

## **ISO Selection Criteria for people leading the technical work**

The success of any Committee or Working Group is dependent on its leadership. This selection criteria applies to Committee<sup>1</sup> Chairs, Working Group Convenors and Committee Secretaries. ISO Members are therefore required to apply this criteria when nominating people to these roles in order to ensure that the new [ISO Code of Conduct for the technical work](#) is upheld and that the ISO/IEC Directives are correctly applied.

### *Competencies and attributes of good Chairs and Convenors:*

- existing role and good reputation in the sector
- relevant professional experience with previous experience of Chairmanship
- lead and inspire delegates and experts from the sector towards consensus
- understand the international nature of ISO's work and its resulting benefits
- commit time and resources to their role
- develop solutions through innovative and creative thinking in a consensus environment
- act proactively and communicate diplomatically
- foster and value cooperation with other ISO and IEC Committees and partners including those from regulatory bodies
- act in a purely international capacity

### *Job specification for Chairs and Convenors:*

- lead meetings effectively with a view to reaching agreement and to ensure that positions and decisions are clearly understood
- ensure that all positions and views (at meetings and by correspondence) are given equal treatment
- manage projects according to agreed target dates in accordance with the project plan from preparation to completion
- work to ensure that a full range of technical competence is available to the group
- be fully knowledgeable of the subject and market needs
- propose decisions to progress or to stop work on the basis of its market or global relevance
- have basic knowledge of ISO and its procedures

### *Additionally - Chairs of Committees are required to:*

- take responsibility for the overall management of the Committee, including any Subcommittees and Working Groups

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<sup>1</sup> Technical Committees, Subcommittees, Project Committees

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- advise the Technical Management Board on important matters relating to the Committee
- ensure that the policy and strategic decisions of the Technical Management Board are implemented by the Committee
- think strategically to promote ISO's work in the sector

*Supporting information*

The following information should be considered by the Member bodies in the nominations for Chairs and Convenors:

- current role in the sector
- education
- professional career
- leadership experience
- similar activities
- language skills

## **Selection of Secretaries and Secretariats**

The success of an ISO committee is dependent on its Secretariat and Secretary. The following list is based on the ISO/IEC Directives and shows the tasks expected to be performed in these roles. ISO Members should use this list when appointing organizations and professionals as Secretariats and Secretaries.

### Good documents:

Preparing drafts for the committee, arranging for their distribution and the treatment of the comments received. Preparing of drafts, text and figures for circulation by ISO Central Secretariat (ISO/CS) for enquiry and final draft International Standards or for publication. Fulfilling the ISO/CS submission requirements of such documents when sending them.

### Excellent project management

Assisting in the establishment of priorities and target dates for each project. Notifying the names, of all Working Group Convenors and Project Leaders to ISO CS. Initiating ballots. Proposing proactive solutions for projects that are running significantly overtime, and/or which appear to lack sufficient support.

### Well prepared meetings

Establishing the agenda and arranging for its distribution as well as the distribution of all documents on the agenda, including reports of Working Groups, and indicating all other documents which are necessary for discussion during the meeting. Recording the decisions taken in a meeting and making these decisions available in writing for confirmation in the meeting. Preparing the minutes of meetings to be circulated in a timely manner after the meeting.

### Good advice on ISO processes

Providing advice to the Chair, Project Leaders, and Convenors on the ISO/IEC Directives and in particular the procedures associated with the progression of projects. Contacting any Subcommittees and Working Group regarding their activities.

### Connecting and networking

Working in close liaison with the Chairman of the Committee. Maintaining close contact with ISO CS and with the members of the Committee regarding its activities. Maintaining close contact with the Secretary of any parent Committee.

### Proactive follow up of actions

Ensuring that all actions agreed at meetings or by correspondence are completed on time and in a transparent manner.

### Good with IT

Appropriate knowledge and capabilities in using MS WORD based drafting tools and the ISO web-based applications including Livelink-e-committees, the committee balloting application and the submission interface.

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### *Supporting Information*

The following information should be considered by the Member body when appointing Secretaries:

- education
- professional career
- experience in standardization work
- participation in training programmes on standardization
- experience with ISO's IT tools and IT infrastructure
- language skills