



ISO/IEC Directives, Part 1 — Consolidated ISO Supplement — Procedure for the technical work — Procedures specific to ISO —

Directives ISO/IEC, Partie 1 Procédure pour les travaux techniques
— Supplément ISO consolidé — Procédures spécifiques à l'ISO

Thirteenth edition, 2022

[Based on the eighteenth edition (2022) of the ISO/IEC Directives, Part 1]



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Published in Switzerland

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Foreword

The **ISO/IEC Directives** are published in two parts:

- Part 1: Procedures for the technical work
- Part 2: Principles and rules for the structure and drafting of ISO and IEC documents

Furthermore, the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and ISO/IEC Joint Technical Committee (JTC) 1 have published independent supplements to Part 1, which include procedures that are not common.

This part sets out the procedures to be followed within ISO and the IEC in carrying out their technical work: primarily the development and maintenance of International Standards through the activities of technical committees and their subsidiary bodies.

ISO, IEC and ISO/IEC JTC 1 provide additional guidance and tools to all those concerned with the preparation of technical documents on their respective websites (www.iso.org/directives; http://www.iec.ch/members_experts/refdocs/ and <http://www.jtc1.org>).

This eighteenth edition incorporates changes agreed by the respective technical management boards since publication of the seventeenth edition in 2021. Procedures which are not common to all the ISO/IEC Directives are published separately in the ISO Supplement (also referred to as the Consolidated ISO Supplement), the IEC Supplement or the ISO/IEC JTC 1 Supplement, respectively. The Supplements are to be used in conjunction with this document.

The following clauses have been modified with respect to the previous edition: Foreword, [1.7.3](#), [1.7.4](#), [1.8.2](#), [1.11](#), [1.12.6](#), [1.13](#), [1.14](#), [1.16.2](#), [2.3.1](#), [2.3.4](#), [2.4.5](#), [2.4.8](#), [2.5.3](#), [2.5.4](#), [2.5.6](#), [2.5.10](#), [2.6.4](#), [2.10.3](#), [3.1](#), [3.2](#), [3.3](#), [4.1.3](#), [4.2.2](#), [B.4.2.2](#), [B.4.2.9](#), [E.5.2](#), [E.7.2](#), [Annex F](#) (F1), [Annex G](#) (G1), and [Annex H](#) (4.5). The track changes version of this eighteenth edition should be consulted for the details of the changes made.

These procedures have been established by ISO and IEC in recognition of the need for International Standards to be cost-effective and timely, as well as widely recognized and generally applied. In order to attain these objectives, the procedures are based on the following concepts.

a) **Current technology and project management**

Within the framework of these procedures, the work may be accelerated and the task of Experts and secretariats facilitated both by current technology (e.g. IT tools) and project management methods.

b) **Consensus**

Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the preparation of International Standards that will be accepted and widely used. Although it is necessary for the technical work to progress speedily, sufficient time is required before the approval stage for the discussion, negotiation and resolution of significant technical disagreements.

For further details on the principle of “consensus”, see [2.5.6](#).

c) **Discipline**

National Bodies need to ensure discipline with respect to deadlines and timetables in order to avoid long and uncertain periods of “dead time”. Similarly, to avoid re-discussion, National Bodies have the responsibility of ensuring that their technical standpoint is established taking account of all interests concerned at national level, and that this standpoint is made clear at an early stage of the work rather than, for example, at the final (approval) stage. Moreover, National Bodies need to recognize that substantial comments tabled at meetings are counter-productive, since no opportunity is available for other delegations to carry out the necessary consultations at home,

without which rapid achievement of consensus will be difficult. National Bodies are encouraged to abstain if there is a lack of national consensus or Expert input on a specific ballot.

d) **Cost-effectiveness**

These procedures take account of the total cost of the operation. The concept of “total cost” includes direct expenditure by National Bodies, expenditure by the offices in Geneva (funded mainly by the dues of National Bodies), travel costs and the value of the time spent by Experts in working groups and committees, at both national and international level.

Opportunities for virtual participation at meetings should be sought to the extent possible.

e) **General principles for voting and decisions**

For votes by correspondence or during a committee meeting, a simple majority of the P-members voting is required for approval unless otherwise specified in the ISO/IEC Directives.

The committee leadership shall ensure that votes submitted in writing, in advance of a committee meeting, are considered at the meeting. For strategic matters (e.g. changing the scope of a document or the scope of a committee, change of allocation of a project), a discussion amongst committee members should first take place before a formal committee decision is taken.

When a document is out for ballot formal discussion during meetings or distribution of positions via formal committee distribution channels are prohibited.

In all votes, abstentions are not counted.

A vote by correspondence should include the possibility to abstain.

Proxy voting is not permitted in ISO.

f) **Global relevance of ISO International Standards**

It is ISO's aim and expectation that each of its International Standards represents a worldwide consensus and responds to global market needs. In order to achieve this aim, it has been recognized that special measures are needed in particular to ensure that the needs of developing countries are taken into account in ISO's technical work. One such measure is the inclusion of specific provisions for “twinning”, i.e. partnerships between two ISO member bodies for the purposes of capacity building, in this ISO Supplement to the ISO/IEC Directives. (See [1.7](#), [1.8.3](#), [1.9.2](#), [1.9.3](#), [1.9.4](#) and [Annex ST](#))

Whilst these provisions are necessarily limited to the technical work, “twinning” may occur at multiple levels, in particular to assist the twinned partner in capacity building in developing countries of their standardization, conformity assessment and IT infrastructures, with the aim of the twinned partner ultimately being self-sufficient in carrying out their activities.

g) **Committee specific procedures**

The ISO/IEC Directives (and Consolidated ISO Supplement) have been developed based on many years of experience with standards development across many committees and fields. Therefore, committees should have little, if any, need to develop committee specific procedures (CSP) (which include committee decisions which are de facto procedures). Where a committee feels that the ISO/IEC Directives (or Consolidated ISO Supplement) do not adequately address a specific issue, the committee should submit a request for a revision/expansion of the ISO/IEC Directives (or Consolidated ISO Supplement) to the ISO Technical Management Board rather than develop a committee specific procedure. In cases where a committee feels the ISO/IEC Directives (or Consolidated ISO Supplement) do not at all address a specific operational issue, the committee may develop a CSP, including a clear rationale for the procedure, and submit it for the approval of the ISO Technical Management Board who will make every effort to respond quickly to the request.

h) Addressing sustainability in standards

When developing standards committees are encouraged to refer to the ISO Guide for addressing sustainability in standards ("Guide 82") which is available at: <https://isotc.iso.org/livelink/livelink?func=ll&objId=8389141&objAction=browse&viewType=1>.

Terminology used in this document

NOTE 1 Wherever appropriate in this document, for the sake of brevity the following terminology has been adopted to represent similar or identical concepts within ISO and IEC.

Term	ISO	IEC
National Body	Member Body (MB)	National Committee (NC)
technical management board (TMB)	Technical Management Board (ISO/TMB)	Standardization Management Board (SMB)
Chief Executive Officer (CEO)	Secretary-General	Secretary-General
Office of the CEO	Central Secretariat (CS)	Secretariat (Sec)
council board	Council	IEC Board
advisory group	Technical Advisory Group (TAG)	Advisory Committee
Secretary/Committee Manager	Committee Manager	Secretary
committee	TCs, SCs, and PCs	TCs, SCs, PCs, and SyCs
For other concepts, ISO/IEC Guide 2 applies.		

NOTE 2 In addition the following abbreviations are used in this document.

JTAB	Joint Technical Advisory Board
JPC	Joint Project Committee
JTC	Joint Technical Committee
JWG	joint working group
TC	technical committee
SyC	Systems committee (IEC)
SC	Subcommittee
PC	project committee
WG	working group
PWI	preliminary work item
NP	new work item proposal
WD	working draft
CD	committee draft
DIS	draft International Standard (ISO)
CDV	committee draft for vote (IEC)
FDIS	final draft International Standard
PAS	Publicly Available Specification
TS	Technical Specification
TR	Technical Report

INTRODUCTION TO THE CONSOLIDATED ISO SUPPLEMENT

0.1 What is the *Consolidated ISO Supplement*?

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. This *Consolidated ISO Supplement* (also referred to as the “ISO Supplement”) contains both the ISO/IEC Directives, Part 1 and the procedures specific to ISO which were formerly referred to as the “ISO Supplement”.

Part 1 of the ISO/IEC Directives, together with this Consolidated ISO Supplement, provide the complete set of procedural rules to be followed by ISO committees. There are, however, other documents to which reference may need to be made. In particular, for committees cooperating with CEN under the Agreement on technical cooperation between ISO and CEN (Vienna Agreement), reference should be made to the [Guidelines for Chairmen and Secretariats on the implementation of the Vienna Agreement](#).

Attention is also drawn to the fact that ISO/IEC JTC 1 Information technology has adopted ISO/IEC Directives, Part 1 together with the [JTC 1 Supplement](#).

0.2 The structure of this *Consolidated ISO Supplement*

The clause structure of the *Consolidated ISO Supplement* follows that of Part 1 of the *ISO/IEC Directives*. In order to assist in cross-referencing the texts, the ISO specific clauses are highlighted in blue under the clauses of the ISO/IEC Directives. If there is no highlighted blue text under a particular clause, it means that there are no ISO-specific clauses.

Tables and annexes beginning with “S” in this *Consolidated ISO Supplement* are all unique to ISO and do not follow the order in the *ISO/IEC Directives*. Where a reference in an ISO annex (i.e. beginning with “S”) is made to an annex in the *ISO/IEC Directives, Part 1*, this is explicitly indicated.

The following clauses that have been modified with respect to the previous edition of the ISO Supplement: Foreword, [1.8.1](#), [1.9.1](#), [1.12.6](#), [2.1.6.2](#), [2.3.1](#), [2.9.1](#), [3.2](#) and [Annex SK](#). The track change version of this thirteenth edition should be consulted for the details of the changes made (www.iso.org/directives).

1 Organizational structure and responsibilities for the technical work

1.1 Role of the technical management board

The technical management board of the respective organization is responsible for the overall management of the technical work and in particular for:

- a) establishment of technical committees;
- b) appointment of Chairs of technical committees;
- c) allocation or re-allocation of secretariats of technical committees and, in some cases, subcommittees;
- d) approval of titles, scopes and programmes of work of technical committees;
- e) ratification of the establishment and dissolution of subcommittees by technical committees;
- f) allocation of priorities, if necessary, to particular items of technical work;
- g) coordination of the technical work, including assignment of responsibility for the development of standards regarding subjects of interest to several technical committees, or needing coordinated development; to assist it in this task, the technical management board may establish advisory groups of Experts in the relevant fields to advise it on matters of basic, sectoral and cross-sectoral coordination, coherent planning and the need for new work;
- h) monitoring the progress of the technical work with the assistance of the Office of the CEO, and taking appropriate action;
- i) reviewing the need for, and planning of, work in new fields of technology;
- j) maintenance of the ISO/IEC Directives and other rules for the technical work;
- k) consideration of matters of principle raised by National Bodies, and of appeals concerning decisions on new work item proposals, on committee drafts, on enquiry drafts or on final draft International Standards.

NOTE 1 Explanations of the terms “new work item proposal”, “committee draft”, “enquiry draft” and “final draft International Standard” are given in [Clause 2](#).

NOTE 2 For detailed information about the role and responsibilities of the ISO technical management board, see the Terms of reference of the TMB — <https://www.iso.org/committee/4882545.html> and for the IEC see https://www.iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:3228,25.

1.2 Advisory groups to the technical management board

1.2.1 A group having advisory functions in the sense of [1.1 g\)](#) may be established

- a) by one of the technical management boards;
- b) jointly by the two technical management boards.

NOTE In IEC certain such groups are designated as Advisory Committees.

1.2.2 A proposal to establish such a group shall include recommendations regarding its terms of reference and constitution, bearing in mind the requirement for sufficient representation of affected interests while at the same time limiting its size as far as possible in order to ensure its efficient operation. For example, it may be decided that its members be only the Chairs and Secretaries/

Committee Managers of the technical committees concerned. In every case, the TMB(s) shall decide the criteria to be applied and shall appoint the members.

Any changes proposed by the group to its terms of reference, composition or, where appropriate, working methods shall be submitted to the technical management boards for approval.

1.2.3 The tasks allocated to such a group may include the making of proposals relating to the drafting or harmonization of publications (in particular International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports), but shall not include the preparation of such documents unless specifically authorized by the TMB(s).

1.2.4 Any document being prepared with a view to publication shall be developed in accordance with the procedural principles given in [Annex A](#).

1.2.5 The results of such a group shall be presented in the form of recommendations to the TMB(s). The recommendations may include proposals for the establishment of a working group (see [1.12](#)) or a joint working group (see [1.12.6](#)) for the preparation of publications. Such working groups shall operate within the relevant technical committee, if any.

1.2.6 The internal documents of a group having advisory functions shall be distributed to its members only, with a copy to the office(s) of the CEO(s).

1.2.7 Such a group shall be disbanded once its specified tasks have been completed, or if it is subsequently decided that its work can be accomplished by normal liaison mechanisms (see [1.16](#)).

1.3 Joint technical work

1.3.1 Joint Technical Advisory Board (JTAB)

The JTAB has the task of avoiding or eliminating possible or actual overlapping in the technical work of ISO and IEC and acts when one of the two organizations feels a need for joint planning. The JTAB deals only with those cases that it has not been possible to resolve at lower levels by existing procedures. (See [Annex B](#).) Such cases may cover questions of planning and procedures as well as technical work.

Decisions of the JTAB are communicated to both organizations for immediate implementation. They shall not be subject to appeal for at least 3 years.

1.3.2 Joint Technical Committees (JTC) and Joint Project Committees (JPC)

1.3.2.1 JTC and JPC may be established by a common decision of the ISO/TMB and IEC/SMB, or by a decision of the JTAB.

1.3.2.2 For JPC, one organization has the administrative responsibility. This shall be decided by mutual agreement between the two organizations.

Participation is based on the one member/country, one vote principle.

Where two National Bodies in the same country elect to participate in a JPC then one shall be identified as having the administrative responsibility. The National Body with the administrative responsibility has the responsibility of coordinating activities in their country, including the circulation of documents, commenting and voting.

Otherwise the normal procedures for project committees are followed (see [1.10](#)).

1.4 Role of the Chief Executive Officer

The Chief Executive Officer of the respective organization is responsible, *inter alia*, for implementing the ISO/IEC Directives and other rules for the technical work. For this purpose, the Office of the CEO arranges all contacts between the technical committees, the council board and the technical management board.

Deviations from the procedures set out in the present document shall not be made without the authorization of the Chief Executive Officers of ISO or IEC, or the ISO/IEC Joint Technical Advisory Board (JTAB), or the technical management boards for deviations in the respective organizations.

1.5 Establishment of technical committees

1.5.1 Technical committees are established and dissolved by the technical management board.

1.5.2 The technical management board may transform an existing subcommittee into a new technical committee, following consultation with the technical committee concerned.

1.5.3 A proposal for work in a new field of technical activity which appears to require the establishment of a new technical committee may be made in the respective organization by

- a National Body;
- a technical committee or subcommittee;
- a project committee;
- a policy level committee;
- the technical management board;
- the Chief Executive Officer;
- a body responsible for managing a certification system operating under the auspices of the organization;
- another international organization with National Body membership.

1.5.4 The proposal shall be made using the appropriate form (see [Annex SJ](#) in the Consolidated ISO Supplement to the ISO/IEC Directives and https://www.iec.ch/standardsdev/resources/forms_templates/ which covers

- a) the proposer;
- b) the subject proposed;
- c) the scope of the work envisaged and the proposed initial programme of work;
- d) a justification for the proposal;
- e) if applicable, a survey of similar work undertaken in other bodies;
- f) any liaisons deemed necessary with other bodies.

For additional informational details to be included in the proposals for new work, [Annex C](#). The form shall be submitted to the Office of the CEO.

1.5.5 The Office of the CEO shall ensure that the proposal is properly developed in accordance with ISO and IEC requirements (see [Annex C](#)) and provides sufficient information to support informed decision making by National Bodies. The Office of the CEO shall also assess the relationship of the

proposal to existing work, and may consult interested parties, including the technical management board or committees conducting related existing work. If necessary, an ad hoc group may be established to examine the proposal.

Following its review, the Office of the CEO may decide to return the proposal to the proposer for further development before circulation for voting. In this case, the proposer shall make the changes suggested or provide justification for not making the changes. If the proposer does not make the changes and requests that its proposal be circulated for voting as originally presented, the technical management board will decide on appropriate action. This could include blocking the proposal until the changes are made or accepting that it be balloted as received.

In all cases, the Office of the CEO may also include comments and recommendations to the proposal form.

For details relating to justification of the proposal, see [Annex C](#).

Proposers are strongly encouraged to conduct informal consultations with other National Bodies in the preparation of proposals.

In some instances, the ISO Technical Management Board may consider it appropriate to carry out an informal exploratory enquiry.

Technical committees are established by the ISO/TMB on a provisional basis. Following the initial meeting of the technical committee, but no later than 18 months, provisionally established technical committees are required to prepare a strategic business plan for review by the ISO/TMB (see [Annex SC](#)). The committees are formally established by the ISO/TMB at the time of acceptance of the business plan. This does not preclude the initiation of standardization projects during this 18 month period.

1.5.6 The proposal shall be circulated by the Office of the CEO to all National Bodies of the respective organization (ISO or IEC), asking whether or not they

- a) support the establishment of a new technical committee providing a statement justifying their decision ("justification statement"), and
- b) intend to participate actively (see [1.7.1](#)) in the work of the new technical committee.

The proposal shall also be submitted to the other organization (IEC or ISO) for comment and for agreement (see [Annex B](#)).

The replies to the proposal shall be made using the appropriate form within 12 weeks after circulation. Regarding [1.5.6 a\)](#) above, if no such statement is provided, the positive or negative vote of a National Body will not be registered and considered.

The form for replies to the proposals has been replaced by an electronic balloting system. Replies not using the electronic balloting system will not be counted.

1.5.7 The technical management board evaluates the replies and either

- decides the establishment of a new technical committee, provided that
 - 1) a 2/3 majority of the National Bodies voting are in favour of the proposal; abstentions are excluded when the votes are counted; and
 - 2) at least 5 National Bodies who voted in favour expressed their intention to participate actively,and allocates the secretariat (see [1.9.1](#)), or
- assigns the work to an existing technical committee, subject to the same criteria of acceptance.

1.5.8 Technical committees shall be numbered in sequence in the order in which they are established. If a technical committee is dissolved, its number shall not be allocated to another technical committee.

1.5.9 As soon as possible after the decision to establish a new technical committee, the necessary liaisons shall be arranged (see [1.15](#) to [1.17](#)).

1.5.10 A new technical committee shall agree on its title and scope as soon as possible after its establishment, preferably by correspondence.

Agreement of the title and scope of the technical committee requires approval by a 2/3 majority of the P-members voting.

The scope is a statement precisely defining the limits of the work of a technical committee.

The definition of the scope of a technical committee shall begin with the words “Standardization of ...” or “Standardization in the field of ...” and shall be drafted as concisely as possible.

For recommendations on scopes, see [Annex J](#).

The agreed title and scope shall be submitted by the Chief Executive Officer to the technical management board for approval.

1.5.11 The technical management board or a technical committee may propose a modification of the latter's title and/or scope. The modified wording shall be established by the technical committee for approval by the technical management board.

1.5.12 “Stand-by” – a committee is said to be in a “stand-by” status when it has no tasks on its work programme but retains its title, scope and secretariat so that it can be reactivated should a new task be assigned to it.

The decision to put a committee on stand-by or to reactivate it is taken by the technical management board on a proposal from the committee in question.

1.6 Establishment of subcommittees

1.6.1 Subcommittees are established and dissolved by a 2/3 majority decision of the P-members of the parent committee voting, subject to ratification by the technical management board. A subcommittee may be established only on condition that a National Body has expressed its readiness to undertake the secretariat.

1.6.2 At the time of its establishment, a subcommittee shall comprise at least 5 members of the parent technical committee having expressed their intention to participate actively (see [1.7.1](#)) in the work of the subcommittee.

1.6.3 Subcommittees of a technical committee shall be designated in sequence in the order in which they are established. If a subcommittee is dissolved, its designation shall not be allocated to another subcommittee, unless the dissolution is part of a complete restructuring of the technical committee.

1.6.4 The title and scope of a subcommittee shall be defined by the parent technical committee and shall be within the defined scope of the parent technical committee.

1.6.5 The secretariat of the parent technical committee shall inform the Office of the CEO of the decision to establish a subcommittee, using the appropriate form. The Office of the CEO shall submit the form to the technical management board for ratification of the decision.

1.6.6 As soon as possible after ratification of the decision to establish a new subcommittee, any liaisons deemed necessary with other bodies shall be arranged (see [1.15](#) to [1.17](#)).

1.7 Participation in the work of technical committees and subcommittees

It is recognized that member bodies in developing countries often lack the resources to participate in all committees which may be carrying out work which is important for their national economy. Developing country member bodies are therefore invited to establish P-member twinning arrangements with more experienced P-members. Under such arrangements, the lead P-member will ensure that the views of the twinned P-member are communicated to and taken into consideration by the responsible ISO committee. The twinned P-member shall consequently also have the status of P-member (see note) and be registered as a twinned P-member by the Central Secretariat.

NOTE It is left to the member bodies concerned to determine the most effective way of implementing twinning. This may include for example the P-member sponsoring an Expert from the twinned member body to participate in committee meetings or to act as an Expert in a working group, or it may involve the P-member seeking the views of the twinned member body on particular agenda items/documents and ensuring that the twinned member body provides its positions in writing to the committee secretariat.

The details of all twinning arrangements shall be notified to the secretariat and Chair of the committee concerned, with the committee members and the Office of the CEO being informed accordingly to ensure the greatest possible transparency.

A lead P-member shall twin with only one other P-member in any particular committee.

The twinned P-member shall cast its own vote on all issues referred to the committee for vote by correspondence.

For more information on twinings, see [Annex ST](#) for the Twinning Policy.

Consistent with the ISO Statutes and Rules of Procedure, correspondent and subscriber members are not eligible for P-memberships. Correspondent members of ISO may register as observers of committees but do not have the right to submit comments.

1.7.1 All National Bodies have the right to participate in the work of technical committees and subcommittees.

In order to achieve maximum efficiency and the necessary discipline in the work, each National Body shall clearly indicate to the Office of the CEO, with regard to each technical committee or subcommittee, if it intends

- to participate actively in the work, with an obligation to vote on all questions formally submitted for voting within the committee, on new work item proposals, enquiry drafts and final draft International Standards, and to contribute to meetings (**P-members**), or
- to follow the work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings (**O-members**).

In ISO, National Bodies that choose to be P-members of a committee have the additional obligation to vote on all systematic review ballots under the responsibility of that committee.

A National Body may choose to be neither P-member nor O-member of a given committee, in which case it will have neither the rights nor the obligations indicated above with regard to the work of that committee. Nevertheless, all National Bodies irrespective of their status within a committee have the right to vote on enquiry drafts (see [2.6](#)) and on final draft International Standards (see [2.7](#)).

National Bodies have the responsibility to organize their national input in an efficient and timely manner, taking account of all relevant interests at their national level.

1.7.2 Membership of a subcommittee is open to any National Body, regardless of their membership status in the parent technical committee.

Members of a technical committee shall be given the opportunity to notify their intention to become a P- or O-member of a subcommittee at the time of its establishment.

Membership of a technical committee does not imply automatic membership of a subcommittee; National Bodies shall notify their intended status in each subcommittee.

1.7.3 A National Body may, at any time, begin or end membership or change its membership status in any committee in IEC by informing the Office of the CEO and the secretariat of the committee concerned, and in ISO by direct input via the Global Directory, subject to the requirements of [clauses 1.7.4](#) and [1.7.5](#).

Furthermore, a P-member may voluntarily downgrade to O-member if it consistently lacks expertise for votes at the committee level or to participate in working groups.

1.7.4 A committee secretariat shall notify the Office of the CEO if a P-member of that committee :

1. has been persistently inactive by failing to attend two successive committee meetings (in person, virtually or by correspondence) and failing to have any Expert(s) appointed to the technical work, or

2a. In IEC:

Has failed to vote on questions formally submitted for voting within the committee (see [1.7.1](#)).

NOTE Abstentions are taken into account when evaluating P-Member participation

2b. In ISO:

has failed to vote on over 20 % (and at least 2) of the questions formally submitted for voting on the committee internal balloting (CIB) within the committee over one calendar year (see [1.7.1](#)).

Upon receipt of such a notification, the Chief Executive Officer shall remind the National Body of its obligation to take an active part in the work of the committee. In the absence of a satisfactory response to this reminder within 4 weeks, the National Body shall without exception automatically have its status changed to that of O-member.

Even with the existence of a response within 4-weeks, should the member in question continue to be persistently inactive (see condition 1 above) up to and including the next plenary (or a minimum 6 months), the National Body shall without exception automatically have its status changed to that of O-member.

A National Body having its status so changed may, after a period of 12 months, indicate to the Office of the CEO that it wishes to regain P-membership of the committee, in which case this shall be granted.

NOTE This clause does not apply to the development of Guides.

1.7.5 If a P-member of a committee fails to vote on an enquiry draft or final draft International Standard prepared by the respective committee, or on a systematic review ballot for a document under the responsibility of the committee, the Chief Executive Officer shall remind the National Body of its obligation to vote. In the absence of a satisfactory response to this reminder, the National Body shall automatically have its status changed to that of O-member. A National Body having its status so changed may, after a period of 12 months, indicate to the Chief Executive Officer that it wishes to regain P-membership of the committee, in which case this shall be granted.

NOTE This clause does not apply to the development of Guides.

1.8 Chairs of technical committees and subcommittees

1.8.1 Appointment

Chairs of technical committees shall be nominated by the secretariat of the technical committee and approved by the technical management board, for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions are allowed, up to a cumulative maximum of 9 years.

Chairs of subcommittees shall be nominated by the secretariat of the subcommittee and approved by the technical committee for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions are allowed, up to a cumulative maximum of 9 years. Approval criterion for both appointment and extension is a 2/3 majority vote of the P-members of the technical committee.

For the nomination of a Chair, the secretariat may inform the P members of their candidate.

Secretariats of technical committees or subcommittees may submit nominations for new Chairs up to one year before the end of the term of existing Chairs. Chairs appointed one year before shall be designated as the “Chair elect” of the committee in question. This is intended to provide the Chair elect an opportunity to learn before taking over as Chair of a committee.

Where two NSBs agree to share the leadership of an ISO committee, they may jointly identify a Chair and jointly agree the way in which they will support that Chair. In such cases, the NSB holding the committee secretariat is encouraged to nominate a Chair from the other NSB.

For the purposes of transparency, the NSBs involved shall inform the committee members of any cooperative relationships.

The candidates for chairmanships shall have the competencies and attributes listed in [Annex L Selection criteria for people leading the technical work](#) (see [L.3.1](#)).

1.8.2 Responsibilities

The Chair of a technical committee is responsible for the overall management of that technical committee, including any subcommittees and working groups.

The Chair of a committee shall

- a) act in a purely international capacity, divesting him or herself of a national position; thus she/he cannot serve concurrently as the delegate of a National Body in his or her own committee;
- b) guide the Secretary/Committee Manager of that committee in carrying out his or her duty;
- c) conduct committee meetings with a view to reaching agreement on committee drafts (see [2.5](#));
- d) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- e) ensure at meetings that all decisions are clearly formulated and made available in written form by the Secretary/Committee Manager for confirmation during the meeting;
- f) take appropriate decisions at the committee stage (see [2.5](#)) and enquiry stage (see [2.6](#));
- g) advise the technical management board on important matters relating to that technical committee via the technical committee secretariat. For this purpose she/he shall receive reports from the Chairs of any subcommittees via the subcommittee secretariats;
- h) ensure that the policy and strategic decisions of the technical management board are implemented in the committee;
- i) ensure the establishment and ongoing maintenance of a strategic business plan covering the activities of the technical committee and all groups reporting to the technical committee, including all subcommittees;
- j) ensure the appropriate and consistent implementation and application of the committee's strategic business plan to the activities of the technical committee's or subcommittee's work programme;
- k) assist in the case of an appeal against a committee decision.

In case of unforeseen unavailability of the Chair at a meeting, a session Chair may be elected by the participants.

SC Chairs shall attend meetings of the parent committee as required and may participate in the discussion, but do not have the right to vote. In exceptional circumstances, if a Chair is prevented from attending, she/he shall delegate the Secretary/Committee Manager (or in ISO and IEC, another representative) to represent the subcommittee. In the case where no representative from the SC can attend, a written report shall be provided.

1.8.3 Twinned-Chairs

Committees are encouraged to establish Chair level twinning arrangements where one ISO member body acts as the lead partner and the other ISO member body as the twinned partner (with a limit of one Twinned-Chair per committee). Twinned-Chairs shall be a P-member (i.e. any P-member whether through a twinning arrangement or not) in the committee concerned. The same rules apply for the appointment and term of Chairs and Twinned-Chairs. The delineation of responsibilities shall be decided by mutual agreement and recorded in a twinning agreement between the two member bodies nominating the Chair and the Twinned-Chair, with the committee members and the Office of the CEO being informed accordingly.

For more information on twinings, see [Annex ST](#) for the Twinning Policy.

1.9 Secretariats of technical committees and subcommittees

1.9.1 Allocation

The secretariat of a technical committee shall be allocated to a National Body by the technical management board.

The secretariat of a subcommittee shall be allocated to a National Body by the parent technical committee. However, if two or more National Bodies offer to undertake the secretariat of the same subcommittee, the technical management board shall decide on the allocation of the subcommittee secretariat.

Two NSBs may cooperate on the work of an ISO committee secretariat, to support one another on strategic thinking and to share the resource burden of the work. However, only one of these parties will be considered the official committee secretariat and such arrangements shall not be considered “co-secretariats”.

If two member bodies wish to create a partnership in which they rotate secretariat responsibilities of a committee between them, they shall both meet the requirements in [clause 1.9.1 b\)](#) and [Annex D](#) of the ISO/IEC Directives, Part 1. If the rotation is proposed at the TC level, the request shall be submitted for approval to the TMB, if it is at SC level approval shall be sought from the TC. If one of the member body partners decides to relinquish the secretariat, the committee shall make a call for candidates to take over the secretariat. The other partner may submit their candidature to hold the secretariat.

For the purposes of transparency, the NSBs involved shall inform the committee members of any cooperative relationships.

For both technical committees and subcommittees, the secretariat shall be allocated to a National Body only if that National Body

- a) has indicated its intention to participate actively in the work of that committee, and
- b) has accepted that it will fulfil its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work (see [D.2](#)).

Once the secretariat of a committee has been allocated to a National Body, the latter shall appoint a qualified individual as Secretary/Committee Manager (see [D.1](#) and [D.3](#)).

Secretaries/Committee Managers shall have the competencies and attributes listed in [Annex L Selection criteria for people leading the technical work](#) (see [L.3.2](#)).

TC/SC secretariats, at intervals of 5 years, shall normally be subject to reconfirmation by the ISO Technical Management Board.

If, during a year when a particular TC/SC secretariat is due for reconfirmation, TC/SC productivity data show the committee to be experiencing difficulties, this will be drawn to the attention of the ISO Technical Management Board for decision as to whether a reconfirmation enquiry should be conducted. The allocation of those secretariats not notified for detailed examination will be reconfirmed automatically.

A reconfirmation enquiry may also be initiated at any time at the request of the Secretary-General or of a P-member of a committee. Such requests shall be accompanied by a written justification and shall be considered by the ISO Technical Management Board which will decide whether to conduct a reconfirmation enquiry.

The enquiry shall be conducted amongst the P-members of the committee to determine whether the P-members are satisfied that sufficient resources are available to the secretariat and that the performance of the secretariat is satisfactory. Any P-member responding negatively shall be invited to indicate whether it is willing itself to accept the secretariat of the committee.

The enquiry shall be conducted by the ISO Technical Management Board in the case of TC secretariats, and by TC secretariats in the case of SC secretariats. However, in cases where the same member body holds both the TC and SC secretariat, the enquiry shall be conducted by the ISO Technical Management Board.

If there are no negative responses, the secretariat allocation shall be reconfirmed. All negative responses concerning both TC and SC secretariats shall be referred to the ISO Technical Management Board for decision.

1.9.2 Responsibilities

The National Body to which the secretariat has been allocated shall ensure the provision of technical and administrative services to its respective committee.

The secretariat is responsible for monitoring, reporting, and ensuring active progress of the work, and shall use its utmost endeavour to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence.

The secretariat is responsible for ensuring that the ISO/IEC Directives and the decisions of the technical management board are followed.

A secretariat shall act in a purely international capacity, divesting itself of a national point of view.

The secretariat is responsible for the following to be executed in a timely manner:

- a) Working documents:
 - 1) Preparation of committee drafts, arranging for their distribution and the treatment of the comments received;
 - 2) Preparation of enquiry drafts and text for the circulation of the final draft International Standards or publication of International Standards;
 - 3) Ensuring the equivalence of the English and French texts, if necessary with the assistance of other National Bodies that are able and willing to take responsibility for the language versions concerned. (See also [1.11](#) and the respective Supplements to the ISO/IEC Directives);
- b) Project management
 - 1) Assisting in the establishment of priorities and target dates for each project;
 - 2) Notifying the names, etc. of all working group and maintenance team Convenors and Project Leaders to the Office of the CEO;

- 3) Proposing proactively the publication of alternative documents or cancellation of projects that are running significantly overtime, and/or which appear to lack sufficient support;
- c) Meetings (see also [Clause 4](#)), including:
- 1) Establishment of the agenda and arranging for its distribution;
 - 2) Arranging for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting (see [E.5](#));
 - 3) Regarding the decisions (also referred to as resolutions) taken in a meeting:
 - ensuring that the decisions endorsing working groups recommendations contain the specific elements being endorsed;
 - making the decisions available in writing for confirmation during the meeting (see [E.5](#)); and
 - posting the decisions within 48 hours after the meeting in the committee's electronic folder.
 - 4) Preparation of the minutes of meetings to be circulated within 4 weeks after the meeting;
 - 5) Preparation of reports to the technical management board (TC secretariat), in the IEC within 4 weeks after the meeting, or to the parent committee (SC secretariat);
 - 6) In case of unforeseen unavailability of the Secretary/Committee Manager at a meeting (if the Secretariat is unable to provide a replacement), an acting Secretary/Committee Manager may be appointed by the committee for the meeting.

d) Decisions

The committee secretariat shall ensure that:

- all resolutions are clearly drafted, reviewed, and presented;
- all decisions taken by the committee, whether at a plenary meeting or by correspondence, are documented and traceable through committee resolutions or numbered documents reporting the results of a committee decision;

e) Advising

Providing advice to the Chair, Project Leaders, and Convenors on procedures associated with the progression of projects.

In all circumstances, each secretariat shall work in close liaison with the Chair of its committee. The secretariat and the Chair are jointly responsible for the effective management of the committee.

The secretariat of a technical committee shall maintain close contact with the Office of the CEO and with the members of the technical committee regarding its activities, including those of its subcommittees and working groups.

The secretariat of a subcommittee shall maintain close contact with the secretariat of the parent technical committee and as necessary with the Office of the CEO. It shall also maintain contact with the members of the subcommittee regarding its activities, including those of its working groups.

The secretariat of a committee shall update in conjunction with the Office of the CEO the record of the status of the membership of the committee.

The Office of the CEO shall also maintain a register of the membership of its working groups.

Member bodies are encouraged to establish twinning arrangements between a secretariat and a twinned secretariat with a limit of one twinned secretariat per committee. The lead partner will hold the secretariat and the twinned partner the twinned secretariat. Twinned secretariats shall be from member bodies holding P-membership in the committee concerned (either directly or via a twinning arrangement). The same rules apply for the allocation of secretariats and twinned secretariats, as well as Secretaries/Committee Managers and twinned Secretaries/Committee Managers. The delineation of responsibilities shall be decided by mutual agreement between the member bodies concerned, and recorded in the twinning agreement, with the committee members and the Office of the CEO being informed accordingly.

For more information on twinings, see [Annex ST](#) for the Twinning Policy.

1.9.3 Change of secretariat of a technical committee

If a National Body wishes to relinquish the secretariat of a technical committee, the National Body concerned shall immediately inform the Chief Executive Officer, giving a minimum of 12 months' notice. The technical management board decides on the transfer of the secretariat to another National Body.

If the secretariat of a technical committee persistently fails to fulfil its responsibilities as set out in these procedures, the Chief Executive Officer or a National Body may have the matter placed before the technical management board, which may review the allocation of the secretariat with a view to its possible transfer to another National Body.

Concerning the procedure to follow when the lead partner in a twinning arrangement for a technical committee secretariat wishes to relinquish the secretariat, see clause ST.5.7 Terminating a twinning arrangement of [Annex ST](#) on the Twinning Policy.

1.9.4 Change of secretariat of a subcommittee

If a National Body wishes to relinquish the secretariat of a subcommittee, the National Body concerned shall immediately inform the secretariat of the parent technical committee, giving a minimum of 12 months' notice.

If the secretariat of a subcommittee persistently fails to fulfil its responsibilities as set out in these procedures, the Chief Executive Officer or a National Body may have the matter placed before the parent technical committee, which may decide, by majority vote of the P-members, that the secretariat of the subcommittee should be re-allocated.

In either of the above cases an enquiry shall be made by the secretariat of the technical committee to obtain offers from other P-members of the subcommittee for undertaking the secretariat.

If two or more National Bodies offer to undertake the secretariat of the same subcommittee or if, because of the structure of the technical committee, the re-allocation of the secretariat is linked with the re-allocation of the technical committee secretariat, the technical management board decides on the re-allocation of the subcommittee secretariat. If only one offer is received, the parent technical committee itself proceeds with the appointment.

Concerning the procedure to follow when the lead partner in a twinning arrangement for a subcommittee secretariat wishes to relinquish the secretariat, see ST.5.7 Terminating a twinning arrangement of [Annex ST](#) on the Twinning Policy.

1.10 Project committees

Project committees are established by the technical management board to prepare individual standards not falling within the scope of an existing technical committee.

NOTE Such standards carry one reference number but may be subdivided into parts.

Procedures for project committees are given in [Annex K](#).

Project committees wishing to be transformed into a technical committee shall follow the process for the establishment of a new technical committee (see [1.5](#)).

1.11 Editing committees

It is recommended that committees establish one or more editing committees for the purpose of updating and editing committee drafts, enquiry drafts and final draft International Standards and for ensuring their conformity to the ISO/IEC Directives, Part 2 (see also [2.6.6](#)).

Such committees should comprise at least

- one technical Expert fluent in English and having an adequate knowledge of French;
- one technical Expert fluent in French and having an adequate knowledge of English;
- the Project Leader (see [2.1.8](#)).

The Project Leader and/or Secretary/Committee Manager may take direct responsibility for one of the language versions concerned.

Editing committees shall meet when required by the respective committee secretariat for the purpose of updating and editing drafts which have been accepted by correspondence for further processing.

Editing committees shall be equipped with means of processing and providing texts electronically (see also [2.6.6](#)).

1.12 Working groups

1.12.1 Committees may establish, by decision of the committee, working groups for specific tasks (see [2.2](#), [2.4](#), [2.5](#) and [2.6](#)). A working group operates by consensus, reports and gives recommendations, if any, to its parent committee through a Convenor appointed by the parent committee.

Working group Convenors shall be appointed by the committee for up to three-year terms. Such appointments shall be confirmed by the National Body (or liaison organization). The Convenor may be reappointed for additional terms of up to three-years. There is no limit to the number of terms.

Responsibility for any changes of Convenors rests with the committee and not with the National Body (or liaison organization). In a case a WG Convenor resigns, the Secretary/Committee Manager shall launch a call to identify new candidates.

The Convenor may be supported by a secretariat, as needed.

The nomination of the working group Secretary shall be confirmed by his/her National Body.

Committees are encouraged to establish arrangements between a Convenor and a twinned Convenor, with a limit of one twinned Convenor per working group. The lead partner (Convenor) and twinned partner (twinned Convenor) will be decided by mutual agreement. Convenors and twinned Convenors shall be from the P-members in the committee concerned. The same rules apply for the appointment of Convenors and twinned Convenors.

Note that twinned Convenors are only possible through twinning arrangements.

Co-Convenors are only possible in Joint Working Groups (JWG) — see 1.12.6.

For more information on twinings, see [Annex ST](#) for the Twinning Policy.

A working group comprises a restricted number of Experts individually appointed by the P-members, A-liaisons of the parent committee and C-liaison organizations, brought together to deal with the specific task allocated to the working group. The Experts act in a personal capacity and not as the official representative of the P-member or A-liaison organization (see [1.17](#)) by which they have been appointed with the exception of those appointed by C-liaison organizations (see [1.17](#)). However, it is

recommended that they keep close contact with that P-member or organization in order to inform them about the progress of the work and of the various opinions in the working group at the earliest possible stage. A working group may also include representatives appointed by liaison committees (see [1.15.4](#)).

It is recommended that working groups be reasonably limited in size. The committee may therefore decide upon the maximum number of Experts appointed by each P-member and liaison organizations.

Once the decision to set up a working group has been taken, P-members and A- and C-liaison organizations shall be officially informed in order to appoint Expert(s). Working groups shall be numbered in sequence in the order in which they are established.

When a committee has decided to set up a working group, it shall ensure that a Convenor or an acting Convenor is appointed at the same time the WG is set up. The Convenor shall arrange for the first meeting of the working group to be held within 12 weeks. This information shall be communicated immediately after the committee's decision to the P-members of the committee and A- and C-liaison organizations, with an invitation to appoint Experts within 6 weeks. Additional projects may be assigned, where appropriate, to existing working groups.

1.12.2 The composition of the working group is defined in the ISO Global Directory (GD) or in the IEC Expert Management System (EMS) as appropriate. Experts not registered to a working group in the ISO GD or the IEC EMS respectively, shall not participate in its work. Convenors may invite a specific guest to participate in a single meeting and shall notify the guest's National Body of the invitation ahead of the meeting via the Office of the CEO (copying the Secretary/Committee Manager of the committee).

In case of missing stakeholder categories, the Convenor shall inform the committee secretariat, who shall launch another call for Experts.

1.12.3 Persistently inactive Experts, meaning absence of contributions through attendance to working group meetings or by correspondence shall be removed, by the Office of the CEO at the request of the technical committee or sub-committee Secretary/Committee Manager, from working groups after consultation with the P-member.

In case of lack of Experts in the working group to meet the minimum number (as defined in clause 2.3.5), the Convenor shall inform the committee secretariat, who shall launch another call for Experts.

If the subsequent call for Experts fails to recruit the minimum number of Experts, the Convenor shall consult with the committee secretariat to decide if the project can or should continue. If the decision is to continue with fewer than the minimum number of Experts, the committee secretariat shall request permission from the ISO Technical Management Board to proceed.

1.12.4 On completion of its task(s) — normally at the end of the enquiry stage (see [2.6](#)) of its last project — the working group shall be disbanded by decision of the committee, the Project Leader remaining with consultant status until completion of the publication stage (see [2.8](#)).

1.12.5 Distribution of the internal documents of a working group and of its reports shall be carried out in accordance with procedures described in the respective Supplements of the ISO/IEC Directives.

1.12.6 Working groups should use current electronic means to carry out their work wherever possible. For transparency and traceability, the electronic platform provided by the Office of the CEO shall be used for circulation of WG documents and communication with members.

1.12.7 In special cases a joint working group (JWG) may be established to undertake a specific task in which more than one ISO and/or IEC committee is interested. The task can include the development of any document. Committees who receive requests to establish JWG shall reply to such requests in a timely manner.

NOTE For specific rules concerning JWGs between ISO committees and IEC committees, see [Annex B](#) in addition to the following.

The decision to establish a joint working group shall be accompanied by mutual agreement between the committees on:

- the committee/organization having the administrative responsibility for the JWG or for project(s) assigned to the JWG;
- each committee participating in the JWG may appoint an individual to serve as a co-Convenor or the involved committees may decide to have one Convenor. The appointed (co-)Convenor(s) shall seek consensus from all Experts involved to organize the work and schedule meetings;
- the membership of the joint working group (membership is open to P-members, representatives appointed by liaison committees as per [1.15.4](#), category A liaisons of the respective committees, and C liaisons that wish to participate. The number of representatives may be limited to an equal number from each committee, if agreed by concerned committees).

The committee with the administrative responsibility for the project shall:

- record the project in their programme of work;
- prepare drafts for the committee, enquiry, and approval stages according to procedures given in [2.5](#), [2.6](#) and [2.7](#);
- be responsible for addressing comments (usually referred back to the JWG) and ensure that the comments and votes at all stages of the project are compiled and handled appropriately (see [2.5](#), [2.6](#) and [2.7](#)) — all comments are made available to the leadership of the committees;
- send all relevant documents (minutes, Working drafts, drafts for the committee, enquiry and approval stages) to the secretariat of the other committee(s) for circulation in their respective committee and/or action;
- be responsible for maintenance of the publication.

Approval criteria are based on the Directives used by the committee with the administrative responsibility. If the committee with the administrative responsibility is a JTC 1 committee, the Consolidated JTC 1 Supplement also applies.

Subsequent major changes to a jointly developed project such as the change of scope, document, etc. shall be decided by all committees involved in the JWG.

For proposal stage (NP)

- For JWGs where all involved committees are administered by the same organization there shall be only one NP ballot. If a NP has already been launched or approved in one committee, it cannot be balloted again in another committee.
- For JWGs where the involved committees are administered by different organizations, there shall be an NP ballot in each organization.
- It is possible to establish a JWG at a later stage, in which case its administrative responsibility will be confirmed by the committees concerned. In the case of an ISO/IEC JWG, the committee that is yet to join the work will still need to launch an NP ballot.
- Once the joint work is agreed, the committee with the administrative responsibility informs ISO/CS or IEC/CO respectively, of its administrative responsibility and of the committees participating in the work.
- The other committees launch a call for Experts for participation in the JWG.

For preparatory stage (WD)

- The JWG functions like any other WG: JWG consensus is required to advance to CD.

For committee stage (CD)

- The CD is circulated for review and comment by each committee.
- After the CD consultation, the (co-)Convenor(s) and the JWG shall address all the input received.
- The final CD requires consensus by all committees, as defined in the ISO/IEC Directives, Part 1.

For enquiry and approval ballots

- National Bodies are requested to consult all national mirror committees involved to define one position. A statement is included on the cover page to draw attention of National Bodies.
- For an ISO/IEC JWG, two enquiry/approval ballots are launched, i.e. one in each organization.
- After the enquiry ballot, the (co-)Convenor(s) and the JWG shall address all the input received

The Foreword identifies all committees involved in the development of the document.

For JVGs administered separately by ISO and IEC, two DTS/DPAS/DTR ballots are launched, i.e.: one in each organization.

1.13 Groups having advisory functions within a committee

1.13.1 A group having advisory functions may be established by a committee to assist the Chair and secretariat in tasks concerning coordination, planning and steering of the committee's work or other specific tasks of an advisory nature.

1.13.2 A proposal to establish such a group shall include recommendations regarding its constitution and terms of reference, including criteria for membership, bearing in mind the requirement for sufficient representation of affected interests while at the same time limiting its size as far as possible in order to ensure its efficient operation. Members of advisory groups may include committee officers, individuals nominated by National Bodies (either individuals representing their own Expert opinion or individuals representing the interests of their National Body and representatives of liaison organizations. The committee shall approve the appointment of the Convenor, type of membership and the terms of reference prior to the establishment of the advisory group and nominations to it.

For Chair's advisory groups, consideration shall be given to the provision of equitable participation.

In order to achieve greater involvement by National Bodies in developing countries in the governance of ISO committees, it is strongly recommended that special provisions be made to allocate places for representatives of developing countries in any advisory groups established by a committee. Those representatives shall be nominated by member bodies holding P-membership in the committee concerned (either directly or via a twinning arrangement).

1.13.3 The tasks allocated to such a group may include the making of proposals relating to the drafting or harmonization of publications (in particular International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports), but shall not include the preparation of such documents.

1.13.4 The results of such a group shall be presented in the form of recommendations to the body that established the group. The recommendations may include proposals for the establishment of a working group (see [1.12](#)) or a joint working group (see [1.12.6](#)) for the preparation of publications.

1.13.5 The internal documents of a group having advisory functions shall be distributed to its members only, with a copy to the secretariat of the committee concerned and to the Office of the CEO.

1.13.6 Such a group shall be disbanded once its specified tasks have been completed and agreed by the parent committee.

1.14 Ad hoc groups

Committees may establish ad hoc groups, the purpose of which is to study a precisely defined problem on which the group reports to its parent committee.

Members of ad hoc groups may include committee officers, individuals nominated by National Bodies (as appropriate, either individuals representing their own Expert opinion or individuals representing the interests of their National Body) and representatives of liaison organizations. The committee shall approve the appointment of the Convenor, type of membership, terms of reference and target date for completion of the work prior to the establishment of the ad hoc group and nominations to it.

The committee shall disband the ad hoc group when it has completed its work.

1.15 Liaison between technical committees

1.15.1 Within each organization, technical committees and/or subcommittees working in related fields shall establish and maintain liaison. Liaisons shall also be established, where appropriate, with technical committees responsible for basic aspects of standardization (e.g. terminology, graphical symbols). Liaison shall include the exchange of basic documents, including new work item proposals and working drafts.

Committees shall take an official decision on the establishment or removal of an internal liaison. Committees receiving requests for internal liaisons shall automatically accept such requests. A notification of this acceptance shall be forwarded to the Office of the CEO and the requesting committee.

1.15.2 The maintenance of such liaison is the responsibility of the respective technical committee secretariats, which may delegate the task to the secretariats of the subcommittees.

1.15.3 A committee may designate a Liaison Representative or Liaison Representatives, to follow the work of another technical committee with which a liaison has been established, or one or several of its subcommittees. The designation of such Liaison Representatives shall be notified to the secretariat of the committee concerned, which shall communicate all relevant documents to the Liaison Representative(s) and to the secretariat of that committee. The appointed Liaison Representative shall make progress reports to the secretariat by which she/he has been appointed.

1.15.4 Such Liaison Representatives shall have the right to participate in the meetings of the committee whose work they have been appointed to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written comments, on matters within the competence of their own technical committee and based on feedback that they have collected from their own committee. They may also attend meetings of working groups of the committee, but their involvement is limited to contributing the viewpoint of their own technical committee on matters within its competence.

1.16 Liaison between ISO and IEC

1.16.1 Arrangements for adequate liaison between ISO and IEC technical committees and subcommittees are essential. The channel of correspondence for the establishment of liaison between ISO and IEC technical committees and subcommittees is through the office of the CEO. As far as the study of new subjects by either organization is concerned, the office of CEO seek agreement between the two organizations whenever a new or revised programme of work is contemplated in the one organization which may be of interest to the other, so that the work will go forward without overlap or duplication of effort. (See also [Annex B](#).)

1.16.2 Liaison Representatives designated by ISO or IEC shall have the right to participate in the discussions of the other organization's committee whose work they have been designated to follow, and may submit written comments; they shall not have the right to vote.

They may also attend meetings of working groups of the technical committee or subcommittee, but only to contribute the viewpoint of their own technical committee on matters within its competence.

1.17 Liaison with other organizations

1.17.1 General requirements applicable to all categories of liaisons

In order to be effective, liaison shall operate in both directions, with suitable reciprocal arrangements.

The desirability of liaison shall be taken into account at an early stage of the work.

The liaison organization shall accept the policy based on the ISO/IEC Directives concerning copyright (see 2.13), whether owned by the liaison organization or by other parties. The statement on copyright policy will be provided to the liaison organization with an invitation to make an explicit statement as to its acceptability. The liaison organization is not entitled to charge a fee for documents submitted.

A liaison organization shall be willing to make a contribution to the technical work of ISO or IEC as appropriate. A liaison organization shall have a sufficient degree of representativity within its defined area of competence within a sector or subsector of the relevant technical or industrial field.

A liaison organization shall agree to ISO/IEC procedures, including IPR (see 2.13).

Liaison organizations shall accept the requirements of 2.14 on patent rights.

Technical committees and subcommittees shall review all their liaison arrangements on a regular basis, at least every 2 years, or at every committee meeting.

1.17.2 Different categories of liaisons (Category A, B and C)

The categories of liaisons are:

- **Category A:** Organizations that make an effective contribution to the work of the technical committee or subcommittee for questions dealt with by this technical committee or subcommittee. Such organizations are given access to all relevant documentation and are invited to meetings. They may nominate Experts to participate in a WG (see 1.12.1).
- **Category B:** Organizations that have indicated a wish to be kept informed of the work of the technical committee or subcommittee. Such organizations are given access to reports on the work of a technical committee or subcommittee.

NOTE Category B is reserved for inter-governmental organizations.

- **Category C:** Organizations that make a technical contribution to and participate actively only in a specific working group.

The procedure for the establishment of liaisons is:

- The organization wishing to create a liaison shall send an application liaison form to the office of the CEO with copies to the committee officers and IEC CO Technical Officer or ISO CS Technical Programme Manager.
 - ISO application liaison form is available [here](http://isotc.iso.org/livelink/livelink/Open/19409988)
<http://isotc.iso.org/livelink/livelink/Open/19409988>
 - IEC application liaison form is available [here](https://www.iec.ch/standardsdev/resources/forms_templates/)
https://www.iec.ch/standardsdev/resources/forms_templates/

NOTE Invariably the organization will have been in contact with the committee officers prior to submitting its application and in these cases the committee officers should ensure that the organization is aware of their obligations as given in [clauses 1.17.1](#) i.e. copyright, agreeing to ISO/IEC procedures including IPR, and patent rights.

- The Office of the CEO will confirm that the eligibility criteria have been fulfilled and then consult with the National Body where the organization making the application has its headquarters;
- In case of objection from the National Body where the organization making the application has its headquarters, the matter will be referred to the technical management board for decision;
- If there is no objection from the National Body where the organization making the application has its headquarters, the application will be sent to the committee Secretary/Committee Manager with a request to circulate it for vote.

1.17.3 Acceptance (Category A, B and C liaisons)

Agreement to establish category A, B and C liaisons requires approval of the application by two-thirds of the P-members voting.

Committees are urged to seek out the participation of all parties at the beginning of the development of a work item. Where a request for category C liaison is submitted late in the development stage of a particular work item, the P-members will consider the value that can be added by the organization in question despite its late involvement in the working group.

1.17.4 Eligibility

1.17.4.1 At the technical committee/subcommittee level (Category A and B liaisons)

When an organization applies for a liaison with a technical committee/subcommittee, the Office of the CEO will check with the member body in the country in which the organization is located. If the member body does not agree that the eligibility criteria have been met, the matter will be referred to the TMB to define the eligibility.

The Office of the CEO will also ensure that the organization meets the following eligibility criteria:

- it is not-for-profit;
- is a legal entity — the Office of the CEO will request a copy of its statutes;
- it is membership-based and open to members worldwide or over a broad region;
- through its activities and membership demonstrates that it has the competence and expertise to contribute to the development of International Standards or the authority to promote their implementation; and
- has a process for stakeholder engagement and consensus decision-making to develop the input it provides (in ISO, see Guidance for ISO liaison organizations — Engaging stakeholders and building consensus http://www.iso.org/iso/guidance_liaison-organizations.pdf).

1.17.4.2 At the working group level (Category C liaisons)

When an organization applies for a liaison with a working group, the Office of the CEO will check with the member body in the country in which the organization is located and will ensure that the organization meets the following eligibility criteria:

- it is not-for-profit;
- through its activities and membership demonstrates that it has the competence and expertise to contribute to the development of International Standards or the authority to promote their implementation;

- has a process for stakeholder engagement and consensus decision-making to develop the input it provides (in ISO, see Guidance for ISO liaison organizations — Engaging stakeholders and building consensus http://www.iso.org/iso/guidance_liaison-organizations.pdf).

This can include for example manufacturer associations, commercial associations, industrial consortia, user groups and professional and scientific societies. Liaison organizations shall be multinational (in their objectives and standards development activities) with individual, company or country membership and may be permanent or transient in nature.

1.17.5 Rights and obligations

1.17.5.1 At the technical committee/subcommittee level (Category A and B liaisons)

Technical committees and subcommittees shall seek the full and, if possible, formal backing of the organizations having liaison status for each document in which the latter is interested.

Any comments from liaison organizations should be given the same treatment as comments from member bodies. It should not be assumed that refusal by a liaison organization to provide its full backing is a sustained opposition. Where such objections are considered sustained oppositions, committees are invited to refer to [clause 2.5.6](#) for further guidance.

1.17.5.2 At the working group level (Category C liaisons)

Category C liaison organizations have the right to participate as full members in a working group, maintenance team or project team (see [1.12.1](#)) but not as Project Leaders or Convenors.

Category C liaison Experts act as the official representative of the organization by which they are appointed. They may only attend committee plenary meetings if expressly invited by the committee to attend. If they are invited by the committee to attend, they may only attend as observers.

1.17.6 Carrying over liaisons when a project committee is converted into a technical committee or a subcommittee

When a project committee is converted to a technical committee or a subcommittee, the new committee shall pass a resolution confirming which category A and B liaisons are carried over. Approval of the resolution requires a 2/3 majority of P-members voting.

Table 1 — Liaison categories

Category	A	B	C
Purpose	To make an effective contribution to the work of the committee.	To be kept informed of the work of the committee.	To make a technical contribution to drafting standards in a Working Group.
Eligibility	— Not for profit — Legal entity — Membership based (worldwide or over a broad region) — Relevant competence and expertise — Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.1 for full details)	<u>Intergovernmental Organizations only</u> — Not for profit — Legal entity — Membership based (worldwide or over a broad region) — Relevant competence and expertise — Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.1 for full details)	— Not for profit — Relevant competence and expertise — Process for stakeholder engagement and consensus decision-making (See clause 1.17.4.2 for full details)
Level	Committee	Committee	Working Group
Participation	Participate in committee meetings, access to documents, may appoint Experts to WGs and these Experts may serve as Convenors or Project Leaders.	To be kept informed of the work only (access to documents).	Full participation as a member of the WG (but cannot be Convenor or Project Leader).
Rights and obligations	No voting rights, but can comment (comments are given the same treatment as comments from member bodies). Can propose new work items (see clause 2.3.2).	No voting rights, but can comment (comments are given the same treatment as comments from member bodies). Cannot propose new work items.	Experts can attend committee meetings if expressly invited by the committee, but only as observers. Cannot propose new work items.

2 Development of International Standards

2.1 The project approach

2.1.1 General

The primary duty of a committee is the development and maintenance of International Standards. However, committees are also strongly encouraged to consider publication of intermediate documents as described in [Clause 3](#).

International Standards shall be developed on the basis of a project approach as described below.

2.1.2 Strategic business plan

[Annex SC](#) describes the objectives of strategic business plans, and the procedure that applies to their development and approval.

Each technical committee shall prepare a strategic business plan for its own specific field of activity,

- taking into account the business environment in which it is developing its work programme;
- indicating those areas of the work programme which are expanding, those which have been completed, and those nearing completion or in steady progress, and those which have not progressed and should be cancelled (see also [2.1.9](#));
- evaluating revision work needed (see also the respective Supplements to the ISO/IEC Directives);
- giving a prospective view on emerging needs.

The strategic business plan shall be formally agreed upon by the technical committee and be included in its report for review and approval by the technical management board on a regular basis.

NOTE In ISO, the TMB approves the first strategic business plan only and committees are responsible for ensuring regular updates and revisions.

2.1.3 Project stages

[Table 2](#) shows the sequence of project stages through which the technical work is developed, and gives the name of the document associated with each project stage. The development of Technical Specifications, Technical Reports and Publicly Available Specifications is described in [Clause 3](#).

Table 2 — Project stages and associated documents

Project stage	Associated document	
	Name	Abbreviation
Preliminary stage	Preliminary work item ^a	PWI
Proposal stage	New work item proposal ^a	NP
Preparatory stage	Working draft(s) ^a	WD
Committee stage	Committee draft(s) ^a	CD
Enquiry stage	Enquiry draft ^b	ISO/DIS IEC/CDV
Approval stage	final draft International Standard ^c	FDIS
Publication stage	International Standard	ISO, IEC or ISO/IEC
^a These stages may be omitted, as described in Annex F .		
^b Draft International Standard in ISO, committee draft for vote in IEC.		
^c May be omitted (see 2.6.4).		

[F.1](#) illustrates the steps leading to publication of an International Standard.

2.1.3.3 The ISO and IEC Supplements to the ISO/IEC Directives give a matrix presentation of the project stages, with a numerical designation of associated sub-stages.

To facilitate the monitoring of project development, ISO has adopted a systematic approach to project management, based on subdivision of projects into stages and substages.

The project management system is associated with a detailed project tracking system that is a subset of the Harmonized Stage Code system *ISO Guide 69:1999 Harmonized Stage Code system (Edition 2) — Principles and guidelines for use*. [Annex SD](#) gives a matrix presentation of this project tracking system, with the numerical designation of associated sub-stages. A project is registered in the **Documents**

Secretariat database as having reached each particular step when the action or decision indicated at that point has been taken and ISO Central Secretariat has been duly informed.

2.1.4 Project description and acceptance

A project is any work intended to lead to the issue of a new, amended or revised International Standard. A project may subsequently be subdivided (see also [2.1.5.4](#)).

A project shall be undertaken only if a proposal has been accepted in accordance with the relevant procedures (see [2.3](#) for proposals for new work items, and the respective Supplements to the ISO/IEC Directives for review and maintenance of existing International Standards).

2.1.5 Programme of work

2.1.5.1 The programme of work of a committee comprises all projects allocated to that committee, including maintenance of published documents.

2.1.5.2 In establishing its programme of work, each committee shall consider sectoral planning requirements as well as requests for International Standards initiated by sources outside the technical committee, i.e. other technical committees, advisory groups of the technical management board, policy level committees and organizations outside ISO and IEC. (See also [2.1.2](#).)

2.1.5.3 Projects shall be within the agreed scope of the technical committee. Their selection shall be subject to close scrutiny in accordance with the policy objectives and resources of ISO and IEC. (See also [Annex C](#).)

2.1.5.4 Each project in the programme of work shall be given a number (see IEC Supplements to the ISO/IEC Directives for document numbering at the IEC) and shall be retained in the programme of work under that number until the work on that project is completed or its cancellation has been agreed upon. During the development of the project, the committee may decide to subdivide its number if it is subsequently found necessary to subdivide the project itself. The subdivisions of the work shall lie fully within the scope of the original project; otherwise, a new work item proposal shall be made. The original project shall be cancelled after subdivision.

2.1.5.5 The programme of work shall indicate, if appropriate, the subcommittee and/or working group to which each project is allocated.

2.1.5.6 The agreed programme of work of a new technical committee shall be submitted to the technical management board for approval.

2.1.6 Target dates

The committee shall establish, for each project on its programme of work, target dates for the completion of each of the following steps:

- circulation of the first working draft (in the event that only an outline of a working document has been provided by the proposer of the new work item proposal — see [2.3](#));
- circulation of the committee draft ballot (if any);
- submission of the enquiry draft;
- submission of the final draft International Standard;
- publication (in agreement with the Office of the CEO).

NOTE Committees may decide to skip the committee draft (CD) stage in accordance with [Annex SS](#). The final draft International Standard (FDIS) shall be skipped if no technical changes are to be included in accordance with 2.6.4.

These target dates shall correspond to the shortest possible development times to produce International Standards rapidly and shall be reported to the Office of the CEO, which distributes the information to all National Bodies. For establishment of target dates, see the respective Supplements to the ISO/IEC Directives.

In establishing target dates, the relationships between projects shall be taken into account. Priority shall be given to those projects intended to lead to International Standards upon which other International Standards will depend for their implementation. The highest priority shall be given to those projects having a significant effect on international trade and recognized as such by the technical management board.

The technical management board may also instruct the secretariat of the committee concerned to submit the latest available draft to the Office of the CEO for publication as a Technical Specification (see [3.1](#)).

All target dates shall be kept under continuous review and amended as necessary, and shall be clearly indicated in the programme of work. Revised target dates shall be notified to the technical management board. The technical management board will cancel all work items which have been on the work programme for more than 5 years and have not reached the approval stage (see [2.7](#)).

2.1.6.1 General

When a proposed new project is approved (whether for a new document or for the revision of an existing document), when submitting the results to the ISO Central Secretariat the committee secretariat shall also indicate the selected standards development track, as follows:

SDT 18 standards development track — 18 months to publication

SDT 24 standards development track — 24 months to publication

SDT 36 standards development track — 36 months to publication

The following limit dates are automatically assigned to all new projects:

- DIS registered limit date (stage 40.00): 12 months before the end of the selected standards development track.
- Publication limit date (stage 60.60): Maximum timeframe of the selected standards development track.

NOTE Standards projects using the 18-month development track shall be eligible for 'a priority treatment process' offered by ISO/CS if they are submitted to ISO/CS for publication within 16 months of the project's registration. This process reduces publication processing time by approximately one third.

Committee secretariats are reminded to perform risk assessments during project planning in order to identify potential problems in advance and set the target dates accordingly. The target dates shall be kept under continuous review by committee secretariats which shall ensure that they are reviewed and either confirmed or revised at each committee meeting. Such reviews shall also seek to confirm that projects are still market relevant and in cases in which they are found to be no longer required, or if the likely completion date is going to be too late, thus causing market players to adopt an alternative solution, the projects shall be cancelled or transformed into another document (see 2.1.6.2).

NOTE Time spent on round-robin testing during the development of a document shall not be counted in the overall development time. The standards development track is paused on request from the secretariat to ISO/CS during round-robin testing.

2.1.6.2 Automatic cancellation of projects (and their reinstatement)

If the limit date for DIS (stage 40.00) or publication (stage 60.60) is exceeded, the committee shall decide within 6 months on one of the following actions:

- a) for projects at the preparatory or committee stages: submission of a DIS — if the technical content is acceptable and mature;
- b) for projects at the enquiry stage: submission of a second DIS or FDIS — if the technical content is acceptable and mature;
- c) publication of a TS — if the technical content is acceptable but unlikely sufficiently mature for a future International Standard;
- d) publication of a PAS — if the technical content is acceptable but unlikely sufficiently mature for a future International Standard or a TS;
- e) submission of a request for extension to the Office of the CEO — if no consensus can be reached but there is strong interest from stakeholders to continue — a committee may be granted one extension of up to 9 months for the total project duration but the publication of intermediary documents (such as PAS and TS) is recommended;
- f) cancellation of the work item — if the committee is unable to find a solution.

If, at the end of the six-month period, none of the above actions has been taken, the project shall be automatically cancelled by the ISO Central Secretariat. Such projects may only be reinstated with the approval of the committee (NP ballot or committee resolution as relevant, see clause 2.3.1).

2.1.7 Project management

The secretariat of the committee is responsible for the management of all projects in the programme of work of that committee, including monitoring of their progress against the agreed target dates.

If target dates (see 2.1.6) are not met and there is insufficient support for the work (that is, the acceptance requirements for new work given in 2.3.5 are no longer met), the committee responsible shall cancel the work item.

2.1.8 Project Leader

For the development of each project, a Project Leader (the WG Convenor, a designated Expert or, if appropriate, the Secretary/Committee Manager) shall be appointed by the committee, taking into account the Project Leader nomination made by the proposer of the new work item proposal (see 2.3.4). A change of Project Leader for an active project shall be approved by the committee. It shall be ascertained that the Project Leader will have access to appropriate resources for carrying out the development work. The Project Leader shall act in a purely international capacity, divesting him- or herself of a national point of view. The Project Leader should be prepared to act as consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage (see 2.5 to 2.8).

The secretariat shall communicate the name and address of the Project Leader, with identification of the project concerned, to the Office of the CEO.

2.1.9 Progress control

Periodical progress reports to the technical committee shall be made by its subcommittees and working groups (see also ISO and IEC Supplements to the ISO/IEC Directives). Meetings between their secretariats will assist in controlling the progress.

The Office of the CEO shall monitor the progress of all work and shall report periodically to the technical management board. For this purpose, the Office of the CEO shall receive copies of documents as indicated in the ISO and IEC Supplements to the ISO/IEC Directives.

To enable ISO Central Secretariat to monitor the progress of all work and to report periodically to the ISO Technical Management Board, the committee secretariat shall ensure that the ISO Central Secretariat is notified each time a new document is distributed.

2.1.10 Responsibility for keeping records

The responsibility for keeping records concerning committee work and the background to the publication of International Standards and other ISO documents is divided between committee secretariats and the ISO Central Secretariat. The maintenance of such records is of particular importance in the context of changes of secretariat responsibility from one member body to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of International Standards and other ISO documents should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications.

The secretariats of committees shall establish and maintain records of all official transactions concerning their committees, in particular reference copies of approved minutes of meetings and resolutions. Copies of working documents, results of ballots etc. shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after the publication of the related International Standards or other ISO document.

The ISO Central Secretariat shall keep reference copies of all International Standards and other ISO documents, including withdrawn editions, and shall keep up-to-date records of member body votes in respect of these publications. Copies of draft International Standards (DIS) and of final draft International Standards (FDIS), including associated reports of voting, and final proofs shall be kept at least until such time as the publications to which they refer have been revised or have completed their next systematic review, but in any case for a minimum of five years after publication.

2.2 Preliminary stage

2.2.1 Technical committees or subcommittees may introduce into their work programmes, by a simple majority vote of their P-members, preliminary work items (for example, corresponding to subjects dealing with emerging technologies), which are not yet sufficiently mature for processing to further stages and for which no target dates can be established.

Such items may include, for example, those listed in the strategic business plan, particularly as given under [2.1.2 d\)](#) giving a prospective view on emerging needs.

2.2.2 All preliminary work items shall be registered into the programme of work.

2.2.3 All preliminary work items shall be subject to regular review by the committee. The committee shall evaluate the market relevance and resources required for all such items.

All preliminary work items that have not progressed to the proposal stage in the IEC by the expiration date given by the committee and in ISO within 3 years will be automatically cancelled from the programme of work.

2.2.4 This stage can be used for the elaboration of a new work item proposal (see [2.3](#)) and the development of an initial draft.

2.2.5 Before progressing to the preparatory stage, all such items shall be subject to approval in accordance with the procedures described in [2.3](#).

2.3 Proposal stage

In the case of proposals to prepare management system standards, see [Annex SL](#).

2.3.1 A new work item proposal (NP) is a proposal for:

- a new standard;
- a new part of an existing standard;
- a Technical Specification (see [3.1](#)).

The NP stage (clause 2.3) is not required for:

- the revision or amendment of an existing International Standard,
- the revision of an existing TS or a PAS (if within its 6-year lifespan),
- the conversion of a TS or PAS to an IS,
- the conversion of a PAS to a TS.

However, the committee shall pass a resolution containing the following elements: 1) target dates, 2) confirmation that the scope will not be expanded, 3) the Convenor or Project Leader and 4) UN Sustainable Development Goals (SDGs, www.iso.org/SDGs). The committee shall also launch a call for Experts (Form 4 is not required).

A two-thirds majority resolution is required for:

- the conversion of a TS or a PAS to an IS,
- the conversion of a PAS to a TS,
- a revision or an amendment that results in an expanded scope.

The Secretary/Committee Manager shall ensure that the appropriate group that will develop the project with the new approved scope shall comply with the requirement for at minimum 4 or 5 P-members actively participating.

2.3.2 A new work item proposal within the scope of an existing technical committee or subcommittee may be made in the respective organization by

- a National Body;
- the secretariat of that technical committee or subcommittee;
- another technical committee or subcommittee;
- an organization in category A liaison;
- the technical management board or one of its advisory groups;
- the Chief Executive Officer.

2.3.3 Where both an ISO and an IEC technical committee are concerned, the Chief Executive Officers shall arrange for the necessary coordination. (See also [Annex B](#).)

2.3.4 Each new work item proposal shall be presented using the appropriate form and shall be fully justified and properly documented (see [Annex C](#)).

The proposers of the new work item proposal shall

- make every effort to provide a first working draft for discussion, or shall at least provide an outline of such a working draft;
- nominate a Project Leader;
- discuss the proposal with the committee leadership prior to submitting the appropriate form, in order to decide on an appropriate development track (based on market needs) and draft a project plan including key milestones and the proposed date of the first meeting.

The form shall be submitted to the Office of the CEO or to the secretariat of the relevant committee for proposals within the scope of an existing committee.

The Office of the CEO or the relevant committee Chair and secretariat shall ensure that the proposal is properly developed in accordance with ISO and IEC requirements (see [Annex C](#)) and provides sufficient information to support informed decision making by National Bodies.

The Office of the CEO or the relevant committee Chair and secretariat shall also assess the relationship of the proposal to the scope of the committee, existing work, and may consult interested parties, including the technical management board, its advisory groups or committees conducting related existing work. If necessary, an ad hoc group may be established to examine the proposal. Any review of proposals should not exceed 2 weeks.

In all cases, the Office of the CEO or the relevant committee Chair and secretariat may also add comments and recommendations to the proposal form.

See [Annex K](#) for new work item proposals for project committees.

Copies of the completed form shall be circulated to the members of the committee for P-member ballot and to the O-members and liaison members for information.

The proposed date of availability of the publication shall be indicated on the form.

A decision upon a new work item proposal shall be taken by correspondence.

Votes shall be returned within 12 weeks.

The committee may decide on a case-by-case basis by way of a resolution to shorten the voting period for new work item proposals to 8 weeks.

When completing the ballot form, National Bodies shall provide a statement justifying their decision for negative votes ("justification statement"). If no such statement is provided, the negative vote of a National Body will not be registered and considered.

2.3.5 Acceptance requires

- a) approval of the work item by a 2/3 majority of the P-members of the technical committees or subcommittees voting — abstentions are excluded when the votes are counted; and
- b) a commitment to participate actively in the development of the project, i.e. to make an effective contribution at the preparatory stage, by nominating technical Experts and by commenting on working drafts, by at least 4 P-members in committees with 16 or fewer P-members, and at least 5 P-members in committees with 17 or more P-members; only P-members having also approved the inclusion of the work item in the programme of work [see a)] will be taken into account when making this tally. If Experts are not nominated on the form accompanying an approval vote, then the National Body's commitment to active participation will not be registered and considered when determining if the approval criteria have been met on this ballot.

If in the context of an NP, a member body does not provide a clear justification statement for why it voted “no”, the committee secretariat should go back to the member body and give it two (2) weeks to provide an explanation.

If the member body does not provide a response within that 2-week period, the vote will not be counted in the result.

Secretariats shall not make value judgments about the justification and shall ask the member body in case of doubt.

If member bodies do not name an Expert in the Form, they have two (2) weeks following the result of the vote to name their Expert. If this delay is not respected, the member body's participation will not be counted, thereby affecting the approval requirement for b) above.

Individual committees may increase this minimum requirement of nominated Experts.

In cases, where it can be documented that the industry and/or technical knowledge exists only with a very small number of P-members, then the committee may request permission from the technical management board to proceed with fewer than 4 or 5 nominated technical Experts.

2.3.6 Once a new work item proposal is accepted, it shall be registered in the programme of work of the relevant committee as a new project with the appropriate priority. The agreed target dates (see [2.1.6](#)) shall be indicated on the appropriate form.

The voting results will be reported to the ISO Central Secretariat (using Form 6) or the IEC Secretariat (using Form RVN) within 4 weeks after the close of the ballot.

2.3.7 The inclusion of the project in the programme of work concludes the proposal stage.

2.4 Preparatory stage

2.4.1 The preparatory stage covers the preparation of a working draft (WD) conforming to the ISO/IEC Directives, Part 2.

2.4.2 When a new project is accepted the Project Leader shall work with the Experts nominated by the P-members during the approval [see [2.3.5 a](#)].

2.4.3 The secretariat may propose to the committee, either at a meeting or by correspondence, to create a working group the Convenor of which will normally be the Project Leader.

Such a working group shall be set up by the committee, which shall define the task(s) and set the target date(s) for submission of draft(s) to the committee (see also [1.12](#)). The working group Convenor shall ensure that the work undertaken remains within the scope of the balloted work item.

If there is consensus that a scope requires expansion or significant technical changes this shall be confirmed by committee decision with a 2/3rd majority.

2.4.4 In responding to the proposal to set up a working group those P-members having agreed to participate actively [see [2.3.5 a](#)] shall each confirm their technical Expert(s). Other P-members or A- or C- liaison organizations may also nominate Expert(s).

2.4.5 The Project Leader is responsible for the development of the project and will normally convene and chair any meetings of the working group related to the project. For projects registered directly under the committee, the Project Leader reports to the committee officers. For projects registered under a WG, the Project Leader reports to the Convenor of the WG. Work continues until consensus is reached on the proposed text. The Project Leader may invite a member of the working group to act as its Secretary.

2.4.6 Every possible effort shall be made to prepare both a French and an English version of the text in order to avoid delays in the later stages of the development of the project.

If a trilingual (English — French — Russian) document is to be prepared, this provision should include the Russian version.

2.4.7 For time limits relating to this stage, see [2.1.6](#).

2.4.8 The preparatory stage ends when a working draft is available for circulation to the members of the committee as a first committee draft (CD) and is registered by the Office of the CEO. The committee may also decide to publish the final working draft as a TS (see [3.1](#)) or as a PAS (see [3.2](#)) to respond particular market needs.

If the committee has opted to skip the CD (see 2.5), the preparatory stage ends when the enquiry draft (DIS) is available for circulation (see 2.6).

2.5 Committee stage

2.5.1 The committee stage is the principal stage at which comments from National Bodies are taken into consideration, with a view to reaching consensus on the technical content. National Bodies shall therefore carefully study the texts of committee drafts and submit all pertinent comments at this stage.

Committees may decide to skip the CD stage in accordance with [Annex SS](#).

Any graphical symbol shall be submitted to the relevant ISO committee responsible for the registration of graphical symbols (see [Annex SH](#)).

2.5.2 As soon as it is available, a committee draft shall be circulated to all P-members and O-members of the committee for consideration, with a clear indication of the latest date for submission of replies.

A period of 8, 12 or 16 weeks as agreed by the committee shall be available for National Bodies to comment.

The default for CD circulation is 8 weeks.

Comments shall be sent for preparation of the compilation of comments, in accordance with the instructions given.

2.5.3 No more than 4 weeks after the closing date for submission of replies, for each committee draft the secretariat shall prepare the compilation of comments and arrange for its circulation to all P-members and O-members of the committee. When preparing this compilation, the secretariat shall indicate its proposal, made in consultation with the Chair of the committee and the Project Leader, for proceeding with the project, either

- a) to discuss the committee draft and comments at the next meeting of the appropriate group, which would typically be the working group to which the project is assigned, as determined by the committee for this purpose, or
- b) to circulate a revised committee draft for consideration, or
- c) to register the committee draft or revised committee draft for the enquiry stage (see [2.6](#)). In the case of Technical Specification, Publicly Available Specification or Technical Report there is no enquiry stage (See [clause 3.1.2](#), [3.2.2](#) and [3.3.2](#) for the approval and publication).

In the case of b) and c), the secretariat shall indicate in the compilation of comments the action taken on each of the comments received. This shall be made available to all P-members, if necessary by the circulation of a revised compilation of comments, no later than in parallel with the submission of a revised CD for consideration by the committee (case b) or simultaneously with the submission of the

finalized version of the draft (either the committee draft or revised committee draft prepared by the secretariat) to the Office of the CEO for registration for the enquiry stage (case c).

Committees are required to respond to all comments received.

If, within 8 weeks from the date of dispatch, 2 or more P-members disagree with proposal b) or c) of the secretariat, the committee draft shall be discussed at a meeting.

2.5.4 If a committee draft is considered at a meeting either

- as per case a) in [clause 2.5.3](#) or,
- in case of disagreement with the secretariat's proposal as per case b) or c) in [clause 2.5.3](#) by at least two P-members,

but agreement on it is not reached on that occasion, then a further committee draft incorporating decisions taken at the meeting shall be distributed within 12 weeks for consideration. A period of 8, 12 or 16 weeks as agreed by the committee shall be available to National Bodies to comment on the draft and on any subsequent versions.

2.5.5 Consideration of successive drafts shall continue until consensus of the P-members of the committee as judged by the Chair has been obtained or a decision to abandon or defer the project has been made.

Consideration of successive committee drafts should be focused on resolving the comments raised by National Bodies and liaison organizations for the purpose of achieving consensus of the P-members of the committee (see [2.5.2](#)).

2.5.6 The decision to circulate an enquiry draft (see [2.6.1](#)) shall be taken by the Chair of the committee on the basis of the consensus among the P-members.

It is the responsibility of the Chair of the committee, in consultation with the Secretary/Committee Manager of the committee and, if necessary, the Project Leader, to judge whether there is consensus bearing in mind the definition of consensus given in ISO/IEC Guide 2:2004.

“consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE Consensus need not imply unanimity.”

The following applies to the definition of consensus:

In the process of reaching consensus, many different points of views will be expressed and addressed as the document evolves. However, “sustained oppositions” are views expressed at minuted meetings of committee, working group (WG) or other groups (e.g. task forces, advisory groups, etc.) and which are maintained by an important part of the concerned interest and which are incompatible with the committee consensus. The notion of “concerned interest(s)” will vary depending on the dynamics of the committee and shall therefore be determined by the committee leadership on a case by case basis. The concept of sustained opposition is not applicable in the context of member body votes on DIS or FDIS since these are subject to the applicable voting rules.

Those expressing sustained oppositions have a right to be heard and the following approach is recommended when a sustained opposition is declared:

- The leadership shall first assess whether the opposition can be considered a “sustained opposition”, i.e. whether it has been sustained by an important part of the concerned interest. If this is not the case, the leadership will register the opposition (i.e. in the minutes, records, etc.) and continue to lead the work on the document.

- If the leadership determines that there is a sustained opposition, it is required to try and resolve it in good faith. However, a sustained opposition is not akin to a right to veto. The obligation to address the sustained oppositions does not imply an obligation to successfully resolve them.

The responsibility for assessing whether or not consensus has been reached rests entirely with the leadership. This includes assessing whether there is sustained opposition or whether any sustained opposition can be resolved without compromising the existing level of consensus on the rest of the document. In such cases, the leadership will register the opposition and continue the work.

Those parties with sustained oppositions may avail themselves of appeals mechanisms as detailed in [Clause 5](#).

In case of doubt concerning consensus on a revised committee draft, approval by a two-thirds majority of the P-members of the committee voting may be deemed to be sufficient for the revised committee draft to be accepted for registration as an enquiry draft; however every attempt shall be made to resolve negative votes. In the case of Technical Specification, Publicly Available Specification or Technical Report there is no enquiry stage (See [clause 3.1.2](#), [3.2.2](#) and [3.3.2](#) for the approval and publication).

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

The secretariat of the committee responsible for the committee draft shall ensure that the enquiry draft fully embodies decisions taken either at meetings or by correspondence.

2.5.7 When consensus has been reached, the committee secretariat shall submit the finalized version of the draft in electronic form suitable for distribution to the national members for enquiry ([2.6.1](#)), to the Office of the CEO (with a copy to the parent committee secretariat in the case of a subcommittee) within a maximum of 16 weeks.

The secretariat shall submit the proposed draft International Standard (DIS) to the ISO Central Secretariat in electronic format together with a completed explanatory report (ISO form 8A) and the compilation of comments and actions taken in response to comments on the final CD.

2.5.8 For time limits relating to this stage, see [2.1.6](#).

2.5.9 The committee stage ends when all technical issues have been resolved and a committee draft is accepted for circulation as an enquiry draft and is registered by the Office of the CEO. Texts that do not conform to the ISO/IEC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

2.5.10 If the technical issues with an international standard project cannot all be resolved within the appropriate time limits, committees may consider publishing an intermediate document in the form of a Technical Specification (see [3.1](#)) pending agreement on an International Standard.

2.6 Enquiry stage

2.6.1 At the enquiry stage, the enquiry draft (DIS in ISO, CDV in IEC) shall be circulated by the Office of the CEO to all National Bodies for a 12-week vote.

For policy on the use of languages, see [Annex E](#).

National Bodies shall be advised of the date by which completed ballots are to be received by the Office of the CEO.

At the end of the voting period, the Chair and secretariat of the committee will have access to the results of the voting together with any comments received, for further speedy action.

2.6.2 Votes submitted by National Bodies shall be explicit: positive, negative, or abstention.

A positive vote may be accompanied by editorial or technical comments, on the understanding that the Secretary/Committee Manager, in consultation with the Chair of the committee and Project Leader, will decide how to deal with them.

If a National Body finds an enquiry draft unacceptable, it shall vote negatively and state the technical reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but it shall not cast an affirmative vote which is conditional on the acceptance of modifications.

In the case where a member body has voted negatively without submitting a justification, the vote will not be counted.

In the case where a Member Body has voted negatively and has submitted comments that are not clearly of a technical nature, the Secretary/Committee Manager shall contact the Member Body within 2 weeks of the ballot closure. If the committee leadership and the Member Body do not find an agreement, the matter is escalated to the Technical Management Board via the Office of the CEO.

2.6.3 An enquiry draft is approved if

- a) a two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and
- b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

Comments received after the normal voting period are submitted to the committee secretariat for consideration at the time of the next review of the International Standard.

2.6.4 On receipt of the results of the voting and any comments, an appropriate group of the committee, which would typically be the working group to which the project is assigned, will at a meeting address any comments received and prepare as needed a revised version. The group will advise the Chair on the possible courses of action. The Chair of the committee, in cooperation with its secretariat and the Project Leader or working group Convenor, and in consultation with the Office of the CEO, shall take one of the following courses of action:

- a) when the approval criteria of [2.6.3](#) are met and no technical changes are to be included, to proceed directly to publication (see [2.8](#));
- b) when the approval criteria of [2.6.3](#) are met, but technical changes are to be included:
 - 1) to register the revised enquiry draft, as modified, as a final draft international standard, or
 - 2) to circulate the revised enquiry draft for voting (see [2.6.1](#)). The revised enquiry draft will be circulated for a voting period of 8 weeks. Committees are limited to only one revised enquiry draft where the approval criteria are met in this case.
- c) when the approval criteria of [2.6.3](#) are not met:
 - 1) to circulate the revised enquiry draft for 8 weeks voting (see [2.6.1](#)), or
 - 2) to circulate the revised committee draft for comments, or
 - 3) to circulate a revised draft as a DTS or DPAS, or
 - 4) to cancel the project, subject to decision by the committee.

NOTE in case 3), the project shall start at the approval stage (i.e.: DTS or DPAS).

2.6.5 Not later than 12 weeks after the end of the voting period, a full report shall be prepared by the secretariat of the committee and circulated by the Office of the CEO to the National Bodies. The report shall

- a) show the result of the voting;
- b) state the decision of the Chair of the committee;
- c) reproduce the text of the comments received; and
- d) include the observations of the secretariat of the committee on each of the comments submitted.

Every attempt shall be made to resolve negative votes.

If, within 8 weeks from the date of dispatch, two or more P-members disagree with decision [2.6.4 c\)1\)](#) or [2.6.4 c\)2\)](#) of the Chair, the draft shall be discussed at a meeting (see [4.2.1.3](#)).

Committees are required to respond to all comments received.

2.6.6 When the Chair has taken the decision to proceed to the approval stage (see [2.7](#)) or publication stage (see [2.8](#)), the secretariat of the committee shall prepare, within a maximum of 16 weeks after the end of the voting period and with the assistance of its editing committee, a final text and send it to the Office of the CEO for preparation and circulation of the final draft International Standard.

The secretariat shall provide the Office of the CEO with the text in a revisable electronic format and also in a format which permits validation of the revisable form.

Texts that do not conform to the ISO/IEC Directives, Part 2 shall be returned to the secretariat with a request for correction before they are registered.

The revised text shall be submitted to ISO Central Secretariat in electronic format together with the decision of the Chair taken as a result of the voting, using ISO Form 13, and including a detailed indication of the decisions taken for each comment as [Annex B](#) to the ISO Form 13.

2.6.7 For time limits relating to this stage, see [2.1.6](#).

2.6.8 The enquiry stage ends with the registration, by the Office of the CEO, of the text for circulation as a final draft International Standard or publication as an International Standard, in the case of [2.6.4 a\)](#) and b).

2.7 Approval stage

2.7.1 At the approval stage, the final draft International Standard (FDIS) shall be distributed by the Office of the CEO within 12 weeks to all National Bodies for a 8-week vote (6 weeks in IEC).

National Bodies shall be advised of the date by which ballots are to be received by the Office of the CEO.

2.7.2 Votes submitted by National Bodies shall be explicit: positive, negative, or abstention.

A National Body may submit comments on any FDIS vote.

If a National Body finds a final draft International Standard unacceptable, it shall vote negatively and state the technical reasons. It shall not cast an affirmative vote that is conditional on the acceptance of modifications.

In the case where a member body has voted negatively without submitting a justification, the vote will not be counted.

In the case where a Member Body has voted negatively and has submitted comments that are not clearly of a technical nature, the Secretary/Committee Manager shall contact the Member Body within 2 weeks.

of the ballot closure. If the committee leadership and the Member Body do not find an agreement, the matter is escalated to the Technical Management Board via the Office of the CEO.

2.7.3 A final draft International Standard having been circulated for voting is approved if

- a) a two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and
- b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

2.7.4 The secretariat of the committee has the responsibility of bringing any errors that may have been introduced in the preparation of the draft to the attention of the Office of the CEO by the end of the voting period; further editorial or technical amendments are not acceptable at this stage.

2.7.5 All comments received will be retained for the next review and will be recorded on the voting form as “noted for future consideration”. However, the Secretary/Committee Manager along with the Office of the CEO may seek to resolve obvious editorial errors. Technical changes to an approved FDIS are not allowed.

At the end of the voting period, the result of voting, indicating either the formal approval by National Bodies to issue the International Standard or formal rejection of the final draft International Standard, are available to all National Bodies.

2.7.6 If the final draft International Standard has been approved in accordance with the conditions of [2.7.3](#), it shall proceed to the publication stage (see [2.8](#)).

2.7.7 If the final draft International Standard is not approved in accordance with the conditions in [2.7.3](#), the document shall be referred back to the committee concerned for reconsideration in the light of the technical reasons submitted in support of the negative votes.

The committee shall decide to:

- resubmit a modified draft as a committee draft, enquiry draft or, in ISO and JTC 1, final draft International Standard; or
- publish a Technical Specification or a Publicly Available Specification (see [3.1](#) and [3.2](#)); or
- cancel the project.

2.7.8 The approval stage ends with the circulation of the voting report (see [2.7.5](#)) stating that the FDIS has been approved for publication as an International Standard, with the publication of a Technical Specification (see [3.1.2](#)), or with the document being referred back to the committee.

2.8 Publication stage

2.8.1 Within 6 weeks, the Office of the CEO shall correct any errors indicated and validated by the secretariat of the committee and publish and distribute the International Standard.

Before publication the document is sent to the Secretary/Committee Manager and Project Leader for final review.

2.8.2 The publication stage ends with the publication of the International Standard.

2.9 Maintenance of documents

The procedures for the maintenance of documents are given in the respective Supplements to the ISO/IEC Directives.

2.9.1 Introduction

Every International Standard and other document published by ISO or jointly with IEC shall be subject to systematic review in order to determine whether it should be confirmed, revised, amended (for International Standard), converted to another form of document, or withdrawn, according to [Table S1](#).

A committee may at any time between systematic reviews pass a resolution initiating a revision of a document.

See clause 2.3.1 for the process for initiating a revision of an existing document (or amendment of an existing International Standard).

For minor changes to International Standards, e.g. updating and editorial changes, that do not impact the technical content, a shortened procedure called “minor revision” may be applied. The procedure only includes the proposal, the approval (see 2.7) and publication stages (see 2.8). The proposal can be introduced by the committee either via Form 21 after a systematic review or through a resolution and completion of ISO Form 8B. Subsequent to the decision by the responsible committee (resolution or approved Form 21) and consultation of the responsible ISO Technical Programme Manager, a final draft of the revised document shall be submitted to ISO/CS within a maximum of 16 weeks, for an 8 week FDIS vote, or 12 weeks in the case of Vienna Agreement documents. The Foreword of the next edition of the document shall indicate that it is a minor revision and list the updates and editorial changes made.

Table S1 — Timing of systematic reviews

Document	Max. elapsed time before systematic review	Max. number of times document may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification (see 3.1.4)	3 years	Once recommended	6 years recommended
Publicly Available Specification (see 3.2.3)	3 years	Once	6 years (If not converted after this period, the document is proposed for withdrawal)
Technical Report (see 3.3.3)	Not specified	Not specified	Not limited

A systematic review will typically be initiated in the following circumstances:

- (all documents) on the initiative and as a responsibility of the secretariat of the responsible committee, typically as the result of the elapse of the specified period since publication or the last confirmation of the document, or
- (for International Standards and Technical Specifications) a default action by ISO Central Secretariat if a systematic review of the International Standard or Technical Specification concerned has not been initiated by the secretariat of the responsible committee, or
- (all documents) at the request of one or more National Body, or
- (all documents) at the request of the CEO.

The timing of a systematic review is normally based either on the year of publication or, where a document has already been confirmed, on the year in which it was last confirmed. However, it is not necessary to wait for the maximum period to elapse before a document is reviewed.

In case a revision project is abandoned by the committee before reaching publication, the stage of the published standard is reverted to the previous stage and the next systematic review ballot will be based on the date the previous stage had been reached.

2.9.2 Review

The review period is 20 weeks.

Before the systematic review ballot, the committee may prepare a recommendation, to be approved by its P-members, on the future of the document. This recommendation will be made available with the SR ballot.

NOTE Systematic reviews are administered electronically by the ISO Central Secretariat and all ISO member bodies are invited to respond to such reviews. P-members of a given committee have an obligation to vote on all systematic review ballots for documents under the responsibility of that committee. The purpose of the reviews has been extended to include obtaining information when member bodies have needed to make modifications in order to make ISO standards suitable for national adoption. Such modifications need to be considered by committees in order to determine whether they need to be taken into account to improve the global relevance of a standard. The final decision, to revise, confirm or withdraw a document, remains with the P-members of the responsible committee.

After the closing of the vote, the secretariat's proposal reflecting the voting results shall be circulated to the members of the committee using Form 21. No more than 6 months after the closing of the vote, the committee shall take a final decision as to whether to revise, confirm or withdraw the document, following which the secretariat shall submit the committee's decision to the ISO Central Secretariat.

2.9.3 Interpretation of ballot results

2.9.3.1 General

Typically, a decision as to the appropriate action to take following a systematic review shall be based on a simple majority of P-members voting for a specific action. However, in some cases a more detailed analysis of the results may indicate that another interpretation may be more appropriate.

NOTE It is not feasible to provide concrete rules for all cases when interpreting the ballot results due to the variety of possible responses, degrees of implementation, and the relative importance of comments, etc.

Where voting results are not definitive and/or a decision is based on interpretation of responses the secretariat shall invite approval of a proposed course of action within a specified time delay, for example within two months.

In proposing future action, due account shall be taken of the maximum possible number of confirmations and specified maximum life of the document concerned (see [Table S1](#)).

2.9.3.2 Interpretation of ballot results for International Standards

Option 1: Confirmation (retention without technical change)

Where it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed, a document may be confirmed. The criteria is as follows:

- the document has been adopted with or without change or is used in at least five countries (when this criterion is not met, the document should be withdrawn); and
- a simple majority of the P-members of the committee voting propose confirmation.

Option 2: Amendment or revision (Retention, with change/s)

Where it has been verified that an International Standard is used, that it should continue to be made available, but that technical changes are needed, it may be proposed for amendment or revision. The criteria are as follows:

- the International Standard has been adopted with or without change or is used in at least five countries (when this criterion is not met, the document should be withdrawn); and
- a simple majority of the P-members of the committee voting considers there is a need for amendment or revision.

In that case, an item may be registered as an approved work item (stage 10.99).

A call for Experts shall be launched. However, there is no minimum number of active P-members required.

Where an amendment or revision is not immediately started following approval by the committee, it is recommended that the project is first registered as a preliminary work item and that the International Standard is registered as confirmed. When it is eventually proposed for registration at stage 10.99, reference shall be made to the results of the preceding systematic review and the committee shall pass a resolution (see clause 2.3.1 for the process for initiating a revision or amendment of an existing International Standard).

Where it is decided that the International Standard needs to be revised or amended, it becomes a new project and shall be added to the programme of work of the committee. The steps for revision or amendment are the same as those for preparation of a new International Standard (see ISO/IEC Directives, Part 1, clauses 2.3 to 2.8), and include the establishment of target dates for the completion of the relevant stages.

Option 3: Withdrawal

When the document has not been adopted with or without change or is not used in at least five countries, the document should be withdrawn (see Options 1 and 2 above).

In the case of the proposed withdrawal of an International Standard, the National Bodies shall be informed by the CEO of the decision of the committee, with an invitation to inform the Office of the CEO within 8 weeks if they object to that decision.

Any objection received shall be referred to the ISO Technical Management Board for consideration and decision.

2.9.3.3 Conversion to an International Standard (Technical Specifications and Publicly Available Specifications only)

In addition to the three basic options of confirmation, revision, or withdrawal, in the cases of the systematic review of Technical Specifications and Publicly Available Specifications a fourth option is their conversion to an International Standard.

To initiate conversion to an International Standard, a text, up-dated as appropriate, is submitted to the normal development procedures as specified for an International Standard (see clause 2.3.1).

The conversion procedure will typically start with a DIS vote. Where changes considered to be required are judged as being so significant as to require a full review in the committee prior to DIS ballot, a revised version of the document shall be submitted for review and ballot as a CD.

2.9.4 Reinstatement of withdrawn standards

If, following withdrawal of an International Standard, a committee determines that it is still needed, it may propose that the document be reinstated. The document shall be issued either as a draft International Standard or as a final draft International Standard, as decided by the committee, for voting by the member bodies. The usual approval criteria shall apply. If approved, the document shall be

published as a new edition with a new date of publication. The foreword shall explain that the document results from the reinstatement of the previous edition.

2.10 Corrections and amendments

2.10.1 General

A published International Standard may subsequently be modified by the publication of

- a technical corrigendum (in IEC only);
- a corrected version;
- an amendment; or
- a revision (as part of the maintenance procedure in [2.9](#)).

NOTE In case of revision a new edition of the International Standard will be issued.

2.10.2 Corrections

A correction is only issued to correct an error or ambiguity, inadvertently introduced either in drafting or in publishing and which could lead to incorrect or unsafe application of the publication.

Corrections are not issued to update information that has become outdated since publication.

Suspected errors shall be brought to the attention of the secretariat of the committee concerned. After confirmation by the secretariat and Chair, if necessary in consultation with the Project Leader and P-members of the committee, the secretariat shall submit to the Office of the CEO a proposal for correction, with an explanation of the need to do so.

The Chief Executive Officer shall decide, in consultation with the secretariat of the committee, and bearing in mind both the financial consequences to the organization and the interests of users of the publication, whether to publish a technical corrigendum (in IEC only) and/or a corrected version of the existing edition of the publication (see also 2.10.4). The secretariat of the committee will then inform the members of the committee of the outcome.

The corrections are mentioned in the Foreword of the corrected version.

2.10.3 Amendments

An amendment alters and/or adds to previously agreed technical provisions in an existing International Standard and its prior amendment if any. An amendment is considered as a partial revision: the rest of the International Standard is not open for comments.

An amendment is normally published as a separate document, the edition of the International Standard affected remaining in use.

The procedure for developing and publishing an amendment shall be as described in [2.3](#) (ISO and JTC 1), or the review and maintenance procedures (see IEC Supplement) and [2.4](#), [2.5](#), [2.6](#) (draft amendment, DAM), [2.7](#) (final draft amendment, FDAM), and [2.8](#).

Before the approval stage ([2.7](#)), the committee may decide, in consultation with the Chief Executive Officer, bearing in mind both the financial consequences and the interests of users of the International Standard, to ballot ([2.7](#)) and publish a new edition of the International Standard, incorporating the amendment. (See also 2.10.4.)

NOTE Where it is foreseen that there will be frequent *additions* to the provisions of an International Standard, the possibility should be borne in mind at the outset of developing these additions as a series of parts (see ISO/IEC Directives, Part 2).