Getting started toolkit
for ISO Committee Managers
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http://www.iso.org/glossary.html

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<td>Committee Draft</td>
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<tr>
<td>DIS</td>
<td>Draft International Standard</td>
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<td>ISO</td>
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<td>ISO/CS</td>
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<td>NP</td>
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This guidance document is designed to assist ISO Committee Managers with ISO’s technical work.
Welcome to ISO

Congratulations! You have just been appointed as Committee Manager of an ISO committee. This is an important role in the ISO technical community as the success of an ISO committee very much depends on its secretariat and Committee Manager.

The ISO Central Secretariat (ISO/CS) has a number of resources to assist you in your duties as Committee Manager. Bringing together a wealth of useful information, this toolkit is designed to get you started in your new role. What's more, if you are new to ISO, the publication My ISO job provides a concise overview of ISO’s work and the different roles that exist within the technical community.

For any further questions, please contact the Technical Programme Manager (TPM) responsible for your committee at the ISO Central Secretariat (ISO/CS). You can find their name and contact email on your committee page on ISO online.
1. The role of Committee Manager

The Committee Manager’s main responsibilities are:

▶ Give advice on ISO processes

Dispense advice on procedures and interpretation of the ISO/IEC Directives to the Committee Chair, Project Leaders or Convenors.

▶ Manage projects

Establish priorities, solve problems and achieve project milestones by specific target dates. Notify the names of Project Leaders and working group Convenors to ISO/CS.

▶ Prepare documents

Prepare drafts, distribute to those concerned and collate all comments received. When submitting documents to ISO/CS, ensure that the requirements for submission are respected.

▶ Organize and follow up on meetings

Assist with meeting date, logistics and the drafting of meeting agendas; distribute the agenda and related documents; record meeting decisions; and write and distribute the minutes once the meeting is over.

▶ Manage IT tools

Use ISO electronic applications to manage your committee documents, initiate ballots, announce meetings, etc.

→ For a complete list of responsibilities, see ISO/IEC Directives, Part 1, Annex D and Annex L of the Consolidated ISO Supplement.
2. Training

Each year, ISO/CS runs virtual training courses for the staff of ISO members and professionals involved in standards development activities. Designed with Chairs and Convenors in mind, a course on “Leading ISO work” focuses on developing leadership and consensus-building skills. Dates of sessions can be found on the ISO Connect page for development and training.

### eLearning courses

A number of eLearning courses on how to manage the international standardization work are under development and will cover basic, intermediate and advanced training levels. These courses will allow the different players in ISO’s technical work (e.g. Committee Managers, Chairs, Project Leaders) to manage the development of International Standards more efficiently and effectively. They will be launched on the ISO Digital Learning Platform once they are ready.

In addition, ISO/CS carries out training for ISO members holding secretariats through customized courses (usually on site) on a cost recovery basis.

→ Contact capacity@iso.org for further information.
3. ISO rules and procedures

3.1 ISO/IEC Directives

The ISO/IEC Directives, Part 1 and Consolidated ISO Supplement define the procedures to be followed in the development of International Standards and other documents. They will be your key point of reference for procedures relating to committee work.

→ For more information, see www.iso.org/directives.

Other resources include:

- **JTC 1 Supplement**: Basic procedures specific to JTC 1, *Information technology*, for the drafting of International Standards and other documents.


- **Drafting standards web page**: Guidance for writing clear, concise and user-friendly ISO International Standards and other related documents. It should be used in conjunction with the ISO/IEC Directives, Part 2.
3.2 ISO Code of Ethics and Conduct

Creating and maintaining an ethical culture is not only the right thing to do, it's also a strategic advantage that can enhance the performance of your committee's work. The ISO Code of Ethics and Conduct sets out principles for the conduct of persons acting for or on behalf of ISO, i.e. individuals representing ISO members, ISO governance groups and their members, the ISO standards development community, including liaison organizations, and the Central Secretariat.

The ISO Technical Management Board has developed a set of best practices for enforcing ethical conduct and monitoring its effectiveness and compliance. You are encouraged to follow these guidelines:

• Suggestions for implementation of the ISO Code of Ethics and Conduct at the standards development level

• Guidance and process for addressing misconduct and breaches of the ISO Code of Ethics and Conduct.

3.3 ISO Global Relevance Policy

The adoption of the World Trade Organization Technical Barriers to Trade (WTO/TBT) Agreement has placed an obligation on ISO to ensure that the International Standards it publishes are globally relevant.

→ For details, see the WTO ISO Standards Information Gateway.

Before embarking on a new project, ISO committees should ask the following questions:

• Is a globally relevant International Standard that presents a unique solution in all of its provisions viable?

• Is developing an International Standard whose provisions account for all existing and legitimate market differences feasible?

Answering these simple questions will help you decide whether or not to initiate the development of the proposed standard.

→ To assist you in your decision, please consult ISO's Global Relevance Policy, whose practical guidance is vital to preserving ISO's international credibility.
3.4 Intellectual property rights, copyright and trademarks

Intellectual property rights and other legal issues, as they pertain to technical committees, are addressed on the “Intellectual Property” page on ISO Connect. There, you will find answers to the following questions:

• How can you protect ISO’s copyright in ISO standards?

• How do you address copyright issues related to the content of ISO standards (see also: Declaration for participants in ISO activities)?

• How can technical committees use the ISO short name and logo (see also: ISO name and logo)?

• Third-party trademarks, services or products in ISO standards should, in principle, be avoided. How do you circumvent these issues?

• What procedures should be followed when citing patents in ISO standards (see also: ISO standards and patents)?

→ For further information, contact your TPM or email logo@iso.org.
3.5 Competition law

Compliance with competition law in the standards-setting process is essential to ensure that markets operate efficiently and competitively, and that the ISO standards development process remains a platform of trust. To facilitate compliance, ISO has drafted joint Competition Law Guidelines for Participants in the IEC and ISO Standard Development Process.

→ Contact your national member or the Technical Programme Manager, who will be able to answer any questions you may have.

3.6 Communication and data protection

Participants in the ISO standards development process may be asked (e.g. by the media), or may wish of their own initiative (e.g. through social media), to share information with external parties about various aspects of committee work. The following documents seek to advise ISO committees in their communications activities:

• The ISO policy on communication of committee work helps standards experts communicate about committee work to external parties.

• ISO's social media guidelines dispense advice on how to talk about your ISO work on social media or create an account for your committee.

The ISO communication policy builds on ISO's data protection policies. Anyone taking part in ISO standards development work has rights and obligations related to data protection. These are enshrined in the ISO Member Data Protection Policy and a Declaration for participants in ISO activities to which all those involved in ISO's standardization work must adhere.

→ Any questions regarding the Policy or the Declaration can be directed to the ISO Data Protection Officer: DataProtectionOfficer@iso.org.
4. Project management

Meeting market expectations

Strong project management skills are an asset for a Committee Manager to ensure they can fulfil their mission of supporting delivery of ISO standards where the market most needs them.

At ISO, project management is important to:

- Uphold the quality of ISO deliverables
- Ensure resource efficiency (since ISO activities are performed on a voluntary basis)
- Meet stakeholder needs and market expectations (i.e. timely delivery of standards and other documents)
- Align with the TC’s strategic business plan and the overarching ISO Strategy 2030

As a Committee Manager, you are responsible for managing your committee’s projects and assisting the Chair in the development, supervision and revision of the strategic business plan. Your role is pivotal for the successful delivery of high-quality standards that respond to a genuine market need.

This includes:

- Overseeing the committee’s strategic planning, driving consensus on its strategic objectives, stakeholder engagement and the prioritization of projects
- Understanding the added value of International Standards in the TC’s field of activity within the wider social, economic and/or technological context
- Engaging in transversal studies across multiple committees to harmonize, align and coordinate committee work
- Managing the overall work programme in line with the committee’s strategic business plan and the ISO Strategy 2030
- Identifying priority work items that align with the committee’s strategic business plan
- Drafting and updating the project plan with the help of the Proposer, Chair, Project Leader/Convenor
• Proactively and frequently monitoring progress against the project plan across the committee’s entire portfolio

• Adjusting the work plan, either preventively or correctively, to meet agreed target dates and ensure the advancement of projects in line with the stakeholders’ needs

• Advising (as necessary) the Chair, Convenor, Project Leaders and experts on the application of ISO/IEC Directives and official procedures

**Keeping up with change**

ISO/CS periodically updates its tools and services for standards development, which may affect your committee’s work processes. To be notified of any changes, subscribe to the “Changes to ISO services” page on ISO Connect by choosing “Watch” from the Tools menu.

**NOTE:** Access ISO Connect using your Global Directory username and password.

The ISO/IEC Directives, Part 1 and Consolidated ISO Supplement are also updated every year – a new edition is released in May. Your Technical Programme Manager will keep you informed of any changes. The TMB Communiqué, published after each meeting of the Technical Management Board, also provides important news for the technical community. Published three times a year, the TMB Communiqué is sent out to all Chairs, Committee Managers and Convenors and is also available on the ISO website.
5. Developing ISO deliverables (IS, TS, PAS, TR)

5.1 Guidance and drafting rules

- The Drafting standards web page provides guidance on how to write clear, concise and user-friendly International Standards and deliverables. It should be used in conjunction with the ISO/IEC Directives, Part 2, which gives detailed authoring and editorial rules for drafting ISO deliverables → www.iso.org/directives

- Another useful resource for drafting standards is the Online Browsing Platform (OBP), which allows users to preview the content, run full-text searches and more. You can use the OBP to check whether key terms have already been defined, so as to avoid redefining the same term (click on “Terms and definitions” and use the search function)
  → www.iso.org/obp/ui/

5.2 Submitting drafts to ISO/CS

Once the draft has been prepared by the committee, it is released for comments and votes to all ISO members, including those not participating in the committee. The Committee Manager shall submit the draft to ISO/CS at the DIS stage (and the FDIS stage, if used) on ISO Projects.

NOTE: New Work Item Proposals ballots and CD consultations are managed directly by the Committee Manager, not sent through ISO/CS.

→ More information is available in the Requirements and guidelines for the submission of drafts to ISO/CS.
6. Other committee documents

Documents distributed to the committee shall contain specific information, such as a subject line, reference number, title, expected action, etc. Annex SB of the Consolidated ISO Supplement provides a list of these requirements and a table showing who needs to send what and relevant deadlines are in Annex SK.

When sending documents to the committee using the Documents platform, a unique identifier, referred to as an N-number, is assigned by the platform.
7. Participants in ISO’s technical work

Committee Managers shall be acquainted with the rights and obligations of the various actors involved in ISO committee activity (see the Consolidated ISO Supplement, Subclause 1.7).

7.1 ISO membership status

There are three member categories in ISO:

- Full member
- Correspondent member
- Subscriber member

Each member category has different rights of participation in ISO committees. For example, only full members can actively participate in the development of International Standards by appointing experts to Working Groups.

NOTE: The New Rights Programme (Council resolution 03/2013, 22/2015 and 43/2019) allows correspondent and subscriber members to participate in a maximum of five committees for up to five years with training and support from ISO.

→ For more information, refer to the ISO membership manual, available for download on the “Members“ page of ISO’s website.

7.2 Delegates and experts

ISO committee members (P- and O-members) appoint delegates to attend committee meetings: they hold the views of their national member body on the international stage. Conversely, working group experts are nominated by their national standards body, that is a P-member in the committee. While they act in a personal capacity, they should be aware of their country’s national position.

Their position is as follows:

| Working group level recommendations: | one expert = one voice |
| Committee-level decisions:          | one P-member = one vote |
**Participating members (P-members)**

P-members have an obligation to contribute to committee meetings and cast their vote. These include NP, CD consultation, DIS, FDIS, and systematic review ballots (see ISO/IEC Directives, Part 1, Subclause 1.7.1).

P-members get automatic reminders to vote from ISO/CS while ballots are open. Failure to vote will result in a warning from ISO/CS and a downgrade to O-member status if no explanation is given (see ISO/IEC Directives, Part 1, Subclauses 1.7.4 & 1.7.5).

If a P-member remains inactive (i.e. it has failed to contribute to two consecutive meetings), it is the responsibility of the committee secretariat to notify ISO/CS, who will contact the member directly. Without substantial changes in behaviour, the P-member will be downgraded to O-member.

**Observing members (O-members)**

O-members follow the committee’s work and receive all the documents. They have the right to submit comments and attend meetings but cannot vote in the committee’s internal ballots.

**Working group experts**

Experts are appointed by the P-members of the parent committee (also by A- and C-liaisons as well as committees in liaison) (see ISO/IEC Directives, Part 1, Subclause 1.12). Working group experts do not formally represent the members who nominate them. They are selected based on their individual know-how and experience in a given subject and therefore act in a personal capacity.

**Experts in working groups**

Experts are appointed by the P-members of the parent committee (also by A- and C-liaisons) (see ISO/IEC Directives, Part 1, Subclause 1.12). Working group experts do not formally represent the members who nominate them. They are selected based on their individual know-how and experience in a given subject and therefore act in a personal capacity.
7.4 Liaisons

Liaisons exist between ISO TCs/SCs, between ISO and IEC TCs/SCs, and with other organizations at the TC/SC level (categories A and B) and at the working group level (category C). Liaisons are of primary importance for coordinating the work programmes of different committees, for ensuring a better use of the deliverable after publication and to engage stakeholders.

→ More information is available in the Liaisons toolkit.

Liaisons must be approved by consultation with the P-members of the committee. For more information on liaisons, see the ISO/IEC Directives, Part 1, Subclauses 1.15-1.17.
8. Meetings

8.1 The Committee Manager’s role in ISO meetings

The role of the Committee Manager is to support the Chair in ensuring the smooth functioning of the meeting, in line with ISO procedures. Here are a few points to consider:

- **Be impartial.**
- **Circulate attendance lists.**
- **Circulate the agenda.**
- **Ensure that participants are duly appointed and authorized to participate.**
- **Listen, summarize and take notes to draft the minutes.**
- **Ensure ISO/IEC Directives and TMB decisions are followed.**
- **Know where the projects are (stages) to help in discussions, bring an up-to-date status list.**
- **If the TPM is not attending the meeting, consider giving a short presentation of recent changes to the Directives and TMB resolutions that might affect the work.**
The Committee Manager’s report

Before the meeting, prepare a report. This report should mention:

- Committee title, scope and number
- Names of Chair and Committee Manager
- Scope of the committee
- Committee membership list (including participating and observing countries, internal and external liaisons, and other interested parties)
- List of ongoing projects (including project reference, title, project leader, stage, deadlines and any comments – this can be extracted from ISO Projects, HYPERLINK \l “see 9.3)
- List of new work items circulated
- List of systematic reviews since the last meeting (standards confirmed, standards withdrawn and standards where the decision was inconclusive and the status needs to be determined)
- Contact details of Chair, Committee Manager (support team, if relevant), and working group Convenors and Committee Managers, if relevant

NOTE: The requirements and further information on remote participation are given in the ISO Supplement, Subclause 4.6.

8.2 Hosting meetings

Meetings may be hosted by:

- Any ISO member (member body, correspondent member, subscriber member)
- Any liaison member of the committee concerned (for working group meetings only)

For TC or SC meetings, the ISO member in the country where the meeting will be held is considered the primary host and pre-approval of the meeting details is required. In the case of working group meetings, the ISO member in the country must be informed of the meeting before it is called. A member body wishing to host an ISO committee meeting shall contact the TC/SC secretariat directly. See Annex SF to the Consolidated ISO Supplement for details.

NOTE: It is not acceptable for NSBs to levy a participation fee from delegates/experts nor impose specific hotels or hotel rates (see ISO Directives, Part 1, Subclause 4.1).
The CM shall send information about meeting sponsorship to the TPM using the form.

Meetings can be held in presence, hybrid or virtual mode: the committee leaders have to choose the best meeting mode, considering as example travel restrictions, any decision made by ISO Governance, travel costs, environmental considerations, matters to be discussed at the meeting by following the participation guidelines set jointly by the ISO Technical Management Board (ISO/TMB) and the IEC Standardization Management Board (IEC/SMB). This checklist will help meeting organizers decide on the optimal meeting format, given the circumstances.

8.3 Organizing and managing meetings

The ISO Meetings platform was developed to help members to register their delegations, to help secretariats draw up the attendance list and ensure that only authorized individuals participate in ISO meetings. It is mandatory for Committee Managers to use ISO Meetings when setting up new meetings, and all ISO members must register meeting participants on the platform.

Planning ahead is key to organizing a good meeting. The ISO/IEC Directives, Part 1 have strict requirements for convening meetings such as the notice period that must be given (two years for TC and SC meetings) and how far in advance meeting documents shall be sent out. To facilitate this process, a checklist has been developed to assist Committee Managers with meeting organization and management (see Annex A).

All meetings are conducted in English by default (ISO/IEC Directives, Part 1, Clause 4.3).

→ For more information about ISO meetings, see the ISO/IEC Directives Part 1, Clause 4 and Annex SF of the Consolidated ISO Supplement.

E-meetings!

ISO uses the Zoom web/video conferencing service. Participants don’t need an account to participate in an e-meeting; an account is only required for the person hosting the meeting.

→ For questions about ISO Zoom accounts, please contact the ISO Web Conferencing team at webconferencing@iso.org.
Get started with Zoom: https://connect.iso.org/display/it/Video+Conferencing
8.4 Meeting agenda

Important: Any items subject to decision at the meeting shall be placed on the meeting agenda that is circulated 16 weeks before the meeting for TC and SC meetings and 6 weeks before for WG meetings. This advance notice is reduced in case the meeting is virtual.

A model agenda is available for download on the ISO website.

8.5 Writing resolutions

Only major decisions that impact the work of the committee and its structure, merit the passing of a resolution. As Committee Manager, you are responsible for drafting the resolutions, although a “drafting committee” may also be formed for this purpose. Its role is to draft the resolutions as the meeting progresses. All resolutions are reviewed and approved before the end of the meeting to ensure they properly reflect what was discussed and have the backing of participants. Resolutions must be posted on the Documents platform within 48 hours after the meeting. In between meetings, resolutions can be adopted by correspondence using CIB.

Here are some basic guidelines for drafting resolutions:

- Keep it as short as possible – the point of the resolution should be clear and unambiguous, leaving no room for interpretation
- Make sure you have a target date for the action and someone in charge of it
- Resolutions should be clear and succinct, yet contain sufficient detail that a person absent from the meeting can understand them
- Include the project number if the resolution concerns a specific work item
- How resolutions are numbered is optional, but choose a system that is logical and clear and stick to it: e.g. Resolution 1234; Resolution 2023/01, etc. Annex B provides further guidance on drafting resolutions.
9. ISO electronic applications (e-Services)

9.1 Access

ISO has developed a set of electronic applications to support the standards development process. It can be accessed using the ISO electronic application portal.

Note that access to ISO electronic applications is limited and managed by the NSBs and ISO/CS following established rules. Users must therefore be registered through their NSB or by ISO/CS in order to be issued a username and password.

9.2 Documents platform

Documents is the mandatory platform to make documents available to the committee members in a password protected environment.

Figure 2: Documents platform
9.3 ISO Projects

ISO Projects gives detailed information about ISO projects, their history, status and milestones. It helps you monitor your work programme, define intermediate milestones (dates and targets) on your way to meeting mandatory stage limit dates. New Work item Proposals shall be made using the eForm4 available on the platform. Finally, the platform lets you view the work programme of any other committee as well as submitting drafts to ISO/CS at specific stages.

ISO Projects provides enhanced core functionalities as well as new features such as:

- Improved portfolio monitoring with direct access to projects via a “My Projects“ portfolio
- Integration of meeting dates in the project timeline to support planning, forecasting and reporting
- Use of target dates, both for intermediate and mandatory stages, with useful reminders
- Enhanced search experience, with the option to save frequently used search criteria
- Ability to set and update your project’s target dates to better monitor your programme
  - Starting a submission to ISO/CS for DIS, final approval ballots and publication.

Documents can be accessed directly through the Project Overview screen in the “Documents” card.

Tip!

Use the “export function” to download a spreadsheet showing all the details of your committee projects – this document can be useful to have at committee meetings!
Tip!

It’s a good idea to use ISO Projects to periodically check up on standards and other deliverables that are normatively referenced in your documents to see if they are undergoing revision. This is because any changes in the referenced document could impact requirements given in your own document.

Figure 3: ISO Projects
9.4 Other electronic applications

Here are other useful tools that support your standards development work:

- **ISO ballots** – voting platform supporting consensus feedback processes in ISO (e.g. votes on NPs, CDs, DIS and FDIS stages, etc.)

  NOTE: ISO/CS is only responsible for the DIS, FDIS, SR and WDRL ballots. The Committee Manager takes care of the NP, CD, DTR, DTS, DPAS and CIB ballots.

- **Post-voting decision process** – tool enabling the Committee Manager to submit voting decisions to ISO/CS

  NOTE: The Committee Manager can access the post-voting decision process through the electronic balloting portal and ISO Projects.

- **ISO Meetings** – central access point to ISO meetings (organizers, participants, ISO/CS)

- **Zoom** – web conferencing service offered free of charge to individuals with specific roles in ISO committees. (Learn more about web conferencing on ISO Connect.)

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**ISO helpdesk knowledge base**

For guidance on how to use ISO’s electronic applications, check out the online knowledge base. The ISO International Helpdesk (helpdesk@iso.org) is also on hand to assist with any of ISO’s electronic applications.

→ For questions on how access ISO electronic applications, contact your national standards body.
10. Other useful resources

Whom to ask for help

Still have questions? Here’s where to go for help.

→ For technical issues around committee work or procedures: your TPM at ISO/CS

For questions related to:

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<tr>
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Helpful information and links

Check out these other information sources to help you with your work.

**Governance of technical work**
- TMB Communiqué
- ISO Connect guide

**Guidance on drafting standards**
- Drafting standards *(dedicated web page)*
- ISO/IEC Directives, Part 2

**Committee work and ISO procedures**
- ISO Templates

**Other key policies and guidance**
- ISO Strategy 2030
- Vienna Agreement on technical cooperation between ISO and CEN
- ISO Global Relevance Policy
- Conformity assessment do’s and don’ts
- Registration Authority Policy (see Annex H)
- Systematic review

**ISO online**
- ISO online resources
- ISO technical committees
- Online Browsing Platform
Annex A: Organizing and managing a meeting

Rules and procedures

Always consult the latest edition of the ISO/IEC Directives and Consolidated ISO Supplement for the most up-to-date rules and guidance on how to organize and manage an ISO meeting.

- ISO/IEC Directives, Part 1, Clause 4, “Meetings”

Additional considerations are in the guidance available.

- Consider scheduling/locating the meeting to coincide with an industry event or working group meeting. This may help to reduce travel costs and increase participation.
- Consider grouping TC and SC meetings that deal with related subjects to increase participation and improve communication.
- Consider the possibility of remote participation to reduce travel costs and to increase participation to the meeting (see the Consolidated ISO Supplement, Subclause 4.6).
- Ensure meeting facilities are accessible to all participants (ISO/IEC Directives, Part 1, Clause 4.2.1.2).

TC or SC meetings: checklist planner

An interactive tool is available to help preparing material and ballots/consultation in view of your meeting.

This tool can help you conduct more efficient and effective meetings by making it easier to identify target dates for milestones - by matching the project stage with the next meeting date. By identifying and anticipating the target dates for certain actions, you ensure that documents are circulated on-time in advance of a meeting.

→ Refer to the Excel tool currently at Matching actions and meeting dates - STANDARDS Connect - ISO Connect
Annex B: Drafting resolutions

Resolutions reflecting the decisions and action plan adopted by the committee. There is a lot of flexibility in their format and content. However, writers are encouraged to observe the following guidelines when drafting resolutions for ISO committee meetings. Examples are given to make the drafting process easier.

- The resolution shall include at a minimum:
  - What is agreed/will be done
  - Who is in charge
  - When it is expected to be done

  *This is essential to monitor the implementation of decisions and actions.*

- Background information may be added, as necessary, to provide context and shed some light on how the consensus has been reached.

Examples of resolutions are available at [Writing resolutions - ISO helpdesk knowledge base](#).

### Approving a liaison with another TC

**Resolution 4**

ISO/TC XX resolves to create an internal liaison with ISO/TC YY in order to access its documents (and invites TC YY to reciprocate the liaison). TC XX designates Mr John Doe ([johndoe@company.com](mailto:johndoe@company.com)) as liaison officer.

**NOTE:** TC XX shall provide the full contact details of the liaison officer to ISO/CS.

### Creating a new liaison with organization XYZ

**Resolution 2022-07**

Noting the written request from organization XYZ (N Document Number), ISO/TC XX agrees to establish a Category A liaison with organization XYZ.
NOTE: For first-time liaison requests from organization, please see the ISO Directives, Part 1 for procedure and criteria. Also note that liaison requests must specify each TC and SC that the external organization wants to liaise with.

**Establishing working groups**

**Miami Resolution 12**

ISO/TC XX resolves to create a new working group, titled [Give working group title], to develop work item 12345 and appoints Mr John Doe (johndoe@company.com) as Convenor for a period of three years. The next meeting will be YYYY-MM-DD. The WG is asked to provide the CD/DIS draft to the Committee Manager by YYYY-MM-DD.

**Approving a new project**

**Resolution Paris 5/2022**

ISO/TC XX agreed that WG 1 will prepare the document as five parts.

ISO/TC XX agreed that WG 1 will prepare a NP to propose the work on the preparation of Part 4 by YYYY-MM-DD. The NP will be submitted to P-members by vote via the ISO Committee Balloting Portal.

**Approving a revision or amendment of an existing standard**

**Resolution 1-2023**

ISO/TC XX approves a revision of ISO 12345:2013. The revision will be developed within the shortest time frame (18 months track 1). The document scope will remain unchanged from the previous edition. The next step is the preparation of the DIS by Project Leader Mr Sam Smith, by YYYY-MM-DD, skipping CD stage.

NOTE: A Form 4 is not required for the revision or amendment of an existing standard provided the committee passes a resolution containing the following elements: 1) target dates, 2) confirmation of scope, including whether it will be expanded (in which case the process for new proposals shall apply), and 3) the name of the Convenor or Project Leader. The committee shall also launch a call for experts.
Advancing documents/registering documents for next steps

Resolution 4/2023
ISO/TC XX/SC XX decides to add to ISO/DIS 12345 a new Clause 5 “Marking” as follows: ... PL XXXX is asked to prepare the modified document by YYYY-MM-DD.

Resolution 5/2021
ISO/TC XX/SC XX decides that ISO/DIS 12345, as amended during the meeting on 19 October 2021, will be sent to ISO/CS for direct publication. PL XXXX is asked to prepare the modified document by YYYY-MM-DD.

Systematic review decisions

2023/TC XX/SC XX Resolution 4
ISO/TC XX notes the comments and ballot results from the Systematic Review of 12345:2016 in Nxxxx, and resolves to confirm this standard for an additional five years.

2023/TC XX/SC XX Resolution 5
ISO/TC XX notes the comments and ballot results from the Systematic Review of 12345:2016, and resolves to revise 12345:2016 as a Minor Revision to correct Table 1 and Table 2. The Minor Revision text will be submitted to ISO/CS for FDIS ballot by 15 January 2023.

Next meeting details

Resolution 1011 TC XX 2022 and future meetings
ISO/TC XX approves the dates of November 18-20, 2022 for the 47th TC XX Plenary meeting. TC XX accepts with appreciation the German delegation’s proposal to have the meeting hosted by DIN in Berlin, Germany.

TC XX notes with appreciation the Russian delegation’s tentative offer to host in 2023 and the Brazilian delegation’s offer to host in 2024.
About ISO

ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 169* 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 24 900* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.

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*August 2023