

U.S.
Technical Advisory Group
TO ISO
Technical Committee 131



**Policy and
operating procedures
for the
U.S. TAG to ISO/TC 131**

Second edition – effective 2006-03-10

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1 Mission

The U.S. TAG to ISO/TC 131 promotes U.S. interests in the development of ISO standards for fluid power products and systems.

2 General

2.1 These procedures meet the requirements for due process and coordination in the development of U.S. positions for ISO activities as given in ANSI “*Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC.*” The U.S. TAG to ISO/TC 131 consists of its members and its U.S. TAG Administrator.

2.2 Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to subcommittees of an ISO technical committee. Each subgroup of the U.S. TAG to ISO/TC 131 (i.e. U.S. TAG committee) shall be independently accredited in accordance with 2.5.4 of the *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO* (available from the secretariat of the U.S. TAG to ISO/TC 131).

3 Terms and definitions

3.1 United States Technical Advisory Group to ISO/TC 131 (U.S. TAG to ISO/TC 131) – Committee accredited by ANSI for participation in the technical activities of ISO/TC 131, Fluid power systems, which operates in compliance with the ANSI *Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC.* Its committees review ISO/TC 131 documents to develop positions, votes and proposals for new work items.

3.2 U.S. TAG committees – Groups of people with an interest in a particular field related to ISO/TC 131 and its sub-committees and/or working groups.

3.3 U.S. TAG Advisory Panel (U.S. TAG AP) – Committee composed of the chairs of the several U.S. TAG committees and other members, to develop policies and procedures for the conduct of affairs and to perform other administrative matters.

3.4 U.S. TAG administrator – An organization, corporation, institution or other legal entity appointed by ANSI to establish and oversee the U.S. TAG.

3.5 Participant – Person designated by an organization to serve as its official member of a U.S. TAG committee.

3.6 Alternate – Person designated by an organization to serve as an alternate to its designated participant. An organization may designate more than one person as an alternate.

3.7 Project sponsor – U.S. TAG member who takes the responsibility to lead work within the relevant U.S. TAG committee on a particular ISO/TC 131 project. The project sponsor may also serve as the project leader at the ISO/TC 131 level.

3.8 Emeritus member – Member who has served in a distinguished capacity during the past and is granted membership by the AP without cost.

3.9 U.S. national – U.S. citizen or resident alien.

3.10 U.S. national interested party – One of the following entities directly and materially affected by the relevant standards activity:

1. an individual representing a corporation or an organization domiciled in the U.S. (including U.S. branch offices of foreign companies authorized to do business in one or more states, as defined by the relevant State's Corporation law within the U.S.);
2. an individual representing a U.S. federal, state or local government entity; or
3. a U.S. citizen or permanent resident.

NOTE – This definition is taken from the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO* (January 2003 edition, issued 1 May 2003). Any changes to the term and definition in the *ANSI Procedures* supersede what is given here.

3.11 Letter ballot – Ballot conducted by post or electronic means.

4 Organization, Functions and Responsibilities

4.1 U.S. TAG Administrator

The ANSI Executive Standards Council (ExSC) shall appoint the U.S. TAG administrator upon recommendation of its designee. The candidate administrator shall accept, in writing, the following responsibilities:

1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG administrator and initial TAG membership list and accreditation of the TAG.
2. Preparing, maintaining and submitting to ANSI membership lists, annual reports and other documents or records required by the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO*.
3. Determining that the members of the U.S. TAG participate actively.
4. Providing for administrative services, including arrangements for meetings, timely preparation and distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate records, including minutes of meetings and results of letter ballots.
5. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to ANSI.
6. Transmitting to ANSI U.S. delegates lists for all international meetings.
7. Administering the appeals process.
8. Complying with the requirements associated with ANSI oversight and supervision of activities of the U.S. TAG and its administration in accordance with 2.5.5 of the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO*.
9. Ensuring compliance with applicable ANSI and ISO procedures.
10. Developing and administering a program to recognize service by members in the following capacities:
 - serving as chairman of ISO/TC 131 or one of its subcommittees or as convener of an ISO/TC 131 working group;
 - serving as a U.S. expert or delegate at an ISO/TC 131 meeting;
 - serving as a project leader on an ISO project;
 - serving as chairman of the U.S. TAG or one of its committees.
11. Maintain records in accordance with the records retention policy of the U.S. TAG to ISO/TC 131.

4.2 Officers of U.S. TAG to ISO/TC 131

There shall be a chairman, and other officers if required, nominated by the U.S. TAG administrator and subject to approval by a majority vote of the U.S. TAG Advisory Panel. They shall be elected to their positions for a three-year term and may be elected to one successive term. All terms of office shall relate to the NFPA fiscal year. The secretary shall be appointed by the U.S. TAG administrator.

4.3 U.S. TAG Advisory Panel

The U.S. TAG Advisory Panel serves as the governing and coordinating body of the U.S. TAG to ISO/TC 131.

4.3.1 Organization of the U.S. TAG Advisory Panel

4.3.1.1 A U.S. TAG Advisory Panel (AP) shall be composed of the chairs of each U.S. TAG committee, the NFPA Technical Board chair, the NFPA Technical Board Steering Committee chair, the NFPA Board of Directors liaison, the chief executive of NFPA, the chairs of ISO/TC 131 technical committee and sub-committees whose secretariats are held by the U.S., a representative of the U.S. TAG secretariat (normally the U.S. TAG secretary), and such members-at-large as deemed necessary by the AP.

4.3.1.2 Members-at-large for the AP shall be selected from the U.S. TAG membership and elected to three-year terms by the AP; there shall be no limitations on the number of terms for membership on the AP. All terms of office shall relate to the NFPA fiscal year.

4.3.1.3 Officers of the AP shall be a chair, vice chair, and secretary. The chair and vice chair shall be U.S. nationals and shall be the chair and vice chair of the U.S. TAG to ISO/TC 131. The secretary shall be the U.S. TAG secretary. All terms of office shall relate to the NFPA fiscal year.

4.3.2 Functions and responsibilities of the U.S. TAG Advisory Panel

The functions and responsibilities of the U.S. TAG Advisory Panel are:

1. Recommend registration of ANSI as a P- or O-member of ISO/TC 131 and its sub-committees, recommend a change in ANSI membership status on ISO/TC 131 and its sub-committees or recommend termination of membership as a P- or O-member on ISO/TC 131 and its sub-committees.
2. Provide adequate U.S. representation to ISO/TC 131 plenary meetings, designate the heads of delegations and members of delegations, and ensure compliance with the *ANSI Guide for U.S. Delegates to IEC/ISO Meetings*.

Nominees for the position of lead delegate shall be U.S. nationals. Nominees for other positions may be any member of a U.S. TAG committee. Delegates shall also follow the guidelines for U.S. delegates set forth by the AP; these are available from the U.S. TAG secretariat.

3. Determine U.S. positions on agenda items of ISO/TC 131 plenary meetings and advise the U.S. delegation of any flexibility it may have on these positions.

Prior to ISO/TC 131 plenary meetings, U.S. positions on discussion topics shall be determined by consensus at a U.S. TAG AP meeting. Failing a consensus, positions shall be determined by majority vote of those present. U.S. delegates shall be instructed to present and support the established positions to the extent possible. However, delegates shall have the freedom to negotiate during the ISO/TC 131 plenary meeting, including the ability to change a previously agreed U.S. position if necessary to achieve a global consensus acceptable to the U.S.

4. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG's scope.
5. Recommend to ANSI the acceptance of secretariats for ISO technical committees or subcommittees.
6. Recommend that ANSI invite the ISO technical committees or subcommittees to meet in the United States (see 1.4 of the *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO*).
7. Choose by majority vote and recommend to ANSI a preferred candidate for the chair of ISO/TC 131 or one of its sub-committees, or for convener of a working group formed by ISO/TC 131 or one of its sub-committees. All such preferred candidates shall be members of the U.S. TAG.
8. Approve, by majority vote, all nominees to attend ISO/TC 131 subcommittee meetings.
9. Approve, by majority vote, all nominees to attend meetings of ISO/TC 131 working groups.
10. Approve, by majority vote, the formation of subgroups, such as subcommittees or working groups, of the U.S. TAG to ISO/TC 131, including procedures, scope and duties, as necessary.
11. Recommend, by majority vote, the U.S. position to ANSI for action on all policy and administrative matters related to ISO/TC 131 or to other ISO committees with whom relations may become necessary, and to other standards organizations, domestic or foreign, where the issues are related to International Standards.
12. Adopt, by a minimum of two-thirds of those voting, U.S. TAG procedures, categories of interests, or revisions thereof.
13. Approve any recommendation to change the U.S. TAG scope. This requires a minimum of two-thirds of those voting, excluding abstentions. If the vote is taken at a meeting, a majority of the total voting membership of the U.S. TAG AP must be present. If a majority is not present, the vote shall be confirmed by letter ballot.

14. Approve of any recommendation of appointment of the U.S. TAG administrator. This requires a minimum of two-thirds of those voting, excluding abstentions. If the vote is taken at a meeting, a majority of the total voting membership of the U.S. TAG AP must be present. If a majority is not present, the vote shall be confirmed by letter ballot.
15. Approve any recommendation to terminate the U.S. TAG. This requires a minimum of two-thirds of those voting, excluding abstentions. If the vote is taken at a meeting, a majority of the total voting membership of the U.S. TAG AP must be present. If a majority is not present, the vote shall be confirmed by letter ballot.

Successful ballots on items 13, 14 and 15 shall be reported by the U.S. TAG administrator to the ExSC, along with its views on the action.

4.4 U.S. TAG committees

4.4.1 Organization of the U.S. TAG committees

The U.S. TAG shall be organized in committees corresponding to the subcommittees and, where appropriate, working groups of ISO/TC 131.

Each U.S. TAG committee shall have a chair appointed by a majority vote of the AP to serve for a term of three years. Terms may be renewed by a majority vote of the AP. The number of terms is not limited. The chair of a U.S. TAG committee shall be a U.S. national. All terms of office shall relate to the NFPA fiscal year.

4.4.2 Functions and responsibilities of the U.S. TAG committees

The functions and responsibilities of the U.S. TAG committees are:

1. Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by an ISO technical committee or subcommittee.

The relevant U.S. TAG committee shall, by consensus or failing that majority vote, approve such proposals for new work items, either by correspondence or at a meeting.

2. Initiate and approve U.S. working drafts for submission by ANSI to an ISO technical committee, subcommittee (and, where appropriate, working groups) for consideration as committee drafts.

3. Determine the U.S. position on ISO draft International Standards, draft technical reports, committee drafts, ISO questionnaires, draft reports of meetings, etc. Approval of a U.S. position requires approval by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a quorum of the U.S. TAG committee is present. If a quorum is not present, the vote shall be confirmed by letter ballot.

The U.S. TAG committees shall review all documents received from the working groups of ISO/TC 131 with whom they coordinate. They shall, by consensus or failing that majority vote, recommend changes to drafts of ISO/TC 131 standards.

4. Provide adequate U.S. representation to meetings of ISO/TC 131 sub-committees, designate heads of delegations and members of delegations, and ensure compliance with the ANSI *Guide for U.S. Delegates to IEC/ISO Meetings*.

A delegate(s) shall be nominated by their U.S. TAG committees to attend meetings of the ISO/TC 131 committees with whom they coordinate. Nominees for the position of lead delegate shall be U.S. nationals. Nominees for other positions may be any member of a U.S. TAG committee. Delegates shall also follow the guidelines for U.S. delegates set forth by the AP; these are available from the U.S. TAG secretariat. Any U.S. delegate who has a conflict of interest with an agreed U.S. position on any issue because of his/her affiliations shall excuse himself/herself from participation in that issue.

5. Determine U.S. positions on agenda items of ISO/TC 131 subcommittee meetings and advise the U.S. delegation of any flexibility it may have on these positions, and advise U.S. experts on agenda items of ISO/TC 131 working groups.

Prior to ISO/TC 131 subcommittee meetings, the topics to be discussed shall be reviewed at a U.S. TAG committee meeting. By consensus, or failing that majority vote of those present, U.S. positions shall be established on the issues in order to instruct the U.S. delegates. They shall follow these positions as much as possible, but are free to negotiate during an ISO subcommittee meeting, including changing a previously agreed U.S. position if necessary, to achieve a global consensus acceptable to the U.S.

6. Nominate U.S. technical experts to serve on ISO working groups.

Experts shall be nominated by their U.S. TAG committees to attend meetings of the ISO/TC 131 working groups with whom they coordinate. Nominees for the position of lead expert should be U.S. nationals. Nominees for other positions may be any member of a U.S. TAG committee. No more than five U.S. experts, including the lead expert, shall be appointed for each working group meeting. Experts shall be required to attend at least two meetings of the U.S. TAG committee and shall do their best to maintain continuity of participation in both the U.S. TAG committee and the ISO/TC 131 working group. Experts shall follow the U.S. TAG to ISO/TC 131 guidelines for U.S. experts set forth by the AP; these are available from the U.S. TAG secretariat.

Prior to ISO working group meetings, the topics to be discussed shall be reviewed at a U.S. TAG committee meeting. Because ISO working groups are, by ISO rules, composed of individual experts, the U.S. TAG committee may advise the U.S. experts, but not give them any binding instructions. However, U.S. experts shall be aware of the U.S. TAG committee's suggestions, so that as a document progresses through the ISO process, the U.S. TAG committee will accept it. By consensus, or failing that majority vote of those present, U.S. positions shall be established on the issues in order to guide the U.S. experts. Experts should follow these positions as much as possible, but are free to negotiate during an ISO meeting, including changing a previously agreed U.S. position if it is believed to result in a global consensus acceptable to the U.S. Any U.S. expert who has a conflict of interest with an agreed U.S. position on any issue because of his/her affiliations shall excuse himself/herself from participation in that issue.

7. Provide assistance to U.S. secretariats of ISO technical committees or subcommittees, upon request, including resolving comments on draft International Standards, draft technical reports, and committee drafts.

5 Membership

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

5.1 Application. A request for membership shall be addressed to the U.S. TAG administrator, shall indicate the applicant's direct and material interest in the U.S. TAG's work and willingness to participate actively (see 5.8), the applicant's interest category, whether the applicant is a representative of an organization, company, or government agency, and shall identify an alternate, if desired.

5.2 Recommendation. In recommending appropriate action on applications for membership, the U.S. TAG administrator shall consider:

1. the appropriateness of the involvement of each interest in the work of the U.S. TAG;
2. the potential for dominance by a single interest;
3. the extent of interest expressed by the applicant, and the applicant's willingness to participate actively.

The U.S. TAG administrator may consider reasonable limits on U.S. TAG size.

The U.S. TAG Advisory Panel gives final approval on each membership, both regular and emeritus.

5.3 Diverse Interests. If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the U.S. TAG, each may apply for membership.

5.4 Combined Interests. When appropriate, the U.S. TAG administrator may recommend that the applicant seek representation through an organization that is already represented by a member who represents the same or similar interests.

5.5 Observers. Individuals and representatives of organizations having an interest in the U.S. TAG's work may request listing as observers. Observers shall be advised of the U.S. TAG meetings, may participate in meetings, and may submit comments for consideration, but shall not vote or be placed on the relevant committee's mailing list.

5.6 Representation of Materially Affected Interests. All directly and materially affected U.S. national interested parties shall have the opportunity for fair and equitable participation without dominance by any single interest.

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

5.7 Membership Roster. The U.S. TAG administrator shall maintain the list of U.S. TAG members and the organizations they represent.

The roster shall include the following:

1. title and designation of the U.S. TAG;
2. scope of the U.S. TAG;
3. U.S. TAG administrator (name of organization, name of secretary, address[es], telephone number);
4. U.S. TAG officers (chairman and other officers);
5. members:
 - a) names of the individuals and alternates (as applicable) and their addresses and business affiliations, including name of the organizations they are representing on the U.S. TAG;
 - b) names of all self-employed members, their addresses, and business affiliations. Retired persons and independent consultants shall be considered as self-employed.
 - c) the interest category (producer, user, system integrator or general interest) of each individual and alternate (as applicable).

5.8 Membership Obligations. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

Membership in a U.S. TAG committee is continuous as long as the member remains active and applicable fees are paid in full.

5.9 Review of Membership. The U.S. TAG administrator shall review the membership list annually with respect to the criteria of 5.8. Where a member is found in default of these obligations, the U.S. TAG administrator shall direct the matter to the U.S. TAG Advisory Panel for appropriate action, which may include termination of membership.

6 Meetings

6.1 Official Meetings. Meetings may be conducted face-to-face or by teleconference, videoconference or any other means of real-time communication. A meeting of a U.S. TAG committee shall be deemed official only if a quorum is present and a member of the U.S. TAG secretariat staff or a representative authorized by the secretariat staff is present. All meeting arrangements shall be made by and with the approval of the U.S. TAG secretariat. In the event that a U.S. TAG secretariat staff representative cannot be present for a duly called meeting, the meeting shall be deemed official only upon approval of the meeting minutes at a subsequent meeting at which a U.S. TAG secretariat staff representative is present.

6.2 Timing. Meetings of the U.S. TAG and meetings of the U.S. delegates to international meetings should be scheduled to respond to ISO/TC 131 activities.

6.3 Frequency. U.S. TAG meetings shall be held as determined by the chairman/U.S. TAG administrator or by petition of a majority of the members.

6.4 Quorum. At least two participants, alternates or emeritus members, one of whom is the chair or his designee, shall constitute a quorum. In the absence of a designee, the U.S. TAG secretariat staff shall appoint a chair for the meeting.

6.5 Approval of minutes. Minutes shall be approved by a majority of the membership of the relevant U.S. TAG committee (also see 7.5).

6.6 Open Meetings. Meetings of the U.S. TAG shall be open to all members and others having direct and material interest. At least four weeks' notice of regularly scheduled meetings shall be given by the U.S. TAG administrator in ANSI's *Standards Action* or in other media designed to reach directly and materially affected interests. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest.

Any person may attend any U.S. TAG meeting without payment of any fee and participate in discussion of the issues, at the discretion of the chairman of the meeting. However, such non-members shall not be entitled to voting privileges, nor receive any mailings, but may submit written comments to the U.S. TAG secretariat for consideration by the U.S. TAG.

6.7 Communication Between Meetings. The U.S. TAG Advisory Panel and committees may advance their objectives between meetings by any means of communication. Any decisions reached outside of a meeting, however, shall be confirmed by all of the regular members of the relevant committee. Failure to achieve consensus in such a case shall automatically result in placing the item in question on the agenda for the next meeting.

7 Voting

Voting in any subgroup of the U.S. TAG to ISO/TC 131 shall be conducted on the basis of one vote per organization. Emeritus members shall be entitled to an individual vote, unless they are employed by an organization with other personnel in a committee or the U.S. TAG AP.

7.1 Vote. Each member shall vote one of the following positions:

- affirmative;
- affirmative with comment;
- negative with reasons. (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection);
- abstain with reason.

7.2 Vote of Alternate. An alternate's vote is counted only if the participant fails to vote. If the participant's vote is not received by the end of the voting period, the earliest alternate vote received that is not an abstention shall be counted next.

7.3 Voting Period. The voting period for letter ballots shall be established to allow for timely response to ISO time limits. An extension may be granted at the option of the committee chairman or U.S. TAG administrator when warranted (e.g. when the requirements for approval or disapproval specified by 7.5 or 7.6 are not achieved).

7.4 Authorization of Letter Ballots. A letter ballot may be authorized by:

1. majority vote of those present at a U.S. TAG meeting;
2. the chairman;
3. the U.S. TAG Administrator;
4. petition of five members of the U.S. TAG or a majority of the U.S. TAG, whichever is less.

7.5 Actions Requiring Approval by Majority. The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the relevant U.S. TAG committee:

- approval of officers appointed by the U.S. TAG administrator;
- formation of a subgroup, including its procedures, scope, and duties;
- disbandment of a subgroup;
- approval of minutes;
- other actions of the committee not specified elsewhere.

7.6 Consideration of Views and Objections on Letter Ballots. The U.S. TAG administrator shall forward the views and objections received to the chairman of the U.S. TAG committee, or his designee. The chairman, project sponsor and U.S. TAG administrator shall review the results to propose a U.S. consensus reply to ANSI. The proposal, along with all replies to the letter ballot, shall be circulated to the committee membership for final review and, in the case of a draft International Standard, those commenting on the DIS's listing in *Standards Action*. If no objections are received, the proposal shall be submitted to ANSI. If objections are received, the committee chairman shall determine whether the committee shall consider the expressed views and objections by telephone, correspondence, or at a meeting.

The U.S. TAG AP, by a vote of two-thirds of its total members, may override any voting recommendations on proposed ISO issues from a U.S. TAG committee. Otherwise, the AP need not take action on any voting recommendation, and the U.S. TAG secretary, with the approval of the chair of the relevant U.S. TAG committee, shall process the voting recommendation through ANSI.

7.7 Report of Final Result. The final result of the voting shall be reported to the U.S. TAG committee.

7.8 Submittal of U.S. Position. Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to ANSI by the U.S. TAG administrator. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.

7.9 Information Submitted. The information supplied to ANSI shall include:

- title and designation of the document;
- indication of the type of action requested (that is, approval of a new draft International Standard or reaffirmation, revision, or withdrawal of an existing draft International Standard, questionnaire, etc.);
- status of any appeal action related to approval of the proposed U.S. position;
- a summary of the voting and U.S. TAG member responses;
- identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.

8 Termination of U.S. TAG

A proposal to terminate a U.S. TAG may be made by directly and materially affected interests. The proposal shall be submitted in writing to ANSI and to the U.S. TAG administrator and shall include the reasons why the U.S. TAG should be terminated. Action shall be taken by the U.S. TAG in accordance with 7.5. Information regarding the termination of a U.S. TAG shall be promptly provided to the Secretariat of the ISO TC or SC. In the event that the U.S. holds the Secretariat for an ISO TC or SC for which the U.S. TAG is considering termination, the organization serving as Secretariat shall be informed promptly and shall submit their position regarding termination of the U.S. TAG to ANSI and to the U.S. TAG administrator.

As a result of action taken in accordance with 7.5, should termination of the TAG be approved, notification of such action shall be announced in *Standards Action*. The announcement shall note that dissolution of the U.S. TAG will result in the U.S. relinquishing its P- (participant) status in the international activity. Also, if the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as international secretariat. The appropriate notification(s) shall be sent to ISO Central Secretariat regarding the change in status, and the relinquishment of the Secretariat, if applicable.

9 Communications

Correspondence of U.S. TAG officers and the U.S. TAG administrator related to official business of the U.S. TAG, in whatever form, shall be identified as such through the use of letterhead (electronic or paper), if appropriate, or indication in the title or subject line of the communication that it relates to a U.S. TAG matter. Such communications shall also include the sender's name and U.S. TAG position.

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

10 Appeals

Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG or its administrator shall have the right to appeal. Such an appeal may be based on the substance of an issue or on procedural/administrative aspects.

10.1 Complaint. The appellant shall file a written complaint with the U.S. TAG administrator within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the specific actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

10.2 Response. Within 30 days after receipt of the complaint, the respondent shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

10.3 Hearing. If the appellant is not satisfied with the response of the respondent, they shall so inform the U.S. TAG administrator within 10 working days. The U.S. TAG administrator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least 10 working days' notice.

10.4 Appeals Panel. The appeals panel shall be the U.S. TAG Advisory Panel excluding those who have been directly involved in the matter in dispute and who will be materially or directly affected by any decision made or to be made in the dispute.

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

10.6 Decision. The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- finding for the appellant and remanding the action to the U.S. TAG or the U.S. TAG administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- finding for the respondent with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- finding that new, substantive evidence has been introduced and remanding the entire action to the U.S. TAG or the U.S. TAG administrator for appropriate reconsideration.

10.7 Further Appeal. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the U.S. TAG administrator to the ExSC (see *Operating Procedures of the ANSI Executive Standards Council* for details regarding appeals).

10.8 Informal Settlement. ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI Procedures. Any settlement to which the parties agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

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