

For more details,
see also [iso.org](https://www.iso.org).

Rules for developing standards – the basics

Following the Directives

The **Directives** are the core procedures for standards development work in both ISO and the IEC. They contain the rules which guide the progression of ISO deliverables, including the development of a new International Standard (or other ISO deliverable) or the revision or amendment of an existing ISO standard.

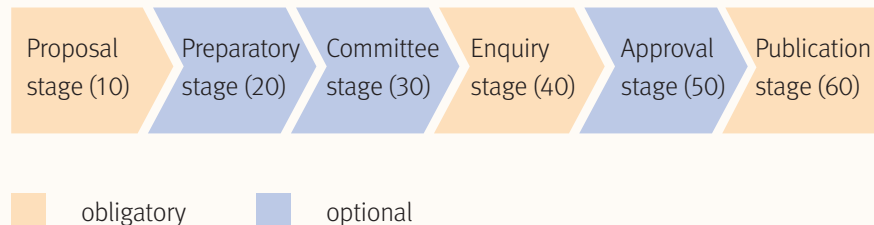
Part 1 of the Directives is particularly important as it indicates the required standards development procedures to be followed. ISO also has unique procedures which are not applicable to the IEC. These are contained in the **Consolidated ISO Supplement**, which consolidates the **ISO/IEC Directives, Part 1** and the ISO specific rules.

Part 2 of the Directives contains rules for the structure and drafting of standards. It also covers the way in which terms are used and the accepted use of units, tolerances, symbols and probability statements. Working group Convenors have the primary responsibility for following Part 2.

Stages for developing ISO deliverables

The full details of all of the stages of development for ISO deliverables are summarized here, followed by a brief explanation. For more detail, see also [iso.org](https://www.iso.org). For tips on writing standards, see [How to write standards](#). For an overview of the elements of conformity assessment that standards writers should know, see [Conformity assessment for standards writers – Do's and don'ts](#). An explanation of the link between conformity assessment and various ISO deliverables is available on [iso.org](https://www.iso.org).

Stages for developing ISO standards



Proposal stage (10)

This first step is to confirm that a new International Standard in the subject area is really needed ([see ISO's global relevance policy](#)). A New Work Item Proposal (NP) is submitted to the committee for vote using Form 4. The electronic balloting portal should be used for the vote. The person being nominated as project leader is named on the Form.

If there are possible complications around copyright, patents or conformity assessment, they should be raised at this early stage.

This stage can be skipped for revisions and amendments to ISO standards that are already published.

Preparatory stage (20)

Usually, a working group is set up by the parent committee to prepare the Working Draft (WD). The working group is made up of experts and a Convenor (who is usually the project leader). During this stage, experts continue to look out for issues around copyright, patents and conformity assessment.

Successive WDs can be circulated until the experts are satisfied that they have developed the best solution they can. The draft is then forwarded to the working group's parent committee that will decide which stage to go to next (Committee stage or Enquiry stage).

The [ISO/TC](#) (also referred to as eCommittees) platform can be used for sharing documents at this and other stages of a standard's development.



Committee stage (30)

This stage is optional. For guidance on when it can be skipped, see [Annex SS of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1](#).

During this stage, the draft from the working group is shared with the members of the parent committee.

If the committee uses this stage, the Committee Draft (CD) is circulated to the members of the committee who then comment and/or vote using the electronic balloting portal. Successive CDs can be circulated until consensus is reached on the technical content.

Enquiry stage (40)

The Draft International Standard (DIS) is submitted to the ISO Central Secretariat (ISO/CS) by the Committee Manager. It is then circulated to all ISO members who get 12 weeks to vote and comment on it. The DIS is approved if two-thirds of the P-members of the committee are in favour and not more than one-quarter of the total number of votes cast are negative.

If the DIS is approved, the project goes straight to publication. However, the committee leadership can decide to include the approval (FDIS) stage if needed. (The Submission Interface should be used when sending the draft to ISO/CS.)

See the [ISO/IEC Directives, Part 1, Subclauses 2.6.3 and 2.6.4](#) for more information.

Approval stage (50)

This stage will be automatically skipped if the DIS has been approved. However, if the draft has been significantly revised following comments at the DIS stage or has technical changes (even if the DIS has been approved), committees must carry out this stage (FDIS is no longer optional). (See the [ISO/IEC Directives, Part 1, Subclause 2.6.4](#) for more information.)

If this stage is used, the Final Draft International Standard (FDIS) is submitted to the ISO Central Secretariat (ISO/CS) by the committee Secretary. The FDIS is then circulated to all ISO members for a two-month vote to decide whether the standard is suitable for publication. (The Submission Interface should be used when sending the draft to ISO/CS.)

The standard is approved if two-thirds of the P-members of the committee are in favour and not more than one-quarter of the total number of votes cast are negative. (See the [ISO/IEC Directives, Part 1, Subclause 2.7](#) for more information.)



Publication stage (60)

At this stage, the Manager submits the final document for publication through the Submission Interface. After the FDIS, only editorial corrections are made to the final text. It is published by the ISO Central Secretariat as an International Standard. Committee Managers and project leaders get a two-week sign-off period before the standard is published.

Project management

When embarking on a new project, committees must decide within which time frame – referred to as “tracks” – the project will be developed. There are four possible standards development tracks (SDT):

SDT 18

- 8 months to produce the DIS
- 18 months to publication

SDT 24

- 12 months to produce the DIS
- 24 months to publication

SDT 36

- 24 months to produce the DIS
- 36 months to publication

Standards and other ISO deliverables are intended to meet a market need. Also, the longer a project takes to develop, the more resources are required. Committees are therefore under pressure to respect the time frames of the tracks they select. Limited extensions are granted by exception only.

What happens after publication?

It is not enough to simply publish a standard or other deliverable – we have to make sure they remain current and relevant. ISO has a process through which it ensures that ISO deliverables remain up to date. This is referred to as the “systematic review” process, in which committee members have an important role to play. You will find more information about the systematic review in [Subclause 2.9 of the ISO/IEC Directives, Part 1](#).



**Respect the ISO Code
of Conduct**

**Participate
in decision making**

Use the ISOTC platform

Meet deadlines

Prepare for meetings

What is expected of you

PART 2

Participate! Participate! Participate!

By accepting an appointment as a committee member or expert, you are committing to actively participate in the committee or working group to which you are appointed. You also agree to fulfil a number of obligations associated with participation. This Part summarizes what active participation means at ISO. It also explains key obligations you must meet.

Respect the ISO Code of Conduct

ISO is an international, multi-stakeholder, multi-sector environment. The **ISO Code of Conduct** contains seven principles (and explanations) that are the foundation for participation in the ISO system :

- Respect others
- Behave ethically
- Escalate and resolve disputes
- Work for the net benefit of the international community
- Uphold consensus and governance
- Agree to a clear purpose and scope
- Participate actively and manage effective representation

All participants who choose to participate in ISO work must adhere to the above principles.

Guidance and a process for handling situations where someone does not act in accordance with the code of conduct has been developed by ISO/TMB.



Voting is
a crucial part
of a P-member's
obligations.

Participate in decision making

Committees work by consensus (see [Subclause 2.5.6 of the ISO/IEC Directives, Part 1](#) for details about how consensus works) and by vote.

Voting decisions are taken within ISO on the basis of votes cast by ISO member bodies, using the principle of “one country, one vote”. The ISO Committee Internal Balloting (CIB) system is used for votes by correspondence. Those eligible to vote, and the approval criteria, vary depending on the nature of the vote. The rules are explained in more detail in [Part 1 of the ISO/IEC Directives](#).

Voting is a crucial part of a P-member's obligations. Those who fail to vote on over 20% of the questions formally submitted for voting on the CIB (New Work Item Proposals – NP, Committee Drafts – CD) over one calendar year may be downgraded to O-membership. Similarly, a P-member who fails to vote on an enquiry draft (DIS) or final draft (FDIS) or a systematic review (SR) will be downgraded to O-member.

See [Subclause 1.7.4 of the ISO/IEC Directives, Part 1](#) for more details.

The above rules are strictly monitored and applied. This is because the quality of ISO standards and other deliverables is directly related to the quality of the involvement of those engaged in its work.

Decisions in working groups are always taken by consensus, i.e. there are no votes.



Use the ISOTC platform (also known as eCommittees)

Because there is a lot of document exchange in developing standards and other ISO deliverables, it is important that all participants use the same tools to centralize efforts and maximize efficiency. The use of **eCommittees** is mandatory for working groups.

Meet deadlines

As mentioned above, committee Chairs and Managers are under pressure to stick to the timelines for the track (see **page 27**) selected for a particular project. This means that projects have to be carefully managed to ensure that all of the steps required at each stage of development (see **pages 24-26**) can be taken within the established deadlines.

You can play your part in making sure the project is delivered on time by consistently meeting the deadlines that you can see in the **ISO Projects**.



Preparing
for a meeting
means reading
the documents.

Prepare for meetings

Preparing for a meeting means reading the documents. But in the ISO system, another critical part of meeting preparation is to obtain the input of other concerned parties.

Delegates at plenary meetings must ensure that they have consulted their national stakeholders in forming their positions. The Technical Management Board has prepared guidance documents for **national standards bodies** and **liaison organizations** on stakeholder engagement, based on which an **e-learning** course was developed. Links to additional guidance and support are also available on **iso.org**.

Respect copyright and trademarks

There is copyright in the content submitted to the standards development process. Many sources may be used for the drafting of a particular standard, including national standards, standards from other standardizing bodies, research papers, etc. Such content is likely to be copyright-protected. It is essential that the copyright holders give their agreement at an early stage of the standards development process to the content being shared in the process and possibly being reproduced in whole or in part in the ISO standard or other deliverable. It is the responsibility of those submitting such content to ensure that the agreement of the copyright holder has been obtained. More information about this is available on [ISO Connect](#).

ISO standards, drafts and other ISO publications are all copyright-protected. The copyright is owned by ISO. Therefore ISO publications may not be copied without ISO's express permission. However, the sharing of ISO drafts is permitted to a limited extent. Please consult your Technical Programme Manager for any questions about copyright or contact copyright@iso.org.

For the use of the trademark-protected ISO logo and the short name "ISO", see iso.org or contact the ISO Central Secretariat (logo@iso.org). The use of trademarks of third parties or other proprietary names in ISO publications should be avoided. They may only be used in exceptional situations (see [ISO/IEC Directives, Part 2, Clause 31](#)).

Disclose any patents

The Common Patent Policy for ITU-T/ITU-R/ISO/IEC (see [Annex I of the ISO/IEC Directives, Part 1](#)) allows the inclusion of standard essential patents (SEP) in standards. To ensure that such an ISO deliverable can be used by standard users, it is essential that the owners of SEPs declare to the ISO Central Secretariat (patent.statements@iso.org) that they are willing to grant licences to applicants worldwide free of charge or on reasonable and non-discriminatory terms. To obtain these statements on time, committees are expected to inform participants of the Patent Policy at an early stage of the standards development process. For more information and forms, visit www.iso.org/patents.

Be clear about data protection

All those participating in ISO standardization activities have rights and obligations regarding data protection. **These are reflected in the Data Protection Policy for ISO members.** All participants in the ISO system must also agree to limit their use of the personal data they access to ISO standardization and related activities only. Similarly, by participating in the ISO system, you agree that your personal data may be used internationally for standardization and related activities. This applies to data stored on ISO IT tools, as well as any personal data collected in the course of standardization work (e.g. attendance lists, minutes). These obligations are summarized in a **Declaration**. All those involved in ISO standardization are deemed to agree with the Declaration by virtue of their involvement in ISO. Any questions regarding the **Policy** or the **Declaration** can be directed to the ISO Data Protection Officer: **DataProtectionOfficer@iso.org**.

How to communicate on committee work

Participants in the ISO standards development process may be asked (e.g. by the media), or may wish on

their own initiative (e.g. through social media), to share information with external parties about various aspects of committee work. **ISO has developed an ISO policy on communication of committee work for such external communications.**

Coordinate on media communications

Interest by the press or other media in ISO work is welcomed and the ISO Central Secretariat (ISO/CS) and ISO member bodies have public relations services able to provide information to the press. Should you be approached to provide information about an ISO project or meeting, please coordinate with the member body, committee Secretary and the ISO Central Secretariat. ISO/CS has developed **social media guidelines** to guide you if you want to talk about your ISO work on social media or create an account for your committee. Media interest in any ISO meetings should also be coordinated and approved by the ISO member hosting the meeting to avoid the confusion that could arise from diverging messages. See **Annex SF of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1** for further details.

Stay informed

Things evolve everywhere. The same is true at ISO. Rules change, IT tools are improved and the technical programme is in constant flux. To be effective, you need to know about the developments that impact your work at ISO.

There are a few sources that can help you stay informed. Read the **TMB Communiqué** published after the Technical Management Board meetings (February, June and September) to find out about the TMB decisions that directly affect committees and their work. Also register on **ISO Connect** to get news and high-level information about ISO initiatives. Sign up to watch the pages that interest you and that are relevant to your work.





Tools and resources

PART 3

There are many tools and resources at your disposal

A number of tools and resources are available to help you do your ISO job.

This Part provides links to access many of these tools.

Remember that your national standards body, committee Chairs and Secretaries, as well as ISO Central Secretariat Technical Programme Managers are there to help you. Their names and contact information are available on the “About” section of each **committee page** on **iso.org**.

Resource area for standards developers

Iso.org has a resource area specifically to support the work of individuals involved in standards development. There you will find the latest information about IT tools, forms, directives, templates, toolkits, etc. www.iso.org/iso/home/standards_development/resources-for-technical-work.htm.

Full list of links used in this document

The following are the full links referenced in this document in the order in which they are mentioned:

ISO’s public Website:

www.iso.org

ISO Connect:

<https://connect.iso.org>

List of committees on iso.org:

www.iso.org/iso/home/standards_development/list_of_iso_technical_committees.htm.

The **Directives**

are the core

procedures

for standards

development

work in both

ISO and the IEC.

ISO/IEC Directives

(including Parts 1 & 2,
the Consolidated ISO Supplement
and the JTC 1 Supplement)

www.iso.org/directives-and-policies.html

Description of the different ISO deliverables

www.iso.org/deliverables-all.html

List of ISO members

www.iso.org/members.html

World Trade Organization's (WTO) Agreement on Technical Barriers to Trade (TBT)

[www.wto.org/english/docs_e/
legal_e/17-tbt_e.htm](http://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm)

ISO's global relevance policy

[www.iso.org/governance-
of-technical-work.html](http://www.iso.org/governance-of-technical-work.html)

Brochure *Guidance on Twinning in ISO standards development activities*

[www.iso.org/publication/
PUB100341.html](http://www.iso.org/publication/PUB100341.html)

Brochure *Twining is Winning – How to engage developing countries in standardization work*

[www.iso.org/publication/
PUB100414.html](http://www.iso.org/publication/PUB100414.html)

ISO and developing countries

<https://www.iso.org/capacity-building.html>

ISO's sponsorship programme to support participation in technical work

<https://connect.iso.org/x/JoEwAw>

List of organizations in liaison with ISO

[www.iso.org/organizations-in-cooperation-
with-iso.html](http://www.iso.org/organizations-in-cooperation-with-iso.html)

Vienna Agreement and guidance

www.iso.org/va

List and biography
of ISO's Principal Officers

www.iso.org/principal-officers.html

Strategic business plans
for every technical committee

www.iso.org/bp

Stages of development
for ISO deliverables

www.iso.org/stages-and-resources-for-standards-development.html

ISOTC platform for committee work
(also referred to as eCommittees)

<http://isotc.iso.org/livelink/livelink?func=ll&objId=2122&objAction=browse&viewType=1>

ISO Projects

<https://isotc.iso.org/pp/>

Brochure *How to write standards*

www.iso.org/publication/PUB100335.html

Brochure *Conformity assessment for standards writers – Do's and don'ts*

www.iso.org/publication/PUB100303.html

Brochure *ISO Code of Conduct for the technical work*

www.iso.org/publication/PUB100397.html

Information about the ISO logo

www.iso.org/iso/home/name_and_logo.htm

An explanation about the link
between ISO deliverables and
conformity assessment

www.iso.org/iso/foreword

Copyright: Clearing content added
to standards

<https://connect.iso.org/x/SYBGAQ>

Data Protection Declaration

www.iso.org/iso/home/standards_development/resources-for-technical-work/data-protection-declaration.htm

Data Protection Policy

www.iso.org/iso/home/standards_development/resources-for-technical-work/data-protection-policy.htm

Brochure *Project Management*

*Methodology – Roles, responsibilities
and capability requirements*

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/19587784/PMM_-_Roles%2C_responsibilities_and_capability_requirements.PDF?nodeid=19588324&vernum=-2

Brochure *Project Management*

Methodology in the ISO environment

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/19587784/Project_Management_Methodology_in_the_ISO_environment.PDF?nodeid=19588439&vernum=-2

Guidance and tools

for stakeholder engagement
www.iso.org/resources.html



Brochure *ISO policy on communication of committee work*
[www.iso.org/publication/
PUB100382.html](http://www.iso.org/publication/PUB100382.html)

E-learning
on stakeholder engagement
<https://connect.iso.org/x/2QaIAQ>

TMB Communiqué
[https://isotc.iso.org/livelink/livelink?
func=ll&objId=15788626&objAc
tion=browse&viewType=1](https://isotc.iso.org/livelink/livelink?func=ll&objId=15788626&objAction=browse&viewType=1)

Brochure *Guidance for ISO national standards bodies – Engaging stakeholders and building consensus*
[www.iso.org/publication/
PUB100269.html](http://www.iso.org/publication/PUB100269.html)

Brochure *Guidance for ISO liaison organizations – Engaging stakeholders and building consensus*
[www.iso.org/publication/
PUB100270.html](http://www.iso.org/publication/PUB100270.html)

Acronyms

CASCO	Committee on conformity assessment
CD	Committee Draft
CIB	Committee Internal Balloting system
COPOLCO	Committee on consumer policy
CSC/FIN	Council Standing Committee on Finance
CSC/NOM	Council Standing Committee for Review of Nominations
CSC/OVE	Council Standing Committee on Oversight
CSC/SP	Strategy and Policy Committee
DEVCO	Committee on developing country matters
DIS	Draft International Standard
FDIS	Final Draft International Standard
IEC	International Electrotechnical Commission
IS	International Standard
ISO/CS	ISO Central Secretariat
ITU	International Telecommunication Union
IWA	International Workshop Agreement
MSS	Management systems standards
NP	New Work Item Proposal
NSB	National standards body
PAS	Publicly Available Specification
PC	Project committee
SC	Subcommittee
SR	Systematic review
TBT	Agreement on Technical Barriers to Trade
TC	Technical committee
TMB	Technical Management Board
TPM	Technical Programme Manager
TR	Technical Report
TS	Technical Specification
VA	Vienna Agreement
WD	Working Draft
WG	Working group
WTO	World Trade Organization

About ISO

ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 165* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 23 500* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare. For more information, please visit www.iso.org.

*November 2020

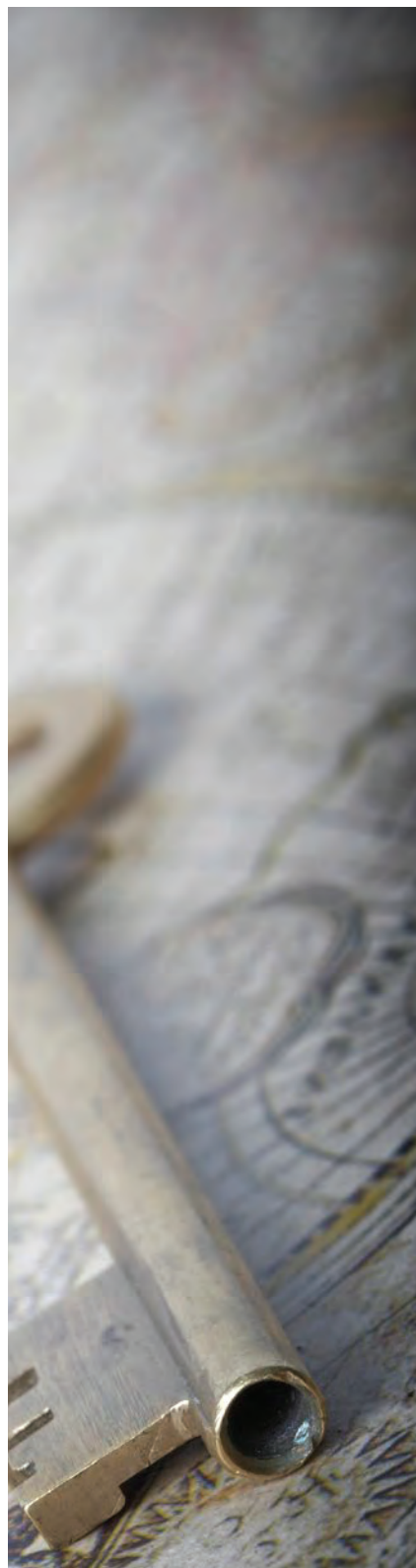
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policy

ISO POLICY
on **communication**
of **committee work**





Policy on communication of committee work to external parties and document retention

About this policy




There are many actors directly involved in the ISO standards development process. These include the ISO Central Secretariat (ISO/CS), ISO committee chairs and secretaries, national standards bodies (NSBs), working group convenors and experts, as well as P- and O-members (“ISO Actors”). Increasingly, ISO Actors may be asked (e.g. by the media), or may wish on their own initiative (e.g. through social media), to share information with external parties about various aspects of committee work. The following is a Policy for such external communications.

This Policy has been adopted by the ISO Technical Management Board to ensure that the integrity of ISO’s processes are protected while respecting ISO’s World Trade Organization (WTO) obligations to maintain transparency in standards development. The application of this Policy is mandatory.

This Policy is to be read in conjunction with the Data Protection Policy available at www.iso.org/iso/data-protection-policy.htm.

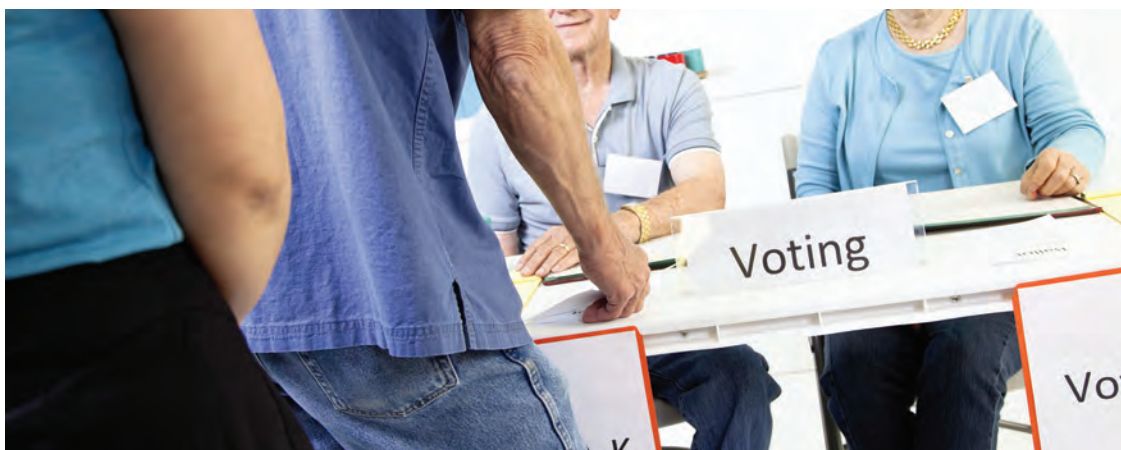
Part 1 – Policy on communication about committee work to external parties

A. Participation in committee work (including ISO technical committees, subcommittees, project committees and working groups)

- 
1. ISO Actors may share the list of the participating NSBs and whether they are P- or O-members (i.e. the NSBs) in a given committee.
 2. ISO Actors may share the list of P-members (i.e. the NSBs) who have nominated experts to a working group.
 3. If asked, an ISO Actor may also provide a list of the stakeholder categories that are represented in a working group without indicating the number of experts in each stakeholder category.
 4. The above information shall not include details about the identity of the individuals or companies (including the names of the person, the company they work for, etc.).
 5. Enquiries about the details of the individuals or companies, including the stakeholder category of the expert appointed to a working group, shall be directed to the NSB who appointed them.
 6. When responding to enquiries about individuals, an NSB may only provide information as regards its national participants and not about the participants of other NSBs.
 7. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.
- 
- 

B. Ballots (e.g. TS/P, NWIP, DIS, FDIS, SR)

1. ISO Actors may share information about the overall outcome of a particular vote, i.e. whether it met the ISO acceptance criteria or not.
2. This shall not include information about how any NSB or committee member voted.
3. Requests for information about how an NSB or committee member voted shall be directed to the NSB in question.
4. When responding to enquiries about particular votes, an NSB may only provide information about its own votes or national position and not about the votes or national positions of other NSBs.
5. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.





C. Committee and working group documents (including working documents, minutes, resolutions or recommendations)

1. Committee and working group documents such as working documents, minutes, or working group recommendations shall not be shared externally.
2. ISO Actors may share committee resolutions.
3. Reproduction or distribution for use outside the committee of any content from draft standards at all stages of development is not permitted.
4. Material such as presentations made during meetings may be shared externally only if:
 - ▶ their authors agree,
 - ▶ the members of the committee or working group in question agree,
 - ▶ the material doesn't include content from draft standards at any stage of development,
 - ▶ no commercial use is made of such material,
 - ▶ the source is indicated (refer to **POCOSA*** for more information).

* POCOSA is ISO's policy for the distribution of ISO publications and the protection of ISO's copyright. The text of POCOSA is available on ISO Connect to ISO members. If you do not have direct access to POCOSA, you can contact customerservice@iso.org or your national ISO member for any questions.

D. Communicating about the work of committees and working groups externally

1. ISO Actors may share logistical information about committee work such as:
 - the date of forthcoming meetings,
 - updates on the stage of development of a deliverable.
2. ISO Actors may report committee consensus positions.
3. Individuals (e.g. experts, delegates) shall not speak on behalf of an NSB unless expressly authorized to do so by the NSB in question.
4. ISO Actors may also share personal opinions provided that they:
 - are clearly identified as personal opinions,
 - do not convey the views or positions of others,
 - do not criticize the views or positions of others,
 - do not pre-empt or speculate on the outcomes of ballots or upcoming discussions,
 - do not criticize the activities of, or standards developed by, another ISO committee (or other standards development organization).

Part 2 – Document retention policy

- ISO requires that all records (e.g. N-Documents, minutes, resolutions, and other documents) be stored on the ISO eCommittees platform and that they shall not be deleted.
- Furthermore, before a working group is disbanded and the experts may be removed from the Global Directory, a listing of the working group experts/participants must be saved and retained in the records at the parent TC, PC or SC level to help identify and re-engage experts for future revisions.

For any questions regarding communications on committee work to external parties or document retention, please contact tmb@iso.org.

About **ISO**

ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 162* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 21 000* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.

For more information, please visit www.iso.org.

*February 2016

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Template for comments and secretariat observations

Date: 2012-06-08	Document: FprEN 15221-7: 2012
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1	2	(3)	4	5	(6)	(7)
MB ¹	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table/ Note (e.g. Table 1)	Type of comment ²	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted
NO	1 Scope	1st	ed	Consider to move the 1 st paragraph to the last paragraph to state what the standard covers as the first paragraph instead, and what it is applicable for as the last paragraph. [ISO/IEC Directive 2:2011, 6.2.1]	Change the order of the paragraphs to: This European Standard gives guidelines for performance... This European Standard establishes a common...	
NO	1 Scope	3st	ed	Devide "benchmarkingfacility" in two words "benchmarking facility".	This European Standard is applicable... Devide "benchmarkingfacility" in two words "benchmarking facility"	
NO	2 Normative references		ed	EN 15221-3 should not be a normative reference to this standard. Clause 5.5.1 refers to EN15221-3, but not in a way that makes this a normative reference. Change the wording in 5.5.1, or delete EN 15221-3 as normative. [ISO/IEC Directive 2:2011, 6.2.2]	Delete EN 15221-3 as normative reference.	
NO	3 Terms and definitions		ed	Consider to add abbreviations used in the standard, such as FTE, NFA in a separate clause: 3 Terms, definitions and abbreviations 3.1 Terms and definitions 3.2 Abbreviations	Add a new clause 3.2 Abbreviations with the following list: FTE=Full Time Equivalent NFA= Net Floor Area BREEAM=	
NO	3.1		ge	This definition of benchmarking differs from EN 15221-1 definition 2.1. This should be explained in a way. Consider to add a note to 3.1 explaining the difference between them. Especially because 1. Paragraph in clause 3 mention EN 15221-1 as normative.	Add a note to 3.1 explaining the difference between this definition and the definition of benchmarking in EN 15221-1, 2.1. or a note telling: NOTE This definition differs from EN 15221-1:2006.	
NO	4.2.4		ed	In clause 4.2.4 it is a list with both letters (a) and numbers (1 to 6). The list should have the same style; letters or numbers.	Change the list to a), b), c) etc.	

1 MB = Member body (enter the ISO 3166 two-letter country code, e.g. CN for China; comments from the ISO/CS editing unit are identified by **)

2 Type of comment: ge = general te = technical ed = editorial

NOTE Columns 1, 2, 4, 5 are compulsory.

Template for comments and secretariat observations

Date: 2012-06-08	Document: FprEN 15221-7: 2012
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1	2	(3)	4	5	(6)	(7)
MB ¹	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table/ Note (e.g. Table 1)	Type of comment ²	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted
				[ISO/IEC Directive 2:2011, 5.2.5]		
NO	5.5.1		ed	Clause 5.5.1 refers to EN15221-3, but not in a way that makes this a normative reference. Change the wording in 5.5.1, or delete EN 15221-3 as normative. [ISO/IEC Directive 2:2011, 6.2.2]	Delete EN 15221-3 as normative reference.	
NO	Bibliography		ed	The list of bibliography is mixed and should be sorted in this order: EN standards ISO standards National standards Publications		

1 **MB** = Member body (enter the ISO 3166 two-letter country code, e.g. CN for China; comments from the ISO/CS editing unit are identified by **)

2 **Type of comment:** **ge** = general **te** = technical **ed** = editorial

NOTE Columns 1, 2, 4, 5 are compulsory.

Best practices for improving effectiveness of working group meetings

The main progress of draft standards often take place during working group meetings. It is therefore necessary to be efficient during those meetings.

Here are several proposals aiming to improve effectiveness of WG meetings. A great part of the success of meetings lies in what is done between two meetings to prepare, progress and follow-up:

Before the meeting:

- WHO: WG Convenor (supported by WG secretary if any) - Communicate meeting time and place in due time
- WHO: WG Convenor (supported by WG secretary if any) - Ensure the venue has the required equipment (tel. conference, speakers,...)
- WHO: WG Convenor (supported by WG secretary if any) - Prepare an agenda that precisely indicates the documents to be discussed and the expected outcome.
-
- WHO: WG Convenor - Resume and analyse the list of actions decided during the previous meeting.
- WHO: Project Leader/Convenor/WG secretary - If the aim of the meeting is to deal with comments formerly sent on a draft standard, the Project Leader/Convenor/WG secretary shall have solved all editorial comments prior to the meeting. The meeting shall focus on main technical items.

During the meeting:

- WHO: WG Convenor (supported by WG secretary if any) - Begin the meeting by reporting on discussions/recommendations from the previous meeting and clearly indicate that those items will not be re-opened for discussion.
- WHO: WG Convenor (supported by WG secretary if any) - Circulate attendance lists.
- WHO: WG Convenor (supported by WG secretary if any) - Ensure the experts present at the meeting are entitled to participate.
- WHO: WG Convenor - Do not re-open the discussion on a conclusion already taken by the WG at that working draft stage but wait for comments from the NSB that nominated the expert at the Enquiry stage to re-open the discussion.
- WHO: WG Convenor - Do not allow never-ending debates.
- WHO: WG Convenor (supported by WG secretary if any) - During the meeting, write a precise action list that identifies the responsible person and a target date.
- WHO: WG Convenor (supported by WG secretary if any) - Define the next steps on each draft standard for the next two meetings.
- WHO: WG members - Do not begin a draft standard without having solved main controversial items. Otherwise discussions will be re-opened at every meeting.
- WHO: WG Convenor (supported by WG secretary if any) - Before leaving the meeting, have a clear view of the conclusions of the meeting. A summary, report or draft resolutions may be requested by TC/SC.

Between two meetings:

- WHO: Project Leader/Convenor/WG secretary - Update the action plan (i.e. target dates on projects, etc.).
- WHO: Project Leader/Convenor/WG secretary - Follow-up agreed actions and send reminders to the responsible people who need to provide contributions.
- WHO: Project Leader/Convenor/WG secretary - Update the draft standard based on the consensus agreed at the last meeting.
- WHO: WG members - If the draft standard must be submitted to the WG for a last proofreading before to be submitted to Enquiry, experts shall not use this opportunity to re-open debates; the aim of this proofreading shall be clearly stated.
- WHO: Project Leader/Convenor/WG secretary - Encourage web meetings to deal with specific items between two meetings of the working group.
- WHO: Project Leader/Convenor/WG secretary - Ensure visibility on the planning of forthcoming meetings, i.e when to expect what by or from whom.

Change of Convenor/Secretary:

Ensure continuity of work: via regular uploading of WG working documents on electronic platforms (Livelink and Collaboration tool).

Effektiv bruk av ISO Documents



1



Standard Norges prosjektarkiv ISO Documents

- Komitémedlemmer tilgang til:
 - Nasjonal komité
 - CEN-komité
 - ISO-komité
- <https://sd.iso.org/documents/ui/#!/home>

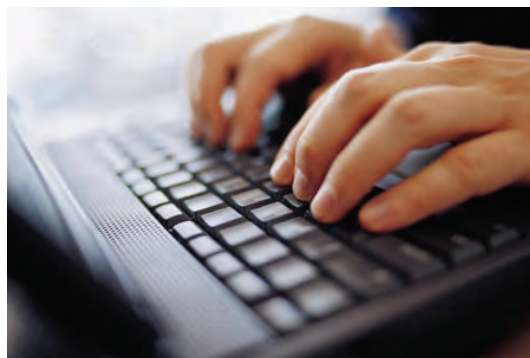


2



Standard Norges prosjektarkiv ISO Documents

- Tilgang som deltakere i komiteer eller arbeidsgrupper
 - Brukernavn = e-postadresse
 - Passord = følg retningslinjer i e-post fra ISO
- Fordeler
 - Komplet arkiv – slipper å ha ditt eget
 - Alltid tilgjengelig og alltid oppdatert
 - Slipper tunge e-postsendinger
 - Ett sted for alle dokumenter for SN/K, CEN og ISO



Komitéarbeid

Målet med kurset er å gi en nærmere innføring i regler, ordninger og muligheter som gjelder ved deltakelse i nasjonalt, europeisk og internasjonalt standardiseringsarbeid. I tillegg vil du bli bedre på å skrive og lese standarder. Kurset bygger på «Introduksjon til standardisering».

Målgruppen er komitédeltakere, deltakere i internasjonalt standardiseringsarbeid, påtroppende deltakere og andre som vil lære mer om standardiseringsarbeid.

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