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TMB communiqué

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Message from the Chairman of the TMB

This fourteenth issue of the TMB Communiqué provides you with an update of the results of the meeting of Council and the Technical Management Board which were held on 30 April and 1 May, and 5 and 6 June 2001, respectively in Geneva. As you will see the TMB has been busy and so have the Technical committees.

Some of the issues having been discussed at these meetings are the following:

In the light of increasing use of electronic means in standards development and the need to protect personal data from misuse, Council has decided on the principles for an ISO policy on privacy.

The TMB reviewed again the status of the development of TC Business Plans. Nearly all ISO technical committees have now prepared and submitted their draft Business Plan, which have been made available to the general public for review and to provide feedback. The requirement to develop a business plan at an early stage has now also been made part of the formal procedure for the establishment of new technical committees.

Some of the major procedural documents guiding the standards development in ISO have now been revised and are being published in updated editions. These are the ISO/IEC Directives and the Vienna Agreement concerning the cooperation between ISO and CEN.

A TMB working group has finalized a guide with criteria to be followed in the preparation of proposals for the development of management system standards. The guide was approved during the enquiry stage by the ISO member bodies and awaits publication. In consideration of the existence of this new Guide, the TMB has taken some decisions on procedural aspects concerning new proposals for work and/or new committees on management systems.

Much more needs to be done to involve the developing economies in the technical work and I encourage all those who are able to do what they can in this regard.

Finally, and on behalf of the TMB, I express its gratitude to all of the ISO committee members for taking up so positively the drive to delivering market relevant and timely standards for the benefit of the world community.

Ross Wraight
Chairman of the TMB
Vice-President (Technical Management)

Council

1. ISO privacy policy

In the light of increasing use of electronic means applied in standards development and the need to protect personal data from misuse, Council has decided on the principles of a privacy policy for ISO. The fundamental principle of this policy is that personal data on committee participants and/or committee officers should only be provided on a "need-to-know basis".

The decision taken by Council reads as follows:

1. Restricted access to personal details for individuals participating in ISO work (i.e. principally for member body representatives) shall only be granted, on a need-to-know basis, to ISO committee secretariats, working group convenors and others holding positions which require that they provide communication to the individuals concerned.

2. Published or circulated membership rosters and lists of meeting attendees shall be restricted to the names of individuals and to their affiliations (nominating member body, liaison organization, etc.); these rosters/lists shall not contain any contact details.

All persons willing to accept officer positions in ISO shall agree that their contact details be made available to formally accredited individuals in the groups over which they hold office; they shall be entitled to check their own data for accuracy.

Technical Management Board

2. Status of the TC Business Plans initiative

By July 2001 almost all ISO technical committees had submitted their draft Business Plans (BPs). These plans have been made available for public review and feedback on a website (see the site: <http://www.iso.ch/bp>) or are still under review by the TMB BP Task Force. It is intended that the BPs remain at that site in order to facilitate continuous feedback from the public.

It is expected that ISO committees review the feedback they receive on their draft BP and then decide whether a modification of the plan is appropriate in order to take account of these public comments. The updated BP shall be made available to the TMB Secretariat (tmb@iso.ch), which will replace the draft with the updated version. No additional review of the updated BPs by the TMB Task Force is foreseen.

In order to keep the BPs up-to-date, the committees are requested to review their BP regularly at committee meetings. Parts of the BPs are composed of frequently changing information such as the work programme of committees and their sub-structure (i.e. subcommittees and working groups). The ISO Central Secretariat has launched a project to update this type of information directly from the database of the Central Secretariat and to include it in the BP.

3. Modified rules for the establishment of technical committees

The TMB has decided that new technical committees shall, in the first stage, be established on a provisional basis and that the development of a Business Plan within 18 months after their establishment, in parallel to the development of standards, shall be one of their prime responsibilities. The TMB decision reads as follows:

If the necessary support for its establishment has been achieved during the member body consultation, a new technical committee shall be established by the TMB on a provisional basis. The secretariat of the new TC shall be required, in collaboration with the committee members, to develop a draft business plan for review by the TMB within a maximum of 18 months. After approval of the draft business plan by the TMB the committee shall be established formally. Should a committee fail to prepare a business plan, the TMB will review the justification for the committee and decide on an appropriate course of action. Committees established provisionally are authorized to initiate standards development in parallel with the elaboration of the business plan.

4. Electronic balloting application and the termination of paper distribution of ballot documents

As reported in earlier editions of the TMB Communiqué, the Central Secretariat has implemented an electronic balloting application. This application contains

- a delivery component through which electronic files of draft and final draft International Standards (DIS and FDIS) are made available to authorized member body representatives,
- a functionality to cast a vote and to submit comments, if appropriate, electronically,
- a system of e-mail notifications sent to authorized balloters informing them about newly opened and closed ballots and sending them reminders, if their member body holds P-member status in a committee and has failed to vote within certain time frames.

Some 60 ISO member bodies are already using or have been registered to the e-balloting application by the beginning of August 2001 and it is intended that all member bodies will be using the application by end 2001. To support the increased use, ISO/CS has launched a training program to provide instructions on how to use the application to a number of member bodies, which have indicated such a need. The training programme is implemented by trainers provided either by ISO member bodies in the respective region or through trainers sent by the Central Secretariat.

It is intended to terminate the distribution of DIS and FDIS documents in paper to the ISO member bodies by 31 December 2001. The Central Secretariat will, however, contact the member bodies and invite them to indicate whether they agree with an earlier termination of paper distribution of documents.

In addition, the Central Secretariat has already discontinued the paper distribution of the vote results and comments on DIS and FDIS votes. Committee secretaries and chairpersons are notified by e-mail of the closure of the vote and then provided access in order to download the result of voting and the comments in electronic format.

The TMB has also authorized the Central Secretariat to reject comments if they are not submitted in the format of the official ISO template for comments, which has

specially been developed for the use in the electronic balloting application. The reason for the insistence on the use of this template is to allow the automation of the comment collation and sorting process for the committee secretaries. The template can be downloaded from the SDIS (www.iso.ch/sdis/forms) and is also available via the homepage of the SDIS under the section *Templates and tools* and carries the name Template for comments and secretariat observations.

5. ISO Guide on management system standards

An ad hoc group under the TMB has developed ISO Guide 72 *Guidelines for the justification and development of management system standards*, which provides basic criteria for the preparation of proposals for the development of management system standards or proposals for the establishment of new technical committees or subcommittees dealing primarily or partially with management systems. It is well known that in recent years there had been lots of discussion about these types of standards and it is hoped that the guide will clarify the criteria and the process, which needs to be followed when preparing proposals of such standards.

The main requirement for proposals on management system standards is that they include, in addition to the regular information submitted as part of the new work item proposal (NP) or the proposal for the establishment of a new committee, a justification study with an evaluation of the needs and the expected costs of a future management system standard.

Such justification studies shall be prepared for proposals on standards which cover management systems exclusively as well as for proposals for standards of which only components cover management systems.

The full documentation, including the justification study, for such proposals shall be submitted to the TMB for review *prior* to their circulation to the P-members of technical committees (for NPs or proposals for the establishment of a subcommittee) or to the ISO member bodies (for proposals to establish a new technical committee).

Approval by the TMB of any proposal for management system standards is mandatory. The vote results of all such proposals shall be submitted to the TMB for review.

A proposal, including the justification, for the development of a standard inside a subcommittee shall be reviewed by the parent technical committee, which shall notify the TMB of the vote result. The TMB may, within a thirty-day period, decide whether to take any action.

6. TMB Task Force *Increasing participation from developing countries in ISO's technical work*

The TMB has established a permanent Task Force to monitor the participation by developing countries in the technical work of ISO and to consider ways to further facilitate their participation. The main responsibility for the design and the implementation of a programme for developing countries is with DEVCO and the Developing Country Programme (DEVPRO). The involvement of the TMB in this matter will therefore be focused on procedural aspects of ISO technical work and the facilitation of the cooperation between member bodies and committee secretariats from industrialized and developing countries.

7. Revised version of the ISO/IEC Directives

ISO and IEC have finalized the fourth edition of the ISO/IEC Directives, which is being published in the following two parts:

Part 1, *Procedures for the technical work* and

Part 2, *Rules for the structure and drafting of International Standards*

The provisions in Part 1 of the new Directives are for application with immediate effect. It is recommended that the provisions in Part 2 are also applied from now on. The application of Part 2, however, will be mandatory for the registration of all enquiry drafts (DIS - stage 40.00) by the Central Secretariat after 1 January 2002 and for the registration of final draft International Standards (FDIS - stage 50.00) after 1 July 2002.

The new Directives are available in electronic format via ISO's *Standards Developer's Information Site* (SDIS) under the following Internet address: <http://www.iso.ch/sdis/directives>. A paper version is under publication and its availability will be announced.

In addition to the two parts of the Directives, which are common between ISO and IEC, both organizations have published a supplement with additional rules specific only to one of the two organizations. The ISO Supplement is available via the above Internet address for the Directives.

In conjunction with the revision of the ISO/IEC Directives, ISO has also instigated a system whereby agreements of the ISO Technical Management Board that result in changes to the Directives will be notified as soon as possible to the ISO members and committees as *ISO Change Notifications*.

For the convenience of users a **consolidated text** is available under the above Internet address comprising the ISO/IEC Directives, Part 1, the ISO Supplement, and all relevant ISO Change Notifications. This version is only available electronically.

A number of member bodies have announced their intention to organize training seminars on the revised Directives during 2001 and 2002 mainly on a regional basis hosted by one or more ISO member bodies in the respective geographic area. These seminars may also be attended by representatives from member bodies, secretaries and/or chairs from other countries in the region.

8. Inclusion of a statement on patent rights in all drafts of ISO standards

The TMB noted that in some instances patent protected technology had been incorporated in drafts of standards without a declaration of the existence of the patents. When companies decided to manufacture in accordance with the requirements of these draft standards, they potentially faced litigation charges due to the violation of patent rights. To ensure that ISO cannot be held responsible for not identifying existing patents, the TMB decided that a disclaimer should be included in all drafts of ISO standards (i.e. working drafts, committee drafts, Draft International Standards and Final Draft International Standards), similar to the statement already included in ISO standards. **This decision shall be implemented by all ISO committees with immediate effect.**

The statement to be included in drafts of ISO standards shall read as follows:

a) when no patent rights have been identified:

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any and all such patent rights.

b) when patent rights have been identified:

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights other than those identified above. ISO shall not be held responsible for identifying any and all such patent rights.

9. International Workshop Agreement (IWA)

The TMB has decided to change the designation for the Industry Technical Agreement (ITA) to *International Workshop Agreement (IWA)*. The reason for this modified designation was that there are numerous stakeholders in ISO which are not restricted to industry and who do not necessarily consider themselves to be "industry".

It should be noted, however, that this change in designation does not affect the content or procedure for this type of deliverable. An IWA is a document which is developed outside the committee structure of ISO via a workshop with the participation of as broad a range of interested parties as possible. The involvement of ISO in the development of an IWA is limited to the provision of the secretariat for the workshop by an ISO member body. A proposal for the development of an IWA can be submitted by any organization or grouping and requires approval by the TMB.

IEC has decided to retain the designation *Industry Technical Agreement (ITA)*, because it considered that the IEC and ISO deliverables were very different in nature and that the parties interested to develop such documents in IEC represent purely industry interests.

10. Revision of the Vienna Agreement and its implementation guidelines

A revision of the Vienna Agreement and its implementation guidelines is currently being prepared. It is expected that the revised version of both documents will be approved by Council and the TMB at their meetings in September 2001. In the revised version, the Vienna Agreement has been restricted to a declaration of the principles for the cooperation between ISO and CEN. All procedural details have been included in the implementation guidelines. Both documents will be made available as soon as they have been approved in ISO and CEN.

11. Submission of graphical symbols to ISO/TC 145/SC 3 *Graphical symbols for use on equipment*

In TMB Communiqué 11 (November 2000) it had been reported that ISO/TC 145 *Graphical Symbols* had formed ISO/TC 145/SC 3 *Graphical symbols for use on*

equipment. ANSI has appointed the *Society of Automotive Engineers (SAE)* to assume the secretariat of this new subcommittee.

The function of ISO/TC 145/SC 3 is to coordinate and evaluate new symbols submitted by other ISO technical committees or subcommittees for registration. It also handles the subsequent inclusion in the ongoing revision of the International Standards related to graphical symbols used on equipment, according to the ISO/IEC Directives for the standardization of such symbols.

To facilitate the submission by other ISO committees, the secretariat of ISO/TC 145/SC 3 has developed an electronic form which needs to be completed when submitting the symbols. This form can be downloaded from the website of ISO/TC 145/SC 3 (www.iso.ch/tc145/sc3) in the folder "01. Public information".

Any questions concerning this or other issues related to ISO/TC 145/SC 3 can be directed to Mrs. Melissa Poletti, secretary of ISO/TC 145/SC 3, at SAE, e-mail: iso-tc145-sc3@sae.org; phone: + 1-724-772-40 83.

Closing remarks

A number of decisions were taken at the Council and TMB meetings and some of the basic "regulatory" documents for international standardization have been updated. I hope that this will support the practical standards development work and provide both the guidance and the flexibility for the preparation of International Standards and other documents in the wide range of fields and subjects addressed by ISO.

Ross Wraight

This TMB Communiqué and all its previous editions are also available in electronic form on ISO's *Standards Developer's Information Site (SDIS)* under <http://www.iso.ch/sdis> in the section TMB News & Information.

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