ISO POLICY on communication of committee work
Policy on communication of committee work to external parties and document retention

About this policy

There are many actors directly involved in the ISO standards development process. These include the ISO Central Secretariat (ISO/CS), ISO committee chairs and secretaries, national standards bodies (NSBs), working group convenors and experts, as well as P- and O-members (“ISO Actors”). Increasingly, ISO Actors may be asked (e.g. by the media), or may wish on their own initiative (e.g. through social media), to share information with external parties about various aspects of committee work. The following is a Policy for such external communications.

This Policy has been adopted by the ISO Technical Management Board to ensure that the integrity of ISO’s processes are protected while respecting ISO’s World Trade Organization (WTO) obligations to maintain transparency in standards development. The application of this Policy is mandatory.

This Policy is to be read in conjunction with the Data Protection Policy available at www.iso.org/iso/data-protection-policy.htm.
Part 1 – Policy on communication about committee work to external parties

A. Participation in committee work (including ISO technical committees, subcommittees, project committees and working groups)

1. ISO Actors may share the list of the participating NSBs and whether they are P- or O-members (i.e. the NSBs) in a given committee.

2. ISO Actors may share the list of P-members (i.e. the NSBs) who have nominated experts to a working group.

3. If asked, an ISO Actor may also provide a list of the stakeholder categories that are represented in a working group without indicating the number of experts in each stakeholder category.

4. The above information shall not include details about the identity of the individuals or companies (including the names of the person, the company they work for, etc.).

5. Enquiries about the details of the individuals or companies, including the stakeholder category of the expert appointed to a working group, shall be directed to the NSB who appointed them.

6. When responding to enquiries about individuals, an NSB may only provide information as regards its national participants and not about the participants of other NSBs.

7. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.
B. Ballots (e.g. TS/P, NWIP, DIS, FDIS, SR)

1. ISO Actors may share information about the overall outcome of a particular vote, i.e. whether it met the ISO acceptance criteria or not.

2. This shall not include information about how any NSB or committee member voted.

3. Requests for information about how an NSB or committee member voted shall be directed to the NSB in question.

4. When responding to enquiries about particular votes, an NSB may only provide information about its own votes or national position and not about the votes or national positions of other NSBs.

5. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.
C. Committee and working group documents (including working documents, minutes, resolutions or recommendations)

1. Committee and working group documents such as working documents, minutes, or working group recommendations shall not be shared externally.

2. ISO Actors may share committee resolutions.

3. Reproduction or distribution for use outside the committee of any content from draft standards at all stages of development is not permitted.

4. Material such as presentations made during meetings may be shared externally only if:
   ▶ their authors agree,
   ▶ the members of the committee or working group in question agree,
   ▶ the material doesn’t include content from draft standards at any stage of development,
   ▶ no commercial use is made of such material,
   ▶ the source is indicated (refer to POCOSA* for more information).

* POCOSA is ISO’s policy for the distribution of ISO publications and the protection of ISO’s copyright. The text of POCOSA is available on ISO Connect to ISO members. If you do not have direct access to POCOSA, you can contact customerservice@iso.org or your national ISO member for any questions.
**D. Communicating about the work of committees and working groups externally**

1. ISO Actors may share logistical information about committee work such as:
   - the date of forthcoming meetings,
   - updates on the stage of development of a deliverable.

2. ISO Actors may report committee consensus positions.

3. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.

4. ISO Actors may also share personal opinions provided that they:
   - are clearly identified as personal opinions,
   - do not convey the views or positions of others,
   - do not criticize the views or positions of others,
   - do not pre-empt or speculate on the outcomes of ballots or upcoming discussions,
   - do not criticize the activities of, or standards developed by, another ISO committee (or other standards development organization).

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**Part 2 – Document retention policy**

- ISO requires that all records (e.g. N-Documents, minutes, resolutions, and other documents) be stored on the ISO eCommittees platform and that they shall not be deleted.
- Furthermore, before a working group is disbanded and the experts may be removed from the Global Directory, a listing of the working group experts/participants must be saved and retained in the records at the parent TC, PC or SC level to help identify and re-engage experts for future revisions.

For any questions regarding communications on committee work to external parties or document retention, please contact tmb@iso.org.
About ISO

ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 162* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 21 000* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.

For more information, please visit www.iso.org.

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