



ISO/IEC Directives

Supplement — Procedures specific to ISO

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International Organization for Standardization

1, ch. de la Voie-Creuse

Case postale 56

CH-1211 Genève 20

Telephone: +41 22 749 01 11

Telefax: +41 22 733 34 30

Internet: central@iso.org

ISO online: <http://www.iso.org>

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Introduction (*ISO Supplement*)

0.1 What is the *ISO Supplement*?

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. An important aspect of the preparation of the [4th edition of the ISO/IEC Directives](#) in 2001 was the separation out of the common procedures of ISO and IEC from those procedures unique to one or other organization. The former — the “common” — procedures remain as the ISO/IEC Directives, whereas the unique procedures (a concrete example being the various forms) are now in separate Supplements. This current document is the Supplement describing procedures specific to ISO (called below the *ISO Supplement*).

Part 1 of the ISO/IEC Directives, together with this Supplement, provide the complete set of procedural rules to be followed by ISO committees. There are, however, other documents to which reference may need to be made. In particular, for committees cooperating with CEN under the Agreement on technical cooperation between ISO and CEN (Vienna Agreement), reference should be made to the [Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN](#).

Attention is also drawn to the fact that these procedures do not apply to ISO/IEC JTC 1, for which reference should be made to the [ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 on Information technology](#).

Additionally, it is recalled that, following a decision of the ISO Council, a new type of document, the International Workshop Agreement (IWA), has been introduced. Such documents are developed outside of ISO committee structures. The rules for developing IWA are given in [Annex SR](#).

Finally, it is to be noted that ISO also publishes [Technology Trends Assessments \(TTA\)](#). Such documents may be developed by pre-standardization research organizations with which ISO has a cooperation agreement, or may be developed in pre-standardization workshops. In each case, the TMB approves publication of a TTA.

0.2 Relationship of the *ISO Supplement* to ISO/IEC Directives

This edition of the *ISO Supplement* complements the 4th edition of the *ISO/IEC Directives*, as published in 2001. It does not replace that document, but rather is to be applied in conjunction with that document.

0.3 The structure of the *ISO Supplement*

The clause structure of the *ISO Supplement* follows that of Part 1 of the *ISO/IEC Directives* to the first subclause level, e.g. to the level of 1.7, 2.1, etc., in order to assist in cross-relating the texts. If there are no comments (see, for example subclause 1.13), it means that there are no ISO-specific requirements or recommendations.

The annexes in the *ISO Supplement* are all unique to this Supplement and do not follow the order in the *ISO/IEC Directives*. Where a reference is to an annex in the *ISO/IEC Directives, Part 1, 2001* themselves, this is indicated by an explicit reference.

0.4 ISO Change Notifications

ISO has instigated a system whereby agreements of the Technical Management Board that result in changes to procedures will be notified to ISO members and committees as soon as possible as ISO Change Notifications. Some of these will lead to changes in the basic document, the *ISO/IEC Directives* themselves, others will up-date the *ISO Supplement*. It is recommended that ISO Change Notifications are kept with the *ISO Supplement* until they are superseded. The table at the end of this foreword may be used as a convenient place to list current Change Notifications.

0.5 Obtaining the *ISO Supplement*

An electronic version of the *ISO Supplement* is available and is regularly up-dated. It includes all current ISO Change Notifications changes, and therefore is more up-to-date than this printed version. It is available to review or download in electronic format. In addition, for ease of reference, a composite document comprising both the ISO/IEC Directives, Part 1 and the *ISO Supplement*, and where appropriate with links to related material, is maintained, in electronic format only. All documents in electronic format, including the ISO/IEC Directives, can be downloaded from the Standards Developers' Information Site (see [Annex SA](#)). The *ISO/IEC Directives* and *ISO Supplement* are also available via the direct URL <http://www.iso.org/directives>.

In the main body of the text reference is made to certain guidance documents. Authorised users may obtain these via the Standards Developers' Information Site (SDIS) (see also [Annex SA](#)).

0.6 Contact information for the *ISO Supplement*

Comments or questions on the *ISO Supplement* should be referred to:

Technical Management Board Secretariat
International Organization for Standardization
1, rue de Varembé
Case postale 56
CH-1211 Genève 20
Telephone: +41 22 749 01 11
Telefax: +41 22 733 34 30
Internet: tmb@iso.org

Alternatively, questions on procedures for the technical work of ISO (i.e. relating to the application of ISO/IEC Directives, Part 1 and the ISO Supplement) and rules for the structure and drafting of documents (i.e. relating to the application of ISO/IEC Directives, Part 2), may be submitted to the ISO Directives Helpdesk (directives@iso.org)

Listing of ISO Change Notifications

(Optional — For completion by user of the ISO Supplement. [A detailed listing of ISO Change Notifications is available](#))

Change Notification reference	Principle clauses affected	Comments

ISO/IEC Directives — Supplement — Procedures specific to ISO

1 Organizational structure and responsibilities for the technical work

1.1 Role of the Technical Management Board

1.2 Advisory Groups to the Technical Management Board

1.3 Joint technical work

1.4 Role of the Chief Executive Officer

1.5 Establishment of technical committees

[Annex SB](#) describes requirements for formulating the scope of a technical committee.

1.6 Establishment of subcommittees

[Annex SB](#) describes requirements for formulating the scope of a subcommittee.

1.7 Participation in the work of technical committees and subcommittees

1.8 Chairmen of technical committees and subcommittees

1.8.1 Appointment

The Chairman of a TC is nominated by the secretariat of the TC, and approved by the Technical Management Board. The Chairman of an SC is nominated by the secretariat of the SC, and approved by the technical committee.

Duration of initial appointment: Maximum of six years

Extensions of term: Maximum of three years

Maximum number of extensions: No limit specified

Each extension needs to be approved by the parent committee.

1.8.2 Responsibilities

A summary of the responsibilities of a chairman is given in [Annex SC](#).

1.9 Secretariats of technical committees and subcommittees

1.9.1 Allocation (including reconfirmation and reallocation)

TC/SC secretariats, at intervals of 5 years, shall normally be subject to reconfirmation by the Technical Management Board.

If, during a year when a particular TC/SC secretariat is due for reconfirmation, TC/SC productivity data show the committee to be experiencing difficulties, this will be drawn to the attention of the Technical Management Board for decision as to whether a reconfirmation enquiry should be conducted. The allocation of those secretariats not notified for detailed examination will be reconfirmed automatically.

A reconfirmation enquiry may also be initiated at any time at the request of the Secretary-General or of a P-member of a committee. Such requests shall be accompanied by a written justification and shall be considered by the Technical Management Board which will decide whether to conduct a reconfirmation enquiry.

The enquiry shall be conducted amongst the P-members of the committee to determine whether the P-members are satisfied that sufficient resources are available to the secretariat and that the performance of the secretariat is satisfactory. Any P-member responding negatively shall be invited to indicate whether it is willing itself to accept the secretariat of the committee.

The enquiry shall be conducted by the Technical Management Board in the case of TC secretariats, and by TC secretariats in the case of SC secretariats. However, in cases where the same member body holds both the TC and SC secretariat, the enquiry shall be conducted by the Technical Management Board.

If there are no negative responses, the secretariat allocation shall be reconfirmed. All negative responses concerning both TC and SC secretariats shall be referred to the Technical Management Board for decision.

1.9.2 Responsibilities

A summary of the responsibilities of a secretary/secretariat is given in [Annex SD](#).

1.9.3 Change of secretariat of a technical committee

1.9.4 Change of secretariat of a subcommittee

1.10 Editing committees

A summary of the responsibilities of a member of an editing committee is given in [Annex SE](#).

1.11 Working groups

A summary of the responsibilities of a convenor is given in [Annex SE](#).

Distribution of the internal documents of a working group and of its reports shall be carried out in accordance with [Annex SF](#).

1.12 Project teams (IEC - only)

1.13 Groups having advisory functions within a committee

1.14 Ad hoc groups

1.15 Liaison between technical committees

See [Annex SQ](#) concerning coordination of the standardization of graphical symbols.

1.16 Liaison between ISO and IEC

1.17 Liaison with other organizations

When an external organization applies for liaison, ISO Central Secretariat shall refer this application to the committee secretariat. The secretariat shall carry out a full consultation of the P-members of the committee concerned and shall advise ISO Central Secretariat of the result of this consultation. In case of unanimous approval by the P-members, ISO Central Secretariat shall establish and register the liaison. Negative votes shall be dealt with on a case-by-case basis.

Committees shall review their external liaisons annually and propose to ISO Central Secretariat cancellation of liaisons which are no longer effective or relevant. Such reviews shall be carried out either during meetings of committees or during review of the TC/SC annual reports at the end of each year, whichever comes sooner.

2 Development of International Standards

2.1 The project approach

2.1.1 General

2.1.2 Strategic plan [Business plan]

Within ISO the term “business plan” is used in place of “strategic plan”.

[Annex SG](#) describes the objectives of business plans, and the procedure that applies to their development and approval.

2.1.3 Project stages

To facilitate the monitoring of project development, ISO has adopted a systematic approach to project management, based on subdivision of projects into stages and substages. [Annex SH](#) provides a summary of project stages.

The project management system is associated with a detailed project tracking system that is a subset of the Harmonized Stage Code system *ISO Guide 69:1999 Harmonized Stage Code system (Edition 2) — Principles and guidelines for use*. [Annex SI](#) gives a matrix presentation of this project tracking system, with the numerical designation of associated sub-stages. A project is registered in the ISO Central Secretariat database as having reached each particular step when the action or decision indicated at that point has been taken and ISO Central Secretariat has been duly informed.

2.1.4 Project description and acceptance

Acceptance criteria for projects, and for advancing stages within a project, are described in clauses 2 and 3. A summary of these acceptance criteria is given in [Annex SN](#).

A proposed revision or amendment of an International Standard arising as the result of maintenance or the systematic review shall be undertaken only if a proposal has been accepted in accordance with the appropriate conditions (see also 2.9).

2.1.5 Programme of work

The numbering scheme adopted within ISO for all working documents is defined in [Annex SJ](#).

2.1.6 Target dates

2.1.6.1 General

The need for stronger project management discipline in ISO technical work is a priority item in ISO's strategic agenda and the declared long term aim of the Technical Management Board is to judge the performance of committees against the target dates they themselves establish. For this reason, committees are requested to draw up project plans for each project in their programme of work by defining the optimum date by which the International Standard should be available and therefrom deriving the target dates for the main milestones in the standards development process. Such target dates need to take into account factors such as meeting schedules and the fixed time limits included in the ISO/IEC Directives, Part 1, 2001 such as the time limits for making available committee drafts for discussion at meetings, for sending final committee drafts and revised texts after DIS vote to the Central Secretariat etc.

The target dates shall be kept under continuous review by committee secretariats which shall ensure that they are reviewed and either confirmed or revised at each committee meeting. Such reviews shall also seek to confirm that projects are still market relevant and in cases in which they are found to be no longer required, or if the likely completion date is going to be too late, thus causing market players to adopt an alternative solution, the projects shall be cancelled.

In cases in which committees have not defined target dates, or the target dates have been exceeded, secretariats shall use the time limits given in the ISO/IEC Directives, Part 1, 2001 in order to initiate a review within the committee of the continued market relevance or otherwise of the project. Projects which are no longer needed shall be cancelled.

When defining target dates, the time limits shall be taken into account. Where it is believed that it will not be possible to comply with the time limits, approval for an extension shall be requested from the Technical Management Board, each such request being accompanied by a justification.

In addition to the above provisions, the Technical Management Board has requested the Central Secretariat to cancel automatically projects on which no progress has been made for three years or which have not reached publication stage after seven years. (See 2.1.6.3)

[Annex SK](#) provides a summary of all target dates and time limits.

2.1.6.2 Automatic cancellation of projects (and their reinstatement)

A project shall be cancelled if

- it has not advanced at least one project stage within a period of 36 months (automatic cancellation by ISO Central Secretariat);
- from the date of inclusion in the programme of work, it has not reached the publication stage within 84 months (automatic cancellation by ISO Central Secretariat);

To be reinstated cancelled projects shall be submitted by the secretariat of the committee concerned to a 3 months reinstatement ballot among P-members of the committee, applying the same criteria for justification and approval as for a new work item proposal (see *ISO/IEC Directives, Part 1, 2001, 2.3*).

NOTE It is important that all requests to ISO Central Secretariat for reinstatement are accompanied by full justification.

2.1.7 Project Management

2.1.8 Project leader

A summary of the responsibilities of a project leader is given in [Annex SE](#).

2.1.9 Progress control

[Annex SL](#) summarizes aspects of monitoring a work programme, in particular projects that have over-run their target dates and/or the time limits.

To enable ISO Central Secretariat to monitor the progress of all work and to report periodically to the Technical Management Board, the committee secretariat shall ensure that the ISO Central Secretariat is notified each time a new document is distributed.

2.1.10 Responsibility for keeping records

The responsibility for keeping records concerning committee work and the background to the publication of International Standards and other ISO deliverables is divided between committee secretariats and the ISO Central Secretariat. The maintenance of such records is of particular importance in the context of changes of secretariat responsibility from one member body to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of International Standards and other ISO deliverables should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications.

The secretariats of committees shall establish and maintain records of all official transactions concerning their committees, in particular reference copies of approved minutes of meetings and resolutions. Copies of working documents, results of ballots etc. shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after the publication of the related International Standards or other ISO deliverable.

The ISO Central Secretariat shall keep reference copies of all International Standards and other ISO deliverables, including withdrawn editions, and shall keep up-to-date records of member body votes in respect of these publications. Copies of draft International Standards (DIS) and of final draft International Standards (FDIS), including associated reports of voting, and final proofs shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after publication.

2.2 Preliminary stage

2.3 Proposal stage

Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001, 2.3.5*, together with the following. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

- the SVAT score for the evaluation of market relevance shall be greater than 15 (see Note 1)

NOTE 1 The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- P-members agreeing to participate actively in the work shall nominate (an) expert(s) at the time of voting (see Note 2)

NOTE 2 Nominated experts are considered to be potential advisors to the project leader, and will be invited to participate in Working Group meetings, etc. if appropriate.

- P-members having voted negatively but nevertheless indicating willingness to participate shall **not** be included in determining the commitment of member bodies to participate actively in the work.

When determining whether or not a proposal has been approved, **all** criteria shall be met. If one or more are not satisfied, the proposal shall be considered as not approved.

The result of the voting on a new work item proposal shall be reported to ISO Central Secretariat using ISO Form 6. A formal abstention is considered to be a vote, and shall be listed on ISO Form 6. It is not necessary to list all those P-members of the committee that did **not** vote. All target dates shall be indicated on the form, together with the French title if possible.

2.4 Preparatory stage

For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

2.5 Committee stage

When a committee draft is made available for review by the committee, ISO Form 7 shall be used as the cover page, and shall indicate the required action, including a clear indication of the latest date for submission of replies.

The replies of the committee's P-members shall be submitted to the **committee secretariat** not to ISO Central Secretariat using ISO Form 8.

Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.5.6. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

The secretariat shall submit the proposed draft International Standard (DIS) to ISO Central Secretariat in electronic format together with a completed copy of ISO Form 8A, indicating the names of the ISO P-members falling into each category of voter.

NOTE 1 Guidance on the requisite electronic formats (including for any graphics to be included in a text), is provided in the ISO Central Secretariat guidance note [Provision of text and graphics in electronic form to ISO Central Secretariat](#).

NOTE 2 PDF (the *Portable Document Format* created by Adobe®) is the display format preferred by ISO. Comprehensive guidance on PDF, including the encoding of documents, may be found on the Standards Developers' Information Site (see [Annex SA](#)) at <http://www.iso.org/pdf>, along with information on text formats (particularly the use of the ISO authoring template) and graphics formats (see also *ISO/IEC Directives, Part 2, 2001*).

2.6 Enquiry stage

For all documents submitted as proposed draft International Standards, ISO Form 9 will be attached by ISO Central Secretariat as the cover page, and will indicate the latest date for submission of replies.

NOTE This form is automatically generated by the ISO document preparation system — no action is required by the submitter of the DIS.

The replies of the ISO members to the proposal shall be submitted **to the ISO Central Secretariat** not to the committee secretariat. Member bodies not using the ISO electronic balloting system shall use ISO Form 10.

ISO Central Secretariat will provide a summary of results to the committee secretariat for further action.

The decision of the chairman taken as a result of the voting shall be submitted using ISO Form 13.

NOTE Rules for the interpretation of ballot results are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.6.3. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

The revised text shall be submitted to ISO Central Secretariat in electronic format together with the decision of the chairman taken as a result of the voting, using ISO Form 13, and including a detailed indication of the decisions taken for each comment as annex B to the ISO Form 13.

2.7 Approval stage

When the final draft International Standard (FDIS) is being circulated by ISO Central Secretariat, ISO Form 16 will be used as the cover page, and will indicate the latest date for submission of replies.

NOTE This form is automatically generated by the ISO document preparation system — no action is required by the submitter of the FDIS.

The replies of the ISO members to the proposal shall be submitted to the **ISO Central Secretariat** not to the committee secretariat. Member bodies not using the ISO electronic balloting system shall use ISO Form 17.

ISO Central Secretariat will provide a summary of results to the committee secretariat, for appropriate action.

NOTE Rules for the interpretation of ballot results, and for any subsequent action, are as specified in the *ISO/IEC Directives, Part 1, 2001*, 2.7. For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

2.8 Publication stage

2.9 Maintenance of standards [and other ISO deliverables]

2.9.1 Introduction

Every International Standard and other deliverable published by ISO or jointly with IEC shall be subject to systematic review in order to determine whether it should be confirmed, revised/amended, converted to another form of deliverable, or withdrawn, according to Table S1.

Table S1 — Timing of systematic reviews

Deliverable	Max. elapsed time before systematic review	Max. number of times deliverable may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification	3 years	Once	6 years (If not converted after this period, the deliverable is proposed for withdrawal)
Publicly Available Specification	3 years	Once	6 years (If not converted after this period, the deliverable is

			proposed for withdrawal)
Technical Report	Not specified	Not specified	Not limited

A systematic review will typically be initiated in the following circumstances:

- (all deliverables) on the initiative and as a responsibility of the secretariat of the responsible committee, typically as the result of the elapse of the specified period since publication or the last confirmation of the document, or
- (for International Standards, only) a default action by ISO Central Secretariat if a systematic review of the International Standard(s) concerned has not been initiated by the secretariat of the responsible committee within 5 years, or
- (all deliverables) at the request of one or more national body, or
- (all deliverables) at the request of the CEO.

The timing of a systematic review is normally based either on the year of publication or, where a document has already been confirmed, on the year in which it was last confirmed. However, it is not necessary to wait for the maximum period to elapse before a document is reviewed.

2.9.2 Ballots

The ballot period is 6 months.

The replies of the ISO members shall be submitted to the **committee secretariat** not to ISO Central Secretariat using ISO Form 20.

No more than 6 months after the ballot closes a report of the results of the systematic review and proposed decisions based on these results shall be submitted by the secretariat of the technical committee or subcommittee to the committee members and to ISO Central Secretariat using ISO Form 21.

2.9.3 Interpretation of ballot results

2.9.3.1 General

Typically, a decision as to the appropriate action to take following a systematic review shall be based on a simple majority of P-members voting for a specific action. However, in some cases a more detailed analysis of the results may indicate that another interpretation may be more appropriate.

NOTE 1 It is not feasible to provide concrete rules for all cases when interpreting the ballot results due to the variety of possible responses, degrees of implementation, and the relative importance of comments, etc.

NOTE 2 For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#).

Where voting results are not definitive and/or a decision is based on interpretation of responses the secretariat may invite approval of a proposed course of action within a specified time delay, for example within two months.

In proposing future action, due account shall be taken of the maximum possible number of confirmations and specified maximum life of the deliverable concerned (see Table S1).

2.9.3.2 Interpretation of ballot results for International Standards

Option 1: Confirmation (retention without technical change)

Where it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed, a deliverable may be confirmed. The criteria are as follows:

- the SVAT score for the evaluation of market relevance shall be equal to or greater than 9 (see Note);

NOTE The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- a standard has been adopted unchanged for national use, either in its original form or transformed into a national standard, in at least five countries;
- no technical change to the content is envisaged;
- a simple majority of the P-members of the committee voting propose confirmation.

Confirmation of an International Standard is subject to **all** criteria being met. Where this is not so, the publication concerned shall either be subject to amendment or revision, or withdrawn.

In some cases an error may be found in the course of the systematic review that requires correction before confirmation. Such corrections shall be progressed as Technical Corrigenda as specified in *ISO/IEC Directives, Part 1, 2001, 2.10.1*.

Option 2: Amendment or revision (Retention, with change/s)

Where it has been verified that a document is used, that it should continue to be made available, but that technical changes are needed, a deliverable may be proposed for amendment or revision. The criteria are as follows:

- the SVAT score for the evaluation of market relevance shall be equal to or greater than 9 (see Note);

NOTE The SVAT (Standards Value Assessment Tool) scheme aims to provide an objective basis for determining the need - or otherwise - of a project. When calculating SVAT scores, only the votes of P-members voting either positive or negative are included in the calculation. Abstentions are not included. Incomplete votes are also not counted. The SVAT evaluation table is considered to be a vital part of the assessment procedure, and if it is not completed it is considered that the evaluation by the P-member concerned is incomplete and thus invalid.

- a standard has been adopted as the basis for a national standard, with or without change, in at least five countries;
- one or more countries have identified significant reason(s) for change.

If a simple majority of the P-members of the committee considers there is a need for amendment or revision an item may be registered as an Approved Work Item (AWI) (stage 20.00). In such cases the original 6 month period defined for the systematic review is considered sufficient, and no additional vote for a new work item is required to approve the establishment of a revision or amendment. In other cases, a detailed justification shall be included with any proposals for amendment or revision. Where an amendment or revision is not immediately started following approval by the committee, it is recommended that the project is first registered as a preliminary work item. When it is eventually proposed for registration at stage 20.00, reference shall be made to the results of the preceding systematic review.

Where it is decided that the International Standard needs to be revised or amended, it becomes a new project and shall be added to the programme of work of the technical committee or subcommittee. The steps for revision or amendment are the same as those for preparation of a new standard, and include the establishment of target dates for the completion of the relevant stages. An amendment or revision shall be progressed as specified in *ISO/IEC Directives, Part 1, 2001, 2.10.3*).

Option 3: Withdrawal

In the case of the proposed withdrawal of an International Standard, the national bodies shall be informed by the CEO of the decision of the technical committee or subcommittee, with an invitation to inform the office of the CEO within 3 months if they object to that decision. This 3 month period may be extended to 6 months at the request of one or more national bodies.

Any objection received shall be referred to the Technical Management Board for decision.

2.9.3.3 Conversion to an International Standard (Technical Specifications and Publicly Available Standards only)

In addition to the three basic options of confirmation, amendment or revision, or withdrawal, in the cases of the systematic review of Technical Specifications and Publicly Available Standards a fourth option is their conversion to an International Standard.

To initiate conversion to an International Standard, a text, up-dated as appropriate, is submitted to the normal development procedures as specified for an International Standard.

The conversion procedure will typically start with a DIS vote. Where changes considered to be required are judged as being so significant as to require a full review in the committee prior to DIS ballot, a revised version of the document shall be submitted for review and ballot as a CD.

2.10 Technical corrigenda and amendments

2.11 Maintenance agencies

2.12 Registration authorities

Registration authorities are invited to provide information to the Technical Management Board on their activities on a yearly basis.

2.13 Copyright

For supplementary information relating to copyright, refer to [Annex SM](#).

2.14 Reference to patented items

3 Development of other deliverables

For a summary of approval requirements for all stages and all deliverables, see [Annex SN](#). For a description of the procedure applying to the development of International Workshop Agreements, see [Annex SR](#).

3.1 Technical Specifications

3.2 Technical Reports

3.3 Publicly Available Specifications (PAS)

4 Meetings

For comprehensive information on managing meetings, including identifying core aims, planning ahead, keeping momentum going in the inter-meeting periods, and writing meeting resolutions, refer to the ISO guidance note *Active and productive ISO technical meetings*.

4.1 General

4.2 Procedure for calling a meeting

For information relating to hosting meetings, refer to [Annex SO](#).

4.3 Languages at meetings

4.4 Cancellation of meetings

4.5 Distribution of documents

For requirements relating to document distribution, refer to [Annex SF](#). A copy of the agenda and calling notice for a committee meeting shall be made available to the ISO Central Secretariat for information.

5 Appeals

5.1 General

5.2 Appeal against a subcommittee decision

5.3 Appeal against a technical committee decision

5.4 Appeal against a Technical Management Board decision

5.5 Progress of work during an appeal process

Annex SA (normative)

Basic reference works and information resources

SA.1 Introduction

The following listing identifies basic reference works that committee chairmen and secretariats should have available to them to facilitate the effective support of their respective roles. The listing is divided into that material which is considered to be an essential, and that which will be useful in specific circumstances. Much of this material is available for download from one or more of the information resources listed under SA.4. Some material may only be available in electronic format. Wherever possible, this is indicated.

This listing should not be presumed as being exhaustive, given that materials may be modified or added. It is recommended that on a periodic basis the listing of materials available from the Standards Developers' Information Site (SDIS — see SA.4) is reviewed. In addition, on request, an updating service is available for materials on the SDIS.

For reference works relating to the drafting of standards, reference should be made to [ISO/IEC Directives, Part 2, 2001](#), Annex A.

SA.2 Works considered to be essential

- [ISO/IEC Directives, Part 1: Procedures for the technical work](#) *
- [ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards](#)
- [ISO Supplement — Procedures specific to ISO](#) *

* also available as a single consolidated document

SA.3 Other works

- [ISO Memento](#)
- [ISO Technical programme](#)
- [ISO Catalogue](#)
- [Guide for the use of IT in the development and delivery of standards](#)
- [Guidelines and policies for the protection of ISO's intellectual property \(ISO/GEN 09\)](#)
- [ISO policies and procedures for copyright, copyright exploitation rights and sales of ISO publications \(POCOSA\) \(ISO/GEN 20\)](#)
- [ISO Guide 69:1999 Harmonized Stage Code system \(Edition 2\) — Principles and guidelines for use](#)
- [Active and productive ISO technical meetings](#)

- Provision of text and graphics in electronic form to ISO Central Secretariat
- Presentation of drafts for registration as DIS
- Presentation of revised texts of DIS for Registration as FDIS
- Model manuscript of a draft International Standard (known as "The Rice Model")
- Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN (Vienna Agreement)

SA.4 Information resources

SA.4.1 ISO Online (www.iso.org)

ISO Online is the principal ISO site providing a wide range of information on ISO and its activities. It is strongly recommended that this site is visited and explored as a means of obtaining a good overview of ISO and international standardization. Here will be found a range of information on ISO, its members and committees, international standardization and its importance to global trade, and ISO's products.

SA.4.2 Standards Developers' Information Site (SDIS) (www.iso.org/sdis)

The SDIS is maintained by ISO Central Secretariat as a comprehensive one-stop source for all material originated by ISO that is linked to the development of International Standards, and related publications. The goals of the site are to:

- improve knowledge of what information and support is available;
- improve knowledge of what is required of ISO members and of the managers of ISO's committees in relation to the technical work programme;
- provide direct and immediate online access to information sources for the key participants in the standards development process.

SA.4.3 ISOTC server (isotc.iso.ch/livelink/livelink/)

The ISOTC server provides access to a range of committee-specific information, including the guidelines and templates for the development of TC business plans, and also hosts the sites of ISO committees.

SA.4.4 World Standards Services Network (www.wssn.net/WSSN/)

World Standards Services Network (WSSN), is a network of publicly accessible World Wide Web servers of standards organizations around the world. Through the Web sites of its members, WSSN provides information on international, regional and national standardization and related activities and services.

SA.4.5 Other

All draft and current business plans may be viewed online at <http://www.iso.org/bp>.

All forms and standard letters are available for download from <http://www.iso.org/forms>.

Annex SB (normative)

Formulating scopes of ISO technical committees and subcommittees

SB.1 Introduction

The scope of a technical committee or subcommittee is a statement precisely defining the limits of the work of that committee. As such it takes on a number of functions. For example, it assists those with queries and proposals relating to a field of work to locate the appropriate committee. It aids in avoiding the inadvertent overlapping of two committee's work programmes. It can also help guard against moving outside the field of activities authorized by the parent committee.

SB.2 Formulation of scopes

Rules for the formulation of scopes of technical committees and subcommittees are given in the *ISO/IEC Directives, Part 1, 2001*, 1.5.10.

In exceptional cases, explanatory material may be included if considered important to the understanding of the scope of the committee. Such material shall be in the form of "Notes", and shall be included as the final element of a scope, after any exclusion statements.

Thus, the order of the elements of a scope are:

- Basic scope;
- Exclusions (if any);
- Notes (if any).

SB.3 Exclusions

Exclusions shall be clearly specified. Where the exclusions are within the scope of one or more other existing ISO or IEC technical committees, these committees shall also be identified.

EXAMPLE 1 "Excluded: Those ... covered by ISO/TC ...".

EXAMPLE 2 "Excluded: Standardization for specific items in the field of ... (ISO/TC ...), ... (ISO/TC ...), etc.".

It is *not* necessary to mention self-evident exclusions.

EXAMPLE 3 "Excluded: Products covered by other ISO technical committees".

EXAMPLE 4 "Excluded: ... Specifications for electrical equipment and apparatus, which fall within the scope of IEC committees".

SB.4 Scopes of committees related to products

Scopes of committees related to products shall clearly *indicate the field* which they intend to cover, in order to easily ascertain whether a particular product is, or is not, within that field.

EXAMPLE 1 “Standardization of ... and ... used in ...”.

EXAMPLE 2 “Standardization of materials, components and equipment for construction and operation of ... and ... as well as equipment used in the servicing and maintenance of ...”.

The limits of the scope can be defined by *indicating the purpose* of the products, or by *characterizing* the products.

The scope *should not enumerate the types* of product covered by the committee since to do so might suggest that other types can be, or are, standardized by other committees. However, if this is the intention, then it is preferable to list those items which are excluded from the scope.

The *enumeration of aspects* such as terminology, technical requirements, methods of sampling, test methods, designation, marking, packaging, dimensions, etc. suggests a restriction in the scope to those particular aspects, and that other aspects may be standardized by other committees. The aspects of the products to be standardized should therefore not be included in the scope unless it is intended that the scope is limited to those particular aspects.

If the scope makes no mention of any aspect, this means that the subject *in its entirety* is covered by the committee.

NOTE The coverage does not necessarily mean the need for preparing a standard. It only means that standards on any aspect, if needed, will be prepared by that committee and no other.

An example of unnecessary enumeration of aspects is as follows:

EXAMPLE 3 “Standardization of classification, terminology, sampling, physical, chemical or other test methods, specifications, etc.”.

Mention of priorities, whether referring to type of product or aspect, shall not appear in the scope since these will be indicated in the programme of work.

SB.5 Scopes of committees not related to products

If the scope of a committee is intended to be limited to *certain aspects* which are unrelated, or only indirectly related to products, the scope shall only indicate the aspect to be covered (e.g. safety colours and signs, non-destructive testing, water quality). In the case of these particular committees, the possible limitations are so numerous that it would seem difficult to give any specific guidance at the present time.

For these committees, it is also applicable that the term *terminology* as a possible aspect of standardization should not be mentioned unless this aspect is the only task to be dealt with by the committee. If this is not the case, the mention of terminology is superfluous since this aspect is a logical part of any standardization activity.

Annex SC (informative)

Summary of the role and responsibilities of the chairman of an ISO committee

SC.1 Introduction

The *ISO/IEC Directives, Part 1, 2001* describes the basic responsibilities accepted by chairmen upon their appointment (see in particular 1.8.2).

The general elements of the responsibilities of a chairman of a technical committee or subcommittee — described in more detail below — are work programme management, committee management and general support, the management of meetings, and project management.

SC.2 Work programme management

- ensuring the establishment and ongoing maintenance of a business plan covering the activities of the technical committee and all groups reporting to the technical committee, including all subcommittees (technical committee chairmen only);
- cooperating with the TC chairman in the establishment and ongoing maintenance of the business plan (subcommittee chairmen only);
- ensuring the appropriate and consistent implementation and application of the committee's business plan to the activities of the TC or SC work programme;
- ensuring that the policy and strategic decisions of the Council and Technical Management Board are implemented in the committee.

SC.3 Committee management and general support

- guiding the secretary of the committee in carrying out his duties;
- advising the Technical Management Board on important matters relating to the technical committee via the technical committee secretariat (technical committee chairman only);
- advising the chairman of the parent technical committee on important matters relating to a subcommittee via the subcommittee secretariat (subcommittee chairman only);
- determining any requirements for advisory groups to assist the chairman and secretariat in tasks concerning coordination, planning and steering of the committee's work or other specific tasks of an advisory nature;
- assisting in the case of an appeal against a committee decision.

SC.4 Meetings

- assisting the secretariat in identifying the hosts and venues for meetings of technical committees and subcommittees;

- ensuring that at meetings all points of view expressed are adequately summed up so that they are understood by all present;
- ensuring that at meetings all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting.

SC.5 Project management

- assist in obtaining consensus bearing in mind the definition of consensus given in the *ISO/IEC Directives, Part 1*;
- determining, with the advice of the secretariat, when there is consensus to progress a committee draft as a draft International Standard;
- confirming on the Report of voting (ISO Form 13) the decision regarding the progression of a draft International Standard;
- determining, with the advice of the secretariat and project leader if necessary, when agreement has been reached to progress a revised text of a draft International Standard as a final draft International Standard;
- assisting the secretariat in determining the appropriate action in the case of a proposed technical corrigendum, if necessary in consultation with the P-members of the technical committee or subcommittee.

SC.6 Resources

For information on relevant reference works and information resources, see [Annex SA](#).

Annex SD (informative)

Summary of the role and responsibilities of the secretary and secretariat of an ISO committee

SD.1 Introduction

The *ISO/IEC Directives, Part 1, 2001* describes the basic responsibilities accepted by secretariats upon their appointment (see in particular 1.9.2).

The general elements of the responsibilities of a secretary of a technical committee or subcommittee — described in more detail below — are committee management and general support, reporting and advising, document management, the management of meetings, and project management.

SD.2 Committee management and general support

- nomination of new or replacement chairmen for committees;
- assisting in the establishment of subcommittees (technical committee secretariat only);
- initiating an enquiry amongst the P-members of the subcommittee concerned to invite nominations in the case of the re-allocation of a subcommittee secretariat (technical committee secretariat only);
- assisting in the development of the scope of committees;
- monitoring participation in the work of the committee, and in particular notifying ISO Central Secretariat where a P-member of a committee has been persistently inactive and failed to meet its obligations;
- establishing and maintaining liaison between committees and with other international organizations;
- maintaining close contact with ISO Central Secretariat, with the members of the committee and in the case of a subcommittee, with its parent technical committee regarding its activities, including those of its working groups;
- assisting in the case of an appeal against a committee decision.

SD.3 Reporting and advising

- providing periodic reports on progress of projects to the committee and, if required, to the Technical Management Board (technical committee secretariat only);
- providing periodic reports on progress of projects to the committee, and to the technical committee (subcommittee secretariat only);
- providing advice to the chairman, project leaders, and convenors on procedures associated with the progression of projects;
- updating the record of the status of the membership of the committee in conjunction with ISO Central Secretariat;

- maintaining a register of the membership of its working groups;
- reporting on meetings, progress of projects, changes of committee officers, etc.;
- responding to enquiries on projects and published standards.

SD.4 Document management

- numbering and distributing documents (includes distribution of all TC and SC documents to the committee members and ISO Central Secretariat);
- keeping records concerning committee work and the background to the publication of International Standards and other ISO deliverables.

SD.5 Meetings

- establishing and circulating the convening notice and meeting agenda, with a copy to ISO Central Secretariat;
- identifying the hosts and venues for meetings of technical committees and subcommittees;
- in the case of a subcommittee meeting, consulting with the secretariat of the parent technical committee in order to ensure coordination of meetings;
- determining requirements for interpretation between English and French during TC or SC meetings (see also *ISO/IEC Directives, Part 1, 2001, Annex F.6*);
- arranging for the circulation of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
- preparing compilations of comments on documents which appear on the agenda;
- establishment of the editing committee for the meeting;
- recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- preparing the minutes of meetings.

SD.6 Project management — General

- assisting in the establishment of priorities and target dates for each project;
- notifying the names, etc. of all project leaders to ISO Central Secretariat;
- monitoring and reporting progress of all projects against the agreed target dates and mandatory time limits;
- proposing the cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;
- initiating ballots and reviewing ballot results;
- arranging for the preparation of second language texts (in particular for DIS and FDIS) and ensuring their equivalence (see [Annex SP](#)) (for other guidance on language issues see also *ISO/IEC Directives, Part 1, 2001, Annex E*);

- preparing justification to the Technical Management Board for any proposals for the retention or re-establishment of projects which have exceeded the time limits.

SD.7 Project management — New projects

- assisting in determining whether or not a proposed new project is sufficiently mature to progress to formal registration, or if outstanding issues indicate that retention as a “Preliminary Work Item” is opportune;
- ensuring that all new projects are justified, complying with the guidelines in the *ISO/IEC Directives, Part 1, 2001*, Annex C;
- determining what language versions are required for a new project, and making appropriate arrangements for the preparation of such texts at the most opportune time;
- circulating ballots on proposed new projects;
- reviewing the ballot results on a proposed new project, and proposing a course of action;
- registering approved new projects at ISO Central Secretariat;
- proposing, where appropriate, that a working group be constituted to progress individual projects.

SD.8 Project management — Preparatory stage

- notifying ISO Central Secretariat of the availability of the first working draft;
- assisting in determining when a working draft may be converted to a committee draft.

SD.9 Project management — Committee stage

- notifying ISO Central Secretariat of the availability of the first committee draft;
- submitting all committee drafts for committee review, with the associated ballot form (ISO Form 8);
- reviewing the ballot results on a committee draft and, in consultation with the chairman, proposing a course of action;
- ensuring that a final committee draft fully embodies decisions taken either at meetings or by correspondence;
- assisting the chairman in determining when there is consensus to progress the final committee draft as a draft International Standard;
- obtaining the text of a proposed draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the final committee draft complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of drafts for registration as DIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as “The Rice Model”));
- submitting the proposed draft International Standard to ISO Central Secretariat for enquiry vote (with ISO Form 8A) in the requisite formats.

SD.10 Project management — Enquiry stage

- correcting texts returned by ISO Central Secretariat as a result of non-conformity to requirements, including the presentation requirements of the *ISO/IEC Directives, Part 2*;
- carrying out an initial review of ballot results and assisting the chairman in determining what further action is appropriate;
- submitting any comments to the project leader responsible for the up-dating of the project;
- ensuring that all comments on the DIS are addressed;
- assisting the chairman in determining when agreement has been reached to progress a revised text of a draft International Standard as a final draft International Standard;
- obtaining the text of the proposed final draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the proposed final draft International Standard complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of revised texts of DIS for registration as FDIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as "The Rice Model");
- submitting to ISO Central Secretariat either only the report of voting (ISO Form 13 — without annexes if no decision taken), or the proposed final draft International Standard for approval vote together with ISO Form 13 — with annexes — and associated materials, such as drawings, in the requisite formats.

SD.11 Project management — Approval stage

- ensuring that texts returned by ISO Central Secretariat as a result of non-conformity to processing requirements, including the presentation requirements of *ISO/IEC Directives, Part 2*, are corrected;
- checking the FDIS text as submitted for the approval vote (i.e. after editing) in order to identify and report errors that may have been introduced in the course of preparing the text in ISO Central Secretariat (i.e. a 'proof' check);
- noting technical comments, either for consideration during the next review or, where an FDIS has failed the approval vote, with a view to determining how the FDIS can be revised in order to obtain approval.

SD.12 Project management — Systematic reviews

- either initiating a systematic review, or progressing a systematic review initiated by ISO Central Secretariat;
- receiving and reviewing returned ballots and proposing a course of action;
- determining the committee's position concerning the proposed course of action;
- confirming to ISO Central Secretariat the course of action, where appropriate registering new project(s);
- taking appropriate follow-up action.

SD.13 Project management — Technical corrigenda and amendments

- considering any proposals for correction or amendment and taking the appropriate action.

SD.14 Resources

The resources required of secretariats are described in the *ISO/IEC Directives, Part 1, 2001*, Annex D. Specific reference is made to these in the service agreement between ISO and each ISO member body holding one or more ISO committee secretariats.

A description of the recommended minimum specification of computer hardware and software considered appropriate to support the work of a secretariat is provided in the ITSIG publication *Guide for the use of IT in the development and delivery of standards*.

For information on relevant reference works and information resources, see [Annex SA](#).

Annex SE (informative)

Summary of the role and responsibilities of committee participants other than chairmen and secretaries

SE.1 Introduction

This annex describes the responsibilities associated with the principle roles found among participants in the development of ISO deliverables. It should be noted that an individual may hold one or more roles. For example, it is possible for a project leader to also be a convenor. Or for a secretary to be a project leader. An exception to this possibility relates to chairmen and secretaries, who may not, within the same meeting, act in these roles and also as an ISO member representative.

SE.2 Project leader

- nominated by the proposer of a new project, appointed by the P-members of the committee;
- responsible for ensuring the orderly and timely progression of “their” project/s, including shared responsibility with the committee secretary for chasing projects;
- acts in a neutral and purely international capacity;
- may elect to constitute a working group, in which case will typically be the convenor;
- may prepare drafts, or may delegate task to another expert;
- advises on actions on comments received on drafts and on associated issues, where appropriate with the aid of working group members;
- active member of the TC/SC editing committee associated with “their” project/s (editor);
- must have access to appropriate resources for carrying out the development work;
- should be sure to have the backing of their sponsor to participate as a project leader.

SE.3 Convenor

- nominated by the parent committee, at the time of the establishment of a WG;
- responsible for the management or the activities of a working group (may be assisted by a secretary if they so wish);
- organizes meeting venue, in conjunction with the member of the working group in whose country the meeting is to be held (the latter member is responsible for all practical working arrangements);
- coordinates meeting arrangements with the secretariat of the parent committee;
- notifies meeting dates and other arrangements to WG members;

- distributes working documents to WG members;
- determines any needs for translation during the meeting.

SE.4 ISO member representative (including member of delegation to a meeting)

NOTE See also *Liaison Representative* in SE.5 and SE.6, and *Expert* in SE.8.

- nominated by a P-member or O-member of the committee to assist in the representation of the member's views in the work of the committee concerned;
- participates in reviews of the work of the committee concerned, where appropriate by participating in meetings of the committee or its subgroups, including any editing committee(s);
- during meetings, provides support to the Head of Delegation (see SE.7);
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists the Head of Delegation in providing feedback to appropriate organizations to ensure the development of coherent national positions on matters under review in a committee.

SE.5 Liaison representative (liaisons between ISO committees or between ISO committees and IEC committees — internal liaison)

- nominated by the ISO committee concerned to assist in the representation of the committee's views in the work of another committee;
- reviews documents circulated in the committee with a view to identifying matters of interest or importance to the committee represented;
- provides timely feedback and progress reports, in both directions;
- participates in reviews of the work of the committee concerned, including the submission of written comments, on matters within the competence of their own committee;
- participates in meetings of the committee or its subgroups, including any editing committee(s);
- does **not** have the right to vote in committee during formal ballots;
- during meetings provides support to any designated spokesman for the ISO committee concerned;
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists in avoiding overlap or duplication of effort between the committees concerned.

SE.6 Liaison representative (liaisons between committees and organizations in A or D liaison — external liaison)

- nominated by the liaison organization concerned to assist in the representation of the organization's views in the work of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only);
- reviews documents circulated in the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only) with a view to identifying matters of interest or importance to the organization represented;

- provides timely feedback and progress reports, in both directions, where appropriate assisting the Head of Delegation in this function;
- participates in reviews of the work of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only) concerned, including the submission of written comments, on matters within the competence of their own organization;
- participates in meetings of the committee (A-liaison only) or working group concerned (A- and D-liaison organizations only);
- does **not** have the right to vote in committee during formal ballots;
- during meetings provides support to any designated spokesman for the organization concerned;
- participates as an expert (see SE.8) in working groups and other subgroups of a committee as appropriate;
- assists in avoiding overlap or duplication of effort between the committee and organization concerned.

SE.7 Head of delegation (to a meeting)

- designated by a P-member;
- indicates the national position - where appropriate by means of a vote - on all items during the meeting, including indication of those cases where due to lack of briefing a national position cannot be presented;
- ensures a homogenous national view is presented by all delegation members, or in those cases where this is not possible or appropriate, determining with delegation members which views may be presented to the committee;
- ensures the appropriate behaviour of members of the delegation during a meeting;
- provides feedback to the member body concerned in a manner that will facilitate its effective participation in future activities of the committee.

SE.8 Expert

- nominated by P-members having agreed to participate in the project concerned, or by A-, D-liaison organizations, or by other ISO or IEC committees in liaison;
- acts in personal capacity, contributing on the basis of their own knowledge;
- expected to be resource persons to assist the project leader if requested;
- potentially serve as member of a working group if the responsible committee decides to establish a working group.

SE.9 Member of editing committee

- appointed by the technical committee or subcommittee;
- assists with the updating and editing of committee drafts, draft International Standards and final draft International Standards and for ensuring their conformity to the requirements of the *ISO/IEC Directives, Part 2*;
- meets during committee meetings and when required at other times.

Annex SF (normative)

Document distribution

NOTE The distribution of paper is being phased out, to be superseded by techniques for the electronic exchange of documents. This follows in particular the adoption of electronic document management systems associated with electronic balloting at DIS and FDIS stage. For further information on the electronic exchange of documents and other uses of computing and communications to support standards development in ISO, reference may be made to the document *Guide for the use of IT in the development and delivery of standards (ITSIG Guide)*.

PARTY(IES) CONCERNED	Proposal initiator	TC or SC secre- tariat	TC or SC P- members	TC or SC O- members	Category A liaisons	ISO Central Secr.	WG convener	WG experts	National bodies	TC or SC chairman
DOCUMENTS										
Proposal stage										
New work item proposal	*	●				○				
Copies of proposal + ballot paper		* ¹⁾ ●	○	○	○	○				○
Completed ballot papers		●	*			○				
Result of voting	○	* ¹⁾ ○	○	○	○	■				○
Preparatory stage										
Working draft(s) (WD)		○				○	*	●		
Final working draft		●				■	*	○		
Committee stage										
Committee draft(s) (CD)		*	●	○	○	○				○
Comments/Vote		●	*	☆	☆					
Compilation of comments + proposal		*	●	○	○	○	○			○
Reaction to proposal		●	☆							
Final committee draft		* ¹⁾				■	○			○
Enquiry stage										
Draft International Standard		○			○	*			●	
Completed ballot papers						●			*	
Result of voting + comments		● ¹⁾				*				●
Report of voting		*				●	○		○	○
Text for final draft International Standard		* ¹⁾				■	○			○
Approval stage										
final draft International Standard + ballot paper		○			○	*			●	
Completed ballot papers						●			*	
Result of voting		○				*			○	○
Final proof		●				*				
Proof corrections		*				●				
Publication stage										
International Standard		○				*			○	
Systematic review										
List of Standards for review		●				*				
Re-distribution of listing + ballot papers		*	●	○	○					○
Completed ballot papers		●	*							
Report of voting + proposal		*			○	■			○	○
<p>* Sender of document 1) In the case of an SC, a copy is also sent to the TC secretariat for information</p> <p>● Recipient for action ■ Recipient for registration action</p> <p>○ Recipient for information ☆ Optional action</p>										

Annex SG (normative)

Business Plans

SG.1 Objectives of a TC Business Plan

- 1) To demonstrate in an objective manner the specific benefits which result from, or are expected from, the work of this ISO/TC.

NOTE 1 These benefits can vary significantly between different fields in which committees are involved: They can be economic (cost savings, reduced time to market, easier access to certain regional markets, lower sales prices), they can be social (improvement of safety for workers, measured in the reduction of accidents) or they can be the improvement of the environmental impact, for example.

- 2) To support prioritization and to improve the management of the technical work in a committee.

NOTE 2 This includes the definition of target dates and the planning of resources for the work of the technical committee (and its SCs) in relation to the development of new and the maintenance of existing documents.

- 3) To increase the transparency in relation to the market forces and the percentage of market share represented within a committee.

All draft and current business plans may be viewed online at <http://www.iso.org/bp>.

SG.2 Development tools and additional guidance

To facilitate the preparation of business plans, ISO Central Secretariat has developed a document template. This template and additional guidance may be downloaded from the ISOTC server (see [Annex SA](#)).

SG.3 Procedure for the development of a business plan

SG.3.1 The committee secretary, in cooperation with some committee members and/or the committee chairperson, shall prepare a draft BP. The draft BP may be submitted to a TC internal consultation. Alternatively, the TC internal consultation may be conducted in parallel with the public review (see SG.3.3).

SG.3.2 The Technical Management Board shall review the draft BP, taking into account the set of minimum requirements approved for BPs (see Table G.1). If a draft BP does not meet the defined requirements, it shall be rejected and returned to the TC secretariat for improvement.

BPs that receive a total of score of less than 10 points on the first four minimum requirements and/or that do not meet the fifth minimum requirement will be returned to the appropriate ISO/TCs for further development.

SG.3.3 The draft BP is made available to the general public for review and comment on a publicly accessible server (<http://www.iso.org/bp>) by ISO Central Secretariat for a three-months period. In parallel to this public review a full scale committee internal review may be conducted (alternatively, the committee consultation may have been conducted prior to submitting the draft BP for public comment). Member bodies are encouraged to inform the interested public in their countries of the availability of the BPs for public review and, if appropriate, to set links to

the BPs on the ISO server. The comments received during this period shall be reviewed by the committee in the process of preparing a final version of the TC BP.

SG.3.4 The final and approved BP is made available publicly on an ISO server (<http://www.iso.org/bp>) for the duration of its validity.

Table SG.1 — Requirements for business plans of ISO technical committees

Item	Description of Requirements	Score
1	Descriptions of relevant dynamics in the business environment related to the work of the ISO committee, and quantitative indicators of trends in this business environment and the acceptance and implementation of the ISO committee's standards.	1 to 5
2	Descriptions of tangible benefits that the standardization programme is expected to achieve for the business environment.	1 to 5
3	Descriptions of identified objectives of the ISO committee and strategies to achieve those objectives. This should include descriptions of specific actions that will be taken or that will be proposed to the ISO committee to better respond to the needs and trends of the business environment.	1 to 5
4	Descriptions of factors that may negatively impact the ISO committee's ability to achieve its objectives and implement its strategies, including information on the representation of the major market forces in the committee (geographically as well as by type, e.g. manufacturer, government, etc.).	1 to 5
5	<p>Objective information regarding the ISO committee and its work programme that is required:</p> <ul style="list-style-type: none"> — title, and scope of the committee — names of the chairman and secretary; — time allocated to the ISO committee by the chair and secretary; — designation, title and current ISO stage for each project in the work programme; — priorities assigned to projects in the work programme (if the committee assigns priorities) with an explanation of the reasons/process for prioritization; — relationships of projects to European regional standardization (CEN); — target dates for each project, and explanations of any over-run target dates; and — time allocated to each project by working group convenors, project leaders/editors and for translation. 	<p>No score</p> <p>Mandatory information</p>

Annex SH (informative)

Project stages, with timescales

The basic project management system adopted by ISO is a multistage system, that includes an optional preliminary phase (see also 2.1.6, and *ISO/IEC Directives, Part 1, 2001*, Table 1). All stages are sub-divided into sub-stages (see [Annex SD](#)). Mandatory time limits are specified for the main stages. The following table is a synthesis of these limits. Elapsed time is measured from registration at stage 20.00.

Potential (preliminary or proposed) projects

Project stage	Milestones	Action/deliverable	Sub-stage
Preliminary stage	Starts with ...	Receipt of proposed preliminary work Item (PWI)	00.00
	Ends with ...	Rejected PWI/Proposed new work item proposal	00.98/00.99
Proposal stage	Starts with ...	Registration of New work item proposal (NP)	10.00
	Intermediate milestone ...	Ballot on NP	10.20
	Ends with ...	Rejected NP/approved new project	10.98/10.99

Active (approved) projects

Project stage	Milestones	Action/deliverable	Sub-stage	Recom. elapsed time, months
Preparatory stage	Starts with ...	Registration of approved new work item (AWI)	20.00	0
	Intermediate milestone ...	1st working draft (WD)	20.20	6
	Ends with ...	Approval to register 1st committee draft (CD) Proposed draft Technical Specification (DTS)	20.99	12
Committee stage	Starts with ...	Registration of Committee draft (CD) Registration of Draft Technical Specification (DTS)	30.00	—
	Intermediate milestone ...	Ballot/s on CD/s (incl. conversion to DIS) Ballots on proposed amendments Ballot on adoption of DTS as proposed TS	30.20	—
	Ends with ...	Proposed draft International Standard Proposed draft amendment Approved draft Technical Specification	30.99	—
Enquiry stage	Starts with ...	Registration of Draft International Standard (DIS) Registration of Draft amendment (DAM)	40.00	24
	Intermediate milestone ...	Ballot/s on DIS/s	40.20	—
	Ends with ...	Proposed final draft International Standard Proposed final draft amendment	40.99	—
Approval stage	Starts with ...	Registration of final draft International Standard (FDIS) Registration of Final draft amendment (FDAM)	50.00	30
	Intermediate milestone ...	Ballot on FDIS/FDAM	50.20	33
	Ends with ...	Rejected/approved text of International Standard/amendment	50.98/ 50.99	—
Publication stage	Starts with ...	Approved text of International Standard/ amendment/Technical Specification/ Technical Report	60.00	—
	Ends with ...	Publication of document	60.60	36

Annex SI (normative)

Matrix presentation of project stages

STAGE	SUB-STAGE						
	00	20	60	90			
	Registration	Start of main action	Completion of main action	Decision			
			92	93	98	99	
			Repeat an earlier phase	Repeat current phase	Abandon	Proceed	
00 Preliminary stage	00.00 Proposal for new project received	00.20 Proposal for new project under review	00.60 Close of review			00.98 Proposal for new project abandoned	00.99 Approval to ballot proposal for new project
10 Proposal stage	10.00 Proposal for new project registered	10.20 New project ballot initiated	10.60 Close of voting	10.92 Proposal returned to submitter for further definition		10.98 New project rejected	10.99 New project approved
20 Preparatory stage	20.00 New project registered in TC/SC work programme	20.20 Working draft (WD) study initiated	20.60 Close of comment period			20.98 Project deleted	20.99 WD approved for registration as CD
30 Committee stage	30.00 Committee draft (CD) registered	30.20 CD study/ballot initiated	30.60 Close of voting/comment period	30.92 CD referred back to Working Group		30.98 Project deleted	30.99 CD approved for registration as DIS
40 Enquiry stage	40.00 DIS registered	40.20 DIS ballot initiated: <i>5 months</i>	40.60 Close of voting	40.92 Full report circulated: DIS referred back to TC or SC	40.93 Full report circulated: decision for new DIS ballot	40.98 Project deleted	40.99 Full report circulated: DIS approved for registration as FDIS
50 Approval stage	50.00 FDIS registered for formal approval	50.20 FDIS ballot initiated: <i>2 months</i> . Proof sent to secretariat	50.60 Close of voting. Proof returned by secretariat	50.92 FDIS referred back to TC or SC		50.98 Project deleted	50.99 FDIS approved for publication
60 Publication stage	60.00 International Standard under publication		60.60 International Standard published				
90 Review stage		90.20 International Standard under periodical review	90.60 Close of review	90.92 International Standard to be revised	90.93 International Standard confirmed		90.99 Withdrawal of International Standard proposed by TC or SC
95 Withdrawal stage		95.20 Withdrawal ballot initiated	95.60 Close of voting	95.92 Decision not to withdraw International Standard			95.99 Withdrawal of International Standard

Annex SJ (normative)

Numbering of documents

SJ.1 ISO documents

SJ.1.1 Working documents (including committee drafts)

SJ.1.1.1 TC and SC documents

Each document (including committee drafts — see also SJ.1.2) relating to the work of an ISO technical committee or subcommittee which is circulated to all or some of the member bodies shall bear, at the top right-hand corner of recto pages and at the top left-hand corner of verso pages, a reference number made up according to the rules set out below. The first page of the document shall also bear, immediately under the reference number, the date, written in accordance with ISO 8601 (Data elements and interchange formats — Information interchange — Representation of dates and times), on which the document was compiled.

Once a reference number is used for a working document, it shall not be used again for a document with differing wording and/or different contents. The same number may be used for a proposal and a voting form (optional). If a document replaces an earlier one, the first page of the new document shall bear, immediately under the reference number, the reference number(s) of the document(s) it replaces.

The reference number is made up of the following two parts separated by the letter N:

- 1) the number of the technical committee (TC) and, when applicable, the number of the subcommittee (SC) to which the working document belongs;
- 2) an overall serial number.

Thus, for a working document pertaining to a technical committee the reference number is made up as follows:

ISO/TC a Nn

For a working document pertaining to a subcommittee, it is made up as follows:

ISO/TC a/SC b Nn

where **a** stands for the number of the technical committee, **b** for the number of the subcommittee, and **n** for the overall serial number.

Reference within the number itself to the party originating the document (secretariat, member body, etc.) is not required; it is, however, recommended that the originator of the document be indicated underneath the title of the document where this is not otherwise apparent.

The overall serial number is assigned by the secretariat of a technical committee for all the working documents bearing the reference of this technical committee and by the secretariat of a subcommittee for all the documents bearing the reference of this subcommittee.

On the first page of a working document, it is recommended to make the overall serial number stand out, giving the figures a height of 6 mm to 10 mm.

EXAMPLE 1

ISO/TC 108 N **14** or ISO/TC 108 N **14**

ISO/TC 68/SC 3 N **25** or ISO/TC 68/SC 3 N **25**

The language of working documents may be indicated by adding the letter E, F or R, for English, French or Russian respectively.

EXAMPLE 2

ISO/TC 17 N **168 E** or ISO/TC 17 N **168 E**

ISO/TC 3/SC 2 N **28 F** or ISO/TC 3/SC 2 N **28 F**

ISO/TC 156/SC 3 N **5 R** or ISO/TC 156/SC 3 N **5 R**

Reference numbers of working documents, when they are quoted and repeated frequently, may be abbreviated by deleting the letters ISO, TC and SC.

EXAMPLE 3

ISO/TC 52 N 46 becomes 52 N 46

ISO/TC 22/SC 7 N 34 becomes 22/7 N 34

When enumerating documents which concern the same technical committee or subcommittee, it is not necessary to repeat the number of this committee.

EXAMPLE 4

documents 53 N 17, 18, 21

documents 86/2 N 51, 52, 60

SJ.1.1.2 Working group documents

While the basic principles of the numbering system described in I.1.1.1 may be useful for good order in the work of working groups, convenors of working groups are asked to bear in mind the need for speed and flexibility in their work. Any application of these rules which leads to delay is undesirable (e.g. it should not be necessary for the convenor to attribute a number to a document circulated by a working group member directly to the other working group members). However, see also I.1.2.

SJ.1.2 Working drafts (WD), committee drafts (CD), draft International Standards (DIS) and International Standards

When a new project is registered by ISO Central Secretariat (see 2.3.5), the latter will allocate an ISO number to the project. The number allocated will remain the same for the ensuing WD, CD and DIS and for the published International Standard. The number allocated is purely a registration and reference number and has no meaning whatsoever in the sense of classification or chronological order. The number allocated to a withdrawn project or International Standard will not be used again.

If the project represents a revision or amendment of an existing International Standard, the registered project will be allocated the same number as the existing International Standard (with, in the case of an amendment, a suffix indicating the nature of the document). If, however, the scope is substantially changed, the project may be given a different number.

Successive WDs or CDs on the same subject shall be marked “first working draft”, “second working draft”, etc., or “first committee draft”, “second committee draft”, etc., as well as with the working document number in accordance with I.1.1.

Successive DIS on the same subject will carry the same number but will be distinguished by a numerical suffix (.2, .3, etc.).

Annex SK (informative)

Summary of time limits associated with the development of International Standards

The *ISO/IEC Directives, Part 1, 2001* contain a number of time limits associated with the development of International Standards and other deliverables. The following table summarizes all the limits currently specified.

Activity	Action by	Time limit
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Time limits associated with progression of projects

Conversion of Preliminary Work Item to formal project (i.e. a NP)	secretary	No time limit specified, but PWI need to be subject to regular review
Ballot on NP	P-members of TC/SC	3 months, or at meeting
Result of vote on NP circulated to committee	secretary	No time limit specified, but recommended 6 weeks max. after close of ballot on NP
Availability of first WD (in relation to approval of project)	TC/SC	6 months (recommended) after approval of project
Availability of first CD (in relation to approval of project)	TC/SC	12 months (recommended) after approval of project
Comments on CD	Member bodies	3 months
Circulation of a new CD text after revision at a meeting	secretary	3 months max. after meeting
Compilation of comments on CD and circulation of proposal for future action	secretary	4 weeks max. after close of ballot. 6 weeks min. before meeting for review
Period available to comment on proposal for future action on CD	P-members of TC/SC	2 months max. after "proposal for future action" circulated
Submission of proposed DIS to ISO Central Secretariat	secretary	4 months max. after consensus reached
Circulation of proposed DIS for ballot	ISO Central Secretariat	4 weeks max. after receipt of text
Availability of DIS (in relation to approval of project)	TC/SC	24 months (recommended)
Ballot on DIS	Member bodies	5 months
Compilation of comments on DIS	ISO Central Secretariat	4 weeks max. after close of ballot

Activity	Action by	Time limit
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Time limits associated with progression of projects (contd.)

Circulation of result of review of votes on DIS and of proposal for future action	secretary	3 months max. after close of ballot on DIS
Period available to comment on proposal for future action on DIS	P-members of TC/SC	2 months max. after "proposal for future action" circulated
Submission of proposed FDIS to ISO Central Secretariat	secretary	4 months max. after close of ballot on DIS (if proposal for future action is "Approval")
Availability of FDIS (in relation to approval of project)	TC/SC	33 months (recommended) after approval of project
Circulation of FDIS	ISO Central Secretariat	Within 3 months of receipt
Ballot on FDIS	Member bodies	2 months
Proof-reading of FDIS	secretary	2 months (in parallel with member body ballot)
Report of voting on FDIS	ISO Central Secretariat	2 weeks after close of ballot on FDIS
Distribution of IS	ISO Central Secretariat	2 months after close of ballot on FDIS

Special time limits associated advancement of projects

Maximum time without progress before re-justification required (project considered stagnant)	secretary	24 months
Maximum time without progress (before automatic cancellation)	ISO Central Secretariat	36 months
Maximum overall development time (before automatic cancellation)	ISO Central Secretariat	84 months max. after approval of project

Time limits associated with systematic reviews

Periodicity of systematic review	secretary or ISO Central Secretariat	5 years max. for IS 3 years max. for TS, PAS, & IWA
Ballot on systematic review	P-members of committee	6 months
Circulation of proposed action following systematic review	secretary	3 months max. after end of ballot
Period available to comment on proposed action	P-members of TC/SC	2 months max. after proposal for future action circulated
Period between initiation of systematic review and initiation of proposed revision	TC/SC	No time limit specified, but if not immediately active then recommend registration as a PWI
Review of proposal to "withdraw" an IS	Member bodies	3 months

Activity	Action by	Time limit
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Time limits associated with establishment and general management of committees

Consideration of proposal to establish a new TC	ISO Central Secretariat	Immediately after proposal is received
Ballot on proposal to establish a new TC	member bodies	3 months
Review of results of ballot on proposal to establish a new TC, and decision	TMB	1 month
Establishment of liaisons with a TC	secretary	No time limit specified, but as soon as possible after decision to establish the committee
Formulation of "scope" of new committee	secretary	No time limit specified, but as soon as possible after establishment of the committee
Nomination of experts in new working group	P-members	6 weeks max. after setting-up of WG
Period of secretariat	ISO Central Secretariat	5 years max., subject to potential extension/s of 5 years max.
Change of secretariat	secretary	12 months notice
Period of chairmanship	secretary/ISO Central Secretariat	6 years max., subject to potential extension/s of 3 years max.
Change of chairman	chairman/secretary	No time limit specified, but as much notice as possible
Appeal against decision of a committee	member body	3 months max. after decision in question

Time limits associated with meeting of committees and working groups

Draft agenda for TC/SC meeting	secretary	4 months min. before meeting
Circulation of "basic documents" for review at TC/SC meeting	secretary	4 months min. before meeting
Circulation of comments on a ballot for review at TC/SC meeting	secretary	6 weeks before meeting
Minutes of meeting	secretary	No time limit specified, but recommended 3 months max. after meeting
Establishment of editing committee/s	secretary	Recommended established at beginning of each TC/SC meeting
First meeting of a working group	convenor	3 months max. after setting-up of WG
Notification of meeting of working group	convenor	Preferably 3 months min. before date of meeting

Annex SL (informative)

Summary — Monitoring of work programmes, and management of “late” projects

This annex proposes an approach to monitoring a work programme. However, the periods proposed reflect a simplification of programme review requirements and should in all cases be considered to be the maximum elapsed time before making the check described.

Being simplified, this scheme will not always ensure conformity to defined/approved time limits. For example, it may not identify projects which are late or stagnant at the time of a meeting, but which **will** become late or stagnant in the future period between meetings, and for which therefore some sort of forward plan may be needed.

Period not specified but to be “subject to regular review”

All Preliminary Work Items review progress to determine if it is appropriate to ...	Delete it from the programme of work; or Continue to classify it as a preliminary work item; or Propose circulation for ballot as a proposed (active) work item
--------------------------------	--	---

Work items to check at least every 6 months, if necessary between meetings:

Approved Work Items (stage 20.00). For any that has not advanced to Working Draft stage or further within the time limits laid down in the ISO/IEC Directives ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item
---	---	--

Work items to check at least every 12 months, if necessary between meetings:

All published standard, etc. subject that year to a systematic review review the results of the systematic review, and determine whether the document concerned should be ...	Confirmed, without change; or Amended or revised; or Proposed for withdrawal
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Work items to check at least every 24 months, and preferably every meeting if more frequent:

All “active” projects (stage 20.00 and above). For any that has not advanced within the time limits laid down in the ISO/IEC Directives ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item
	... has not progressed for 2 years ...	Provide justification to TMB for its retention in the work programme; or Delete it from the programme of active work; or Re-classify it as a preliminary work item

Work items to check at least every 24 months, and preferably every meeting if more frequent (contd):

All "active" projects (stage 20.00 and above). For any that is not expected to progress after 3 years ...	Delete it from the programme of active work; or Re-classify as a preliminary work item; or Submit it to a 3 months vote for proposed re-establishment
	... no longer has the necessary support (see note) ...	Delete it from the programme of active work; or Re-classify as a preliminary work item
	... is not expected to reach publication stage after 7 years ...	Delete it from the programme of active work; or Re-classify as a preliminary work item; or Submit it to a 3 months vote for proposed re-establishment

NOTE "Necessary support" means conformity to the requirements for approval of a new work item as specified in the *ISO/IEC Directives, Part 1, 2001, 2.3.5*.

Annex SM (informative)

Intellectual Property Rights (IPR)

Important note: *The field of IPR is complex, and it is difficult to provide generalized guidance. The following is provided for information only, and without warranty of any kind. Questions on specific cases must be addressed to*

International Organization for Standardization
Case postale 56
CH-1211 Geneva 20
Switzerland

Telephone: + 41 22 749 01 11
Fax: + 41 22 749 09 47
Internet: copyright@iso.org

SM.1 Material envisaged as comprising part or all of the content of an ISO publication

The content of, for example, an International Standard may originate from a number of sources, including existing national standards, articles published in scientific or trade journals, original research and development work, descriptions of commercialized products, etc. These sources may be subject to one or more rights.

SM.1.1 Copyright

In ISO, there is an understanding that original material contributed to become a part of an ISO publication can be copied and distributed within the ISO system as part of the consensus building process, this being without prejudice to the rights of the original copyright owner to exploit the original text elsewhere. Where material is already subject to copyright, the right should be granted to ISO to reproduce and circulate the material. This is frequently done without recourse to a written agreement, or at most to a simple written statement of acceptance. Where contributors wish a formal signed agreement concerning copyright of any submissions they make to ISO, such requests must be addressed to the ISO Central Secretariat.

Attention is drawn to the fact that members of ISO have the right to adopt and re-publish any ISO standard as their national standard. Similar forms of endorsement do or may exist, such as with the current schemes for dual-numbering of ISO and European standards in the context of the European Committee for Standardization (CEN) standards development programme.

SM.1.2 Reference to patent rights

See *ISO/IEC Directives, Part 1, 2001, 2.14.*

SM.1.3 Incorporating and/or referring to proprietary material in International Standards (including reference to trade names)

The strong recommendation to standards developers is to avoid reference to commercialized items — including via the indication of trade names — in ISO publications. Nevertheless, there is no objection in principle to describing in, say, a test method the use of items available only from a single commercial source or a limited number of commercial sources, even if the terms of the standard are such that there

are no alternative means of compliance. In all such cases the standard form of words must be included, for instance an indication of a source and that the product is not endorsed by ISO (see *ISO/IEC Directives, Part 2, 2001* for further information).

SM.2 Protection of ISO standards and related ISO publications

The protection of intellectual property is of crucial importance to ISO as a whole and its members individually. The document *Guidelines and policies for the protection of ISO's intellectual property*, set out the broad requirements that both ISO and its members should meet with regard to ISO standards and related ISO publications. The purpose of these guidelines is to ensure better protection of ISO's intellectual property and, consequently, that of its members. The ISO members and the ISO Central Secretariat should meet the requirements it lays out with regard to ISO International Standards and related ISO publications. These same guidelines are also recommended for application with regard to regional and national standards and related documents. The document contains sections on:

- standards in hard copy;
- promoting the fact that standards are copyright-protected material;
- protecting standards against infringements;
- clearly indicating the procedure to follow in case of reproduction;
- commercial transactions;
- standards in electronic format;
- copying arrangements;
- networking agreements;
- warning notice — README file;
- security devices.

It includes four important annexes:

Annex 1 — Instructions to ISO TC and SC secretariats on rules for copyright protection of ISO standards, FDIS and DIS, and of WD and CD;

Annex 2 — Policy concerning the distribution of ISO documents electronically for the preparation of standards;

Annex 3 — Description of reproduction rights organizations;

Annex 4 — Checklist of the elements forming part of any agreement designed for the reproductions of standards.

Annex SN (informative)

Summary — Approval requirements

For full details, including SVAT scoring procedures, etc. refer to the appropriate requirements in clauses 2 and 3.

Stages	International Standard	Technical Specification (when proposed as a new project)	Publicly Available Specification	Technical Report
Proposal stage				
<i>Adoption of proposal for new deliverable</i>	<ul style="list-style-type: none"> - SVAT score >15 - simple majority of P-members of the committee - 5-P members participating - 5 experts named 			not applicable
<i>Adoption of proposal for amendment or revision or transformation of deliverable</i>	<ul style="list-style-type: none"> - SVAT score \geq9 - 5-P members participating - simple majority of P-members of the committee agree to the proposal 			not applicable
Preparatory stage				
<i>Acceptance of WD for circulation as CD</i>	Not defined — determined by the committee secretary in conjunction with the committee			
Committee stage				
<i>Acceptance of CD for submission as DIS</i>	<ul style="list-style-type: none"> - consensus, or - support from 2/3 of the P-members voting 	support from 2/3 of the P-members of the committee voting	simple majority of P-members of the committee	
Enquiry stage				
<i>Acceptance for submission as FDIS</i>	<ul style="list-style-type: none"> - 2/3 of P-members positive; - no more than 1/4 votes negative 		NA	
Approval stage				
<i>Agreement to publish</i>	<ul style="list-style-type: none"> - 2/3 of P-members positive; - no more than 1/4 votes negative 		NA	

Annex SO (normative)

Hosting meetings

SO.1 Who may host an ISO meeting?

Meetings may be hosted by:

- any ISO member (member body, correspondent member, subscriber member);
- any liaison member of the committee concerned.

It is not necessary for a host to be a direct participant in the work of the committee concerned, although that will typically be the case.

A potential host shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the technical committee or subcommittee for the purpose of attending the meeting. In some cases it may be necessary for special permission to be obtained for attendance — wherever possible the host should assist in determining if this is the case, but it is the joint responsibility of the secretariat or group leader, and the participant to determine any restrictions.

Given that some hosts may not have sufficient meeting facilities and/or other resources of their own, the main host — say an ISO member — may accept an invitation from another organization to assist by, for instance, providing a meeting location or organizing a welcoming event.

Irrespective of the actual host of a meeting, responsibility for the meeting concerned rests with the secretary (in the case of a technical committee or subcommittee, or similar groups) or group leader (in the case of working groups, ad-hoc groups, etc.). Thus, potential hosts should liaise directly with these individuals.

SO.2 Sponsorship of meetings

Large ISO meetings can be expensive and/or complicated to stage and support, and the resource requirements may exceed those that an ISO member can itself provide. It is therefore acceptable for a meeting to have one or more sponsors contributing to its organization and cost. Nevertheless, whilst it is acceptable for sponsors to be identified, and for their support to be recognized in the meeting, an ISO meeting shall not be used as an opportunity for the promotion for commercial or other reasons of the products or services of any sponsor (see also “Fees for delegates at ISO meetings”).

SO.3 Proposing or withdrawing support as a meeting host

The *ISO/IEC Directives, Part 1*, 2001 request that the following advance notice be given:

Meeting of ...	Advance notice of meeting date	Advance notice of meeting location
Technical committee or subcommittee	2 years	4 months
Working group	3 months	3 months

In general, the more notice the better in order that participants may make appropriate travel and business arrangements, and also obtain briefing, where appropriate.

If a host finds that they need to withdraw an offer, these notice periods should also be respected.

SO.4 Meeting locations

In planning meetings, account should be taken of the possible advantage of grouping meetings of technical committees and subcommittees dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by delegates who participate in several technical committees or subcommittees.

SO.5 Facilities to provide at meetings

Any member body offering to host an ISO technical committee or subcommittee meeting undertakes to provide appropriate meeting facilities, including any provisions for interpretation (see “Interpretation facilities for meetings”), for the TC/SC, taking into account the normal attendance at such meetings and any requirements foreseen by the committee secretariat for facilities for parallel meetings (for example, of working groups, ad hoc groups or the drafting committee). The working facilities required during a meeting (i.e. additional to rooms) will vary from group to group. For TCs and SCs they will normally include word processing, printing, and photocopying facilities. Administrative support may also be needed. The host may be requested, but shall not be obliged, to provide separate facilities serving as the “chairman’s” or “secretariat” room.

The exact requirements should be determined by the committee secretariat or group leader. Some committee secretariats develop and maintain a standing document to advise member bodies of the facilities that will be required of any potential host of a meeting of the committee, which ensures clear understanding of what will be required. The host of a working group is also expected to provide all basic working facilities.

SO.6 Interpretation facilities at meetings

The chairman and secretariat are responsible for dealing with the question of language at a meeting in a manner acceptable to the participants, following the general rules of ISO, as appropriate. The official languages at meetings are English, French and Russian, and meetings are conducted in any one or more of these. The typical language combinations are English and French, or English only. In the latter case, French may only be omitted with the explicit agreement of the francophone member(s). Thus, there may be an obligation on the host to provide interpretation between English and French. This needs to be determined in advance. Potential hosts may need to seek assistance from ISO Central Secretariat or from other P-members. The national body for the Russian Federation provides all interpretation and translation into or from the Russian language.

So far as the capabilities of translators (when required) are concerned, the guidance is:

- for meetings where final decisions on draft standards are expected to be taken, the services of an adequately qualified interpreter are generally required;
- meetings where “intermediary” or procedural decisions are expected to be taken, brief interpretation may be provided by a member of the secretariat or a volunteer delegate;
- at working group meetings, the members should, whenever possible, arrange between themselves for any necessary interpretation on the initiative and under the authority of the convenor of the working group.

SO.7 Welcoming activities and social events

ISO is widely recognized and respected. It is therefore not unusual for formal ceremonies to be associated with, for example, the opening of a technical committee meeting. Such events are acceptable, but their incorporation within the meeting period is entirely at the option of the host, and typically subject to the approval of the secretary and chairman of the group/s concerned.

A host may also offer social events of one kind or another, perhaps with the aid of co-sponsors. As for welcoming events, social events are entirely optional (see also SO.8 “Fees for delegates at ISO meetings”).

It is recognized that the inclusion of welcoming and social events significantly increases the time and cost, etc. of organizing a meeting. It may also increase the cost of participation. Given the pressures on the resources of all participants there is merit in the simplification of meetings. Above all, meetings must not become “competitive” events so far as hosts are concerned, in the sense that no host shall feel obliged, in any respect, to equal or exceed the welcoming and/or social facilities offered at any previous meeting.

SO.8 Fees for delegates at ISO meetings

Accredited delegates shall not be obliged to pay a fee as a condition of their participation in ISO meetings. However, in very exceptional cases (e.g. large and complex meetings), some charging mechanism may be necessary, but such mechanisms shall be approved on a case-by-case basis by the Secretary-General of ISO.

There is no obligation on a host to provide social functions during ISO meetings but if a committee requests a host to organize social functions, the host shall have the right to require that the costs of holding such functions be borne by the delegates participating therein.

SO.9 Press attendance at ISO meetings

Interest by the press or other media in ISO work is to be welcomed and the ISO Central Secretariat and many ISO member bodies have public relations and promotion services able to provide information to the press concerning ISO, ISO standards, and work in progress.

In recent years, there has been a growing interest on the part of some of the press to be present during meetings of particular ISO committees. Whilst this interest is, again, welcome, the presence of the press during an ISO meeting may inhibit the free and open discussion of issues. For this reason, members of the press shall not be permitted to be present during working sessions of ISO meetings. However participation by members of the press may be permitted during opening and closing ceremonies of ISO plenary meetings.

When members of the press express interest in a particular ISO meeting, therefore, appropriate arrangements should be made to hold press conferences and briefings outside the meeting sessions.

SO.10 Tape recording at ISO meetings

The tape recording (or similar recording) of ISO meetings by the committee secretary is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded and there are no objections. Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if he or she so desires.

Such recordings are intended to aid the meeting secretary in preparing the minutes/report of the meeting. They may also be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.

The recordings and any transcripts are the property of the meeting secretary, who is expected to respect the confidentiality of ISO meetings. The recordings and transcripts shall accordingly not be divulged to third parties and should preferably be destroyed once the minutes have been approved.

Annex SP (normative)

Second (and subsequent) language texts for ISO standards

SP.1 Introduction

Annex E of the *ISO/IEC Directives, Part 1, 2001* specifies the general policy on the use of languages as applied in ISO. This annex describes additional requirements concerning obtaining second and subsequent language texts. (English, French and Russian are the official ISO languages.)

SP.2 English and French

SP.2.1 Responsibilities

It is the responsibility of the ISO committee secretariat to obtain (but not necessarily themselves prepare) texts in English and French for all ISO-only and ISO-lead (Vienna Agreement) projects, unless one of these language versions is not to be published (see clause SP.5, following). Translation of documents into English or French is typically (but not exclusively) carried out by the translation department of the member body of the UK (BSI) for English or France (AFNOR) for French, or by agents nominated to act on their behalf. Other options are possible (see *ISO/IEC Directives - Part 1: 2001*, Annex E).

SP.2.2 Equivalence of texts

The secretariat of a technical committee or subcommittee is responsible for ensuring the equivalence of the English and French texts during the development of an ISO deliverable, if necessary with the assistance of experts in the language(s) concerned. A recommended way of ensuring equivalence of texts is to establish a multilingual editing committee.

SP.2.3 Timing of preparation of texts

The ISO/IEC Directives note that the concomitant preparation of language versions is with advantage started as early as possible in the development cycle. It is preferable, but not required, that Committee Drafts are available in all envisaged language versions. Apart from aiding comprehension during development, this also serves to help avoid preparation-related delays at later stages.

Where a second language version is required, TC and SC secretariats shall provide the member body responsible for the second language with a copy of the first language version no later than when it submits the text to ISO Central Secretariat for processing as a DIS, such action being notified in writing.

SP.2.4 Delays in receiving language versions

In the case where a second language version of an Enquiry Draft (DIS) is not available at the time the first language version is sent to ISO Central Secretariat, if the second language version is not available within 60 days of the submission of the original text, ISO Central Secretariat is authorized to proceed with DIS voting and subsequent publication of the approved international standard in one language, the second language version being published when it becomes available.

If two or more language versions were circulated at the DIS Stage, then they should also normally be circulated simultaneously at the FDIS Stage, for final voting.

SP.2.5 Updating language versions after ballot

In the case of preparation of a second or subsequent DIS, or the FDIS text, in order to facilitate the preparation of the second language text (where required), TC and SC secretariats should preferably provide the member body responsible for the second language version with a marked-up copy of the revised first-language DIS showing the changes to be made.

SP.3 Russian

It is the responsibility of the Russian member body to determine those cases for which they consider a Russian version to be appropriate, and to provide all translation into or from the Russian language. ISO does not itself typically publish Russian-language versions of International Standards, except in those cases where Russian is one of the languages in a multilingual document, such as a vocabulary. In the case of the revision of a text with a corresponding Russian version, the committee secretariat shall liaise with the Russian member body to determine what is required.

SP.4 Other languages

In the case of some multilingual documents, such as vocabularies or lists of equivalent terms, languages other than the official languages of ISO may be included. In such cases it is the responsibility of the committee secretariat to ensure that these language versions have been prepared and validated by those having an appropriate level of skill in the language(s) concerned.

In those cases where an ISO project is a joint project with CEN under the *Agreement on technical cooperation between ISO and CEN (Vienna Agreement)*, the preparation of a German version is a requirement. For more guidance reference should be made to the separate [Guidelines for TC/SC Chairmen and Secretariats for implementation of the Agreement on technical cooperation between ISO and CEN \(Vienna Agreement\)](#).

SP.5 Single-language versions

It may exceptionally be proposed that an international document need only be developed in a single language, perhaps where there is only a limited interest in — say — francophone countries. Where this is envisaged, the explicit approval for progression as a single language version needs to be obtained as soon as possible. It may be useful, for example for future reference, if a formal record of the decision is obtained. Further language versions can always be prepared as a translation of the published text.

SP.6 Translations

Under the terms of the *ISO Statutes*, as supplemented by the agreement *ISO policies and procedures for copyright, copyright exploitation rights and sales of ISO publications (ISO POCOSA)*, the member bodies of ISO may, under their sole responsibility, prepare translations into other languages of certain ISO publications and documents. For further information on the recognition of such translations, copyright, fees, etc., reference should be made to *ISO POCOSA*.

Annex SQ (normative)

Procedures for the standardization of graphical symbols

SQ.1 Introduction

This annex describes the procedures to be adopted in the submission and subsequent approval and registration, when appropriate, of all graphical symbols appearing in ISO documents.

Within ISO the responsibility for the coordination of the development of graphical symbols has been subdivided into two principal areas, allocated to two ISO technical committees:

- ISO/TC 145 – all graphical symbols (except those for use in technical product documentation) (see ISO/TC 145 website);
- ISO/TC 10 – graphical symbols for technical product documentation (tpd) (see ISO/TC 10 website).

In addition there is coordination with IEC/TC 3 (Information structures, documentation and graphical symbols) and with TC 3/SC 3C (Graphical symbols for use on equipment).

The basic objectives of the standardization of graphical symbols are to:

- meet the needs of users;
- ensure that the interests of all concerned ISO committees are taken into account;
- ensure that graphical symbols are unambiguous and conform to consistent sets of design criteria;
- ensure that there is no duplication or unnecessary proliferation of graphical symbols.

The basic steps in the standardization of a new graphical symbol are:

- identification of need;
- elaboration;
- evaluation;
- approval, when appropriate;
- registration;
- publication.

All steps should be carried out by electronic means.

- Proposals for new or revised graphical symbols may be submitted by an ISO committee, a liaison member of an ISO committee or any ISO member organization (hereafter jointly called the 'proposer').
- Each approved graphical symbol will be allocated a unique number to facilitate its management and identification through a register that provides information that can be retrieved in an electronic format.
- Conflicts with the relevant requirements and guidelines for graphical symbols shall be resolved by liaison and dialogue between ISO/TC 145 or ISO/TC 10 and the product committee concerned at the earliest possible stage.

SQ.2 All graphical symbols except those for use in technical product documentation

SQ.2.1 General

ISO/TC 145 is responsible within ISO for the overall coordination of standardization in the field of graphical symbols (except for tpd). This responsibility includes:

- standardization in the field of graphical symbols as well as of colours and shapes, whenever these elements form part of the message that a symbol is intended to convey, e.g. a safety sign;
- establishing principles for preparation, coordination and application of graphical symbols: general responsibility for the review and the coordination of those already existing, those under study, and those to be established.

The standardization of letters, numerals, punctuation marks, mathematical signs and symbols, and symbols for quantities and units is excluded. However, such elements may be used as components of a graphical symbol.

The review and co-ordination role of ISO/TC 145 applies to all committees that undertake the responsibility for creation and standardization of graphical symbols within their own particular fields.

ISO/TC 145 has allocated these responsibilities as follows:

- ISO/TC 145/SC 1: Public information symbols;
- ISO/TC 145/SC 2: Safety identification, signs, shapes, symbols and colours;
- ISO/TC 145/SC 3: Graphical symbols for use on equipment.











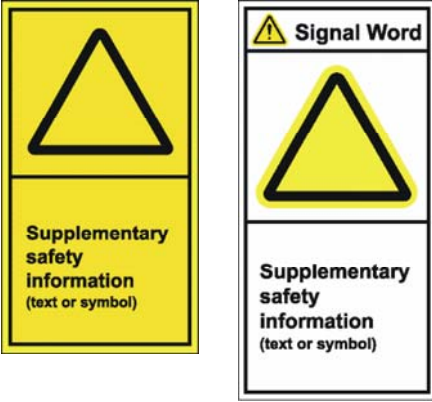



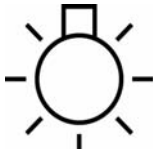
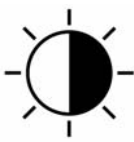
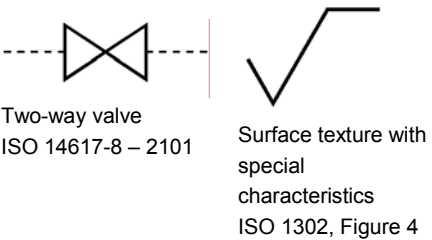
There is also liaison with ISO/TC 10 and with IEC, in particular with IEC/SC 3C, Graphical symbols for use on equipment.

Table SQ.1 shows the categories of graphical symbols covered by each coordinating committee.

Table SQ.1 – Categories of graphical symbols

	Basic message	Location	Target audience	Design principles	Overview	Responsible committee
Public information symbols	Location of service or facility	In public areas	General public	ISO 22727	ISO 7001	ISO/TC 145/SC 1
Safety signs (symbols)	Related to safety and health of persons	In workplaces and public areas	a) General public or b) authorized and trained persons	ISO 3864-1 ISO 3864-3	ISO 7010	ISO/TC 145/SC 2
Product safety labels	Related to safety and health of persons	On products	a) General public or b) authorized and trained persons	ISO 3864-2 ISO 3864-3	—	ISO/TC 145/SC 2
Graphical symbols for use on equipment	Related to equipment	On equipment	a) General public, or b) authorized and trained persons	IEC 80416-1 ISO 80416-2 IEC 80416-3	ISO 7000 IEC 60417	ISO/TC 145/SC 3 IEC/TC 3/SC 3C
tpd symbols	(Product representation)	Technical product documentation (drawings, diagrams, etc.)	Trained persons	ISO 81714-1	ISO 14617 IEC 60617	ISO/TC 10/SC 10 IEC/TC3

Table SQ.2 – Examples of different types of graphical symbols shown in their context of use

<p>Public information symbols</p>	 Telephone ISO 7001 – 008	 Aircraft ISO 7001 –022	 Sporting activities ISO 7001 – 029	 Gasoline station ISO 7001 – 009	 Direction ISO 7001 – 001
<p>Safety signs (symbols)</p>	 Means of escape and emergency equipment signs: E001 – Emergency exit (left hand)	 Fire safety signs: F001 – Fire extinguisher	 Mandatory action signs: M001 – General mandatory action sign	 Prohibition signs: P002 – No smoking	 Warning signs: W002 – Warning; Explosive material
<p>Product safety labels</p>					
<p>Graphical symbols for use on equipment</p>	 Ventilating fan: Air-circulating fan ISO 7000 – 0089	 Parking Brake ISO 7000 – 0238	 Weight ISO 7000 – 0430	 Lamp; lighting; illumination IEC 60417 – 5012	 Brightness / Contrast IEC 60417 – 5435
<p>tpd symbols</p>					

SQ.2.2 Submission of proposals

Proposers shall submit their proposals on the relevant application form as soon as possible to the secretariat of the appropriate ISO/TC 145 subcommittee in order to allow for timely review and comment. It is strongly recommended that this submission be made by proposers at the CD stage, but it shall be no later than the first enquiry stage (i.e. DIS or DAM) in the case of an International Standard.

Prior to submitting a graphical symbol proposal, the proposer should:

- be able to demonstrate the need for the proposed graphical symbol;
- have reviewed the relevant ISO and/or IEC standards of graphical symbols, in order to avoid ambiguity and/or overlap with existing standardized graphical symbols, and to check for consistency with any related graphical symbol or family of graphical symbols already standardized;
- create the proposed graphical symbol in accordance with the relevant standards and instructions, these include design principles and criteria of acceptance.

SQ.2.3 Standardization procedure for proposed graphical symbols

Upon receipt of a proposal, the ISO/TC 145 sub-committee concerned shall review the application form, within two months, to check whether it has been correctly completed and the relevant graphics file(s) has been correctly provided. If necessary, the proposer will be invited to modify the application, and to re-submit it.

Upon receipt of a correctly completed application form, a formal review process shall be commenced to review the proposal for consistency with standardized graphical symbols, the relevant design principles and criteria of acceptance.

When this formal review process has been completed, the results shall be transmitted to the proposer, together with any recommendations. The proposer will, where appropriate, be invited to modify the proposal, and to re-submit it for a further review.

The procedures outlined on the relevant ISO/TC 145 sub-committee website shall be followed:

- ISO/TC 145/SC 1: Public information symbols (www.iso.org/tc145/sc1);
- ISO/TC 145/SC 2: Safety identification, signs, shapes, symbols and colours (www.iso.org/tc145/sc2);
- ISO/TC 145/SC 3: Graphical symbols for use on equipment (www.iso.org/tc145/sc3).

These websites also provide application forms for the submission of proposals.

Graphical symbols approved by ISO/TC 145 shall be assigned a definitive registration number and included in the relevant ISO/TC 145 standard.

- Note: In exceptional cases, unregistered symbols may be included in ISO standards subject to TMB approval.

SQ.3 Graphical symbols for use in technical product documentation (tpd) (ISO/TC 10)

ISO/TC 10 is responsible for the overall responsibility for standardization in the field of graphical symbols for technical product documentation (tpd). This responsibility includes

- maintenance of ISO 81714-1: Design of graphical symbols for use in the technical documentation of products – Part 1: Basic rules, in co-operation with IEC;
- standardization of graphical symbols to be used in technical product documentation, co-ordinated with IEC;
- establishing and maintaining a database for graphical symbols including management of registration numbers

Included is the standardization of symbols for use in diagrams and pictorial drawings.

ISO/TC 10 has allocated these responsibilities to ISO/TC 10/SC 10. The Secretariat of ISO/TC 10/SC 10 is supported by a maintenance group.

Any committee identifying the need for new or revised graphical symbols for tpd shall as soon as possible submit their proposal to the secretariat of [ISO/TC 10/SC 10](#) for review and — once approved — allocation of a registration number.

Annex SR (normative)

Procedure for the development of International Workshop Agreements (IWA)

SR.1 Proposals to develop IWAs

A proposal to hold an ISO workshop for the purpose of developing one or more IWAs on a particular subject may come from any source, including ISO member bodies, liaison organizations, corporate bodies etc. An organization that is not an ISO member body or liaison organization, or is not international in scope, shall inform the ISO member body in its country of its intent to submit such a proposal.

Whenever practicable, proposers shall provide details concerning:

- Purpose and justification of the proposal;
- Relevant documents; and
- Cooperation and liaison,

in accordance with the ISO/IEC Directives, Part 1, 2001, annex C.

Additionally, wherever possible, proposals shall include indication of an ISO Member Body willing to provide secretariat support to the IWA Workshop. If it is considered likely that participation in the workshop will need to be limited (see SR.5.2), this shall also be indicated.

In some circumstances, it may be considered that several meetings may be needed in order to reach a consensus. In such cases, the proposer is encouraged, or may be required by the Technical Management Board, to develop a business plan which would give details concerning meeting schedules, expected dates of availability of draft documents, the possibility that a workshop may establish project teams to progress work between meetings of the workshop, the expected date of availability of any IWA, etc.

SR.2 Review of proposals

Proposals will be referred to the Technical Management Board for approval. If the proposal is accepted, the TMB will initiate consultations with member bodies to identify a candidate willing to act as the organizer and to provide administrative and logistics support to the proposer. Preference will normally be given to:

- The member body from the country of the proposer, if the proposer is not a member body; or
- Member bodies holding secretariats in fields related to that covered by the proposal.

If there is more than one offer, the TMB will formally designate the member body assigned to act as the workshop secretariat. The assigned ISO member body may establish financial arrangements with the proposer to cover administrative and logistics support costs for the workshop. If a member body is not willing to act as workshop secretariat, the ISO/TMB may authorize the ISO Central Secretariat to fulfill this role, provided all associated costs are recovered by workshop registration fees.

An informative checklist for estimating IWA workshop costs is provided in SR.10.

The workshop secretariat and the proposer shall designate the chairman of the workshop

SR.3 Announcement

Once the workshop secretariat and the proposer have agreed on a date and venue for the first meeting of the workshop, these shall be communicated to the ISO member bodies. These details shall be further announced by the workshop secretariat, the ISO Central Secretariat and by any other interested member bodies in the most appropriate way(s) to achieve the widest possible circulation (e.g. a publicly accessible website). This may include a number of different announcement options and media, but the intent is to ensure that the broadest range of relevant interested parties worldwide are informed of the workshop and have the opportunity to attend.

The proposer and workshop secretariat will ensure that any ISO committees with projects relevant to the subject will be invited to be represented at the workshop.

A registration fee may be applied to help support preparation and hosting of the workshop. Any registration fees shall be stated in the workshop announcement.

NOTE When the subject matter of a workshop is likely to be of interest to developing countries, it is recommended either that a funding mechanism other than a registration fee be applied to facilitate participation from such countries, or that a number of "free" registrations be permitted.

The announcement shall be made at least 60 90 days in advance of the agreed date to allow potential attendees adequate time to plan on attending the workshop. The announcement shall be accompanied by a registration form to allow potential participants to register for the workshop. Registration forms shall be returned to the workshop Secretariat.

SR.4 Workshop information

A workshop programme detailing workshop objectives, deliverables, agenda, draft documents and any other relevant details for the workshop shall be available, and circulated to registered participants, no later than six weeks prior to the workshop date. Registered participants may submit their own contributions to the workshop secretariat for further distribution to other participants.

SR.5 Participation

SR.5.1 Workshop chairmen

The proposer and workshop secretary shall designate the chairman of any particular workshop. The chairman shall act in a purely international and neutral capacity and in particular shall

- Ensure that all points of view expressed during a workshop are adequately summed up so that they are understood by all present,
- Conduct the workshop with a view to reaching consensus,
- Ensure that all decisions are clearly formulated and, if needed, made available to the participants before closure of the meeting of the workshop.

SR.5.2 Registered participants

Any organization may register as a participant in a workshop and participation will be open to the registered participants only. Participants are not required to be appointed by the ISO member body in their country.

The workshop secretariat, chairman and proposer shall endeavour to ensure that the broadest range of interests is represented in any workshop and that there is an appropriate balance of representation. If needed, this may require that some limitation be placed on participation (for example no more than two registered participants from the same corporate body or organization). If the need to limit participation is expected at the outset, this shall be indicated in the proposal submitted to the Technical Management Board. If a need for limitation becomes apparent after announcement of the workshop, this shall be authorized by the TMB secretariat following consultation with the TMB chairman and, if needed, other TMB members.

SR.5.3 Project teams

In cases in which more than one meeting will be required to reach consensus, a workshop may establish one or more project teams to progress work between meetings of the workshop. The workshop shall designate the membership of such project teams, ensuring that their working methods will allow all interests to participate fully.

SR.6 Workshop procedures and management oversight

Workshops will be permitted to work in a practically autonomous manner using very flexible procedures.

However, there are a number of general ISO policies which need to be respected, in particular those concerning intellectual property rights and the use of SI units. It shall be the responsibility of the workshop secretariat to ensure that the appropriate policies are known to registered participants and are respected.

Management oversight will be kept to the minimum required to ensure coordination with existing standardization activities if relevant and to ensure that appropriate resource is provided by the ISO system. It will be the responsibility of the workshop chairman to determine when consensus of the workshop participants has been reached on a particular item or deliverable. For the purposes of determining consensus, the workshop chairman shall apply the following definition contained in ISO/IEC Guide 2:1996:

“General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.”

It should be noted that an IWA workshop may arrive at the consensus that an IWA deliverable is not necessary.

The workshop deliverables shall contain a description of the workshop consensus achieved including any recommendations for possible future actions or revisions to the workshop deliverables. The deliverable resulting from the workshop will proceed to publication based on the consensus of the workshop without additional reviews or approvals by any other body, except in the case of an appeal on such a deliverable (see immediately below).

SR.7 Appeals

Any parties affected by the deliverable resulting from the workshop shall have the right of appeal for the following reasons:

- The workshop and the process to arrive at its deliverable have not complied with these procedures;
- The deliverable resulting from the workshop is not in the best interests of international trade and commerce, or such public factors as safety, health or the environment; or
- The contents of the deliverable resulting from the workshop conflict with existing or draft ISO standard(s) or may be detrimental to the reputation of ISO.

Such appeals shall be submitted within two months of the date of the workshop and shall be considered by the ISO Technical Management Board which in such circumstances will take the final decision concerning publication of an IWA.

SR.8 Workshop deliverables and publication

Workshops will decide on the content of their own deliverables, but it is strongly recommended that the drafting rules in Part 3 of the ISO/IEC Directives be followed. The workshop secretariat and proposer shall be responsible for preparation of the text in compliance with Part 3 of the ISO/IEC Directives. Deliverables shall be sent to the ISO Central Secretariat for publication as Industry Technical Agreements. They will be numbered in a special IWA series.

IWAs may be published in one of the official ISO languages only and competing IWAs on the same subject are permitted. The technical content of an IWA may compete with the technical content of an existing ISO or IEC standard, or the proposed content of an ISO or IEC standard under development, but conflict is not normally permitted unless expressly authorized by the TMB.

SR.9 Review of IWAs

Three years after publication, the member body which provided the workshop secretariat will be requested to organize the review of an IWA, consulting interested market players as well as, if needed, the relevant ISO committee(s). The result of the review may be to confirm the IWA for a further three year period, to withdraw the IWA or to submit it for further processing as another ISO deliverable in accordance with Part 1 of the ISO/IEC Directives.

An IWA may be further processed to become a Publicly Available Specification, a Technical Specification or an International Standard, according to the market requirement.

An IWA may exist for a maximum of six years following which it shall either be withdrawn or be converted into another ISO deliverable.

SR.10 Checklist to estimate costs associated with hosting an ISO IWA Workshop (WS)

Completion of this checklist is NOT mandatory for the proposed hosting of an IWA. It is intended simply as a tool to assist proposers and assigned ISO member bodies in determining major costs associated with hosting an ISO IWA Workshop. Some of the sample costs provided may not be applicable to particular IWA Workshops, or may be covered in a different manner than is described below.

SR.10.1 Overall measures to consider

Expected number of deliverables	
Expected number of Project Groups	
Expected number of participants	
Expected number of WS plenary meetings	
Expected number of Project Group meetings	

SR.10.2 Planned Resources - Human Resource Requirements & Functions

Function	Who	Estimated Cost	Covered by ... (Who)	Commitment (Y/N)
WS Secretariat — organizing WS plenary meetings — producing WS and project meeting reports and action lists — administrative contact point for WS projects — managing WS (and project group) membership lists — managing WS (and project group) document registers — follow-up of action lists — if the Workshop works mainly by electronic means, assist Chairperson in monitoring and follow-up of electronic discussion				
WS Chairperson — chairing WS plenary meetings — responsible for overall WS/project management — producing project management progress reports — acting as formal liaison with related WS/projects and liaison body — if the Workshop works mainly by electronic means, follow and steer electronic discussions that take place between meetings, take necessary decisions				

WS Vice chairperson If your WS will have 'Vice Chairperson(s)', you should list them here, along with their particular functions and fill-in the right side of this table.				
Project Leader(s) (where applicable) <ul style="list-style-type: none"> — chairing project group meetings — producing project group meeting reports and action lists — preparing project group progress reports — if the Workshop works mainly by electronic means, follow and steer — electronic discussions that take place — regarding his/her particular project 				
IWA Editor <ul style="list-style-type: none"> — editing of the IWA texts — attend meetings — follow discussions relating to the IWA (s) that he/she is editing 				

SR.10.3 Planned Resources - Material Resource Requirements

Material Resource costs	Numbers	Estimated Cost per meeting	Covered by ... (Who)	Commitment (Y/N)
WS Meetings				
Meeting rooms				
Logistics (IT support, photocopies, etc.)				
Food and beverage				
Interpretation during meetings				

Annex SS (normative)

Forms and model letters

SS.1 Introduction

ISO has a range of standardized forms and model letters to aid in the progression of the work of a committee. This annex lists these, grouped according to function or activity. The individual forms are appended in ISO Form number order, followed by other forms, followed by model letters.

All forms and model letters are available in electronic format (typically MS Word and/or RTF format) for download from www.iso.org/forms.

Additional paper copies of forms and model letters may be obtained on demand from ISO Central Secretariat (this service is due to be withdrawn with the migration of ISO to all-electronic operation).

SS.2 Proposal for a new field of technical activity (including establishment of a technical committee)

FORM 1	Proposal for a new field of technical activity
FORM 2	Vote on proposal for new field of technical activity
LETTER TC_Chair	Notification of appointment of technical committee chairman
LETTER Scopes	Modification of the title and scope of an ISO technical committee or subcommittee

SS.3 Establishment of a subcommittee

FORM 3	Decision to establish a subcommittee
LETTER SC_Chair	Notification of appointment of subcommittee chairman
LETTER Scopes	Modification of the title and scope of an ISO technical committee or subcommittee

SS.4 Establishment of a working group

LETTER Convenor_PL	Notification of appointment of new convenor/project leader
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SS.5 Standards development

FORM 4	New work item proposal
FORM 5	Vote on new work item proposal
FORM 6	Result of voting on new work item proposal
FORM 7	Coverpage of committee draft
FORM 8	Vote on committee draft
FORM 8A	Explanatory report on committee draft
FORM 10	Vote on draft International Standard
FORM 13	Report of voting on ISO/DIS
Template for comments and secretariat observations	Generic table for comments and observations. May be associated with ISO Form 13, and to reports on other ballots
FORM 17	Vote on ISO/FDIS
FORM 20	Systematic review of International Standards
FORM 21	Report of voting on systematic review

SS.6 Voting on Technical Specifications and Technical Reports

FORM Coverpage_TS	Cover page of Draft Technical Specification or Report
FORM Vote_TS	Vote on Draft Technical Specification or Report

SS.7 Meetings

LETTER Agenda	Notice of meeting / Draft agenda
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SS.8 Distribution of working papers, including Working Drafts

FORM Coverpage	Coverpage for committee working documents
FORM WD_coverpage	Coverpage for Working Drafts

SS.9 Information to accompany submissions to ISO CS of proposed DIS or FDIS

Form EF-E	Dispatch of electronic files
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Annex ST (normative)

Procedure for the development and maintenance of standards in database format

ST.1 Introduction

This Annex of the ISO supplement to the ISO/IEC Directives describes a procedure for the development, maintenance, review and withdrawal of any international standard consisting of “collections of items” managed in a database. Such items may include graphical symbols of all kinds, sets of definitions, sets of dimensions, dictionaries of data element types with associated classification schema and other standards in which collections of objects require maintenance (addition or amendment) on a continual basis. In compliance with the ISO/IEC Directives, the development of a new standard requires a new work item proposal (NP), whereas an NP is not needed for the maintenance of an existing standard.

Supplementary procedural information, requirements or criteria that apply to particular standards database(s) can be described in separate document(s) within the domain of the responsible technical committee or subcommittee. These supplementary documents shall not be in conflict with this generic procedure or with the ISO/IEC Directives.

This procedure supports different types of processes (see ST.2.1). The execution of the maintenance (see ST.2.1b) and the withdrawal process (see ST.2.1c) are typically the responsibility of a secretary of a TC or SC. It is, however, also possible that this responsibility is assigned to a maintenance agency in which case the term "TC/SC secretary" relates to the individual or group of individuals in the maintenance agency with a corresponding responsibility for the execution of the two processes. In this case the current procedure may be applied as a reference to organize similar functions by maintenance agencies.

This procedure is not directly applicable to Registration Authorities, however, relevant aspects of the procedure (e.g. ST.2.3) may be adapted for use in similar functions organized by Registration Authorities.

ST.2 Procedure

ST.2.1 Overview

The procedure described in this document assumes the use of a web-accessible database and electronic communication. As far as possible, automated database functions shall be applied to ensure that the content of the database is consistent. Due care shall be taken to ensure that the content is correct especially if it is used directly by computer applications.

The procedure supports four main processes:

- a) The process for the development of new standards, which starts with a new work item proposal (NP) and follows the normal stages of the standards development process as defined in the ISO/IEC Directives (including any options for the skipping of certain stages if there is agreement that the item(s) under development are mature enough to be progressed to later stages)
- b) The maintenance process initiated by a change request (CR), which consists of the preliminary activities, followed by either the normal database procedure or the extended database procedure
- c) The withdrawal process initiated by a change request (CR) which consists of the preliminary activities followed by the normal database procedure

d) The systematic review process, which follows the regular procedure for the systematic review.

Figure ST.1 (new development and maintenance process) and ST.2 (withdrawal and systematic review process) provide an overview of the four processes.

There exist maximum time frames for the various process stages (an overview is given in ST.3 for the normal database procedure and in Figure ST.4 for the extended database procedure). For the preliminary activities and for the normal database procedure, a committee may decide to apply time frames which are shorter than the maximum time frames defined in this procedure. However, each member of the Validation Team has the right to request an extension. Any extension up to the maximum time frame shall be granted. As a principle, the TC/SC secretary may close a ballot after votes have been received from all members of the Validation Team. As an exception, TCs/SCs may decide on extensions of the maximum time frames defined in this procedure on a case-by-case basis, depending on the number of items to be processed or their complexity.

ST.2.2 Preliminary activities

This is the initial part of the maintenance or withdrawal process that shall be completed for every Change Request (CR) and consists of the following stages.

ST.2.2.1 Initiation of Change Request

A Change Request is submitted by a Proposer and then entered by the TC/SC secretary in a web-accessible database.

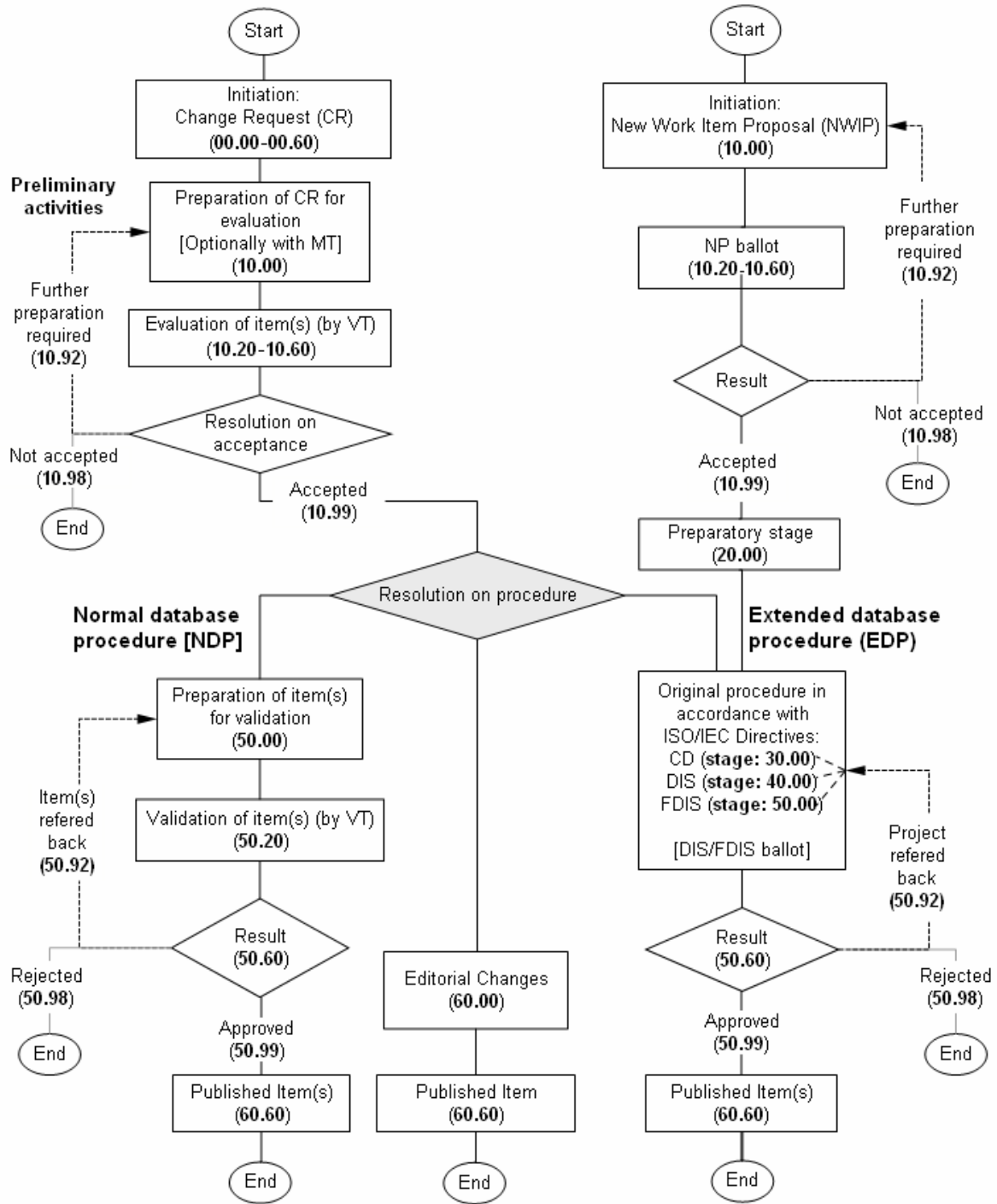
ST.2.2.2 Preparation for evaluation

Preparation by the secretary of the technical committee or subcommittee (TC/SC) to ensure that all mandatory entries of the Change Request (CR) are appropriately filled-in and that any necessary accompanying items are of a quality sufficient for evaluation.

For pragmatic or other reasons, e.g. close relationship between items or different level of maturity, the secretary may decide to combine items proposed under more than one CR into one work package or to separate items submitted under one CR into several work packages for processing as a unit.

NOTE 1 More detailed rules applicable to a specific standard can be provided by the TC/SC responsible for the standard.

If required, a Maintenance Team may be set up to assist the secretary in the preparation activities.



CR: Change Request

VT: Validation Team

MT: Maintenance Team

NDP: Normal Database Procedure

EDP: Extended Database Procedure

NP: New Work Item Proposal

CD: Committee Draft

DIS: Draft International Standard

FDIS: Final Draft International Standard

Figure ST.1 – Process for the development of new and the maintenance of existing standards

NOTE 2 The term “Maintenance Team” (MT) refers to a group of experts set up by the TC/SC to carry out the maintenance of an already existing standard.

NOTE 3 The time required for this work should normally not exceed 1 month, but might exceptionally be longer if the original proposal is not mature enough. In such a case the preparation is comparable to “stage 0” work and the time has to be counted from final agreement with the proposer.

NOTE 4 It is expected that the MT will only be established when the preparation activities make up a substantial amount of the total work required. When the standard covers a wide range of technical domains the MT may rely on domain expertise from TCs/SCs for checking and revising the content of the item(s) associated with the Change Request(s).

ST.2.2.3 Evaluation of the CR

Action by the Validation Team to determine whether the Change Request is within the scope of the database standard and valid for further work or should be rejected.

When the quality of the information provided at the preparation stage is satisfactory, the status identifier of the Change Request is changed to *for evaluation* and the Validation Team is informed (with copies to the proposer and possibly other relevant TCs/SCs) and asked by the secretary to make an evaluation and to comment. The evaluation of the Change Request should be completed within 2 months.

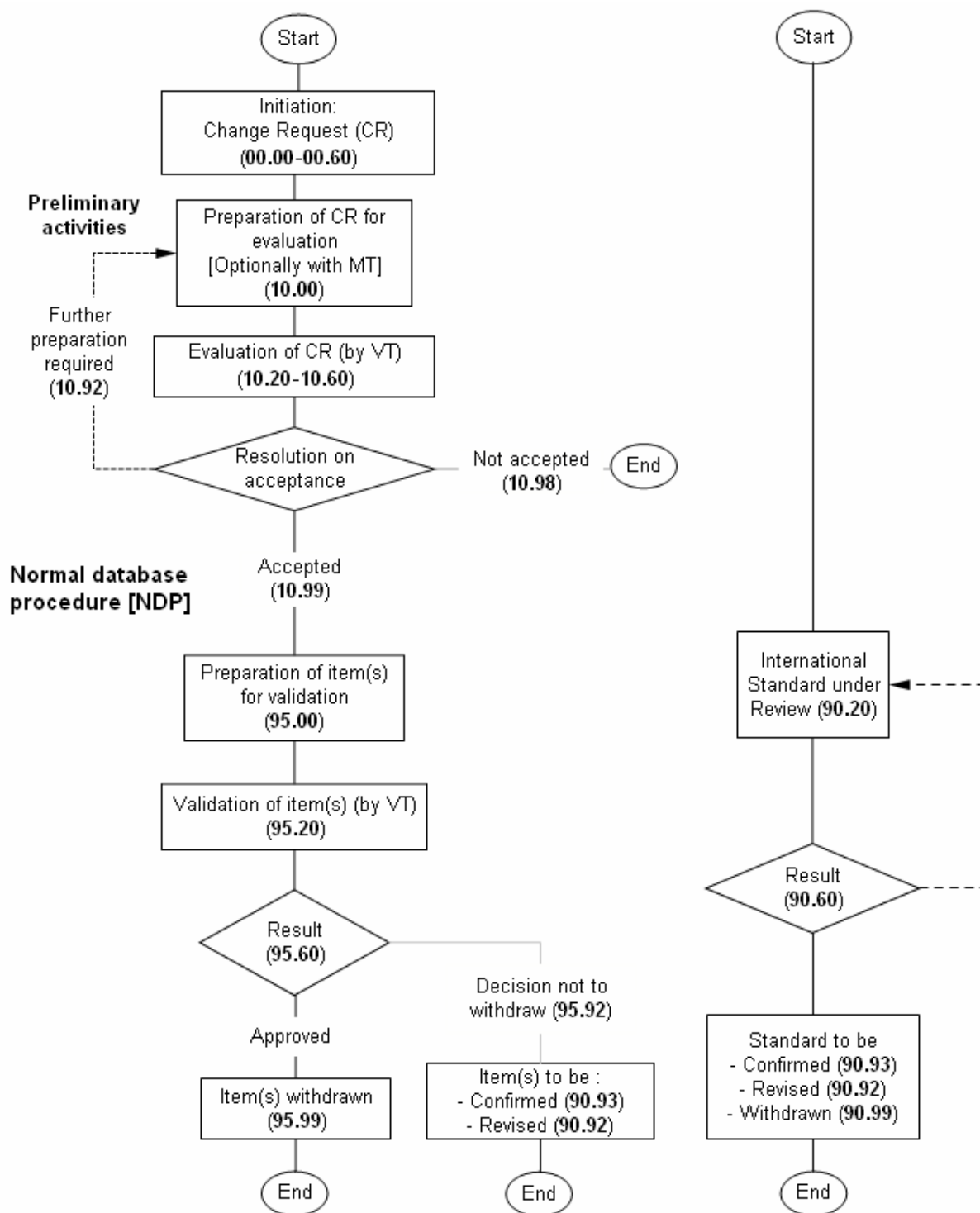
ST.2.2.4 Resolution

Observation by the TC/SC secretary on the comments and general opinions of the members of the Validation Team followed by the conclusion whether the Change Request should be

- continued with the normal database procedure; or
- continued with the extended database procedure; or
- continued with the procedure for editorial changes; or
- improved and re-evaluated; or
- rejected altogether.

NOTE 1 The entry of a new item in the database is not to be seen as “new work”, but rather as part of the continuous maintenance of the existing collection. Therefore, to arrive at the conclusion, a simple majority of the submitted votes can be used at the evaluation stage, applying to the choice between continuation/rejection as well as to normal/extended database procedure.

NOTE 2 If the original Change Request references many items, and if some of these might be acceptable for continuation with the normal database procedure while others are not, the original CR might be divided into two or more new CRs and processed separately. Such new CRs start at the status level already achieved.



CR: Change request

VT: Validation team

MT: Maintenance team

NDP: Normal database procedure

EDP: Extended database procedure

NP: New proposal

CD: Committee draft

DIS: Draft international standard

FDIS: Final draft international standard

Figure ST.2 – Overview of the processes for the withdrawal and the systematic review of existing standards

ST.2.3 The normal database procedure

The normal database procedure is faster than the extended procedure as described in ST.2.4 and relies on the use of the Validation Team acting on behalf of the National Bodies for the final voting on proposals.

The normal database procedure is typically applicable for changes to or for the withdrawal of existing items or for new items within the scope of the database standard or in cases where there is an urgent need for standardization.

NOTE More detailed rules applicable to a specific standard can be provided by the TC/SC responsible for the standard.

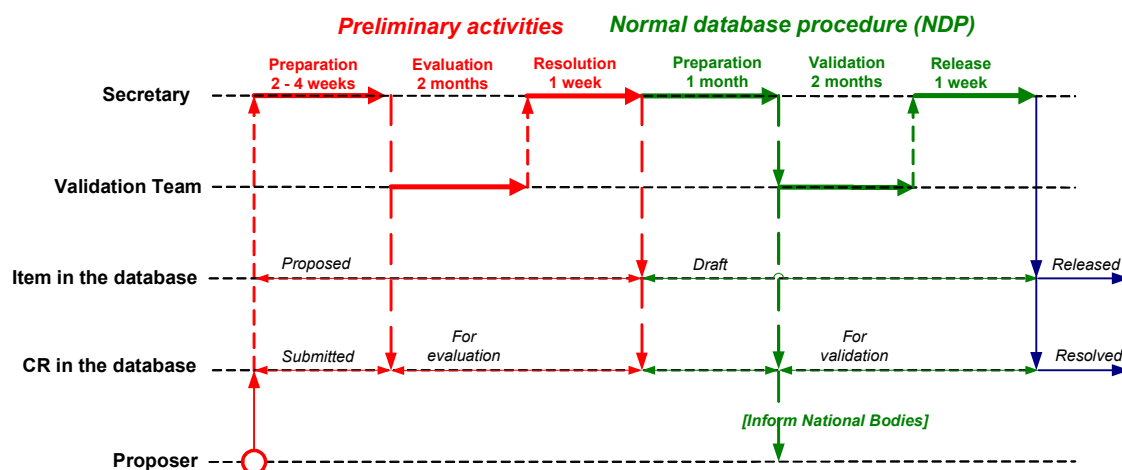


Figure ST.3 shows a process map of this procedure.

Figure ST.3 – Process map of the normal database procedure including preliminary activities

ST.2.3.1 Preparation for validation

The TC/SC secretary revises the proposal in line with the comments received during the evaluation stage and checks that the item(s) associated with the CR are, after possible changes, sufficiently and properly described, within the scope of the database standard and consistent with already existing items. If required, corrections are made. For this, the secretary might seek assistance from the Maintenance Team or from other internal or external experts. This preparation should be carried out within 1 month.

ST.2.3.2 Validation

When the quality of the information is satisfactory, the status identifier of the Change Request is changed to *for validation*, and the Validation Team called to vote by the secretary, with copies to the proposer, the P-members of the TC/SC and possibly other relevant TCs/SCs.

The members of the TC/SC within which the validation is conducted, should have visibility of the item(s) under validation as well as of the final vote result by the Validation Team.

Voting should be completed within 2 months.

If the proposed item(s) are accepted, the status identifier of the item(s) is changed to *released*. If they are not accepted, then the reason(s) are noted and the status identifier of the item(s) is set to *rejected*.

The criteria applied are the same as those for the voting on a normal FDIS. Abstention from voting means that the vote is not counted.

After setting the final status identifiers for the items and noting the reasons, the status identifier of the change request is set to *resolved*, and the procedure is finished (maximum 2 weeks).

With the normal database procedure it is possible for proposals to be approved within approximately 5 months.

ST.2.3.3 Report to the technical committee/subcommittee

A TC/SC decides on the reporting mechanism it wishes to apply to inform its members on changes resulting from the application of the normal database procedure.

ST.2.4 The extended database procedure

The extended database procedure respects all stages of the procedure described in the ISO/IEC Directives for the approval of standards as printed documents, the *original procedure* and involves the National Bodies in the traditional way. However, as with the normal database procedure, the information in the database is considered as the original source of information.

The extended database procedure is applied for the development of new standards. It may also be applied for the maintenance of existing standards. However, it is expected that in the majority of maintenance cases, the normal database procedure will be followed and that the extended database procedure will only be required for cases in which the maintenance is complex and involves substantial modifications to a standard.

The extended database procedure is described below including all stages and associated throughput times. It is possible that there could be comments against an item, so that the CD or DIS stage might need to be repeated (as described in the ISO/IEC Directives).

Figure ST.4 shows a "process map" with the different roles indicated along the vertical axis. This diagram highlights the flow, and indicates clearly when the different roles have to be active.

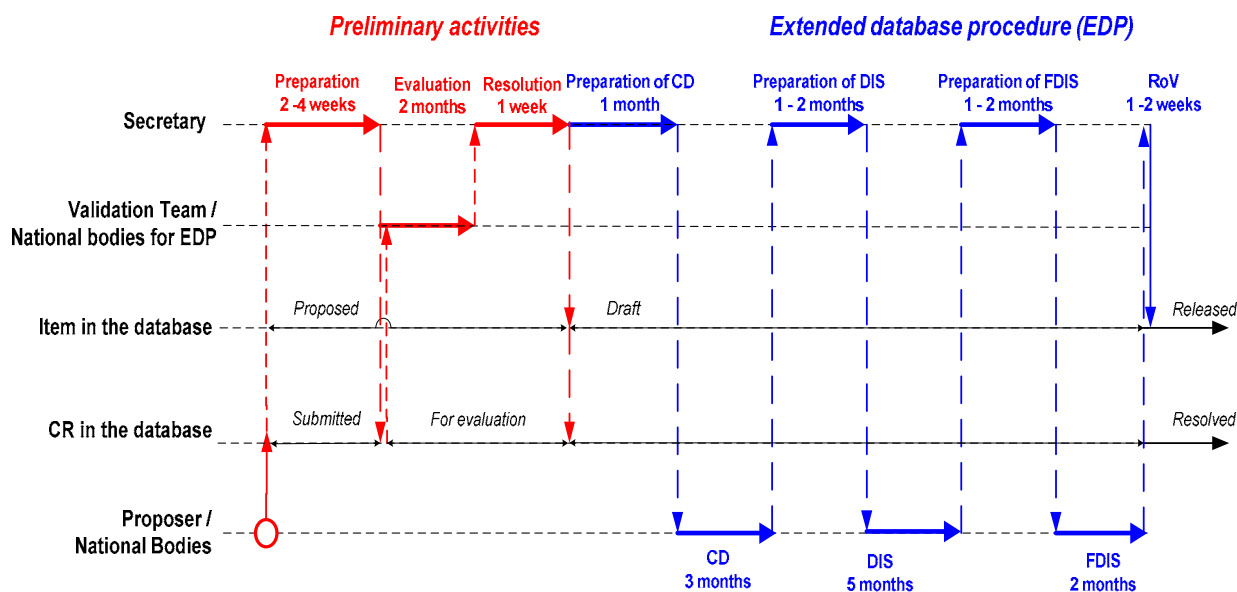


Figure ST.4 – Process map of the extended database procedure including preliminary activities

A short description of each of the stages of the extended database procedure is given below:

ST.2.4.1 Preparation of the CD

In the Preparation (CD) stage, the TC/SC secretary checks that the item(s) are sufficiently and properly described, and that comments received during the evaluation stage have been adequately reflected. In case the extended database procedure is applied for the maintenance of an existing standard, it should be checked that the item(s) are within the scope of the database standard and consistent with items already existing in the database. If required, corrections are made. The secretary might in this work seek assistance from the Maintenance Team or from other internal or external experts. The preparation (CD) stage should be carried out within 1 month.

ST.2.4.2 CD

When the proposed item(s) are sufficiently well prepared, the secretary issues a formal CD-document to the National Bodies, informing them that the CD is available for commenting within the normal time frame for a CD. Comments are to be submitted in the normal way (3 months).

ST.2.4.3 Preparation of the DIS

The comments are compiled and made available as an ordinary compilation of comments (published on the web server). The item(s) and their associated information are prepared for the DIS stage, taking note of the comments (maximum 2 months).

ST.2.4.4 DIS

When sufficiently prepared, the office of the CEO issues a formal DIS to the National Bodies with the information that the item(s) are available for commenting and voting for acceptance as a DIS, within the normal time frame for a DIS (5 months).

ST.2.4.5 Preparation of the FDIS

The comments are compiled and the votes counted are made available as an ordinary compilation of comments and result of voting on a DIS. The item(s) and their associated information are prepared for the FDIS stage, taking note of possible purely editorial comments (maximum 2 months).

NOTE If the DIS is unanimously approved, the contained items may be published directly after the preparation and circulation of the Report of Voting on the DIS, without circulation of an FDIS, in accordance with the original procedure.

ST.2.4.6 FDIS

The office of the CEO issues a formal FDIS document to the National Bodies, that the item(s) are available for voting for approval as an IS, within the normal time frame for a FDIS (2 months).

NOTE In accordance with the present ISO rules the FDIS stage may be omitted if the DIS is unanimously approved.

ST.2.4.7 Report of Voting (RoV)

A Report of Voting is prepared and published. If proposed item(s) are accepted, the status identifier of the item(s) is changed to *released*. If they are not accepted, then the reason(s) are noted and the status identifier of the item(s) is set to *rejected*.

After completing setting the final status identifiers for the items and the reasons are noted, the status identifier of the change request is set to *resolved*, and the procedure is finished (maximum 2 weeks). With the extended database procedure it is possible for proposals to be approved within 12 months up to a maximum of 18 months.

ST.2.5 Editorial changes to an existing item

Proposed changes to an item that affect neither its use nor semantics (i.e. editorial changes) only require going through the preliminary activities (see ST.2.2). It is not required to continue with either the normal or the extended database procedure. At the end of the preliminary activities the change is either accepted or rejected without further validation.

More specific criteria on which changes may be classified as editorial changes can differ dependent on the standard and are described in separate document(s) within the scope of the responsible TC/SC.

After a positive resolution, the TC/SC secretary will make the changes to the existing item(s). The status identifier of the Change Request is set to *resolved* and the work is finished.

If not accepted, then the reason(s) are noted in the comments, the status identifier of the Change Request is set to *resolved* and the work is finished.

ST.2.6 Regular maintenance of the entire standard

In addition to the continuous maintenance of the standard described above, a comprehensive review of a database standard at regular intervals may be necessary which is organized in accordance with the rules in the ISO/IEC Directives and the ISO Supplement for the systematic review process.

Note For such reviews the maintenance cycle concept is applied in the IEC.

The results are to be entered formally into the database.

ST.2.7 Appeals

If, at any time after acceptance of an item as *released*, a National Body is dissatisfied with the result of the validation process on item(s), it may bring forward a change request with a proposal for an amendment to the item(s) which will re-open consideration under the procedures described above.

ST.3 Terms for general use

ST.3.1

original procedure

traditional standardization procedure for standard publications as described in the ISO/IEC Directives and the ISO supplement relying on the circulation of documents with standardized content to the National Bodies

ST.3.2

normal database procedure

NDP

standardization procedure making use of a *Validation Team* and a **workflow around a database** for information sharing (as specified in this document)

NOTE The normal database procedure is used for validation of new items and of item combinations that are within the boundary of existing rules.

ST.3.3

extended database procedure

EDP

standardization procedure with stages and time frames as specified in the *original procedure*, but implemented as a **workflow around a database** for information sharing (as specified in this document)

ST.3.4

maintenance team

MT

group of experts that may be set up by a parent committee following the rules in the ISO/IEC Directives for the establishment of Working Groups

NOTE A MT may be called upon by the TC/SC secretary to provide expertise in the preparation of change requests or items for evaluation or validation.

ST.3.5

validation team

VT

permanent, “executive”, group of individuals appointed by and acting as delegates on behalf of their National Bodies, A-liaison organizations and committee-internal liaisons to validate proposed items and vote for their release as part of a database standard

NOTE 1 All P-members, A-liaison organizations and committee-internal liaisons have the right to appoint one member to the team. A validation team comprises a minimum of 5 P-members. Representatives of P-members have the right to vote, representatives of A-liaisons and committee-internal liaisons do not have the right to vote, but may submit comments.

NOTE 2 The described procedure asks for very short response times from the validation team members. Therefore, the National Bodies should appoint one or more deputies that can take over the task when the official member is unavailable (due to travel, business, etc.).

NOTE 3 The appointing bodies decide on the duration of an appointment. They should also organize any supporting network of experts at national level.

NOTE 4 The TC/SC secretariat manages the validation team.

ST.3.6

proposer

person (or body) submitting a change request

ST.3.7

database standard

standard in database format for which a valid form of publication is a publicly accessible database, containing the standardized *items*

NOTE The term *Standards as database* may be used as a synonym.

ST.3.8

item (of a database standard)

separately identified and managed structured object in a database

NOTE Typical examples of items are: symbol (graphical or letter), term, data element type, data sheet, code.

ST.3.9

change request

CR

task description for addition, withdrawal or change of one or more items in a database standard, submitted by an authorized person or body, which will be reviewed and updated by the TC/SC secretary, possibly with the support of a maintenance team, for evaluation by the validation team

NOTE It is possible that changes to the database standard resulting from several change requests are combined, or that a single change request is subdivided, at any stage in the process.

ST.3.10

work package

set of one or more items associated with a change request

ST.4 Terms for the status identification of change requests

ST.4.1

submitted

status identifier of the change request from the moment of its registration and identification in the database, until the TC/SC secretary has finished the preparation for the evaluation stage

ST.4.2

for evaluation

status identifier of the change request in the evaluation stage until a resolution has been reached on how to proceed following the preliminary activities

NOTE The transition to *For evaluation* is from *Submitted*.

ST.4.3

for validation

status identifier of the change request in the validation stage as part of the *normal database procedure* until the validation is completed

NOTE The transition to *For validation* is from *For evaluation*.

ST.4.4

resolved

status identifier of the change request after completion of the *normal* or the *extended database procedure*, or after rejection

ST.5 Terms for the status identification of items

In ISO the status of item(s) is expressed through the harmonized stage code system which consists of a code for each (sub-)stage and associated explanatory text. In order to ensure correspondence with the status identifiers used in the IEC, a concordance between the stage codes and the status identifiers is given below. Since the stage code system is more detailed than the status identifiers, the stages listed below do not express all possible options for the status of item(s).

The status of each item is identified with an own stage code even if several items are part of one work package and are processed as one unit.

ST.5.1

proposed [corresponding stage codes: 00.00 - 10.99]

status identifier of a new *item* from its registration and identification in the database, until it has been accepted for work and a resolution has been reached on how to proceed following the preliminary activities

ST.5.2

draft [corresponding stage codes: 20.00 - 50.99]

status identifier of a new *item* that has been accepted for work following the preliminary activities with either the *normal* or *extended database procedure*, until the moment a decision has been taken on whether or not it is to be part of the standard

NOTE The transition to *Draft* is from *Proposed*.

ST.5.3

released [corresponding stage code: 60.60]

status identifier of an *item* that has been released for use as part of the standard

NOTE 1 The transition to *Released* is from *Draft*.

NOTE 2 Valid items of a standard can have the status *Released*, *Under revision* (see ST.5.4) or *Confirmed* (see ST.5.5).

ST.5.4

to be revised [corresponding stage code: 90.92]

status identifier of an *item* that is undergoing revision either following the application of the systematic review or withdrawal process, or as a result of the acceptance of a change request aiming at a revision of the item

NOTE 1 The transition to *Under revision* is either from *Released* or from *Confirmed*.

NOTE 2 Valid items of a standard can have the status *Released* (see ST.5.3), *Under revision* or *Confirmed* (see ST.5.5).

ST.5.5

confirmed [corresponding stage code: 90.93]

status identifier of an *item* that has been confirmed either following the application of the systematic review or of the withdrawal process

NOTE 1 The transition to *Confirmed* is either from *Released* or from *Confirmed* (in case the item has already been confirmed previously).

NOTE 2 Valid items of a standard can have the status *Released* (see ST.5.3), *Under revision* (see ST.5.4) or *Confirmed*.

ST.5.6

withdrawn [corresponding stage code: 95.99]

status identifier of an *item* that is no longer part of the standard, irrespective of reason

NOTE 1 The transition to *Withdrawn* is either from *Released* or from *Confirmed*. A note or a reference to replacing item(s) may further indicate the reason for the withdrawal.

NOTE 2 A withdrawn item remains in the database with the status identifier *Withdrawn* and is not physically deleted.

ST.5.7

rejected [corresponding stage codes: 00.98, 10.98, 20.98, 30.98, 40.98, 50.98]

status identifier of an *item* that has been entered into the database as part of a Change Request, but has not been approved to be part of the standard

NOTE The transition to *Rejected* is either from *Proposed* or from *Draft*.