ANSI REFRESHER COURSE 2017

CHANGES TO THE ISO DIRECTIVES

American National Standards Institute

You must complete the registration form after you finish this course to comply with the ANSI Executive Standards Council (ExSC) requirement for training on new changes to the ISO Directives, processes and procedures that are introduced each year.

ANSI COURSE OVERVIEW

The ANSI International Procedures (www.ansi.org/internationalprocedures), which governs US participation at the ISO requires that all US persons and organizations serving as Secretaries of ISO Technical Committees, Subcommittees and Project Committees, as well as Administrators of U.S. Technical Advisory Groups to ISO committees, have appropriate training to serve in these roles. This requirement includes training on new changes to ISO Directives, processes and procedures that are introduced each year.

This training should be completed by 1 March 2018.

In May 2017, a new version of the ISO/IEC Directives, Part 1 and ISO Supplement was issued that incorporated a number of changes to how ISO committees conduct their work. These changes are detailed on the slides that follow this ANSI training course.

This "refresher" course is intended for those person who have served in ISO committee secretary and/or US/TAG administrator roles for some time and have already received general training for these roles. The ANSI general training courses for ISO committee secretariats and US/TAG administrators have also been updated to include this information.

This "refresher" course is required for those US persons serving as ISO TC, SC and PC secretaries and those persons serving as US/TAG administrators for ISO TCs, SCs and PCs.

This "refresher" course is also recommended for US persons serving as chairs and convenors of ISO committees and working groups, as well as chairs of US/TAGs.

Other US persons who serve as members of US/TAGs, or as delegates and experts to ISO committee and working group meetings may also be interested in the content of this course.

ISO Directives, Part 1, Clause 1.12.2
Working Groups

What Has Changed?

New text has been added that states:

> "The composition of the working group is defined in the ISO Global Directory (GD) or in the IEC Expert Management System (EMS) as appropriate. Experts not registered to a working group in the ISO GD or the IEC EMS respectively, may not participate in its work."

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries, working group convenors and secretaries shall ensure that only those experts registered in the ISO GD by their national standards bodies participate in the working groups.

Impact on US/TAGs:

US/TAG administrators shall ensure that ANSI (ISOT) is informed of any new experts to be added to the ISO GD, as well as any changes to expert contact information or experts to be deleted from the ISO GD. ANSI ISOT staff shall ensure that all official experts as decided by US/TAGs are registered properly in the ISO GD.

ISO Directives, Part 1, Clause 2.1.6
Development Tracks

What Has Changed?

A new 18-month standards development track has been added, referred to as SDT 18. The other existing tracks are now similarly named (SDT 24, SDT 36 and SDT 48).

Projects using the 18-month development track shall be eligible for special handling under a new "Direct publication process" offered by ISO/CS if they successfully complete the DIS ballot within 13 months of the project's registration. This process is expected to reduce publication processing time for such projects by approximately one third.

New text has been added that committee secretariats are reminded to perform risk assessments during project planning in order to identify potential problems in advance and set the target dates accordingly.

A new note has been added that time spent on round-robin testing during the development of a standard shall not be counted in the overall development time. The standards development track will be paused on request from the secretariat to ISO/CS during round-robin testing.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall (1) note whether the new SDT 18 is proposed for each new project and develop appropriate project plans, (2) conduct any necessary risk assessment during project planning, and (3) submit requests as appropriate to ISO/CS to "pause the clock" during any round robin testing.

Impact on US/TAGs:

If developing and submitting a new work item proposal, the US/TAG shall decide on which development track to propose (SDT 18, SDT 24, SDT 36, SDT 48). If voting on a new work item proposal submitted by another party, the US/TAG shall decide on the acceptability of the proposed development track.

ISO Directives, Part 1, Clause 2.3.4
New Work Item Proposals and Development Tracks

What Has Changed?

New text has been added that the proposers of new work item proposals shall discuss the proposal with the committee leadership prior to submitting the appropriate proposal form, in order to decide on an appropriate development track (based on market needs) and draft a project plan including key milestones and the proposed date of the first meeting.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall work with proposers of new work to provide advice on the appropriate development track and a draft project plan for the proposed ISO deliverable.

Impact on US/TAGs:

If developing a new work item proposal, the relevant US/TAG representatives shall consult with the committee secretary on the appropriate development track and other aspects of the project plan for the proposed deliverable.

ISO Directives, Part 1, Clause 2.5.3
Comments Submitted at the CD Stage

What Has Changed?

New text has been added to make it clear that committees are required to address all comments received on a CD.

Impact on US Persons Serving as ISO Committee Leaders:

Committee chairs, secretaries and working group convenors shall ensure that all comments are addressed with documentation on how each comment was addressed.

Impact on US/TAGs:

US/TAGs should carefully review all reports of voting on CDs to ensure that all US comments have been adequately addressed.

ISO Directives, Part 1, Clause 2.6.4
Approval of Draft International Standards (DISs)

What Has Changed?

New text has been added to clarify that:

- If the approval criteria on a DIS are met, and no technical changes are introduced, the document may proceed to publication without the FDIS stage

- If the approval criteria on a DIS are met, but in addressing comments technical changes were agreed and introduced into the document, the document must proceed to the FDIS stage before publication.

Impact on US Persons Serving as ISO Committee Leaders:

Committee chairs, secretaries and working group convenors shall ensure that these new provisions are implemented correctly based on whether technical changes are introduced.

Impact on US/TAGs:

In the case of the first bullet item above, US/TAGs should review results of voting documents and raise concerns if they feel a change that is agreed to be introduced is technical.

ISO Directives, Part 1, Clause 2.6.5
Comments Submitted at the DIS Stage

What Has Changed?

New text has been added to make it clear that committees are required to address all comments received on a DIS.

Impact on US Persons Serving as ISO Committee Leaders:

Committee chairs, secretaries and working group convenors shall ensure that all comments are addressed with documentation on how each comment was addressed.

Impact on US/TAGs:

US/TAGs should carefully review all reports of voting on DISs to ensure that all US comments have been adequately addressed.

ISO Directives, Part 1, Clause 2.9.1
Systematic Review and Minor Revisions

What Has Changed?

New text has been added indicating that:

– A committee may at any time between systematic reviews pass a resolution initiating a revision or amendment of a standard.

– For minor changes, e.g. updating and editorial changes, that do not impact the technical content, a shortened procedure called "minor revision" may be applied. This is comprised only of the proposal for a minor revision by the committee (initiated by a committee resolution), followed by the approval and publication stages (see clauses 2.7 and 2.8). Subsequent to the resolution and consultation with the responsible ISO Technical Programme Manager, a final draft of the revised deliverable shall be circulated for an 8 week FDIS vote (12 weeks in the case of ISO/CEN Vienna Agreement documents). The Foreword of the next edition of the deliverable shall indicate that it is a minor revision and list the updates and editorial changes made.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall (1) initiate a systematic review at any time if agreed by committee consensus, (2) manage the process of advancing a minor revision as detailed above, and (3) consult with the ISO Technical Program Manager to advance the process for a minor revision.

Impact on US/TAGs:

US/TAGs may decide by consensus to propose that an ISO deliverable undergo systematic review at any time.

ISO Directives, Part 1, Clause 4.1
Meeting Fees

What Has Changed?

New text has been added reminding national bodies that they are not permitted to charge delegates/experts any sort of participation fee, nor require accommodations at specific hotels or hotel rates for any meetings of technical committees, subcommittees, working groups, maintenance and project teams. The basic meeting facilities shall be funded entirely by resources from a national Body and/or voluntary sponsors. While this is the general policy for ISO and IEC, in ISO committees that have been approved by ISO/CS to charge fees in the past may continue to do so. In addition, the ISO/TMB will consider any new requests for meeting fees.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries and working group convenors shall work with host countries for meetings to ensure this policy is applied, or to seek exception from ISO/CS with rationale.

Impact on US/TAGs:

US/TAGs offering to host meetings that may require the charging of a meeting fee shall work cooperatively with their committee secretaries or working group convenors to apply this policy and seek exception from ISO/CS if appropriate.

ISO Directives, Part 1, Clause 4.2.1.3
Meeting Starting and Finishing Times

What Has Changed?

New text has been added indicating that:

– Meeting agendas shall clearly state the starting and estimated finishing times.

– In the event of meetings over running the estimated finishing time, the committee chair shall ensure that the P-members are willing to take voting decisions after the estimated finishing time. However if P-members leave, they may request the committee chair not to take any further voting decisions.

– Any decisions made after the estimated finishing time of the meeting and after any P-members have left shall be confirmed by correspondence after the meeting.

– Attendees should take the estimated meeting finishing time into consideration when booking their travel.

Impact on US Persons Serving as ISO Committee Leaders:

Committee chairs, secretaries and working group convenors shall ensure the proper implementation of these new requirements.

Impact on US/TAGs:

US/TAGs shall determine if their delegations to committee meetings and experts to working group meeting should request that no further actions be taken at the meeting after they leave if business is not completed by the estimated finishing time.

ISO Directives, Part 1, Clause 4.6
Remote Participation

What Has Changed?

New text has been added indicating that:

– Remote participation at committee meetings is supported in ISO to enable the goals of increasing stakeholder engagement and better coordination of the committee work. Remote participation is allowed for all ISO meetings and ISO committees, provided that:

- The committee secretary checks with the host prior to meeting and follows the 'Guidelines on remote participation at committee meetings.
- The host agrees and can provide the necessary technology and support.
- The same registration and accreditation rules apply to remote and physical participants.
- The ISO guidelines on remote participation at committee meetings are provided to all participants in advance of the meeting.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries or working group convenors shall manage any remote meetings as described above, and shall consult with their host countries on the capability to provide for remote meetings. If the host country does not have adequate technical capability to support remote participation, then remote participation will not be required.

Impact on US/TAGs:

US/TAGs shall determine whether they request that committee secretaries or working group convenors provide for remote participation for any US delegates or experts. If the US/TAG wishes to host an ISO committee meeting, it shall determine if it can provide the adequate remote participation capability.

ISO Directives, Part 1, Annex SC
Strategic Business Plans

What Has Changed?

New text has been added indicating that the committee shall conduct a review of its strategic business plan, considering all comments received, preferably once per year, but at least once every 3 years.

Impact on US Persons Serving as ISO Committee Leaders:

Committee chairs and secretaries shall ensure the implementation of this requirement.

Impact on US/TAGs:

US/TAGs shall determine any US comments on the development or revision of committee strategic business plans.

ISO Directives, Part 1, Annex SG
Second Language Texts for ISO Standards

What Has Changed?

New text has been added indicating that:

- When a non-official language of ISO has been approved by the committee for inclusion in the final deliverable (this is permitted only in the case of vocabulary standards), the SO national body supporting the related non-official language is responsible for the text, and its timely delivery (i.e. at the latest before the FDIS ballot).

- In the case where a second or subsequent official language version is required, the ISO national body supporting the related language shall provide the ISO Central Secretariat with the related language version within 8 weeks of the submission of the first language version, English in general.

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

- Languages other than the official languages of ISO may only be included in the body of vocabularies. This is dependent on the committee approving the business case presented by an ISO national body, which is then responsible for the related language version

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall work with ISO national bodies and ISO/CS to ensure proper implementation of these provisions.

Impact on US/TAGs:

None

ISO Directives, Part 1, Annex SL
Approval of ISO MSS Justification Studies

What Has Changed?

New text has been added to make it clear that all ISO management system standards (MSS) new work item proposals and their justification studies (JS) must be identified by the relevant committee leadership and the JS must be sent to the ISO/TMB (or its MSS task force) for evaluation and approval before the new work item proposal ballot can take place.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall ensure that new work item proposals for ISO MSS are identified and their related JS is submitted to the ISO/TMB (or its MSS task force) for approval before the new work item proposal is launched for voting.

Impact on US/TAGs:

None.

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ISO Directives, Part 1, Annex SN Registration Authority Policy

What Has Changed?

Annex SN represents a significant and substantial revision of the ISO Registration Authority Policy, and this text cannot be easily summarized here.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries for ISO deliverables that have related registration authorities shall familiarize themselves with this new policy and work with ISO/CS and registration authorities to ensure its proper implementation.

Impact on US/TAGs:

None

ISO Directives, Part 1, Annex SR
Statements Regarding Respecting National Laws

What Has Changed?

New text has been added that states that a document shall not include statements about the need to respect national law or statements that an ISO standard is not intended to conflict with national law. The application of ISO standards is voluntary and national law takes precedence in case of conflict. Furthermore, to add such statements in some standards but not in others creates two classes of standards. This could inadvertently create the impression that an ISO standard takes precedence over national law unless primacy of national law is expressly stated.

Impact on US Persons Serving as ISO Committee Leaders:

Committee secretaries and working group convenors shall ensure the drafting of ISO standards does not include or introduce such statements.

Impact on US/TAGs:

US/TAGs shall not submit comments on draft ISO deliverables requesting the inclusion of statements on the need to respect national laws.

ISO Directives, Part 1, Reference Documents

What Has Changed?

Links have been provided to the following new reference guidance documents:

- Guidelines on remote participation at committee meetings
- Guidelines for the submission of text and drawings to ISO/CS

Impact on US Persons Serving as ISO Committee Leaders:

To access as needed in ISO committee work.

Impact on US/TAGs:

To access as needed in ISO committee work.

- For questions on the content of this course, please contact Steve Cornish at scornish@ansi.org or 1-212-642-4969

- For questions regarding compliance requirements for this course, please contact Sara Desautels at sdesautels@ansi.org or 1-212-642-4937

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