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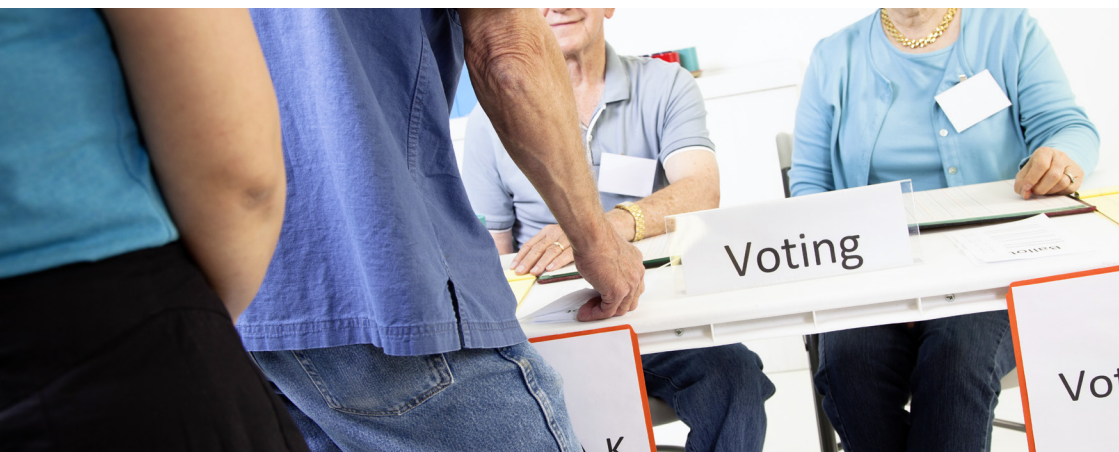
C. Committee and working group documents (including working documents, minutes, resolutions or recommendations)

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

**International Organization
for Standardization**

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iso.org

Template for comments and secretariat observations

			Date: 2012-06-08	Document: **FprEN 15221-7: 2012**

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 com-ment[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 1st 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… This European Standard is applicable…	
NO	1 Scope	3st	ed	Devide "benchmarkingfacility" in two words "benchmarking facility".	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 3mention 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.

ISO electronic balloting commenting template/version 2001-10

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 com-ment[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		

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

ISO electronic balloting commenting template/version 2001-10

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:

<u>Before the meeting:</u>

- 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.

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- 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.

<u>During the meeting:</u>

- 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).

October 2018

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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
  - Komplett 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

3   Opplæringskurs II - ISO Documents

3
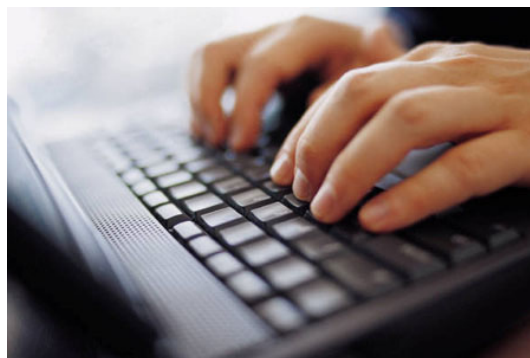
Bruk av ISODocuments
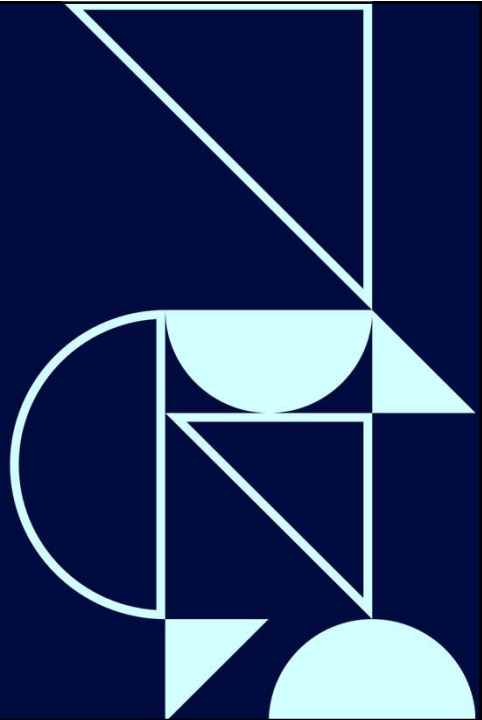
1

ISODocuments

- Logg inn med e-post og valgt passord
  - ISODocuments - innlogging
- Bruk glemt passord om det har tuklet seg til med passordet siden sist
- Det finnes en alternativ innlogging hos CEN, gir samme tilgang
  - https://experts.cen.eu/

2

ISOPortalen: Klikk på Documents

3

Dashboard viser komiteene du har tilgang til

4

Side for speilkomité og CEN/ISO komiteer som speiles

- See all documents gir full liste av dokumenter for komiteen

- Postarkiv kan brukes for å finne tilbake tidligere e-poster sendt fra systemet

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