

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.