ANSI REFRESHER COURSE 2016

CHANGES TO THE ISO DIRECTIVES
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.
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 2017.

In May 2016, 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.
What Has Changed?

Clarification was added to the Directives that the initial title and scope of the technical committee requires approval by a 2/3 majority of the P-members voting.

Impact of change on US Persons Serving as ISO Committee Leaders:

At the first meeting of a new technical committee, the committee chair and secretary shall ensure that a 2/3 majority approval of the title and scope has been achieved.

Impact of change on US/TAGs:

None
ISO Directives, Part 1, Clause 1.7.1
Required systematic review voting

What Has Changed?

The Directives were revised to indicate that all national bodies that choose to be P-members of a committee are required to vote on all systematic review ballots under the responsibility of that committee. Enforcement of this requirement will begin in 2017.

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries of ISO technical committees, subcommittees and project committees will be required to monitor P member voting on systematic review ballots and work with ISO Central Secretariat on possible downgrading of P members to O membership.

Impact of change on US/TAGs:

US/TAGs will need to ensure that they provide a voting response to ANSI on all systematic reviews or risk possible downgrading to O-membership for one full year in the committee for which we have missed a systematic review vote.
ISO Directives, Part 1, Clause 1.8.1
Committee chair term limits

What Has Changed?

The Directives were revised to clarify that committees may subdivide the terms of their chairs as needed in any amounts as long as the overall term limits previously agreed by ISO are respected. As previously agreed, a chair may serve for up to six years with the possibility of extension for up to three years, for an overall term no longer than nine years.

In addition, to assist in transition to new chairs, the committee secretariat may submit a nomination of an individual to serve as “Chair-elect” for up to one year before the start of that person’s official term as chair.

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries shall consider these details as they manage the terms of their chairs.

Impact of change on US/TAGs:

US/TAGs shall consider these details when considering nominating (or re-nominating) U.S. individuals to ISO leadership positions.
ISO Directives, Part 1, Clause 1.12.6

Joint working group co-convenors

What Has Changed?

The Directives were revised to clarify that the possibility exists for Joint Working Groups (JWGs) to have two co-convenors.

Impact of change on US Persons Serving as ISO Committee Leaders:

Chair and secretaries should consider whether their committees wish to take advantage of this co-convenor opportunity as they manage JWGs with other ISO or IEC committees.

Impact of change on US/TAGs:

US/TAGs shall consider these details when considering nominating U.S. individuals to serve as Convenor of a JWG.
ISO Directives, Part 1, Clause 1.15.4
Internal committee liaisons

What Has Changed?

The Directives were revised to clarify that persons serving in a liaison role from one committee to another committee:

- have the right to participate in the meetings and discussions of the technical committee or subcommittee whose work they have been designated to follow, including the submission of written comments, on matters within the competence of their own technical committee and based on feedback that they have collected from their own committee
- shall not have the right to vote
- may also attend meetings of working groups of the technical committee or subcommittee, but only to contribute the viewpoint of their own technical committee on matters within its competence, and not to otherwise participate in working group activities

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries of committees shall ensure that their liaison representatives participate consistent with these provisions in the Directives.

Impact of change on US/TAGs:

None
ISO Directives, Part 1, Clause 2.3.1
New work item proposals by correspondence

What Has Changed?

The Directives were revised to indicate, as a result of the 2015 pilot, that going forward all new work item proposals must be approved by correspondence and cannot be approved at meetings.

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries shall ensure that decisions on all new work item proposals are taken by correspondence, and not at meetings.

Impact of change on US/TAGs:

US/TAGs shall object at ISO committee meetings to any potential actions to approve new work item proposals at the meeting, and inform ANSI of such cases for possible follow up actions.
ISO Directives, Part 1, Clause 2.3.4
New work item proposal voting periods

What Has Changed?

The Directives were revised to indicate that committees may, on a case-by-case basis, decide to shorten the new work item proposal voting period from 12 weeks to 8 weeks.

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries shall manage decisions of the P members to establish consensus that a new work item proposal shall be shortened to 8 weeks.

Impact of change on US/TAGs:

In such cases, US/TAGs shall determine whether it will be possible to develop a consensus US vote and comments within 8 weeks when asked by the committee to decide on shortening the voting period.
ISO Directives, Part 1, Clause 2.3.5
Approval of new work item proposals

What Has Changed?

The Directives were revised to no longer require a justification statement with an approval vote on a new work item proposal. However, a justification statement is still required for a disapproval vote.

The Directives were also revised to indicate that if a P member votes approval on a new work item proposal but does not name an expert to participate, the P member will have two weeks to indicate an expert or the P member’s vote will not be counted.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall ensure that justification statements are received from any P members voting disapproval on a new work item proposal. Also, committee secretaries will follow up with P members that voted approval but did not provide an expert. If the P member does not name an expert within 2 weeks, the committee secretary shall not count that P member’s vote and this may impact the overall voting results.

Impact of change on US/TAGs:

US/TAGs no longer need to develop justification statements for approval votes on new work item proposals, but must continue to do so for disapproval votes. US/TAGs must also ensure they name an expert to participate when they vote approval on a new work item proposal.
ISO Directives, Part 1, Clause 2.6.2
Negative votes on DIS

What Has Changed?

The Directives were revised to indicate that in the case where a member body has voted negatively without submitting any comments or justification, the vote will not be counted. In the case where a member body has voted negatively and has submitted comments that are not clearly of a technical nature, the committee secretary shall contact the ISO/CS Technical Program Manager (TPM) within 2 weeks of the ballot closure. The TPM will follow up with the member body to obtain technical comments within one month.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall work with their TPMs in a timely manner (two weeks) following the close of the DIS vote in order to confirm votes that shall not be counted or to have the TPM follow up with member bodies.

Impact of change on US/TAGs:

US/TAGs must ensure that they submit technical comments with any negative vote on a DIS or risk the vote not being counted.
**ISO Directives, Part 1, Clause 2.6.4**

**Committee decisions to skip the FDIS stage**

**What Has Changed?**

The Directives were revised to indicate that if the committee leaders wish to have the P members of the committee take a decision to skip the FDIS stage when technical changes have been made to the draft standard as a result of DIS voting and comments, the ballot to the P members shall include a strikethrough version of the draft standard showing the proposed changes.

**Impact of change on US Persons Serving as ISO Committee Leaders:**

Chairs and secretaries, when proposing to the committee to skip the FDIS stage for a revised draft standard, shall ensure that the required strikethrough version is produced and provided with the ballot.

**Impact of change on US/TAGs:**

US/TAG should review the revisions and vote accordingly.
ISO Directives, Part 1, Clause 2.7.2
Negative votes on FDIS

What Has Changed?

The Directives were revised to indicate that in the case where a member body has voted negatively without submitting any comments or justification, the vote will not be counted. In the case where a member body has voted negatively and has submitted comments that are not clearly of a technical nature, the committee secretary shall contact the ISO/CS Technical Program Manager (TPM) within 2 weeks of the ballot closure. The TPM will follow up with the member body to obtain technical comments within one month.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall work with their TPMs in a timely manner (two weeks) following the close of the FDIS vote in order to confirm votes that shall not be counted or to have the TPM follow up with member bodies.

Impact of change on US/TAGs:

US/TAGs must ensure that they submit technical comments with any negative vote on a FDIS or risk the vote not being counted.
ISO Directives, Part 1, Clause 2.9.2
Required systematic review voting

Please see the slide above for the ISO Directives, Part 1, Clause 1.7.1.
**ISO Directives, Part 1, Clause 2.9.3.2**

**Minor revisions of ISO standards**

What Has Changed?

The Directives were revised to clarify that standards confirmed as minor revisions (that is, only editorial changes and no technical changes) will undergo an 8 week FDIS vote, (or 12 weeks in the case of projects being advanced under the ISO/CEN Vienna Agreement). 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 of change on US Persons Serving as ISO Committee Leaders:**

Committee secretaries shall manage ballots for minor revisions consistent with these provisions.

**Impact of change on US/TAGs:**

None
ISO Directives, Part 1, Clause 4.2.1.3
Notices and agendas for committee meetings

What Has Changed?

The Directives were revised to clarify that the committee secretary shall ensure that arrangements are made for the agenda and logistical information to be circulated at the latest 16 weeks before the date of the meeting. All other documentation intended to support action items at the committee meeting must be circulated at the latest 6 weeks before the meeting.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries shall ensure that the agenda, logistical information and documents for committee meetings are circulated within these required time frames.

Impact of change on US/TAGs:

US/TAGs should consider objecting to action items at committee meetings if the documentation was not circulated within these required time frames, and request that decisions on such action items be taken by correspondence of all P members following the meeting.
ISO Directives, Part 1, Annex SF  
Venues for ISO committee and working group meetings

What Has Changed?

The Directives were revised to clarify that it shall be ensured that the venue or location of a committee or working group meeting in a host country shall not restrict access of delegates/experts from any ISO member.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries and WG convenors shall work with the hosts of their meetings to ensure that the meeting location in the country will not prevent any delegate or expert from having access to the venue or location. If this is the case, the host shall seek to find another more suitable meeting venue or location.

Impact of change on US/TAGs:

US/TAGs considering hosting committee or working group meetings shall consider this expectation. For example, it may be the case that hosting ISO meetings at US government facilities may prevent some delegates/experts from some countries from accessing the meeting site.
ISO Directives, Part 1, Annex SK
Posting meeting documents

What Has Changed?

Annex SK has been revised substantially to provide greater clarity on the deadline dates by which documents for committee, working group and webex meetings shall be circulated/posted/provided.

Impact of change on US Persons Serving as ISO Committee Leaders:

Committee secretaries and working group convenors shall ensure that agendas, logistial information and documents for meetings are circulated within these required time frames.

Impact of change on US/TAGs:

US/TAGs should consider objecting to action items at meetings if the documentation was not circulated within these required time frames, and request that decisions on such action items be taken by correspondence of all P members following the meeting.
ISO Directives, Part 1, Annex SM
Performance principle

What Has Changed?

The Directives, Part 1 were revised to be consistent with new text in the Directives, Part 2, clause 5.4 regarding the performance principle to state: “Whenever possible, requirements shall be expressed in terms of performance rather than design or descriptive characteristics. This principle allows maximum freedom for technical development and reduces the risk of undesirable market impacts (e.g. restriction of innovative solutions).”

Impact of change on US Persons Serving as ISO Committee Leaders:

Chairs and secretaries will note this revised text as appropriate in their work.

Impact of change on US/TAGs:

US/TAGs will note this revised text as appropriate in their 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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