

Annex SD (informative)

Summary of the role and responsibilities of the secretary and secretariat of an ISO committee

SD.1 Introduction

The *ISO/IEC Directives, Part 1, 2001* describes the basic responsibilities accepted by secretariats upon their appointment (see in particular 1.9.2).

The general elements of the responsibilities of a secretary of a technical committee or subcommittee — described in more detail below — are committee management and general support, reporting and advising, document management, the management of meetings, and project management.

SD.2 Committee management and general support

- nomination of new or replacement chairmen for committees;
- assisting in the establishment of subcommittees (technical committee secretariat only);
- initiating an enquiry amongst the P-members of the subcommittee concerned to invite nominations in the case of the re-allocation of a subcommittee secretariat (technical committee secretariat only);
- assisting in the development of the scope of committees;
- monitoring participation in the work of the committee, and in particular notifying ISO Central Secretariat where a P-member of a committee has been persistently inactive and failed to meet its obligations;
- establishing and maintaining liaison between committees and with other international organizations;
- maintaining close contact with ISO Central Secretariat, with the members of the committee and in the case of a subcommittee, with its parent technical committee regarding its activities, including those of its working groups;
- assisting in the case of an appeal against a committee decision.

SD.3 Reporting and advising

- providing periodic reports on progress of projects to the committee and, if required, to the Technical Management Board (technical committee secretariat only);
- providing periodic reports on progress of projects to the committee, and to the technical committee (subcommittee secretariat only);
- providing advice to the chairman, project leaders, and convenors on procedures associated with the progression of projects;
- updating the record of the status of the membership of the committee in conjunction with ISO Central Secretariat;

- maintaining a register of the membership of its working groups;
- reporting on meetings, progress of projects, changes of committee officers, etc.;
- responding to enquiries on projects and published standards.

SD.4 Document management

- numbering and distributing documents (includes distribution of all TC and SC documents to the committee members and ISO Central Secretariat);
- keeping records concerning committee work and the background to the publication of International Standards and other ISO deliverables.

SD.5 Meetings

- establishing and circulating the convening notice and meeting agenda, with a copy to ISO Central Secretariat;
- identifying the hosts and venues for meetings of technical committees and subcommittees;
- in the case of a subcommittee meeting, consulting with the secretariat of the parent technical committee in order to ensure coordination of meetings;
- determining requirements for interpretation between English and French during TC or SC meetings (see also *ISO/IEC Directives, Part 1, 2001, Annex F.6*);
- arranging for the circulation of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting;
- preparing compilations of comments on documents which appear on the agenda;
- establishment of the editing committee for the meeting;
- recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- preparing the minutes of meetings.

SD.6 Project management — General

- assisting in the establishment of priorities and target dates for each project;
- notifying the names, etc. of all project leaders to ISO Central Secretariat;
- monitoring and reporting progress of all projects against the agreed target dates and mandatory time limits;
- proposing the cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;
- initiating ballots and reviewing ballot results;
- arranging for the preparation of second language texts (in particular for DIS and FDIS) and ensuring their equivalence (see [Annex SP](#)) (for other guidance on language issues see also *ISO/IEC Directives, Part 1, 2001, Annex E*);

- preparing justification to the Technical Management Board for any proposals for the retention or re-establishment of projects which have exceeded the time limits.

SD.7 Project management — New projects

- assisting in determining whether or not a proposed new project is sufficiently mature to progress to formal registration, or if outstanding issues indicate that retention as a "Preliminary Work Item" is opportune;
- ensuring that all new projects are justified, complying with the guidelines in the *ISO/IEC Directives, Part 1, 2001*, Annex C;
- determining what language versions are required for a new project, and making appropriate arrangements for the preparation of such texts at the most opportune time;
- circulating ballots on proposed new projects;
- reviewing the ballot results on a proposed new project, and proposing a course of action;
- registering approved new projects at ISO Central Secretariat;
- proposing, where appropriate, that a working group be constituted to progress individual projects.

SD.8 Project management — Preparatory stage

- notifying ISO Central Secretariat of the availability of the first working draft;
- assisting in determining when a working draft may be converted to a committee draft.

SD.9 Project management — Committee stage

- notifying ISO Central Secretariat of the availability of the first committee draft;
- submitting all committee drafts for committee review, with the associated ballot form (ISO Form 8);
- reviewing the ballot results on a committee draft and, in consultation with the chairman, proposing a course of action;
- ensuring that a final committee draft fully embodies decisions taken either at meetings or by correspondence;
- assisting the chairman in determining when there is consensus to progress the final committee draft as a draft International Standard;
- obtaining the text of a proposed draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the final committee draft complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of drafts for registration as DIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as "The Rice Model");
- submitting the proposed draft International Standard to ISO Central Secretariat for enquiry vote (with ISO Form 8A) in the requisite formats.

SD.10 Project management — Enquiry stage

- correcting texts returned by ISO Central Secretariat as a result of non-conformity to requirements, including the presentation requirements of the *ISO/IEC Directives, Part 2*;
- carrying out an initial review of ballot results and assisting the chairman in determining what further action is appropriate;
- submitting any comments to the project leader responsible for the up-dating of the project;
- ensuring that all comments on the DIS are addressed;
- assisting the chairman in determining when agreement has been reached to progress a revised text of a draft International Standard as a final draft International Standard;
- obtaining the text of the proposed final draft International Standard in English and French (or obtaining approval for single-language voting);
- ensuring that the proposed final draft International Standard complies with the requirements of *ISO/IEC Directives, Part 2* (see also guidance note *Presentation of revised texts of DIS for registration as FDIS*, and the example illustrated in the *Model manuscript of a draft International Standard* (known colloquially as "The Rice Model");
- submitting to ISO Central Secretariat either only the report of voting (ISO Form 13 — without annexes if no decision taken), or the proposed final draft International Standard for approval vote together with ISO Form 13 — with annexes — and associated materials, such as drawings, in the requisite formats.

SD.11 Project management — Approval stage

- ensuring that texts returned by ISO Central Secretariat as a result of non-conformity to processing requirements, including the presentation requirements of *ISO/IEC Directives, Part 2*, are corrected;
- checking the FDIS text as submitted for the approval vote (i.e. after editing) in order to identify and report errors that may have been introduced in the course of preparing the text in ISO Central Secretariat (i.e. a 'proof' check);
- noting technical comments, either for consideration during the next review or, where an FDIS has failed the approval vote, with a view to determining how the FDIS can be revised in order to obtain approval.

SD.12 Project management — Systematic reviews

- either initiating a systematic review, or progressing a systematic review initiated by ISO Central Secretariat;
- receiving and reviewing returned ballots and proposing a course of action;
- determining the committee's position concerning the proposed course of action;
- confirming to ISO Central Secretariat the course of action, where appropriate registering new project(s);
- taking appropriate follow-up action.

SD.13 Project management — Technical corrigenda and amendments

- considering any proposals for correction or amendment and taking the appropriate action.

SD.14 Resources

The resources required of secretariats are described in the *ISO/IEC Directives, Part 1, 2001*, Annex D. Specific reference is made to these in the service agreement between ISO and each ISO member body holding one or more ISO committee secretariats.

A description of the recommended minimum specification of computer hardware and software considered appropriate to support the work of a secretariat is provided in the ITSIG publication *Guide for the use of IT in the development and delivery of standards*.

For information on relevant reference works and information resources, see [Annex SA](#).