

## **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](#).