Coordinated work with other ISO, IEC & JTC 1 Subgroups: The ISO liaison process as defined in the Consolidated JTC 1 Supplement, complimented by the JTC 1 Standing Document 15 (SD 15), Liaisons, is the best method to coordinate on projects of mutual interest between subcommittees in ISO, IEC and JTC 1. SC 38 will use and support this means of communication and coordination. SC 38 will also use and support the role and responsibilities of a Liaison Representative as defined in these documents.

In certain limited circumstances, SC 38 may augment the "normal" liaison process by use of a Liaison Coordination Group (LCG) to coordinate activities between SC 38 Plenary meetings, when needed.

The LCG function DOES NOT supersede the "normal" liaison process or change the role of the Liaison Representative as stated in the Consolidated JTC 1 Supplement and the JTC 1 SD 15. LCG Terms of Reference are as follows:

**Liaison Coordination Group (LCG) Terms of Reference**

**Purpose:** There may be times when an ISO, IEC or JTC 1 subcommittee requests input from SC 38 on a liaison statement or a document under development and the deadline for an SC 38 response falls in between SC 38 Plenary meetings. An LCG can prepare SC 38 responses to such requests when approval at an SC 38 Plenary meeting cannot be obtained on a timely basis. In such instances only, the designated members of the LCG will assist the designated SC 38 Liaison Representative in preparing a response on behalf of SC 38.

**Duration:** An LCG is established by SC 38 resolution to exist until the next Plenary when it may be reconstituted or terminated.

**Method of operation:** The SC 38 Chair or Secretary will request the LCG to develop a response when one is needed from SC 38 between its Plenaries. The Liaison Representative may bring such items to the attention of the SC 38 Chair and Secretary. The SC 38 Secretary will post the relevant documents to the SC 38 document register and instruct the LCG to address them. The Liaison Representative will convene the group and keep the group informed. Email will be the normal and primary means of group discussion and dissemination of information. When necessary, the group may meet via teleconference at the discretion of the Liaison Representative, SC 38 Chair or Secretary.

**Membership:** The LCG is open to all SC 38 National Bodies and Liaison Organizations. Representatives from the SC seeking SC 38 input may also be invited to participate, when needed.