 procedures governing the parent TAG operations and membership shall also apply to the subgroup of the  
401 U.S. TAG. The TAG Administrator is responsible for ensuring procedural compliance at the subgroup  
402 level and for submitting all U.S. positions and votes to ANSI.

403 **2.1.2 Formation of the U.S. TAG.** The TAG Administrator shall take the responsibility of contacting  
404 U.S. national interested parties who might reasonably be expected to be, or who indicate that they are,  
405 directly and materially ~~affected by~~ interested in the ISO committee's work, to solicit requests for  
406 membership on the U.S. TAG. A notice of the formation of a U.S. TAG shall appear in ANSI's  
407 *Standards Action* and other appropriate publications.

408 Requests for membership on the U.S. TAG shall be addressed to the TAG Administrator. A person not  
409 accepted for membership may appeal such decision within the appeals system established by the U.S.  
410 TAG and the related TAG Administrator, and thereafter to the ExSC.

411 **2.1.3 Registration as P-Member.** Typically, before ANSI registers as a P-member of an ISO committee,  
412 an appropriate body shall be designated to serve as the U.S. TAG and an organization shall be identified  
413 to serve as the TAG Administrator following the procedures in sections 2.2 and 2.3. A P-membership  
414 may be taken during the formation of a new ISO committee and its associated U.S. TAG. Such  
415 membership shall be contingent upon subsequent completion, approval and accreditation of a U.S. TAG  
416 Administrator and TAG.

## 417 2.2 U.S. TAGs

418 **2.2.1 Approval of U.S. TAGs.** The Executive Standards Council (ExSC) ~~upon recommendation of its~~  
419 ~~designee if any,~~ shall approve an proposed or existing appropriate body to serve as the U.S. TAG in  
420 accordance with section 2.4. ANSI normally looks to the body that develops national standards in a  
421 particular standards area to serve as the U.S. TAG and TAG Administrator.

422 ~~Where no national standards group exists, or is available to serve, or where several separate national~~  
423 ~~standards groups exist, a special body will be established for this purpose. If a special body is~~  
424 ~~established, all requirements for U.S. TAGs shall apply.~~

425 **2.2.2 Scope.** The scope of a U.S. TAG shall be consistent with the applicable portion of the scope of the  
426 ISO committee.

427 **2.2.3 Functions.** Within the scope of the ISO committee and to the extent allowed by the procedures  
428 established by ISO, a U.S. TAG shall perform the following functions:

- 429 1. Recommend registration of ANSI as a P- or O-member on an ISO committee, recommend a change in  
430 ANSI membership status on an ISO committee or recommend termination of membership as a P- or  
431 O-member on an ISO committee
- 432 2. Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by  
433 an ISO committee<sup>5</sup>

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<sup>5</sup> Consistent with ANSI's mission to promote U.S.-based technology globally, ANSI may approve a PSDO agreement. In all instances, ANSI-Accredited Standards Developers are required to provide public notice of their intent to submit a proposed American National Standard (ANS) for consideration for approval as an ISO or ISO/IEC JTC-1 standard. Further, in such

- 434 3. Initiate and approve U.S. working drafts for submission by ANSI to ISO technical committees (and,  
435 where appropriate, Working Groups) for consideration as committee drafts  
436 4. Determine the U.S. position on an ISO draft international standard, draft technical report, committee  
437 drafts, ISO questionnaires, draft reports of meetings, etc.  
438 5. Provide adequate U.S. representation to ISO committee meetings, designate heads of delegations and  
439 members of delegations, and ensure compliance with the ANSI *Guide for U.S. Delegates to IEC/ISO*  
440 *Meetings* (including preparation and submission of a Head of Delegation report by the designated  
441 Head of Delegation)  
442 6. Determine U.S. positions on agenda items of ISO committee meetings and advise the U.S. delegation  
443 of any flexibility it may have on these positions  
444 7. Nominate U.S. technical experts to serve on ISO Working Groups  
445 8. Provide assistance to U.S. secretariats of ISO committees, upon request, including resolving  
446 comments on draft international standards, draft technical reports and committee drafts  
447 9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC  
448 activities that may overlap the U.S. TAG's scope  
449 10. Recommend to ANSI the acceptance of secretariats for ISO committees  
450 11. Recommend that ANSI invite ISO committees to meet in the United States (see 1.4)  
451 12. Recommend to ANSI U.S. candidates for the chair of ISO committees and U.S. conveners of ISO  
452 Working Groups

## 453 2.3 U.S. TAG Administrator

454 **2.3.1 Approval of a U.S. TAG Administrator.** The ExSC, ~~upon recommendation of its designee if any,~~  
455 shall make all decisions concerning the assignment of U.S. TAG Administrators for all U.S. TAGs,  
456 including the granting, continuance, or withdrawal of assignment to an external organization or to ANSI  
457 in accordance with section 2.4. ANSI normally looks to the body that develops national standards in a  
458 particular standards area to serve as the U.S. TAG Administrator. If more than one organization is  
459 interested in serving as the TAG Administrator, the ExSC shall base its decision on all relevant  
460 information provided.

461 In determining the assignment of a U.S. TAG Administrator, the ExSC ~~and its designee~~ shall follow the  
462 guiding principle that assignment shall be made to an external organization wherever reasonably possible,  
463 pursuant to the criteria in 2.3.1.2.

464 **2.3.1.1 Assignment of U.S. TAG Administrator to ANSI.** Assignment as U.S. TAG Administrator  
465 ~~shall~~ may be accepted by ANSI itself if one or more affected U.S. national interested parties have made  
466 a written financial commitment for not less than three years to covering all defined costs incurred by  
467 ANSI associated with the U.S. TAG Administrator assignment, and if:

- 468 1. The affected technical sector, organizations or companies, including an existing U.S. TAG, request  
469 that ANSI perform this function, or  
470 2. There is no external organization eligible pursuant to the criteria in 2.3.1.2, or  
471 3. Circumstances otherwise dictate that ANSI itself serve as U.S. TAG Administrator consistent with the  
472 best interests of effective U.S. participation in ISO standards activities

473 **2.3.1.2 Assignment of U.S. TAG Administrator to an External Organization.** The ExSC ~~and its~~  
474 ~~designee if any,~~ when considering the assignment of a U.S. TAG Administrator to an external  
475 organization, shall determine that the following criteria are met:

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instances, it is expected that ANSI-Accredited U.S. TAGs will raise any concerns related to the proposed ANS during its development cycle so that if the standard is subsequently balloted for approval at the ISO or ISO/IEC JTC-1 level, the U.S. position will be to support its approval. For existing ANS, the PSDO is required to seek and obtain the approval of the applicable ANSI-Accredited U.S. TAG prior to its submission of a standard to ISO under a PSDO agreement.



- 476 1. The external organization is incorporated, registered or otherwise recognized as a legal entity and is a  
477 U.S. National Interested Party
- 478 2. The external organization is a member of ANSI
- 479 3. The external organization possesses the requisite technical competence related to the technical  
480 activity
- 481 4. The external organization has adequate resources to administer the U.S. TAG
- 482 5. The external organization is willing to make a three year commitment to cover all costs associated  
483 with serving as U.S. TAG Administrator, including the defined costs incurred by ANSI for  
484 administrative support, oversight and supervision of the assigned U.S. TAG Administrator
- 485 6. The external organization agrees that, should it be unable to continue to serve, it will provide three (3)  
486 months prior written notice to ANSI of its intent to relinquish its role as U.S. TAG Administrator
- 487 7. The external organization has agreed to follow all applicable ANSI and ISO procedures
- 488 8. The external organization has agreed to complete mandatory training offered by ANSI to support  
489 compliance with ANSI procedures governing the administration of the U.S. TAG and representation  
490 of U.S. interests at ISO
- 491 9. The external organization has agreed to comply with the requirements associated with ANSI  
492 oversight and supervision of the activities of all parties serving as U.S. TAG Administrators in  
493 accordance with 2.5.4

494 As long as these criteria are met, the U.S. TAG Administrator will retain the administrative  
495 responsibilities. The ExSC shall make all decisions concerning exceptions to the above criteria.

496 **2.3.2 Multiple Administrators.** Assignment of multiple administrators shall be avoided wherever  
497 possible, but may be authorized under exceptional circumstances by the ExSC upon recommendation by  
498 its designee, if any. Co-administrators shall agree in writing among themselves on appropriate procedures  
499 for implementing administrative responsibilities. This agreement shall be on file with ANSI. To avoid the  
500 need for ANSI to deal with multiple organizations, one of the organizations shall be designated as the  
501 party with whom ANSI shall interface.

502 **2.3.3 Functions.** The duties of the U.S. TAG Administrator include:

- 503 1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG Administrator and initial  
504 TAG membership list and accreditation of the TAG
- 505 2. Submitting the U.S. TAG membership list, annual compliance form and annual report to ANSI by  
506 established deadlines for review by the ExSC or its designee
- 507 3. Determining that the members of the U.S. TAG participate actively
- 508 4. Providing for administrative services, including arrangements for meetings, timely preparation and  
509 distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate  
510 records, including minutes of meetings and results of letter ballots
- 511 5. Upon request by an interested party, making available the roster of the TAG including each member's  
512 name (or if membership is by organization, the name of the organization with a point of contact),  
513 affiliation<sup>6</sup> and interest category
- 514 6. Transmitting to ANSI U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG
- 515 7. Transmitting to ANSI U.S. delegates lists for all international meetings
- 516 8. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG

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<sup>6</sup> "Affiliation" refers to the entity that the U.S. TAG member represents, ~~(which may or may not be that person's employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person's employer (if employed), their sponsors (if other than employer) and interest category should shall be made available upon request.~~ Contact information is not required. A sponsor is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the TAG.

- 517 9. Establishing a written antitrust policy reflecting the TAG’s practice to conduct all business and  
518 activity in compliance with applicable antitrust laws  
519 10. Complying with the requirements associated with ANSI oversight and supervision of the activities of  
520 the U.S. TAG and its administrator in accordance with 2.5  
521 11. Ensuring compliance with applicable ANSI and ISO procedures  
522 12. Completing mandatory training offered by ANSI to support compliance with ANSI procedures  
523 governing the administration of the U.S. TAG and representation of U.S. interests at ISO  
524 13. Paying all relevant fees to ANSI  
525 14. Providing to ANSI three (3) months prior written notice if the organization that serves as the TAG  
526 Administrator is unable to continue to serve and intends to relinquish this role  
527

528 **2.3.4 Records.** Records shall be prepared and maintained to provide evidence of compliance with these  
529 procedures. Records concerning new, revised, or reaffirmed ISO Standards shall be retained for one  
530 complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall  
531 be retained for at least five years from the date of withdrawal.

## 532 **2.4 Application for Accreditation of the U.S. TAG and for Approval of the U.S. TAG** 533 **Administrator and Initial Membership of the U.S. TAG**

534 **2.4.1 Application.** The U.S. TAG Administrator shall submit an application for accreditation of the U.S.  
535 TAG, and for approval of the U.S. TAG Administrator and the initial U.S. TAG membership list to the  
536 ExSC or its designee for approval. The application shall include verification of the requirements found in  
537 section 2.3.1.2, the initial list of U.S. TAG members<sup>7</sup> and their representatives.

538 **2.4.2 Public Review.** A notice with regard to the application for approval of the U.S. TAG  
539 Administrator, the U.S. TAG membership list and accreditation of the U.S. TAG shall be published in  
540 *Standards Action* with a call for comment. Copies of the pertinent operating procedures, scope, and  
541 membership list shall be available from the applicant upon request.

542 Prompt consideration shall be given to the written views and objections of all participants, including those  
543 commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be  
544 made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

545 **2.4.3 Approval of TAG Administrator.** The ExSC shall consider the information supplied by the  
546 applicant and any comments received as a result of public review and the recommendation from its  
547 designee if any, in approving the U.S. TAG Administrator and initial U.S. TAG membership list. If the  
548 designee, for whatever reason, is unable to make a final recommendation, all relevant information from  
549 the designee shall be provided to the ExSC for final action.

## 550 **2.5 Accreditation of U.S. TAGs**

551 **2.5.1 General.** U.S. TAGs shall be accredited by ANSI and must operate in compliance with the ANSI  
552 *Criteria for the Development and Coordination of U.S. Positions in the International Standardization*  
553 *Activities of the ISO and IEC*.

554 **2.5.2 Criteria for Accreditation.** U.S. TAG accreditation shall be based on compliance with the  
555 following criteria:

- 556 1. The U.S. TAG Administrator shall agree to comply with the criteria for balance and openness as  
557 outlined in sections B4.1 and B4.2 of the ANSI *Criteria for the Development and Coordination of*  
558 *U.S. Positions in the International Standardization Activities of the ISO and IEC* (see Annex B)  
559 2. The U.S. TAG operating procedures for developing and coordinating U.S. positions shall conform to

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<sup>7</sup> See section 2.5.5.2 for the format of membership lists.

- 560 the requirements of the ANSI *Criteria for the Development and Coordination of U.S. Positions in the*  
561 *International Standardization Activities of the ISO and IEC* (see Annex B)
- 562 3. The U.S. TAG Administrator shall agree to assume the functions given in section 2.3.3
  - 563 4. The U.S. TAG Administrator shall agree to pay to ANSI all relevant fees
  - 564 5. The U.S. TAG Administrator shall agree that the person(s) serving as the administrator of the TAG  
565 shall be a U.S. citizen (or seeking U.S. citizenship) residing in the U.S., or a U.S. citizen (or seeking  
566 U.S. citizenship) living or working abroad, or otherwise legally authorized to work in the U.S. (which  
567 would also include lawful permanent residents and individuals in the U.S. on temporary work visas).

568  
569 **2.5.3 Application.** The prospective U.S. TAG Administrator shall submit an application to ANSI for  
570 U.S. TAG accreditation as well as an application for approval of the U.S. TAG Administrator and the  
571 initial U.S. TAG membership list and shall provide the pertinent operating procedures.

572 Following the public review period the ExSC shall consider the information supplied by its designee if  
573 any, the applicant, and any comments received. The ExSC shall determine whether the application for  
574 accreditation of the U.S. TAG, the application for approval as U.S. TAG Administrator, and the initial  
575 U.S. TAG membership list should be approved. The applicant shall meet all of the criteria in section  
576 2.5.2 before accreditation can be granted. If there is no designee, the application for approval of the U.S.  
577 TAG Administrator and the U.S. TAG membership list and the application for accreditation shall be  
578 forwarded directly to the ExSC. Upon accreditation, the applicant shall be notified and a notice shall  
579 appear in *Standards Action*.

580 In the event that accreditation is not granted, the ExSC shall advise the applicant of the reasons and the  
581 applicant shall have the opportunity to reapply and, if desired, appeal the decision (see 2.6).

582 **2.5.4 Accreditation of U.S. TAGs for Subcommittees of ISO Technical Committees.** If a U.S. TAG to  
583 an ISO subcommittee has the authority to perform all of the functions of a U.S. TAG as outlined in  
584 section 2.2.3 without oversight by the U.S. TAG to the ISO technical committee, then the U.S. TAG for  
585 the ISO subcommittee shall be accredited in accordance with sections 2.4 and 2.5 of these procedures.

586 **2.5.5 Maintenance of Accreditation.** In order to maintain accreditation by ANSI, a TAG Administrator  
587 shall continue to maintain its status as an incorporated, registered or otherwise recognized legal entity.  
588 The ExSC shall provide for oversight and supervision of accredited U.S. TAGs and TAG Administrators  
589 to confirm adherence to the criteria for accreditation and to confirm that the procedures and practices of  
590 the accredited U.S. TAG continue to be consistent with those that formed the basis for accreditation. This  
591 oversight and supervision activity shall apply to all U.S. TAGs regardless of whether an external  
592 organization or ANSI serves as U.S. TAG Administrator. The activity shall consist of the following  
593 elements, designed to achieve the objectives while minimizing the burden on U.S. TAGs and U.S. TAG  
594 Administrators.

595 **2.5.5.1 Review of Revisions to U.S. TAG Procedures.** The procedures of the U.S. TAG shall be in  
596 compliance with the *ANSI International Procedures* at all times. Whenever the procedures of the  
597 accredited U.S. TAG are revised, the ExSC shall be notified. If the changes are considered by the ExSC  
598 to be substantive and were not made at the request of the ExSC, notice of the revisions shall appear in  
599 *Standards Action* with a call for comment. Copies of the revised procedures shall be available from the  
600 U.S. TAG Administrator upon request.

601 Following the comment period, the ExSC shall consider the comments received, the latest audit of the  
602 accredited U.S. TAG if any, and any additional information available to determine whether to reaccredit.  
603 Notice of reaccreditation shall be sent to the U.S. TAG Administrator and shall appear in *Standards*  
604 *Action*.

605 **2.5.5.2 Annual Reporting.** Each U.S. TAG Administrator shall submit to ANSI a completed TAG  
606 Annual Compliance Form. In addition, an annual report shall be prepared by each U.S. TAG

607 Administrator, describing in summary narrative form the U.S. TAG activity during the past year. The  
608 report shall be submitted to the ExSC or its designee no later than January 31 of the following year. In  
609 satisfying this requirement, meeting minutes and other appropriate reports and documents may be  
610 incorporated or appended, or referred to if previously distributed by ANSI. The annual report shall  
611 include:

- 612 1. Information on TAG meetings (including attendees), actions taken, and the work program
- 613 2. Current TAG membership list which shall include:
  - 614 a) Title and designation of the U.S. TAG
  - 615 b) Scope of the U.S. TAG
  - 616 c) U.S. TAG Administrator (name of organization, name of secretary, address(es), telephone  
617 number)
  - 618 d) U.S. TAG officers (chairman and other officers)
  - 619 e) Members:
    - 620 i) Names of the individuals and alternates (as applicable) and their addresses and business  
621 affiliations including names of the organizations they are representing on the U.S. TAG
    - 622 ii) The interest categories of the U.S. TAG shall be defined and the category of each member  
623 identified
- 624 3. A list of any problems encountered during the past year in the functioning of the U.S. TAG or  
625 U.S. TAG Administrator that required assistance by ANSI
- 626 4. An express certification by the U.S. TAG Administrator that the U.S. TAG has been and continues to  
627 be operated in a manner that complies with all applicable ANSI and ISO procedures
- 628 5. The results of any self-audit held during the past year

629 If the U.S. TAG or TAG administrator has a concern with either the conduct or results of a self-audit  
630 completed to assure adherence to its own procedures and applicable ANSI and ISO criteria and  
631 procedures, it may be brought to the attention of the ExSC.

632 **2.5.5.3 Complaint Notification.** Each U.S. TAG Administrator shall forward to the ExSC or its  
633 designee, upon receipt, a copy of any complaint concerning the manner in which the U.S. TAG is  
634 operating or the U.S. TAG administration is being conducted. Copies of the U.S. TAG Administrator  
635 response to the party lodging the complaint, and all subsequent related correspondence, shall also be sent  
636 to the ExSC or its designee.

637 **2.5.5.4 ANSI Audits.** The ExSC, in accordance with its procedures, may arrange for audits of accredited  
638 U.S. TAGs and TAG Administrators. The purpose of such audits is to validate the U.S. TAG's annual  
639 certification that it is operating according to applicable ANSI and ISO procedures, and to identify areas  
640 where ANSI can help the U.S. TAG improve its operation. The audit will examine:

- 641 1. Procedures in use by the U.S. TAG governing the development of U.S. positions
- 642 2. Knowledge of and compliance with ISO and ANSI requirements
- 643 3. Records of compliance and their maintenance
- 644 4. Adherence to ANSI due process and consensus criteria
- 645 5. Balloting procedures and results
- 646 6. Documentation of attempts to resolve objections
- 647 7. Appeal mechanism and its implementation

648 An audit report shall be prepared and provided to the U.S. TAG Administrator for review. Thereafter the  
649 report and comment by the U.S. TAG and TAG Administrator, if any, shall be submitted to the ExSC.  
650 The ExSC shall take appropriate actions with respect to the audit findings.

651 **2.5.5.5 Transfer of U.S. TAG Administrator.** In those instances where a U.S. TAG Administrator is  
652 unable to continue serving, the organization shall provide notice of its intent to relinquish the role, giving  
653 three (3) months prior written notice to ANSI. Subject to ExSC approval, if a change in the entity that

654 serves as the TAG Administrator is sought by both the TAG and the TAG Administrator and the new  
655 TAG Administrator agrees to use the TAG's existing procedures or the *Model Operating Procedures for*  
656 *U.S. TAGs to ANSI for ISO Activities* contained in Annex A, then the following shall apply:

- 657 (a) The current or the proposed TAG Administrator shall prepare and circulate a ballot for TAG  
658 approval of the new TAG Administrator.
- 659 (b) Upon closure of the ballot, a copy of the voting results shall be transmitted to the TAG pursuant  
660 to the TAG's currently accredited procedures:
- 661 • If a two-thirds affirmative vote of the total voting membership of the TAG, excluding  
662 abstentions, is not achieved, and the TAG Administrator does not wish to continue to serve,  
663 then the ExSC shall be so notified in writing. The accreditation of the TAG shall be  
664 withdrawn by the ExSC as a result in accordance with 2.5.6 herein.
  - 665 • If a two-thirds affirmative vote of the total voting membership of the TAG, excluding  
666 abstentions, is achieved, then the following procedures shall apply.
- 667 (c) A notice shall be sent to the Secretary of the ExSC notifying it of the change in TAG  
668 Administrator, the reasons therefore, a copy of the voting results that indicate the TAG's  
669 acceptance of the proposed change and a certification that the new TAG Administrator shall  
670 operate in accordance with the TAG's currently accredited procedures or the *Model Operating*  
671 *Procedures for U.S. TAGs to ANSI for ISO Activities*.
- 672 (d) The Secretary of the ExSC shall place an announcement of the transfer of responsibility to the  
673 new TAG Administrator in *Standards Action* to solicit public comment. The comment period  
674 shall be 30 days.
- 675 (e) The ExSC shall consider any comments received during the public comment period. If no  
676 comments are received, then an informative announcement confirming the change of TAG  
677 Administrator shall be made in *Standards Action*. If comments are received, the ExSC shall  
678 require that the TAG and the proposed new TAG Administrator respond adequately to such  
679 comments prior to final approval by the ExSC.

680 **2.5.5.6 Termination of U.S. TAG.** A proposal to terminate a U.S. TAG may be made by directly and  
681 ~~materially affected interests~~ interested parties. The proposal shall be submitted in writing to ANSI and to  
682 the U.S. TAG Administrator and shall include the reasons why the U.S. TAG should be terminated. The  
683 U.S. TAG in accordance with A7.6<sup>8</sup> shall take action. In the event that the U.S. holds the secretariat for  
684 an ISO committee for which the U.S. TAG is considering termination, the organization serving as  
685 secretariat shall be informed promptly and shall submit their position regarding termination of the TAG to  
686 ANSI and to the TAG Administrator.

687 As a result of action taken in accordance with A7.6<sup>9</sup>, if termination of the TAG is approved, notification  
688 of such action shall be announced in *Standards Action*. The announcement shall note that dissolution of  
689 the TAG will result in the U.S. relinquishing its P- (participant) status in the international activity. Also,  
690 if the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as  
691 international secretariat. The appropriate notification(s) shall be sent to ISO by ANSI regarding the  
692 change in status, and the relinquishment of the secretariat, if applicable.

693  
694 **2.5.6 Withdrawal of Accreditation.** If the conditions upon which accreditation was granted are not  
695 maintained, the U.S. TAG Administrator shall be advised of the conditions which need to be corrected  
696 and requested to take corrective action. If such action is not taken within the time period designated by

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<sup>8</sup> If the U.S. TAG utilizes accredited procedures other than the model, then those procedures shall apply.

<sup>9</sup> Ibid.

697 the ExSC, notification of the intent to withdraw accreditation shall be given, stating the conditions that  
698 require correction. Thereafter, the ExSC is authorized to withdraw accreditation upon 30 days written  
699 notice unless corrective action has been taken. The U.S. TAG shall be notified of the withdrawal of  
700 accreditation and a notice shall appear in *Standards Action*.

## 701 **2.6 Appeal of an ExSC Decision**

702 ~~Allay directly and materially interested parties who have been or will be or directly adversely affected by~~  
703 ~~an action or inaction of the ExSC have the right to appeal interest may appeal a decision of the ExSC~~  
704 ~~made~~ pursuant to sections 2.2, 2.3, 2.4 or 2.5 in accordance with section 3. Any appeal shall be filed in  
705 writing with the Secretary of the ExSC within fifteen (15) working days of the announcement of the  
706 action by the ExSC.

707

708

## 709 **3 Appeals**

710

### 711 **3.1 Right to Appeal**

712 ~~U.S. national interested pPersons artics who have directly and materially affected interests and~~ who have  
713 been or will be adversely affected by any action or inaction of the AIC with regard to the assignment of  
714 secretariats or the ExSC with regard to the accreditation of U.S. TAGs have the right to appeal. The  
715 burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within  
716 fifteen (15) working days of the announcement of the action; appeals of inactions may be made at any  
717 time

### 718 **3.2 Appeals Mechanism**

719 Appeals shall be directed to the Secretary of the AIC or ExSC, as appropriate. Appeals to the ExSC shall  
720 be handled in accordance with the applicable section of the *Operating Procedures of the ANSI Executive*  
721 *Standards Council*. Appeals to the AIC shall be handled in accordance with these procedures.

722

723 **3.2.1 AIC Appeals Mechanism.** A written statement shall be provided by the appellant which shall state  
724 the nature of the objection(s) including any adverse effects, the section(s) of the procedures or the specific  
725 actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's  
726 concerns. Any previous efforts to resolve the objection(s) and the outcome of each shall be noted. The  
727 respondent(s) shall be notified of the appeal and be given fifteen (15) working days after receipt of  
728 notification to submit a statement in response, specifically addressing each allegation of fact in the  
729 complaint to the extent of the respondent's knowledge.

730

731 If the appellant is unable to provide all the appeals materials within the fifteen (15) working day filing  
732 period, the appellant shall request an extension from the Secretary of the AIC, and shall provide a  
733 justification therefor, within the fifteen (15) working days, or shall forfeit the right to further appeal. The  
734 appeals materials shall be accompanied by a filing fee. This fee may be waived or reduced upon  
735 sufficient evidence of hardship. The appeal notice and statement shall be distributed by the Secretary of  
736 the AIC to the potential respondent to allow them the opportunity to respond, if they so desire.  
737 Thereafter, this party shall have fifteen (15) working days to submit their response to the appeal  
738 statement. The response shall include the reasons why the respondent(s) believe(s) the decision under  
739 appeal was correct and a reference to the provisions in the *ANSI International Procedures* upon which  
740 they rely, and all evidence in support of the respondent's position. If the respondent is unable to provide  
741 all the appeals materials within fifteen (15) working days, the respondent shall request an extension from  
742 the Secretary of the AIC, and shall provide a justification therefor, within the fifteen (15) working days,  
743 or shall forfeit the right to respond.

744 Extensions of time to submit an appeal statement or response may be granted at the discretion of the Chair

745 of the AIC, or, if the Chair is unavailable, by the Secretary of the AIC.

746 As appropriate, and subject to conflict of interest procedures, an appeals panel of the AIC consisting of at  
747 least five members shall be established to hear the appeal. If the appeal consists of allegations concerning  
748 actions of both the AIC and the ExSC, a joint panel of AIC and ExSC members shall be established on  
749 which at least one member from each body shall have representation. The Secretary of the AIC, as  
750 appropriate, shall schedule a hearing on a date agreeable to all participants, giving at least fifteen (15)  
751 working days notice.

752  
753 **3.2.2 Appeals Hearing.** At the hearing, the appellant's position shall be presented first, followed by the  
754 respondent's. A half-hour is allotted for each side, with a limit of three speakers per side. Additional  
755 time is allotted for a question and answer session. Following the presentations and question and answer  
756 session, the appeals panel will conduct an executive (closed) session.

757  
758 **3.2.3. Appeals Decisions.** Decisions of such appeals panels shall require a majority vote of the panel and  
759 shall be rendered in writing within thirty (30) days, stating findings of fact and conclusions, with reasons  
760 therefor. Thereafter the decision shall be provided to all participants, and may be appealed to the ANSI  
761 Appeals Board in accordance with the ANSI Appeals Board Operating Procedures. The final AIC  
762 appeals decision shall be provided to the AIC for information.

763  
764 ~~4 Amendments~~

765 ~~The National Policy Committee (NPC) may make changes in these procedures at any time after~~  
766 ~~consultation with, or upon recommendation of, the ExSC or the AIC. Except under emergency situations,~~  
767 ~~the NPC shall not amend these procedures without first notifying the public of the proposed changes and~~  
768 ~~providing an opportunity for comment concerning such changes. Notice of the changes and the length of~~  
769 ~~comment period shall be announced in *Standards Action*.~~

770 **Annex A: Model Operating Procedures for U.S. TAGs to ANSI for ISO Activities (TAG Model**  
771 **Procedures)**

772 Note: These model procedures are to be used by ANSI-Accredited U.S. TAGs that are accredited by the  
773 ANSI Executive Standards Council (ExSC) to use these procedures. If a U.S. TAG is accredited under  
774 other operating procedures, then this Annex does not apply.

775 **A1 General**

776 These procedures for U.S. Technical Advisory Groups (U.S. TAGs) meet the requirements for due  
777 process and coordination in the development of U.S. positions for ISO activities as given in ANSI  
778 "*Criteria for the Development and Coordination of U.S. Positions in the International Standardization*  
779 *Activities of the ISO and IEC.*" A U.S. TAG consists of its members and its U.S. TAG Administrator. A  
780 particular U.S. TAG is related to a particular ISO committee (e.g., "ANSI-Accredited U.S. TAG for  
781 ISO/TC xx."). If a TAG is accredited by the ExSC to implement these model procedures, the TAG and  
782 TAG Administrator must comply with all provisions that follow and with Annex B of the ANSI  
783 International Procedures.

784 Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to subcommittees of an ISO  
785 technical committee. Where the U.S. TAG to an ISO subcommittee is not independently accredited in  
786 accordance with 2.5.4, the degree of independent authority to take actions shall be defined in writing (as  
787 part of the TAG procedures, or as a policy or agreement) and shall be approved by the parent U.S. TAG,  
788 and a copy provided to ANSI.

789 **A2 Functions and Responsibilities**

790 The functions and responsibilities of the U.S. TAG, subject to ISO rules and limitations, are:

- 791 1. Recommend registration of ANSI as a P- or O-member on an ISO committee-, recommend a change  
792 in ANSI membership status on an ISO committee or recommend termination of membership as a P-  
793 or O-member on an ISO committee
- 794 2. Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by  
795 an ISO committee<sup>10</sup>
- 796 3. Initiate and approve U.S. working drafts for submission by ANSI to ISO committees (and, where  
797 appropriate, Working Groups) for consideration as committee drafts<sup>11</sup>
- 798 4. Determine the U.S. position on an ISO draft International Standard, draft technical report, committee  
799 drafts, ISO questionnaires, draft reports of meetings, etc.<sup>12</sup>
- 800 5. Provide adequate U.S. representation to ISO committee meetings, designate heads of delegation and  
801 members of delegations, and ensure compliance with the ANSI *Guide for U.S. Delegates to IEC/ISO*  
802 *Meetings* (including preparation and submission of a Head of Delegation report by the designated  
803 Head of Delegation)
- 804 6. Determine U.S. positions on agenda items of ISO committee meetings and advise the U.S. delegation  
805 of any flexibility it may have on these positions
- 806 7. Nominate U.S. technical experts to serve on ISO Working Groups
- 807 8. Provide assistance to U.S. secretariats of ISO committees, upon request, including resolving  
808 comments on draft international standards, draft technical reports, and committee drafts
- 809 9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC  
810 activities that may overlap the U.S. TAG's scope

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<sup>10</sup> See Footnote 3.

<sup>11</sup> *Ibid.*

<sup>12</sup> *Ibid.*



- 811 10. Recommend to ANSI the acceptance of secretariats for ISO committees  
812 11. Recommend that ANSI invite the ISO committees to meet in the United States (see 1.4)  
813 12. Recommend to ANSI U.S. candidates for the chair of ISO committees and U.S. conveners of ISO  
814 Working Groups

### 815 **A3 U.S. TAG Administrator**

816 The U.S. TAG Administrator shall be designated by the ExSC upon recommendation of its designee if  
817 any, and shall accept, in writing, the responsibilities described below:

- 818 1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG Administrator and initial  
819 TAG membership list and accreditation of the TAG  
820 2. Submitting the U.S. TAG membership list, annual compliance form and annual report to ANSI by  
821 established deadlines for review by the ExSC or its designee  
822 3. Appointing members to the U.S. TAG  
823 ~~3.4. Determining-Monitoring~~ that the members of the U.S. TAG participate actively  
824 ~~4.5.~~ Providing for administrative services, including arrangements for meetings, timely preparation and  
825 distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate  
826 records, including minutes of meetings and results of letter ballots  
827 ~~5.6.~~ Upon request by an interested party, making available, the roster of the TAG including each  
828 member's name (or if membership is by organization, the name of the organization with a point of  
829 contact), affiliation<sup>13</sup> and interest category  
830 ~~6.7.~~ Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to  
831 ANSI  
832 ~~7.8.~~ Transmitting to ANSI U.S. delegates lists for all international meetings  
833 ~~8.9.~~ Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG  
834 ~~9.10.~~ Establishing a written antitrust policy reflecting the TAG's practice to conduct all business and  
835 activity in compliance with applicable antitrust laws  
836 ~~10.11.~~ Complying with the requirements associated with ANSI oversight and supervision of activities of  
837 the U.S. TAG and its administration in accordance with 2.5.5  
838 ~~11.12. Ensuring-Monitoring~~ compliance with applicable ANSI and ISO procedures  
839 ~~12.13.~~ Completing mandatory training offered by ANSI to support compliance with ANSI procedures  
840 governing the administration of the U.S. TAG and representation of U.S. interests at ISO  
841 ~~13.14.~~ Paying all relevant fees to ANSI  
842 ~~14.15.~~ Providing to ANSI three (3) months prior written notice if the organization that serves as the TAG  
843 Administrator is unable to continue to serve and intends to relinquish this role

### 844 **A4 Officers**

845 There shall be a chairman, and other officers if required, ~~either~~ appointed by the U.S. TAG Administrator  
846 from the individual members of the U.S. TAG, subject to approval by a majority vote of the U.S. TAG, ~~or~~  
847 ~~nominated and elected by the members of the U.S. TAG.~~ Each will serve until a successor is selected and

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<sup>13</sup> ~~"Affiliation" refers to the entity that the U.S. TAG member represents (which may or may not be that person's employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person's employer (if employed), sponsor (if other than employer) and interest category should be available. Contact information is not required.~~ The affiliation of a TAG member refers to the entity that the TAG member represents, which may or may not be that person's employer. If the TAG member is serving in an individual capacity, then the name of the individual, their sponsors (if any) and interest category shall be made available upon request. Contact information is not required. A sponsor is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the TAG.

848 ready to serve. The secretary shall be appointed by the U.S. TAG Administrator.

849  
850 **A4.1 Role of the TAG Chair**

851  
852 The Chair is a member of the TAG who also serves as the TAG's presiding officer, at the pleasure of the  
853 organization that serves as TAG Administrator. The Chair of the TAG is expected to fulfill the following  
854 important responsibilities:

- 855  
856 1. Preside over meetings of the U.S. TAG in a professional manner and in accordance with the  
857 accredited procedures of the TAG.  
858 2. Ensure decisions made by the TAG are implemented or advanced.  
859 3. Serve as a neutral convenor with respect to the work of the U.S. TAG. If a Chair wishes to advocate  
860 for a position, other than a consensus position of the TAG, then they must give over the role of Chair  
861 to an impartial TAG member for the duration of such discussions.  
862 4. Preside over the productive work of the TAG while promoting an environment that encourages open,  
863 balanced and fact-based information sharing and debate, not dominated by any single interest,  
864 individual or topic.  
865 5. Be well versed in the accredited procedures of the TAG, ANSI's requirements for due process, ISO's  
866 Directives and ISO's Code of Conduct for the technical work.  
867 6. Work with the TAG Administrator to establish the TAG's work program, meeting schedule and  
868 meeting agendas so as to advance the timely work and goals of the TAG.  
869 7. Serve as an impartial facilitator for the resolution of informal complaints, and if a formal appeal is to  
870 be considered, as a consultant to ensure fairness in the implementation of the TAG's appeals process,  
871 e.g., make decisions related to disputed conflict-of-interest claims.  
872 8. Ensure compliance with and enforcement of the TAG's Code of Conduct.  
873 9. Other duties as described in these procedures or as necessary to ensure the smooth operation of the  
874 TAG in fulfillment of its role.

875  
876  
877  
878 **A5 Membership**

879 Membership shall be open to all U.S. national interested parties who indicate that they are directly and  
880 materially ~~affected by~~ interested in the activity of the U.S. TAG, after being informed concerning U.S.  
881 TAG working procedures and scope of activities. There shall be no undue financial barriers to  
882 participation. Administrative fees may be charged by the TAG Administrator, but in all cases procedures  
883 for requesting a waiver or reduction of the fees must be available. Participation shall not be conditional  
884 upon membership in any organization, or unreasonably restricted on the basis of technical qualifications  
885 or other such requirements.

886  
887 The TAG Administrator shall be responsible for determining the membership of the TAG in accordance  
888 with Section A5.2 and the due process criteria (e.g., balance, lack of dominance, openness, etc.) set forth  
889 in Annex B of the ANSI International Procedures.

890  
891  
892 ~~The addition of a new U.S. TAG member is subject to approval, by letter ballot or an equivalent formal~~  
893 ~~recorded vote, by at least a majority of the U.S. TAG membership.~~

894  
895 **A5.1 Application.** A request for membership by a U.S. National Interested Party shall be addressed to  
896 the U.S. TAG Administrator, shall indicate the applicant's direct and material interest in the U.S. TAG's  
897 work and willingness to participate actively (see A5.8), the applicant's interest category based on their

898 affiliation, and, if the applicant is a representative of an organization, company, or government agency,  
899 shall identify an alternate, if desired.

900 A Membership application that reflects the stated provisions of these procedures may be required as a  
901 condition of applying to serve as a voting member of the TAG. The application may require an  
902 explanation of the applicant's direct and material interest in the work of the TAG as well as submission of  
903 a resume or summary of relevant experience. All approved applicants shall agree to abide by the TAG's  
904 Code of Conduct.  
905

906 **A5.2 Recommendation-Appointment.** In appointing a new member, the TAG recommending  
907 appropriate action on applications for membership, the aAdministrator shall consider:

908 1. Interest categories represented on the TAG. The appropriateness of the involvement of each interest  
909 in the work of the U.S. TAG

910 1. \_\_

911 2. Balance on the TAG. The potential for dominance by a single interest

912 3. The extent of interest expressed by the applicant, and the applicant's willingness to participate  
913 actively

914 The U.S. TAG Administrator may consider reasonable limits on U.S. TAG size.

915 **A5.3 Diverse-Intra-company Interests.** If representatives from distinct divisions of an organization can  
916 demonstrate independent interests and authority to make independent decisions in the area of the activity  
917 of the U.S. TAG, each may apply for membership.

918 **A5.4 Combined Interests.** When appropriate, the U.S. TAG Administrator may recommend that the  
919 applicant seek representation through an organization that is already represented by a member who  
920 represents the same or similar interests.

921 **A5.5 Observers.**

922 Individuals and representatives of organizations having an interest in the U.S. TAG's work may request  
923 listing as observers. Observers shall be advised of the U.S. TAG activities, may attend meetings, and may  
924 submit comments for consideration, but shall not vote.

925

926 **A5.6 Representation of Direct and Materially Affected Interests.** All directly and materially affected  
927 U.S. national interested parties shall have the opportunity for fair and equitable participation without  
928 dominance by any single interest.

929 Dominance means a position or exercise of dominant authority, leadership, or influence by reason of  
930 superior leverage, strength, or representation. The requirement implicit in the phrase "without dominance  
931 by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved.  
932 Unless it is claimed by a directly and materially affected-interested party~~erson~~ that a single interest  
933 dominated the standards activity, to the exclusion of fair and equitable consideration of other viewpoints,  
934 no test for dominance is required.

935 **A5.7 Membership Roster.** The administrator shall maintain the list of U.S. TAG members and the  
936 organization they represent.

937 The roster shall include the following:

938 1. Title and designation of the U.S. TAG

939 2. Scope of the U.S. TAG

940 3. U.S. TAG Administrator (name of organization, name of secretary, address(es), telephone number)

941 4. U.S. TAG officers (chairman and other officers)

- 942 5. Members:  
943 a) Names of the individuals and alternates (as applicable) and their addresses and business  
944 affiliations including name of the organization they are representing on the U.S. TAG  
945 b) The interest category of each individual and alternate (as applicable)

946 In addition, the member's name (or if membership is by organization, the name of the organization with a  
947 point of contact), affiliation<sup>14</sup> and interest category of each member of the TAG shall be made available to  
948 interested parties upon request.

949 **A5.8 Membership Obligations.** Members are expected to participate actively by fulfilling attendance,  
950 voting, correspondence, and other obligations. Members are expected to participate in good faith and in  
951 accordance with professional standards, respectful of the rules of the TAG and the authority given to the  
952 Officers of the TAG and TAG Administrator. Approved TAG members shall agree to comply with the  
953 TAG's Code of Conduct, which must be consistent with the ANSI International Procedures. Annex C  
954 provides a sample Code of Conduct.

955 **A5.9 Review of Membership.** The U.S. TAG Administrator shall review the membership list annually  
956 with respect to the criteria of A5. Members are expected to participate actively by fulfilling attendance,  
957 voting, correspondence, and other obligations. TAG members who regularly and without good cause fail  
958 to attend meetings, do not return ballots, or otherwise exhibit lack of interest, knowledge, or  
959 responsibility may be removed for the stated causes, after one written warning of pending removal, by the  
960 TAG Administrator.

961 ~~Where a member is found in default of these obligations, the U.S. TAG Administrator shall direct the~~  
962 ~~matter to the U.S. TAG for appropriate action, which may include termination of membership.~~ Members  
963 are expected to participate in good faith and in accordance with professional standards, respectful of the  
964 rules of the TAG and the authority given to the Officers of the TAG and TAG Administrator. As  
965 appropriate, the TAG and TAG Administrator may refer to Robert's Rules of Order, Disciplinary  
966 Procedures (or comparable due-process-based alternatives), for guidance.

967 TAG members who fail to comply with the TAG's Code of Conduct or, in connection with ISO meetings,  
968 ISO's Code of Conduct, are subject to removal by the TAG Administrator. Removal from TAG  
969 membership is subject to the TAG's appeals process.

## 970 **A6 Meetings**

971 Meetings of the U.S. TAG and meetings of the U.S. delegates to international meetings should be  
972 scheduled to respond to international activities. U.S. TAG meetings shall be held, as determined by the  
973 chairman/U.S. TAG Administrator or by petition of a majority of the members. U.S. TAGs shall  
974 determine for themselves the quorum requirements. The quorum requirements shall be available in  
975 writing upon request.

976 **A6.1 Open Meetings.** Meetings of the U.S. TAG shall be open to all members and ~~others~~ others having  
977 direct and material interest, with prior approval by the TAG Chair or if unavailable, the TAG  
978 Administrator. At least four weeks' notice of regularly scheduled meetings should be given by the  
979 administrator, and shall be announced in ANSI's *Standards Action* or suitable media designed to reach  
980 directly and materially affected interests. The notice shall describe the purpose of the meeting and shall  
981 identify a readily available source for further information. An agenda shall be available and shall be

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<sup>14</sup> *Ibid.*

986 distributed in advance of the meeting to members and to others expressing interest.

## 987 **A7 Voting**

988 **A7.1 Vote.** Each member shall vote one of the following positions:

- 989 • Affirmative
- 990 • Affirmative with comment
- 991 • Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be
- 992 given and if possible should include specific wording or actions which would resolve the
- 993 objection.)
- 994 • Abstain with reason

995 **A7.2 Vote of Alternate.** An alternate's vote is counted only if the principal representative fails to vote.

996 **A7.3 Voting Period.** The voting period for letter ballots shall be established to allow for timely response  
997 to international time limits. An extension may be granted at the option of the chairman or administrator  
998 when warranted (e.g., when the requirements for approval or disapproval specified by A7.5 or A7.6 are  
999 not achieved).

1000 **A7.4 Authorization of Letter Ballots.** A letter ballot may be authorized by:

- 1001 1. Majority vote of those present at a U.S. TAG meeting
- 1002 2. The chairman
- 1003 3. The U.S. TAG Administrator
- 1004 4. Petition of five members of the U.S. TAG or a majority of the U.S. TAG, whichever is less

1005 **A7.5 Actions Requiring Approval by Majority.** The following actions require a letter ballot or an  
1006 equivalent formal recorded vote with approval by at least a majority of the U.S. TAG membership:

- 1007 ~~1. Approval of officers appointed by the TAG Administrator or nominated by members of the U.S.~~
- 1008 ~~TAG~~
- 1009 ~~1.~~
- 1010 2. Formation of a subgroup, including its procedures, scope, and duties
- 1011 3. Disbandment of a subgroup
- 1012 ~~4. Addition of new voting U.S. TAG members~~
- 1013 ~~5. Approval of meeting reports/minutes~~
- 1014 ~~6. Other actions of the committee not specified elsewhere~~

1015 **A7.6 Actions Requiring Approval by Two-Thirds of Those Voting.** The following actions must be  
1016 approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting,  
1017 by two-thirds of those present, excluding abstentions, provided that a majority of the total voting  
1018 membership of the U.S. TAG is present. ~~(If a majority is not present, the vote shall be confirmed by~~  
1019 ~~letter ballot.)~~

- 1020 1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
- 1021 2. Approval of recommendation to change the U.S. TAG scope, which must reflect the scope of the  
1022 related ISO committee (or equivalent)
- 1023 3. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS,  
1024 or other ISO deliverable)
- 1025 4. Approval of recommendation to terminate the U.S. TAG

1026 The TAG Administrator shall report successful ballots on items 1, 2 and 4 to the ExSC, along with its  
1027 views on the action.

1028 **A7.7 Consideration of Views and Objections on Letter Ballots.** The administrator of the U.S. TAG

1029 shall forward the views and objections received to the chairman of the U.S. TAG, or his designee. The  
1030 chairman shall determine whether the expressed views and objections shall be considered by telephone,  
1031 correspondence, or at a meeting.

1032 Prompt consideration shall be given to the expressed views and objections of all participants including  
1033 those commenting on a draft international standard (DIS) listing in *Standards Action*. A concerted effort  
1034 to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of  
1035 the objection and the reasons therefor.

1036 ~~Substantive~~ Material changes to a proposed U.S. position or proposed U.S. comments required to resolve  
1037 objections, and unresolved objections to the proposed U.S. position or proposed U.S. comments, shall be  
1038 reported to the U.S. TAG members to afford all members an opportunity within appropriate time limits to  
1039 respond, to reaffirm, or to change their position.

1040 **A7.8 Report of Final Result.** The final result of the voting shall be reported to the U.S. TAG.

1041 **A7.9 Submittal of U.S. Position.** Upon completion of the procedures for voting, consideration of views  
1042 and objections, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to  
1043 ANSI by the U.S. TAG Administrator. ANSI, as the official ISO member body, is responsible for  
1044 providing the U.S. position to ISO.<sup>15</sup>

1045 **A7.10 Information Submitted.** The information supplied to ANSI shall include:

- 1046 1. Title and designation of the document
- 1047 2. Indication of the type of action requested (for example, approval of a new draft international standard  
1048 or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire,  
1049 etc.)
- 1050 3. Status of any appeal action related to approval of the proposed U.S. position
- 1051 4. A summary of the voting and U.S. TAG member responses
- 1052 5. Identification of all unresolved views and objections, names of the objector(s), and a report of  
1053 attempts toward resolution

## 1054 **A8 Termination of U.S. TAG**

1055 A proposal to terminate a U.S. TAG may be made by a U.S. National Interested Party ~~directly and~~  
1056 ~~materially affected interests~~. The proposal shall be submitted in writing to ANSI and to the U.S. TAG  
1057 Administrator and shall include the reasons why the U.S. TAG should be terminated. The U.S. TAG shall  
1058 take action in accordance with A7.6. ~~Information regarding the termination of a U.S. TAG shall be~~  
1059 ~~promptly provided to the secretariat of the associated ISO committee.~~ In the event that the U.S. holds the  
1060 secretariat for an ISO committee for which the U.S. TAG is considering termination, the organization  
1061 serving as secretariat shall be informed promptly and shall submit their position regarding termination of  
1062 the TAG to ANSI and to the TAG Administrator.

1063  
1064 As a result of action taken in accordance with A.7.6, should termination of the TAG be approved,  
1065 notification of such action shall be announced in *Standards Action*. The announcement shall note that  
1066 dissolution of the TAG will result in the U.S. relinquishing its P- (participant) status in the international  
1067 activity. Also, if the U.S. serves as international secretariat, the announcement shall state that the U.S.  
1068 will resign as international secretariat. The appropriate notification(s) shall be sent by ANSI to ISO  
1069 Central Secretariat regarding the change in status, and the relinquishment of the secretariat, if applicable.

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<sup>15</sup> See footnote 3.

1070 **A9 Communications**

1071 External communications such as inquiries relating to the U.S. TAG shall be directed to the U.S. TAG  
1072 Administrator for response, and members should so inform individuals who raise such questions. All  
1073 replies to inquiries shall be made through the U.S. TAG Administrator.

1074 **A10 Appeals**

1075 ~~Directly and materially affected~~ U.S. national interested parties who believe they have been or will be  
1076 adversely affected by an procedural action or inaction of the U.S. TAG or its administrator shall have the  
1077 right to appeal.

1078  
1079 **A10.1 Complaint.** The appellant shall file a written complaint with the U.S. TAG Administrator within  
1080 ~~thirty-fifteen (15) working~~ days after the date of notification of action or ~~at any~~ within a reasonable time  
1081 after becoming aware of the inaction and within the current standard development cycle with respect to  
1082 ~~inaction~~. The complaint shall state the nature of the objection(s) including any adverse effects, the  
1083 section(s) of these procedures or the specific actions or inactions that are at issue, and the specific  
1084 remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s)  
1085 and the outcome of each shall be noted.

1086 A procedural complaint concerning the development of a U.S. position is expected to be filed in a timely  
1087 manner, in sufficient time to allow the U.S. to cast its vote. The TAG Administrator is expected to take  
1088 all reasonable efforts to ensure that procedural appeals are considered in a timely manner so that the  
1089 resolution of an appeal can conclude prior to submission of a timely U.S. position/vote.

- 1090  
1091 1. Appeals should not be filed by aggrieved parties late in the process simply to delay the submission of  
1092 a U.S. vote to ISO; the standards development process through ISO provides ample opportunity for  
1093 issues to be vetted and adjudicated during the development process rather than at the final voting  
1094 stage.  
1095 2. The filing of an appeal does not automatically require the stay of an action or vote, if the time  
1096 required to conclude the TAG appeals process would preclude the U.S. from submitting an approved  
1097 timely vote or position.

1098  
1099 When international deadlines preclude the use of routine appeals procedures, the TAG Chair in  
1100 consultation with the Appeals Panel Chair, other officers or Appeals Panel Members, will establish an  
1101 expedited mechanism and schedule for consideration of the appeal in a manner that they deem fair and  
1102 reasonable. Such an alternative expedited mechanism is subject to further review by the ANSI ExSC,  
1103 should an appeal of the decision be filed with ANSI. The expedited mechanism shall include a full and  
1104 fair consideration of the written filings.

1105  
1106 **A10.2 Response.** Within ~~thirty~~ 21 calendar days after receipt of the complaint, the ~~respondent~~ TAG  
1107 Administrator (respondent) shall respond in writing to the appellant, specifically addressing each  
1108 allegation of fact in the complaint to the extent of the respondent's knowledge.

1109 **A10.3 Hearing.** If the appellant is not satisfied with the response of the respondent, they shall so inform  
1110 the U.S. TAG Administrator within ~~fifteen~~ ten (15) calendar ~~working~~ days. The U.S. TAG Administrator  
1111 shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least  
1112 ~~fifteen~~ ten (15) working calendar days notice.

1113 All parties to the appeal and Panel members shall receive copies of the appeals record at least fifteen (15)  
1114 calendar days prior to the date of the appeals hearing, unless otherwise agreed to by the panelists.

1115 **A10.4 Appeals Panel.** The appeals panel shall be appointed by the U.S. TAG ~~Administrator~~ Chair and

1116 shall consist of three individuals who have not been directly involved in the matter in dispute, and who  
1117 will not be materially or directly affected by any decision made or to be made in the dispute. Members of  
1118 the TAG that voted on an issue under appeal may not serve on a related appeals panel. At least two  
1119 members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.  
1120 Unresolved claims of a conflict of interest against a potential panelist shall be decided by the TAG Chair  
1121 after a review of each party's written concerns. If a panel cannot be agreed upon within 15 calendar days,  
1122 the TAG Administrator, working with the TAG Chair, may appoint an impartial panel, taking any prior  
1123 conflict of interest concerns stated by the parties into account. The names and affiliations of the panel  
1124 shall be provided to the parties to the appeal.

1125 **A10.5 Conduct of the Hearing.** The appellant has the burden of demonstrating adverse effects,  
1126 improper actions, or inactions and the efficacy of the requested remedial action. The respondent has the  
1127 burden of demonstrating that the ~~committee~~ TAG and the U.S. TAG Administrator took all actions in  
1128 compliance with these procedures and applicable ISO procedures, and that the requested remedial action  
1129 would be ineffective or detrimental. ~~Each party may adduce other pertinent arguments, and members of~~  
1130 ~~the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall~~  
1131 ~~apply to questions of parliamentary procedure not covered herein for the hearing.~~

1132  
1133 Panel members and all parties shall receive copies of the appeals record at least 15 calendar days prior to  
1134 the date of the appeals hearing. The name and affiliation of all speakers and any observers, if allowed,  
1135 must be provided to the TAG Administrator in advance of the hearing by a date certain.

1136  
1137 If a virtual or in-person hearing is held, the appellant's position shall be presented first, followed by the  
1138 respondent. Each side is then allowed to respond until their total allotted time is exhausted. A half hour  
1139 total, for the initial presentation and subsequent responses, is allotted for each side, with a limit of three  
1140 speakers per side. Additional time is allotted for a question and answer session directed by the panel. At  
1141 the hearing, speakers are not permitted to make assertions about facts or issues not in the record. The  
1142 hearing may not be recorded in any way. At the close of the question and answer period, the appeals  
1143 panel shall go into executive (closed) session for the purpose of arriving at a decision.

1144  
1145 Otherwise, the decision of the panel shall be based on the written submissions on record, supplemented  
1146 by any written questions issued by the panel and responded to by the party or parties to whom the  
1147 questions were directed.

1148  
1149 **A10.6 Decision.** The appeals panel shall render its decision in writing within thirty calendar days,  
1150 stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence.  
1151 Consideration may be given to the following positions, among others, in formulating the decision:

- 1152 1. Finding for the appellant and remanding the action to the U.S. TAG or the U.S. TAG Administrator  
1153 with a specific statement of the issues and facts in regard to which fair and equitable action was not  
1154 taken
- 1155 2. Finding for the respondent with a specific statement of the facts that demonstrate fair and equitable  
1156 treatment of the appellant and the appellant's objections
- 1157 3. Finding that new, substantive evidence has been introduced and remanding the entire action to the  
1158 U.S. TAG or the U.S. TAG Administrator for appropriate reconsideration

1159 **A10.7 Further Appeal.** An appeal of a U.S. TAG appeals decision may be filed with the ExSC in  
1160 accordance with the *Operating Procedures of the ANSI Executive Standards Council*.

1161 **A10.8 Informal Settlement.** ANSI encourages settlement of disputes at any time if the settlement is  
1162 consistent with the objectives of the ANSI International Procedures. Any settlement to which the parties



1163 agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will  
1164 terminate the appeal process.

1165 **A11 Antitrust Policy**

1166 U.S. positions developed by ANSI-Accredited U.S. TAGs shall be developed in accordance with  
1167 applicable antitrust and competition laws and meetings amongst competitors to develop U.S. positions are  
1168 to be conducted in accordance with these laws.

1169  
1170 **A12 Parliamentary Procedures**

1171 On questions of parliamentary procedures not covered in these procedures, Robert's Rules of Order (~~latest~~  
1172 edition or comparable due-process-based alternatives) may be used to expedite due process.

1173 **Annex B: Criteria for the Development and Coordination of U.S. Positions in the International**  
1174 **Standardization Activities of the ISO and IEC**

1175 Note: This Annex is mandatory for all ANSI-Accredited U.S. TAGs to ISO and is supplemental to  
1176 Annex A if the TAG is accredited by the ANSI Executive Standards Council (ExSC) under Annex A of  
1177 the ANSI International Procedures. If the TAG is accredited under operating procedures other than  
1178 Annex A, this Annex B still applies.

1179  
1180 **Background**

1181 Participation in international standards activities of interest to members of the American National  
1182 Standards Institute (ANSI) requires membership in two international non-treaty standardization  
1183 organizations, namely the International Organization for Standardization (ISO) and the International  
1184 Electrotechnical Commission (IEC). ANSI is the U.S. member body of ISO and the U.S. National  
1185 Committee (USNC) of the IEC, a committee of ANSI, is the U.S. member of the IEC. To assure that  
1186 positions presented to these international bodies are representative of U.S. interests a mechanism must  
1187 exist for the development and coordination of such positions. This document outlines ANSI's criteria for  
1188 an appropriate mechanism. This document does not supersede an ISO TAG's accredited procedures.

1189 ~~ANSI normally looks to the body that develops national standards in a particular standards area in order~~  
1190 ~~to determine the U.S. position in a similar international standardization activity. Such national consensus~~  
1191 ~~bodies are designated by ANSI as "U.S. TAGs" for specific ISO or IEC activities. Each accredited U.S.~~  
1192 ~~TAG to ISO shall be referred to as an "ANSI Accredited U.S. TAG" (or alternately, "ANSI/[SDO] TAG~~  
1193 ~~to ISO/TC XX" or the equivalent) in all communications with TAG members and other parties regarding~~  
1194 ~~TAG activities. Where no national standards group exists, or is available to serve, or where several~~  
1195 ~~separate national standards groups exist, special bodies may be established for this purpose. The makeup~~  
1196 ~~of U.S. TAGs may include participants from companies, technical and trade organizations, government~~  
1197 ~~agencies, academia and individuals.~~

1198 In addition to U.S. TAG activities, as appropriate and consistent with ANSI's mission to promote U.S.-  
1199 based technology globally, ANSI may approve the establishment of Partnership Standards Developing  
1200 Organization (PSDO) agreements with ISO. To coordinate both activities with the American National  
1201 Standards process, ANSI also requires early notification by an ANSI-Accredited Standards Developer of  
1202 its intent to submit a proposed American National Standard (ANS) for consideration for approval as an  
1203 ISO or ISO/IEC JTC-1 standard. See *ANSI Essential Requirements: Due process requirements for*  
1204 *American National Standards*. In such instances, it is expected that ANSI-Accredited U.S. TAGs will  
1205 raise any concerns related to the proposed ANS during its development cycle so that if the standard is  
1206 subsequently balloted for approval at the ISO or ISO/IEC JTC-1 level, the U.S. position will be to support  
1207 its approval. For existing ANS, the PSDO is required to seek and obtain the approval of the applicable  
1208 ANSI-Accredited U.S. TAG prior to its submission of a standard to ISO under a PSDO agreement.

1209 **B1 Applicability**

1210 These requirements apply to the development and coordination of U.S. positions for ISO and IEC  
1211 activities.

1212 **B2 International Requirements**<sup>16</sup>

1213 Operating procedures for the development of U.S. positions shall comply with the requirements imposed  
1214 on members by the relevant international standards body. For example, time limits are imposed on all  
1215 participating international members of the international body with regard to voting, commenting, and  
1216 other related matters. Reasonable time extensions may be requested for good cause.

1217 **B3 General**

1218 The operating procedures of existing or newly established groups which develop U.S. positions for the  
1219 standardization activities of ISO shall, at a minimum, meet the criteria for the organization, accreditation  
1220 and operation of U.S. TAGs as provided herein. The operating procedures of existing or newly  
1221 established groups which develop U.S. positions for the standardization activities of IEC shall, at a  
1222 minimum, meet the criteria for the organization and operation of U.S. TAGs as provided for in the *Rules*  
1223 *of Procedure of the U.S. National Committee of the IEC. Statutes and Rules of Procedure of the*  
1224 *USNC/IEC.*

1225 **B4 Criteria for Organization**

1226 The following minimum criteria shall be met in the organization of U.S. TAGs, which develop U.S.  
1227 positions on international standards activities:

1228 **B4.1 Openness.** Participation shall be open to all U.S. national interested parties who are directly and  
1229 materially ~~affected by~~ interested in the activity in question. There shall be no undue financial barriers to  
1230 participation. Participation shall not be conditional upon membership in any organization, or  
1231 unreasonably restricted on the basis of technical qualifications or other such requirements.

1232 Timely and adequate notice of the formation of new activities related to international standards shall be  
1233 provided to all known directly and materially ~~affected interests~~ interested parties. Notice should include a  
1234 clear and meaningful description of the purpose of the proposed activity and shall identify a readily  
1235 available source for further information.<sup>17</sup>

1236 In addition, the member's name (or if membership is by organization, the name of the organization with a  
1237 point of contact), affiliation<sup>18</sup>, and interest category of each member of the TAG shall be made available  
1238 to interested parties upon request. The affiliation of a TAG member refers to the entity that the TAG  
1239 member represents, which may or may not be that person's employer. If the TAG member is serving in an  
1240 individual capacity, then the name of the individual, their sponsors (if any) and interest category shall be  
1241 made available upon request. Contact information is not required.

1242 **B4.2 Balance.** The process of developing U.S. positions shall provide an opportunity for fair and  
1243 equitable participation without dominance by any single interest.

1244 Dominance means a position or exercise of dominant authority, leadership, or influence by reason of  
1245 superior leverage, strength, or representation. The requirement implicit in the phrase "without dominance  
1246 by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved.

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<sup>16</sup> See the IEC/ISO Directives, Part 1 Official procedures to be followed when developing and maintaining an International Standard; Part 2: Principles to structure and draft documents intended to become International Standards, Technical Specifications or Publicly Available Specifications, ISO, IEC, JTC 1 supplements.

<sup>17</sup> See also related notification requirements in 2.5 of the ANSI Essential Requirements with respect to candidate standards that may be submitted for approval as an ISO or ISO/IEC JTC-1 standard.

<sup>18</sup> ~~"Affiliation" refers to the entity that the U.S. TAG member represents (which may or may not be that person's employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person's employer (if employed), sponsor (if other than employer) and interest category should be available. Contact information is not required.~~

1247 Unless it is claimed by a ~~directly and materially affected person~~ U.S. National Interested Party  
1248 (organization, company, government agency, individual, etc.) that a single interest category dominated  
1249 the development of the U.S. position, no test for dominance is required.

1250 Interest categories shall be discretely defined, cover all materially affected parties and differentiate each  
1251 category from the other categories. Such definitions shall be available upon request.

1252 TAG Members, including consultants<sup>19</sup>, typically are classified in accordance with the business or other  
1253 interests of their employers or the sponsors they represent in connection with the standards development  
1254 activity. In cases where a TAG member receives funding from the TAG Administrator or other entities,  
1255 that information shall be disclosed to determine if it will impact the TAG member's interest classification.

1256 In ~~defining~~ determining the interest categories appropriate to a standards development activity, the TAG  
1257 Administrator shall give consideration ~~shall be given~~ to at least the following three categories:

- 1258 • Producer
- 1259 • User
- 1260 • General interest

1261 If, after consideration, a "General Interest" category is deemed appropriate, that interest category should  
1262 include only those whose business or other interests are not covered by another discretely defined interest  
1263 category.

1264 Where appropriate, more detailed subdivisions should be considered.<sup>20</sup> However, interest categories shall  
1265 not be created for the purpose of avoiding balance requirements.

## 1266 **B5 Criteria for Operation**

1267 The following minimum criteria shall be met in the development of U.S. positions in international  
1268 standards activities<sup>21</sup>:

1269 **B5.1 Written Procedures.** Written procedures shall govern the methods used for the development of  
1270 U.S. positions and shall be available to any interested party.

1271 A TAG Administrator may require Members and observers to agree to comply with a Code of Conduct,  
1272 consistent with the *ANSI International Procedures*. Annex C provides a sample Code of Conduct.

1273  
1274 **B5.2 Listing in *Standards Action*.** Appropriate<sup>22</sup> international standards activities shall be listed in

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<sup>19</sup> For purposes of these procedures, a "consultant" is someone who agrees to provide professional service in exchange for compensation, financial or otherwise.

<sup>20</sup> Further subdivisions that may be used to categorize directly and materially ~~affected persons~~ interested parties consist of, but are not limited to, the following:

Consumer  
Directly affected public  
Distributor and retailer  
Industrial/Commercial  
Insurance  
Labor  
Manufacturer  
~~Professional society~~  
Regulatory agency  
Testing Laboratory  
~~Trade association~~

<sup>21</sup> See Footnote 3.

<sup>22</sup> Examples of appropriate activities are in the *ANSI Procedures for U.S. Participation in the International Standards Activities*

1275 *Standards Action* in order to provide an opportunity for public comment. The comment period shall be  
1276 appropriate to the required timing for the action.

1277 **B5.3 Consideration of Views and Objections.** Prompt consideration shall be given to the written views  
1278 and objections of all participants including those commenting on the listing in *Standards Action*. A  
1279 concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of  
1280 the disposition of the objection and the reasons therefor.

1281 Unresolved objections and any ~~substantive~~-material change made to a proposed U.S. position shall be  
1282 reported to the participants.

1283  
1284 **B5.4 Records.** Records shall be prepared and maintained to provide evidence of compliance with these  
1285 criteria. Records concerning new, revised, or reaffirmed ISO Standards shall be retained for one complete  
1286 standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be  
1287 retained for at least five years from the date of withdrawal.

1288  
1289 **B5.5 Appeals.** The written procedures shall contain an identifiable, realistic, and readily available  
1290 appeals mechanism for the impartial handling of substantive and procedural complaints regarding any  
1291 action or inaction.

1292  
1293 **B5.6 Antitrust Policy.** U.S. positions developed by ANSI-Accredited U.S. TAGS or USNC appointed  
1294 U.S. TAGs shall be developed in accordance with applicable antitrust and competition laws and meetings  
1295 amongst competitors to develop U.S. positions are to be conducted in accordance with these laws.

## 1296 **B6 Guidelines for Determining a U.S. Voting Position**

1297 The development of a U.S. position with regard to voting on international documents is a matter of great  
1298 complexity. Firm rules for casting affirmative votes, negative votes, or abstentions would be  
1299 presumptuous and unworkable in many cases. However, efforts should be made to achieve consistency in  
1300 the perceived conduct of the United States as a participant in international, non-treaty standards  
1301 development. Toward that end, guidelines for determining a voting position are included herein in order  
1302 to provide direction toward a consistent voting policy. These guidelines cannot cover all of the factors  
1303 that must be considered in determining the U.S. vote. They do, however, represent generally accepted  
1304 principles that should be applied to normal situations.

1305 **B6.1** If there is an existing U.S. national standard (i.e., an American National Standard (ANS)<sup>23</sup> or, in the  
1306 absence of an ANS, another standard generally accepted within the United States) and:

- 1307 1. If the national standard can be considered equivalent<sup>24</sup> to the requirements in the international  
1308 document, vote affirmative
- 1309 2. If the international document includes different, additional, or more stringent requirements than are in  
1310 the national standard and the U.S. consensus indicates that such requirements are:
- 1311 a) Acceptable, and should be considered for inclusion in the national standard (see section B7.2),  
1312 vote affirmative, or
- 1313 b) Not acceptable, vote negative
- 1314 3. If the national standard includes different, additional, or more stringent requirements than are in the  
1315 international document and the U.S. consensus indicates that such requirements:
- 1316 a) Should be modified in accordance with the international document, (see section 7.2) vote

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of the ISO.

<sup>23</sup> See Footnote 3.

<sup>24</sup> The word "equivalent" is intended to convey the thought that any product or procedure that meets the requirements of the national standard will also meet the requirements of the international standard and vice versa when tested for conformance by accepted means.

- 1317 affirmative, or  
1318 b) Must be maintained, vote negative, or  
1319 c) Must be maintained, but the proposed document is considered to represent the best agreement  
1320 which can be attained at the present time from an international point of view, vote abstain with a  
1321 statement that the U.S. cannot modify its national standard for stated reasons

1322 **B6.2** If no national standard exists and

- 1323 1. If U.S. consensus establishes that the international document is:  
1324 a) Technically acceptable and could be used as the basis for the development of a national standard,  
1325 vote affirmative, or  
1326 b) Not technically acceptable, vote negative  
1327 2. If the international document is of little or no interest to the U.S., abstain  
1328 3. If the international document unnecessarily creates a barrier to domestic or international trade or  
1329 impedes innovation or technical progress, vote negative

1330 **B6.3** Regardless of whether or not a national standard exists, if no U.S. consensus has been established,  
1331 abstain.

1332 **B6.4** The U.S. vote, if negative, must be accompanied by reasons and supporting information such as  
1333 technical data and logical argument. Also, any known exceptions and/or additions that will be required to  
1334 conform to U.S. safety practices or regulations shall be noted.

1335 **B6.5 Exceptions.** Exceptions to the above stated voting guidelines should be carefully considered.

1336 **B7 Criteria for Approval of U.S. Positions on International Standards Activities**

1337 **B7.1 Introduction.** Implicit in the transmittal of U.S. positions on international standards activities to  
1338 ANSI is the verification that the requirements of this document have been met and that consensus in  
1339 support of the U.S. position has been established.

1340 Consistent with ANSI's mission to promote U.S.-based technology globally, ANSI may approve a PSDO  
1341 agreement. In all such instances, an ANSI-Accredited Standards Developer is required to provide public  
1342 notice of its intent to submit a proposed American National Standard (ANS) for consideration for  
1343 approval as an ISO or ISO/IEC JTC-1 standard. See *ANSI Essential Requirements: Due process*  
1344 *requirements for American National Standards*. Further, in such instances, it is expected that ANSI-  
1345 Accredited U.S. TAGs will raise any concerns related to the proposed ANS during its development cycle  
1346 so that if the standard is subsequently balloted for approval at ISO, the U.S. position will be to support its  
1347 approval. For existing ANS, the PSDO is required to seek and obtain the approval of the applicable  
1348 ANSI-Accredited U.S. TAG prior to its submission of a standard to ISO under a PSDO agreement.  
1349

1350 **B7.2 Consensus.** Consensus for a U.S. position is established when substantial agreement has been  
1351 reached by the U.S. national interested parties that are directly and materially affected by the proposed  
1352 international standard. Additionally, if the proposed U.S. position is based on giving consideration to  
1353 changes in an existing U.S. national standard, the consensus process shall include U.S. national interested  
1354 parties that are directly and materially affected by the U.S. national standard.  
1355

1356 **B7.3 U.S. Proposals of Documents as the Basis for the Initiation of International Standards** All U.S.  
1357 proposals for the initiation of new work items for the development of international standards shall be  
1358 approved by the appropriate U.S. TAG. Such proposals may be based on American National Standards  
1359 (ANS), as appropriate. In the absence of ANS, other appropriate, generally accepted standards may be  
1360 proposed. In all instances, permission from the sponsor to propose documents as the basis for the  
1361 initiation of international standards shall be obtained. In the absence of either ANS or other appropriate,  
1362 generally accepted standards, proposals may be based on a rationale, or a standard under development.

1363 **B7.4 U.S. Proposals to Fast Track a National Standard.** The U.S. may submit a nationally accepted  
1364 standard using the fast-track procedure approved by the ISO and IEC if the following criteria are met:

- 1365 1) The U.S. is a P-member of a concerned ISO committee  
1366 2) The proposed standard must have the approval of both the originating organization and appropriate  
1367 U.S. TAG

1368 The procedures in B7.3 shall be used in determining U.S. support for the proposed standard.  
1369

### 1370 **B8 Participation in the formulation of U.S. positions**

1371 U.S. TAG Members and other contributors are expected to participate in good faith and in accordance  
1372 with professional standards, respectful of the rules of the TAG and the authority given to the Officers of  
1373 the TAG and TAG Administrator. A TAG Administrator may require TAG members and any observers  
1374 to agree to comply with a Code of Conduct, consistent with the *ANSI International Procedures*. Annex  
1375 C provides a sample Code of Conduct.

1376 As appropriate, the TAG and TAG Administrator may refer to Robert's Rules of Order, Disciplinary  
1377 Procedures (or comparable due-process-based alternatives), for guidance.  
1378

### 1379 **B9 Criteria for Appeals**

1380 The provision of appeals is important for the protection of ~~directly and materially~~ U.S. national affected  
1381 interested parties who have been or will be adversely affected by any procedural action or inaction  
1382 within the scope of the *ANSI International Procedures*, and for as well as the organizations involved in the  
1383 development of U.S. positions in international activities and is required as a part of due process. This  
1384 section provides for the right to appeal, indicates what may be appealed, and gives general criteria  
1385 regarding the appeals mechanism.  
1386

1387 **B9.1 Right to Appeal.** ~~Directly and materially affected~~ U.S. national interested parties who have been  
1388 or will be adversely affected by any procedural action or inaction within the scope of the *ANSI*  
1389 *International Procedures* have the right to appeal any procedural action or inaction in the development of  
1390 U.S. positions on international standards activities.  
1391

1392 **B9.2 Appeals Mechanism.** The following general criteria shall apply to any appeals mechanism  
1393 provided by the U.S. TAG pursuant to these procedures:

- 1394 1) Appeals shall be filed in a timely manner and addressed promptly and a decision made expeditiously  
1395 2) The right of the involved parties to present their cases shall not be denied  
1396 3) Appeals procedures shall provide for participation by all U.S. national interested parties who have  
1397 been or will be adversely affected by any procedural action or inaction of the TAG or TAG  
1398 Administrator ~~concerned~~ without imposing an undue burden on them  
1399 4) Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed  
1400 5) Records of appeals shall be kept by the TAG Administrator and made available to the involved  
1401 parties during the course of the appeals process

1402 **B9.3 Access.** Appeals shall be processed in accordance with the written procedures used by the U.S.  
1403 TAG for the development of pertinent U.S. positions. (See B5) ANSI will not normally hear an appeal  
1404 of an action or inaction until all other appeal procedures have been exhausted.  
1405

1406  
1407 **Annex C: Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG**  
1408

1409 This model Code of Conduct may be adopted as is or adapted as part of a TAG Membership application  
1410 or other document. A TAG Administrator may require TAG members to sign a copy of this Code (or  
1411 comparable document) as a condition of participation. It is recommended that this Code be published and  
1412 distributed annually along with a copy of the TAG's accredited procedures, links to the ISO/IEC  
1413 Directives and contact information for the individual(s) serving as TAG Administrator.  
1414

1415 **General Principles**  
1416

- 1417 1. To promote and support the work of the ANSI-Accredited U.S. TAG to ISO xxx as well as the  
1418 purposes and objectives of the voluntary consensus standards system.  
1419 2. To maintain a process that is open, honest, and fair to all participants.  
1420 3. To promote the development of consensus through the broad participation of a variety of interests and  
1421 through a full airing and discussion of all points of view.  
1422 4. To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing  
1423 the work of the ANSI-Accredited U.S. TAG to ISO xxx.  
1424

1425 **Participant Obligations**  
1426

- 1427 1. All TAG members, authorized observers and public commenters ("Participants") shall act honestly, in  
1428 good faith, and with the highest professional standards.  
1429 2. Although it is recognized that legitimate differences of opinion can exist on individual issues,  
1430 Participants should act in a dignified and courteous manner, so as to avoid injuring others, their property,  
1431 reputation, or employment by false, malicious or improper action and to avoid acting in a disrespectful or  
1432 unprofessional manner towards other Participants or staff.  
1433 3. In order that the points of view and information Participants advance can be accurately evaluated by  
1434 others, Participants should always endeavor to make known their business, commercial, organizational, or  
1435 other affiliations that might affect their interests or points of view, avoiding real or perceived conflicts of  
1436 interest whenever possible.  
1437 4. In all discussion, debate, and deliberation, Participants should confine their comments to the merits of  
1438 the issues under review. Although Participants may forcefully advocate their views or positions, they  
1439 should be candid and forthcoming about any weaknesses in their position, and they should refrain from  
1440 debate and discussion that is disrespectful or unprofessional in tone or that is unduly personalized or  
1441 damaging to the overall process of achieving consensus.  
1442 5. In circumstances where duly established policies and procedures related to the TAG's work permit  
1443 deliberations to take place in executive session, participants should respect and observe the confidentiality  
1444 of those executive sessions.  
1445 6. No Participant should ever attempt to withhold or prohibit information or points of view from being  
1446 disseminated, particularly on the grounds that the Participant is in disagreement with the information or  
1447 points of view. Disagreements should be addressed and resolved through full presentation and discussion  
1448 of all information and points of view not through withholding information or preventing points of view  
1449 from being expressed.  
1450 7. Participants who have been retained to represent the interests of another with respect to a specific issue  
1451 or issues that are to be addressed by the TAG shall declare those interests.  
1452 8. Participants should treat all persons with respect and fairness and should not offer or appear to offer  
1453 preferential treatment to any person or group.  
1454 9. Participants should refrain from disseminating false or misleading information or from withholding  
1455 information necessary to a full, fair, and complete consideration of the issues duly discussed.



1456 10. Participants should obey all applicable laws, ANSI and ISO policies; and  
1457 11. Participants should safeguard ANSI's reputation and integrity by ensuring that any public statements  
1458 relating to ANSI or the work of the TAG, which are not official statements of ANSI or the ANSI-  
1459 Accredited U.S. TAG Administrator (as the case may be), are properly portrayed as the opinion of the  
1460 individual making them.

1461  
1462 **TAG Administrator Obligations**

1463  
1464 Staff serving in the role of TAG Administrator are expected to comply with all applicable Participant  
1465 obligations.

1466  
1467 **Violations of this Code**

1468  
1469 Informal resolution of an alleged violation of this code is encouraged, consistent with the ANSI  
1470 International Procedures and ANSI's obligations as the U.S. National Member Body to ISO.

1471  
1472 Violations of this Code will result in disciplinary action against the offending TAG Member, which may  
1473 include termination of a TAG Member's (or authorized observer's) continued participation. The Chair of  
1474 the TAG along with the TAG Administrator, as appropriate, shall consider any violations brought to their  
1475 attention by a directly and materially interested party (including U.S. national interested parties and  
1476 international participants) in a timely manner.

1477  
1478 Any claim that a TAG Administrator has violated this Code shall be considered through the TAG's  
1479 appeals process.