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ISO/IEC JTC 1/SGFS  
Title: ISO/IEC JTC 1 Special Group on Functional  
Standardization

Secretariat: NNI (Netherlands)

Title : SGFS Standing Document SD-2: Guidelines for the preparation of ISPs

Source : SGFS Secretariat

Status : For use by ISP Editors

Note : SGFS National Bodies and Liaison organizations are kindly requested to forward this document to their current and future ISP Editors

## Guidelines for the preparation of ISPs

A proposed draft ISP (PDISP) can be submitted by an authorized body to the SGFS. Authorized bodies are:

- a) 'A' and 'S' liaison organizations of JTCl/SGFS,
- b) SCs within ISO/IEC JTCl,
- c) An ISO or IEC Technical Committee with a JTCl ISP requirement,
- d) JTCl or JTCl/SGFS P-members,

The Editor is responsible for producing the PDISP text

When a PDISP is submitted to the SGFS secretariat, it should be accompanied by the according Explanatory Report and by three letters from the Regional Workshops indicating that the PDISP is harmonized among the workshops.

First the SGFS Secretariat will distribute the PDISP and the Explanatory Report to the SGFS Members for a 1 or 2 months Review. When this Review period has terminated a Review Report will be produced by a review group in a target period of 1-2 months. In case of a favourable review report, the PDISP will be changed into a DISP.

The Editor is responsible for producing the DISP text

Then the DISP will be forwarded to the ISO/IEC ITTF Secretariat in Genève for a 4 months Ballot among the JTCl national Bodies. After the Ballot the ISO/IEC ITTF Secretariat will inform the JTCl Members with the results of the Ballot. According to the results of the Ballot a Ballot Resolution Meeting can be held to produce the final text to be published by ISO as ISP.

The Editor is responsible for producing the ISP text

For clarification the diagram on the next page highlights the moments within the ISP Approval Process which are of important relevance to ISP Editors.

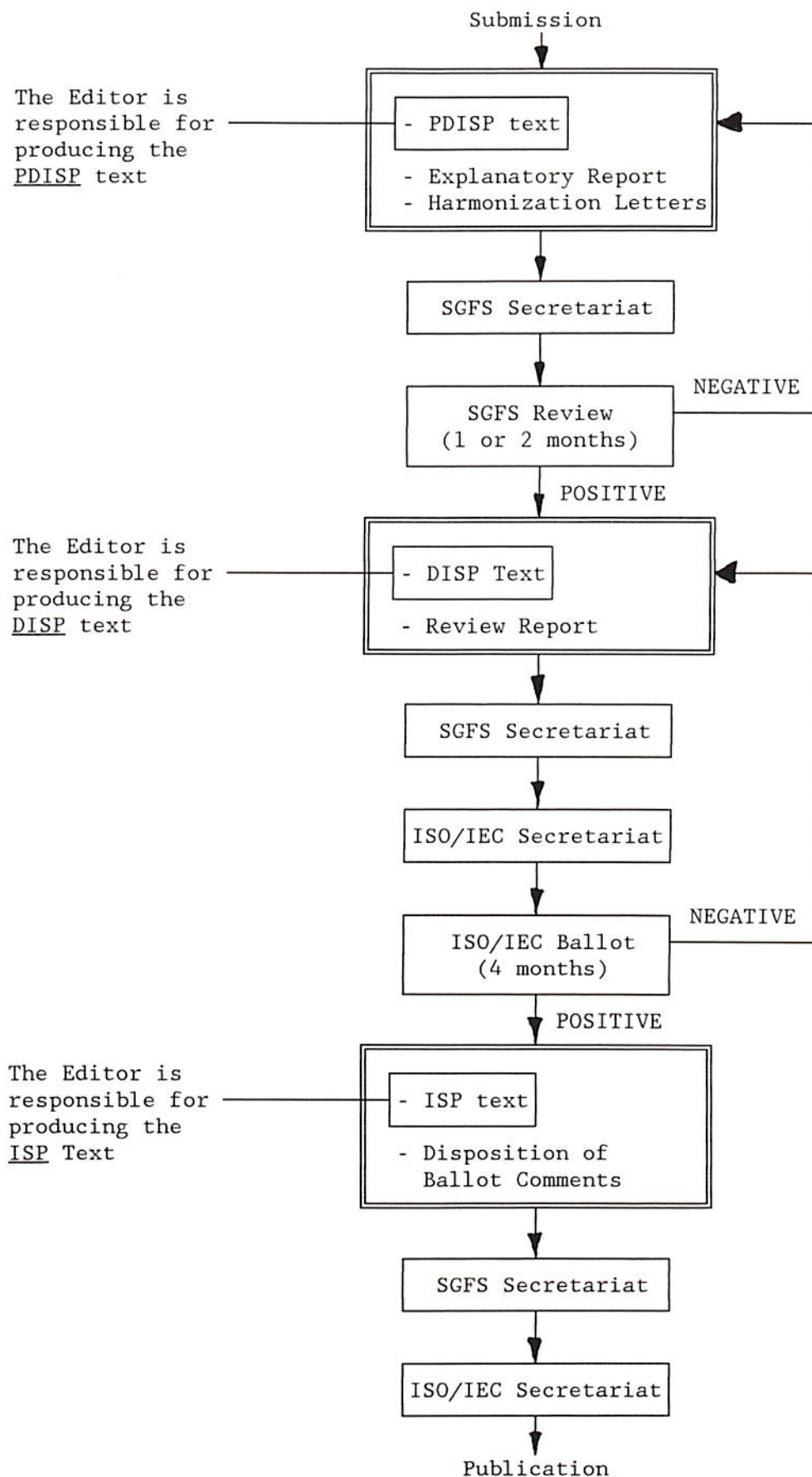
For more detailed information on the SGFS Procedures see SGFS Standing Document SD-2 "ISP- Taxonomy Update, ISP Approval & Maintenance Process".

### Attachments:

Annex I : Chapters 2, 3, 4 and Annex C of the ISO/IEC Directives Part 3 "Drafting and presentation of International Standards".

Annex II: Indication of ISO/IEC copyright in JTCl standards.

**Highlighted moments within the ISP Approval Process  
which are of important relevance to ISP Editors.**



**Annex I**

**Chapters 2, 3, 4, and Annex C of the  
ISO/IEC Directives Part 3  
"Drafting and presentation of International standards"  
(English pages)**