

## ISO's International Workshop Agreements (IWAs)

The IWA model is a quick way to obtain a recognized ISO document for your work. It is designed to be a flexible model so the format and content of the IWA, and the process to obtain it, are largely decided by the proposing organization.

Step 1	Step 2	Step 3	Step 4	Step 5
<b>Make the proposal</b>	<b>Get ISO/TMB approval</b>	<b>ISO/CS circulates the details of the workshop</b>	<b>Hold the workshop and agree the document</b>	<b>Publish the IWA</b>
<p>Approach ISO Central Secretariat or any ISO member with your proposal.</p> <p>Your proposal should include:</p> <ul style="list-style-type: none"> <li>✓ Purpose and justification</li> <li>✓ Relevant documents</li> <li>✓ Lists of organizations that may be interested</li> <li>✓ Indications of any ISO member body willing to act as Secretariat</li> <li>✓ An estimate of the number of meetings if more than one is envisaged</li> <li>✓ Details of any proposed special arrangements for distribution of the IWA</li> </ul>	<ul style="list-style-type: none"> <li>• ISO/CS then circulates your proposal to the ISO/TMB for approval (checking any proposed distribution arrangements with the ISO/Sec-Gen).</li> <li>• The TMB will also formally assign / confirm the ISO member body who will be your secretariat for the project.</li> <li>• The ISO member body works with the proposer to decide full details of the Workshop: <ul style="list-style-type: none"> <li>✓ Price (if any fee)</li> <li>✓ Time/Date/Venue</li> <li>✓ Format</li> <li>✓ Background</li> <li>✓ Doc supply</li> <li>✓ Process</li> <li>✓ Chair</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A notification – with the full details agreed at Step 2 – is circulated to all ISO members (by ISO/CS)</li> <li>• ISO member bodies can then circulate the proposal as widely as possible in order to <b>publicize</b> it to potentially interested parties.</li> </ul> <p><b>Note:</b> Any organization or company or individual is allowed to attend.</p>	<ul style="list-style-type: none"> <li>• At the meeting the Chair (nominated in advance) will be confirmed.</li> <li>• <b>During the whole IWA process, the Chair must be impartial and seek to ensure the maximum amount of consensus possible has been achieved.</b></li> <li>• Document is drafted and circulated to the workshop participants.</li> <li>• This can be repeated until the Chair believes that the best possible consensus has been obtained.</li> </ul> <p><b>Note:</b> One possible mechanism is that the workshop participants work online on a dedicated Web site.</p> <p><b>Note:</b> Multiple meetings can take place if necessary.</p>	<ul style="list-style-type: none"> <li>• The final draft of the IWA is sent by the secretariat to ISO/CS.</li> <li>• ISO/CS formats the document – giving it the relevant ISO cover page / logo.</li> <li>• ISO/CS then supplies the document to all its member bodies who can supply it as they see fit.</li> <li>• Any special arrangements for the distribution of the IWA should be put in place here.</li> </ul>
<b>Start - ISO/CS will normally take less than one month to process your proposal</b>	<b>Maximum of three months</b>	<b>Three months (90 days) advance notice is required before holding the workshop.</b>	<b>This stage depends on the scope of the IWA. However, aim to finish in three months or less</b>	<b>One month</b>

Should not take longer than 12 months – aim for less. ➔

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### What is an IWA?

An IWA is an ISO document produced through a workshop meeting rather than through the full ISO technical committee process. Market players and other stakeholders directly participate in developing an IWA and do not have to go through a national delegation.

### What subjects do they cover?

An IWA can be produced on any subject

### Why should I choose the IWA?

An IWA will:

- Involve the main players from your target sector (public or private) and allow a sector to develop clear rules on an issue.
- Give visibility to your professional practices or reference documents (ISO is a highly recognized international body).
- Help you shape the future direction of the subject and influence any future ISO standard.
- Allow you to develop relationships within a profession or sector.
- Create understanding and co-ordination amongst your various stakeholders.
- Share best practice in a sector.
- Improve quality and interoperability.
- Lead to worldwide visibility due to ISO members' distribution networks.
- Help you to develop a members-only forum to communicate using, for example, a dedicated Web site.

### Who will be involved?

Anyone can propose an IWA and anyone can participate in developing one. An ISO member body will be assigned to help you organize and run the workshop. This gives the project credibility by ensuring that the basic principles of international standardization (transparency, fairness and consensus) are applied.

### How much will it cost?

There are different ways of financing the costs of the IWA – in particular the workshop meeting(s). In some cases, the participants are charged a fee to attend; in others, a charge is made for the resulting document. You can also cover the costs yourself as an organization. Whatever the mechanism, the costs can be decided by you and the ISO member body that acts as your secretariat.

### How do I start?

The process of developing an IWA is detailed on the preceding page in five-steps. To start, you can approach ISO/CS or an ISO member body for an informal discussion of your proposal.

- E-mail [tmb@iso.org](mailto:tmb@iso.org) to contact ISO Central Secretariat directly, or click on the URL below to find an ISO member body <http://www.iso.org/isomembers>