

# Tips and tools for developing ISO deliverables

The following table gives tips and useful links to assist Committee Secretaries in finding the suitable e-tools available on the [Standards Development page of the ISO website](#) for the various development stages of projects leading to the publication of certain ISO deliverables: International Standard (IS), Technical Specification (TS), Publicly Available Specification (PAS) and Technical Report (TR). The following descriptions and procedures are general and succinct and may not be complete. Please refer to the complete texts in the subclauses indicated (in parentheses) of the ISO/IEC Directives Part 1, 2008, for the correct interpretation.

The following types of documents and specific procedures are not covered in this document:

- JTC 1;
- CEN/VA agreement documents;
- [Systematic review \(and FAQs\)](#);
- Fast track.

In the future, links to documents providing more information about these items will be added to this document.

## Abbreviations:

**ISO/CS** = International Organization for Standardization Central Secretariat

**MB** = Member Body

**PL** = Project Leader

**SEC** = Secretary

**TC** = Technical Committee

**TPM** = ISO/CS Technical Programme Manager

**CD** = Committee Draft

**DIS** = Draft International Standard

**FDIS** = Final Draft International Standard

**NP** = New Work Item Proposal

**PAS** = Publicly Available Specification

**TR** = Technical Report

**TS** = Technical Specification

**WD** = Working Draft

**CIB** = Committee Internal Balloting

**GD** = ISO Global Directory

[Helpdesk](#)

**CASCO** = Committee on conformity assessment

**CEN/VA** = European Committee for Standardization/1991 Vienna Agreement for exchange of technical information between ISO and CEN


**IEC** = International Electrotechnical Commission

**ISO/IEC JTC 1** = ISO/IEC Joint Technical Committee 1

★ Procedures indicated with this symbol are only applicable to Committees using the ISOTC Livelink and not to Committees using other servers (e.g. AFNOR, DIN).

🔑 Links denoted with this symbol are password protected.









## General good management practices:

- Circulate work programmes to the TC/SC on a regular basis, e.g. monthly, quarterly or particularly after several ballots or stage changes (include a hyperlink to the committee home page in these work programmes (to help members become familiar with development stages under threat and to highlight projects which are consistently failing).
- Follow your TC/SC's project's performance using the [ISO Project Portal](#) which provides access to the committee work program (extended to the whole range of stages) of any committee or subcommittee as well as to search for information on a particular project for anyone registered in the Global Directory and in relation with the ISO community.
- Notify ISO/CS via your TC's TPM when the deliverable is unlikely to meet its development stage [time limit](#) (see explanatory notes on warnings ); in this case, provide revised dates and reasons (to avoid cancellation of work, as adjustments are rapid).
- Advise ISO/CS via your TC's TPM of non-contributing P-members.

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<u>Stage code</u>	<u>Deliverable</u>	Activity description	Best practices	Action by	Action and IT tools/links	Other helpful IT tools/links	Manual tool IT tools/links	Time frame <a href="#">Annex SK</a>
<p><u>00</u> Preliminary stage</p>	<p><u>Preliminary</u> work item (PWI) <a href="#">(2.2)</a></p>	<p>Optional stage used for listing possible future work items requiring study.</p>	<p>Use this stage when WG not able to work right away or draft not available. Produce a draft or outline of NP to start work. Load/store ★ document (N Docs) either in Folder 02 🗝️ (General Committee Documents) or Folder 04 (Projects) 🗝️ in Committee Working Area on ISOTC Livelink.</p>	<p>SEC</p>	<p>Inform TC (send e-mail or letter).</p>			<p>No limit</p>

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10 Proposal stage	New work item proposal (NP) <a href="#">(2.3)</a> for <a href="#">IS (Clause 2)</a> , <a href="#">TS (3.1)</a> , <a href="#">PAS (3.2)</a>	<p>Part of the development of an International Standard is to confirm that a particular International Standard is needed. A new work item proposal (NP) is submitted for vote by the members of the relevant TC/SC to determine the inclusion of the work item in their Work Programme.</p> <p>This stage can also be used when re-instating a project, e.g. after deletion from the Work Programme.</p> <p>Acceptance requires:</p> <ul style="list-style-type: none"> <li>at least five P-members to declare their commitment to participate actively in the project (i.e. nominating experts);</li> <li>approval by a simple majority of the P-members of the technical committee or subcommittee voting.</li> </ul> <p>At this stage, the document can go directly to CD, DIS or TS/PAS publication depending on the results of the ballot (see <a href="#">Form 4</a> for voting information questions).</p> <p>(An NP is not needed for a Technical Report.)</p> <p>Revision of IS<sup>1)</sup>:</p> <ul style="list-style-type: none"> <li>Full revision: New edition follows same procedure as an IS</li> <li>Minor revision: In case only minor modifications are to be made to revised IS, the document can proceed directly to FDIS</li> <li>Results of Systematic Review can replace the NP process if 5 P-members accept to participate in revision. Then there is no need to launch NP ballot, if all criteria are met.</li> </ul>	<p>Start drafting the standard using the <a href="#">ISO/IEC Directives Part 2</a> and the <a href="#">ISO STD (or Basic) template</a>. A <a href="#">model document</a> of a draft International Standard is provided to illustrate the application of the <a href="#">ISO/IEC Directives Part 2</a>.</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>and nominate a Project Leader;</li> <li>any possible copyright issues [see <a href="#">ISO/IEC Directives Part 1 (2.13)</a>, <a href="#">ISO Supplement, Annex SM 1.1</a>];</li> <li>any <a href="#">patent</a> issues [see <a href="#">ISO/IEC Directives Part 1 (2.14)</a>, <a href="#">ISO Supplement, Annex SM</a>] and request patent holder to fill out Patent Statement and Licensing Declaration form (<a href="#">word</a>, <a href="#">PDF</a>);</li> <li>any graphical symbols which might need registration [<a href="#">ISO Supplement, Annex SQ</a>];</li> <li>any certification and/or conformity assessment issues [contact <a href="#">CASCO</a>].</li> </ul> <p>Use CIB procedure<sup>2)</sup>  to initiate NP ballot:</p> <ul style="list-style-type: none"> <li>no need to chase after replies</li> <li>no need to send reminders</li> </ul> <p>Load <a href="#">Form 4</a> on CIB .</p> <p>Encourage TC to proceed directly to DIS vote to save development time, e.g. by stating so on the NP (make sure the NP ballot template questions are correctly formulate for your ballot on the CIB)</p>	SEC	<p>Load/store  document (N Docs) in Folder 04  (Projects) in Committee Working Area on ISOTC Livelink (forviewing by Committee members who are not balloters).</p> <ul style="list-style-type: none"> <li><a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a> to access Livelink</li> <li>Link to Patent Statement and Licensing Declaration form (<a href="#">word</a>, <a href="#">PDF</a>)</li> <li><a href="#">Link to ISO/IEC Directives Part 2 (Rules for drafting)</a></li> <li><a href="#">Link to CASCO</a></li> </ul> <p>Notify TPM of NP (send copy of <a href="#">Form 4</a>).</p> <ul style="list-style-type: none"> <li><a href="#">Link to Forms</a></li> <li><a href="#">ISO template</a></li> </ul> <p>CIB:</p> <ul style="list-style-type: none"> <li><a href="#">Link to CIB</a> </li> </ul> <p>Create ballot:</p> <ul style="list-style-type: none"> <li>Use predefined NP ballot template in CIB.</li> <li>Load <a href="#">Form 4</a> on CIB.</li> </ul> <p>Check balloters on GD; signal problems to MB concerned if missing balloters.</p> <ul style="list-style-type: none"> <li><a href="#">Link to GD</a> </li> </ul> <p>Compilation of ballot results &amp; comments; send notification e-mail to TPM:</p> <ul style="list-style-type: none"> <li><a href="#">Link to CIB</a> </li> <li><a href="#">Link to Comment Collation tool</a> </li> </ul> <p>Send <a href="#">Form 6</a> and Patent Statement and Licensing Declaration form (<a href="#">word</a>, <a href="#">PDF</a>) to TPM, indicating track. Also, provide TPM with name of project leader.</p> <ul style="list-style-type: none"> <li><a href="#">Link to Forms</a></li> <li><a href="#">Link to ISO/IEC Directives Part 2 (Rules for drafting)</a></li> <li>Link to Patent Statement and Licensing Declaration form (<a href="#">word</a>, <a href="#">PDF</a>)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to model document of a draft International Standard</a></li> <li><a href="#">Link to ISOTC Admin Guide</a></li> <li><a href="#">Link to Livelink Quickstart for Users</a></li> <li><a href="#">Link to how to add a document and a folder</a></li> <li><a href="#">Link to ISO/IEC Directives Part 1</a></li> <li><a href="#">Link to ISO/IEC Directives ISO Supplement</a></li> <li><a href="#">ISO/IEC/ITU common patent policy Guideline</a></li> <li><a href="#">Link to CIB Guide for SEC.</a></li> <li><a href="#">Link to Comment Collation Tool User Guide</a></li> </ul>	<b>Send copy of <a href="#">Form 4</a> to TPM</b>	NP ballot: 3 months

<sup>1)</sup> "Full revision" is where an important proportion of the text is to be modified, and where the full text is to be distributed for review.

"Minor revision" is where a proposed revision is not substantial, and in particular, comprises principally editorial changes. In this case, it can be submitted directly to the FDIS ballot provided that the committee secretariat concerned confirms that the revision addresses only editorial issues, and/or does not introduce significant technical modifications to the document's normative elements.

<sup>2)</sup> TMB resolution 89/2007: The use of the CIB facility by ISO committees was made mandatory on 1 April 2008.

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20 Preparatory stage	Working draft (WD) (2.4) for <a href="#">IS (Clause 2)</a> , <a href="#">TS (3.1)</a> , <a href="#">PAS (3.2)</a> , <a href="#">TR (3.3)</a>	<p>At this stage, a project leader responsible for the work item leads the project. The project may be given to an existing working group (WG) (1.11) or a new WG may be set up by the TC/SC.</p> <p>The working draft is usually prepared in a WG (1.11) of experts (SE.8) under the leadership of a Convenor (SE.3) and a project leader (PL) (SE.2). The Convenor is responsible for convening the WG. The PL (2.1.8) is responsible for driving the deliverable. Note that the Convenor may also be the PL. For an explanation of roles, see <a href="#">Annex SE, ISO/IEC Directives ISO Supplement</a>.</p> <p>Successive working drafts may be considered until the WG is satisfied that it has developed the best technical solution to the problem being addressed. This is the consensus-building phase (2.5.6) among experts.</p> <p>Once consensus<sup>3)</sup> has been achieved, the text is finalized for submission to the WG's TC/SC SEC as a Committee Draft (CD).</p> <p>NOTE This stage is not always used.</p>	<p>After acceptance of NP:</p> <ul style="list-style-type: none"> <li>allocate a PL if not already done.</li> </ul> <p>Limit the size of the WG (subject to TC/SC discretion). For example, 3 experts per Member or Category A- or D-liaison</p> <ul style="list-style-type: none"> <li>for better performance,</li> <li>more balanced WG,</li> <li>greater ease in resolving problems</li> </ul> <p>A new working group may be set up at this stage or the project may be given to an existing WG. Check that experts are registered in working groups in the GD (if missing, send note to MB concerned).</p> <p>Start monitoring WG progress by requesting regular reports from Convenors/SEC.</p> <p>Advise Convenor of his/her role and time constraints and send him/her, PL and experts <a href="#">My ISO Job</a> brochure.</p> <p>Make sure that the following have been identified and appropriate steps taken for:</p> <ul style="list-style-type: none"> <li>copyright issues [see <a href="#">ISO/IEC Directives Part 1 (2.13)</a>, <a href="#">ISO Supplement, Annex SM 1.1</a>];</li> <li>patent issues [see <a href="#">ISO/IEC Directives Part 1 (2.14)</a>, <a href="#">ISO Supplement, Annex SM</a>] and that patent holder(s) have been requested to fill out Patent Statement and Licensing Declaration form(s) (<a href="#">word</a>, <a href="#">PDF</a>);</li> <li>TCs or registration of graphical symbols [<a href="#">ISO Supplement, Annex SQ</a>];</li> <li><a href="#">CASCO</a> for certification and/or conformity assessment issues.</li> </ul>	SEC	<ul style="list-style-type: none"> <li><a href="#">Link to GD</a> </li> </ul> <p>Load/store ★ document (N Docs) in WG Folder 03  (Projects) WG Working Area of the TC/SC on Livelink</p> <ul style="list-style-type: none"> <li><a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to ISOTC Admin Guide</a></li> <li><a href="#">Link to Livelink Quickstart for Users</a></li> <li><a href="#">Link to how to add a document and a folder</a></li> <li><a href="#">Link to My ISO Job</a></li> </ul>		

3) "consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE Consensus need not imply unanimity."


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<p><b>30</b></p> <p>Committee stage</p>	<p>Committee draft (CD) <a href="#">(2.5)</a> for <a href="#">IS (Clause 2)</a>, <a href="#">TS (3.1)</a>, <a href="#">PAS (3.2)</a>, <a href="#">TR (3.3)</a></p>	<p>The Convenor is responsible for pushing the project from WD to CD.</p> <p>As soon as a first committee draft is available, it can be distributed to all committee members (P-, O- and Liaison members) for comments and for voting (only P-members can vote).</p> <p>Successive committee drafts may be considered until consensus is reached on the technical content.</p> <p>Once consensus has been achieved for an International Standard project, the text is finalized for submission as a draft International Standard (DIS).</p> <p><a href="#">Acceptance requirements (Annex SN, ISO/IEC Directives ISO Supplement)</a>:</p> <p><a href="#">For IS</a>: consensus or 2/3 majority acceptance (by P-members)</p> <p><a href="#">For TS</a>: 2/3 majority acceptance (by P-members)</p> <p><a href="#">For PAS</a>: simple majority acceptance (by P-members)</p> <p><a href="#">For TR</a>: simple majority acceptance or TC Resolution indicating a simple majority approval (by P-members)</p>	<p>TC/SC SEC and Convenor should report regularly to TPM so as to follow performance and update the database.</p> <p>Start drafting the deliverable using the <a href="#">ISO/IEC Directives Part 2</a>. A <a href="#">model document</a> of a draft International Standard is provided to illustrate the application of the <a href="#">ISO/IEC Directives Part 2</a>.</p> <p>Use the <a href="#">ISO STD (or Basic) template</a></p> <p>Encourage Committee to use CD as key stage for major comments</p> <p>Use CIB procedure<sup>2)</sup> to initiate CD ballot:</p> <ul style="list-style-type: none"> <li>• no need to chase after replies;</li> <li>• no need to send reminders.</li> </ul> <p>When filling in the Reference, include the ISO number (e.g. ISO 9001) as well as the N number reference.</p> <p>Remind MBs to use the <a href="#">Commenting template</a><sup>4)</sup>:</p> <ul style="list-style-type: none"> <li>• Use <a href="#">Comment Collation tool</a> to summarize comments when possible.</li> </ul> <p>After vote, include Secretary observations on comments in the <a href="#">Commenting template</a> and circulate it to TC/SC (e.g. in Folder 02  or Folder 04 ).</p> <p>Submit drawings to member body drawing office if these are unlikely to change substantially. It's best to stagger work within the drawing office for faster turnover.</p> <p>Do full edit of the draft which will be submitted as a DIS</p>	<p>SEC</p>	<p>Load/store  document (N Docs) in Folder 04  (Projects) Committee Working Area on Livelink:</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul> <p>CIB<sup>2)</sup></p> <p>Create ballot:</p> <ul style="list-style-type: none"> <li>• Use predefined CD ballot template in CIB</li> <li>• <a href="#">Link to CIB</a> </li> </ul> <p>Check balloters on GD; signal problems to MB concerned if missing balloters.</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to GD</a> </li> </ul> <p>Compile ballot results &amp; collate comments:</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to CIB</a> </li> <li>• <a href="#">Link to Comment Collation tool</a> </li> </ul> <p>Send notification e-mail to TPM.</p> <p>Circulate collated comments to TC/SC.</p> <p>Load/store  document (N Docs) in Folder 04  (Projects) Committee Working Area on Livelink:</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to ISOTC Admin Guide</a></li> <li>• <a href="#">Link to Livelink Quickstart for Users</a></li> <li>• <a href="#">Link to how to add a document and a folder</a></li> <li>• <a href="#">Link to ISO/IEC Directives Part 1</a></li> <li>• <a href="#">Link to ISO/IEC Directives ISO Supplement</a></li> <li>• <a href="#">Link to Drafting standards</a></li> <li>• <a href="#">Link to STD (or Basic) template</a></li> <li>• <a href="#">Link to model document of a draft International Standard</a></li> <li>• <a href="#">Link to CIB</a></li> <li>• <a href="#">Link to CIB Guide for SEC</a></li> <li>• <a href="#">Link to GD</a></li> <li>• <a href="#">Link to Forms</a></li> <li>• <a href="#">Link to Comment Collation Tool User Guide</a></li> <li>• <a href="#">Link to ISO/IEC Directives ISO Supplement, Annex SN</a></li> </ul>		<p>CD ballot: 3 months</p>

4) Excerpt from TMB resolution 78/2004:

TMB decides that use of the commenting template shall be extended to commenting at CD and WD stages, all ISO members being requested to use it and instruct their nominees to use it, with effect from no later than September 2005,

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<p><a href="#">30</a> Committee stage</p>	<p>Committee draft (CD) <a href="#">(2.5)</a> for <a href="#">IS (Clause 2)</a>, <a href="#">TS (3.1)</a>, <a href="#">PAS (3.2)</a>, <a href="#">TR (3.3)</a></p>			SEC	<p> If <a href="#">limit dates for DIS</a> are <b>not</b> or <b>will not be met</b> (see <a href="#">Explanations</a>), choose either</p> <ul style="list-style-type: none"> <li>• o submit latest text as DIS (if technical content acceptable and mature),</li> <li>• to request a limit date extension (<a href="#">Form</a>) from TMB,</li> <li>• to delete the project (notify TPM) if no solution (it can be reinstated at a later date by an NWIP if sufficient interest develops for participation), or</li> <li>• choose another deliverable, e.g. TS, PAS or TR, which obtains consensus to proceed to publication (notify TPM).</li> </ul>			

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40	Enquiry stage Before launching vote	Enquiry draft (DIS) <a href="#">(2.6)</a> for <a href="#">IS (Clause 2)</a>	<p>The Draft International Standard (DIS) is circulated to all member bodies by the ISO/CS for voting and comment for a period of 5 months.</p> <p>The DIS is approved <a href="#">(2.6.3)</a> if</p> <ul style="list-style-type: none"> <li>accepted by 2/3 majority of the P-members of the TC/SC, and</li> <li>not more than 25% of the total number of votes cast are negative.</li> </ul> <p>After reconciling the comments, the Chairperson may accept to register the revised document as</p> <ul style="list-style-type: none"> <li>Final Draft International Standard (FDIS), or</li> <li>in the case where no negative votes have been cast, to send it directly to publication [=100% DIS, see TMB Resolution 11/1998<sup>5</sup>].</li> </ul>	<p>Use the DIS vote to make the document publicly available.</p> <p>If not already done, get the document edited by someone of English tongue.</p>	SEC	<p>Submit DIS via Submission Interface (SI).</p> <p>Mandatory: PDF containing complete text and all drawings, <a href="#">Form 8a</a>.</p> <p>(Not mandatory but useful: <i>Word doc and revisable drawings</i>).</p> <ul style="list-style-type: none"> <li><a href="#">Link to ISO/CS requirements for the registration of draft International Standards (DIS)</a></li> <li><a href="#">Link to SI</a></li> <li><a href="#">Link to ISO STD (or Basic) template</a></li> <li><a href="#">Link to Forms</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to elements to be provided when submitting drafts to the ISO/CS</a></li> <li><a href="#">Link to SI User Guide</a></li> <li><a href="#">Link to Drafting standards</a></li> <li><a href="#">Link to PDF conversion tool and user guide</a></li> <li><a href="#">Link to ISO/IEC Directives Part 2 (Rules for drafting)</a></li> <li><a href="#">Link to requirements for providing texts and graphics in electronic form</a></li> </ul>		
			<p>If the approval criteria are not met <a href="#">[2.6.4 c]</a>, the document may return to the originating TC/SC for further study.</p> <p>At DIS stage, the document becomes publicly available (note that it is not free of charge) and can be used for normative purposes.</p>		ISO/CS	<p>At submission, AFNOR automatically notified for French translation</p> <p>Evaluation of text; preparation of DIS</p>			<p>French translation: 2 months</p> <p>DIS prep.: 2 weeks to 1 month</p>

5) Excerpt from TMB resolution 11/1998

b) that when a DIS has received 100 % approval from the member bodies voting, the committee secretariat may propose exemption from the approval stage, on condition that




1) the ISO Central Secretariat confirms that this is appropriate and in cases of dispute refers the matter to the TMB,

2) the approval stage is maintained for all standards being developed in parallel with CEN or IEC

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<p style="text-align: center;">40</p> <p style="text-align: center;">Enquiry stage</p>	<p style="text-align: center;">Enquiry draft (DIS) <a href="#">(2.6)</a> for <a href="#">IS (Clause 2)</a></p>			ISO/CS	Launch of DIS vote by ISO/CS; SEC & balloters automatically notified.			DIS ballot: 5 months
				SEC	<p>Load/store ★ document (N Docs) in Folder 04 🔑 (Projects) for consultation by committee members because they do not have access to the SI 🔑 and electronic balloting applications 🔑</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to ISOTC Admin Guide</a></li> <li>• <a href="#">Link to Livelink Quickstart for Users</a></li> <li>• <a href="#">Link to how to add a document and a folder</a></li> </ul>		
				ISO/CS	Automatic notification of close of ballot			
			<p>Refer to Convenor/PL/Chair for comments.</p> <p>Involve WG, if needed (meeting, teleconference, etc.), Convenor/PL/Chair will decide.</p> <p>Ensure on Full report that all comments are categorized as technical (te) or editorial (ed) and that decisions taken on each one are concise and justified.</p> <p>Send a message to TC/SC, stating results of vote, and updated draft will go to next stage (FDIS or 100 % DIS proof). A TC/SC Resolution is not necessary.</p> <p>Problems can be resolved by one person (PL/Convenor).</p>	SEC	<p>Compile ballot results &amp; collate comments (= Full report).</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to Comment Collation tool</a> 🔑</li> </ul> <p>Send Full report to Convenor/PL/Chair for decisions on each comment.</p> <p>Circulate Full report showing decisions to TC/SC.</p> <p>Load/store ★ document (N Docs) in Folder 04 🔑 (Projects) for consultation by committee members.</p> <p>Update the DIS text and graphics to reflect the decisions in the Full report.</p> <p>🚫 If <a href="#">limit dates for FDIS</a> are <b>not</b> or <b>will not be met</b> (see <a href="#">Explanations</a>), choose either</p> <ul style="list-style-type: none"> <li>• to submit latest text as FDIS (if technical content acceptable and mature),</li> <li>• to request a limit date extension (<a href="#">Form</a>) from TMB,</li> <li>• to delete the project (notify TPM) if no solution (it can be reinstated at a later date by a NWIP if sufficient interest develops for participation), or</li> <li>• choose another deliverable, e.g. TS, PAS or TR, which obtains consensus to proceed to publication (notify TPM).</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to How to download results of votes</a></li> <li>• <a href="#">Link to Comment Collation Tool User Guide</a></li> </ul>		Prepare Full report and update DIS within 3 months after ballot closes (see <a href="#">2.6.5 in ISO/IEC Dir. Part 1</a> )

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<p>There are 3 cases explained for Stage 50, as follows:</p> <p><b>Attention!</b></p> <ol style="list-style-type: none"> <li>1. International Standard;</li> <li>2. 100 % DIS approval;</li> <li>3. TR/TS/PAS.</li> </ol>								
<b>50</b> Approval stage Before FDIS vote	Final Draft International Standard (FDIS) <a href="#">(2.7)</a> for <a href="#">IS</a>	<p>The Final Draft International Standard (FDIS) is submitted to ISO/CS for circulation to all ISO member bodies for a final 2-month Yes/No vote.</p> <p>Minor revision<sup>6)</sup>: In case only minor modifications are to be made to revised IS, the document can proceed directly to FDIS.</p>	<p>For a minor revision, the TC/SC SEC requests the minor revision process by sending an e-mail to the TPM.</p>	SEC	<p>Submit FDIS (Word document, PDF, revisable drawings) and <a href="#">Form 13</a> and comments [plus Annex A, ISO Report of voting, downloaded from Folder 08  (Balloting &amp; commenting) in the Committee Working Area on Livelink and <a href="#">Annex B</a> with SEC replies to collated comments] via the Submission Interface.</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to SI</a> </li> <li>• <a href="#">Link to ISO/CS requirements for the registration of an FDIS</a> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to SI User Guide</a></li> <li>• <a href="#">Link to Drafting standards</a></li> <li>• <a href="#">Link to ISO/IEC Directives Part 2 (Rules for drafting)</a></li> <li>• <a href="#">Link to requirements for providing texts and graphics in electronic form</a></li> </ul>		
		<p>During preparation of the text, problems detected by ISO/CS can be resolved by SEC (PL/Convenor).</p>	ISO/CS	<p>At submission, AFNOR automatically notified for French translation</p> <p>Evaluation of text; if accepted, preparation/alignment of text and figures for FDIS</p>			<p>French translation: 2 months</p> <p>FDIS prep.: 2 to 3 months</p>	



6) "Full revision" is where an important proportion of the text is to be modified, and where the full text is to be distributed for review.

"Minor revision" is where a proposed revision is not substantial, and in particular, comprises principally editorial changes. In this case, it can be submitted directly to the FDIS ballot provided that the committee secretariat concerned confirms that the revision addresses only editorial issues, and/or does not introduce significant technical modifications to the document's normative elements.

Tips and tools for developing ISO deliverables

<u>Stage code</u>	<u>Deliverable</u>	Activity description	Best practices	Action by	Action and IT tools/links	Other helpful IT tools/links	Manual tool IT tools/links	Time frame <a href="#">Annex SK</a>
<p><b>50</b></p> <p>Approval stage</p>	<p>Final Draft International Standard (FDIS) <a href="#">(2.7)</a> for <a href="#">IS</a></p>			ISO/CS	Launch of FDIS vote by ISO/CS; SEC & balloters automatically notified			FDIS ballot: 2 months
		<p>During vote</p>	<p>Send copy of FDIS to Convenor/PL/Chair to review for any errors prior to publication and thus avoid corrigenda.</p>	SEC	<p>Load/store ★ document (N Docs) in Folder 04 (Projects) for consultation by committee members because they do not have access to the SI and electronic balloting applications</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> <li>• <a href="#">Link to DIS/FDIS Voting Application</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to ISOTC Admin Guide</a></li> <li>• <a href="#">Link to Livelink Quickstart for Users</a></li> <li>• <a href="#">Link to how to add a document and a folder</a></li> </ul>		
		<p>After vote</p>	<p>Compile ballot results &amp; collate comments.</p>	ISO/CS	Automatic notification of close of ballot sent to SEC			
		<p>The FDIS is approved <a href="#">(2.7.3)</a> if</p> <ul style="list-style-type: none"> <li>• accepted by 2/3 majority of the P-members of the TC/SC, and</li> <li>• not more than 25% of the total number of votes cast are negative</li> </ul>	<p>Check comments to see which editorial changes (only) or corrections indicated should be considered for incorporation in the published document.</p> <p>For any difficult decisions, refer to Convenor/PL/Chair, if necessary</p> <p>Send Comments template with decisions to ISO/CS indicating any specific editorial changes or errors needing correction that should be made to the published document</p>	SEC	<ul style="list-style-type: none"> <li>• <a href="#">Link to How to download results of votes</a></li> </ul> <p>Collate comments, if any</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to Comment Collation tool</a></li> </ul> <p>Send to ISO/CS by e-mail any collated comments with SEC replies to each of them.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Link to Comment Collation Tool User Guide</a></li> </ul>		

Tips and tools for developing ISO deliverables

<u>Stage code</u>	<u>Deliverable</u>	Activity description	Best practices	Action by	Action and IT tools/links	Other helpful IT tools/links	Manual tool IT tools/links	Time frame <a href="#">Annex SK</a>
<p><b>50</b></p> <p>Approval stage</p> <p>Before PROOF</p>	<p>Preparation for publication</p> <p>PROOF [=100% DIS<sup>5</sup>]</p>			SEC	<p>Submit 100% DIS (Word doc, PDF, revisable drawings) and <a href="#">Form 13</a> and comments [plus Annex A, ISO Report of voting downloaded from Folder 08  (Balloting &amp; commenting) in the Committee Working Area on Livelink &amp; <a href="#">Annex B</a> with SEC replies to collated comments] via Submission Interface</p> <ul style="list-style-type: none"> <li>• <a href="#">Link to SI</a> </li> <li>• <a href="#">Link to ISO/CS requirements for the registration of an FDIS</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to SI User Guide</a></li> <li>• <a href="#">Link to Drafting standards</a></li> <li>• <a href="#">Link to ISO/IEC Directives Part 2 (Rules for drafting)</a></li> <li>• <a href="#">Link to requirements for providing texts and graphics in electronic form</a></li> </ul>		
				ISO/CS	<p>AFNOR notified for French translation.</p> <p>Evaluation of text; if accepted, preparation of text and figures for PROOF.</p>			<p>French translation: 2 months</p> <p>PROOF prep.: 2 to 3 months</p>

Tips and tools for developing ISO deliverables

<u>Stage code</u>	<u>Deliverable</u>	Activity description	Best practices	Action by	Action and IT tools/links	Other helpful IT tools/links	Manual tool IT tools/links	Time frame <a href="#">Annex SK</a>
<p><b>50</b></p> <p>Approval stage</p>	<p>During PROOF</p> <p>Preparation for publication</p> <p>PROOF for <a href="#">IS</a> [=100% DIS<sup>5</sup>]</p>			ISO/CS	Text sent to SEC for proofing (e-mail notification sent to SEC giving link to document put in Folder 07 ).			
		<p>Send copy of PROOF to Convenor/PL/Chair to pick up any errors prior to publication and thus avoid corrigenda.</p> <p>Refer to Convenor/PL/Chair, if necessary.</p> <p>Send Comments template with decisions to ISO/CS indicating any specific editorial changes or errors that should be incorporated in the published document.</p>	SEC	<p>Load/store  document (N Docs) in Folder 04  (Projects) for consultation by committee members because they do not have access to the SI  and electronic balloting applications .</p> <ul style="list-style-type: none"> <li><a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to ISOTC Admin Guide</a></li> <li><a href="#">Link to Livelink Quickstart for Users</a></li> <li><a href="#">Link to how to add a document and a folder</a></li> </ul>		<p>PROOF: 1 month to return comments or corrections otherwise considered acceptable</p>	
				ISO/CS	ISO/CS notification of end of PROOF period			

Tips and tools for developing ISO deliverables

Stage Code	Deliverable	Activity description	Best practices	Action by	Action and IT Tool/Link	Other helpful IT Tool/Link	Manual Tool IT Tool/Link	Time Frame <a href="#">Annex SK</a>	
50	Approval stage	Preparation for publication for <a href="#">TS (3.1)</a> , <a href="#">PAS (3.2)</a> , <a href="#">TR (3.3)</a>			SEC	Submit TS/PAS/TR (Word document, PDF, revisable drawings) via Submission Interface <ul style="list-style-type: none"> <li>• <a href="#">Link to SI</a> </li> <li>• <a href="#">Link to requirements for texts submitted by SEC for processing as TR, TS and PAS</a></li> </ul>			
					ISO/CS	Preparation of text and figures for PROOF			PROOF prep: 2 to 3 months
					ISO/CS	Text sent to SEC for proofing			
					SEC	Collate comments, if any <ul style="list-style-type: none"> <li>• <a href="#">Link to Comment Collation tool</a> </li> </ul> Load/store ★ document (N Docs) in Folder 04  (Projects) for consultation by committee members because they do not have access to the SI  and electronic balloting applications                      Send any collated comments with SEC replies to them to ISO/CS by e-mail <ul style="list-style-type: none"> <li>• <a href="#">Link to List of ISO/TCs (under ISOTC working area, scroll down to your TC home)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Link to Comment Collation Tool User Guide</a></li> <li>• <a href="#">Link to ISOTC Admin Guide</a></li> <li>• <a href="#">Link to Livelink Quickstart for Users</a></li> <li>• <a href="#">Link to how to add a document and a folder</a></li> </ul>	PROOF: 1 month to return comments or corrections otherwise considered acceptable	
	ISO/CS	ISO/CS notification of end of PROOF period							

## Tips and tools for developing ISO deliverables

<u>Stage Code</u>	<u>Deliverable</u>	Activity description	Best practices	Action by	Action and IT Tool/Link	Other helpful IT Tool/Link	Manual Tool IT Tool/Link	Time Frame <a href="#">Annex SK</a>
<b><u>60</u></b>  Publication stage	Publication for <a href="#">IS (2.8)</a> , <a href="#">TS (3.1)</a> , <a href="#">PAS (3.2)</a> , <a href="#">TR (3.3)</a>	Once a Final Draft International Standard has been approved, only minor editorial changes, if and where necessary, are introduced into the final text. The final text is sent to the ISO/CS which publishes the International Standard.		ISO/CS	Preparation of final text Sends out weekly STADIST newsletter via e-mail with link(s) to download area(s).			1 month
				SEC	Download TC standards from STADIST newsletter (useful means of getting a final PDF file)			