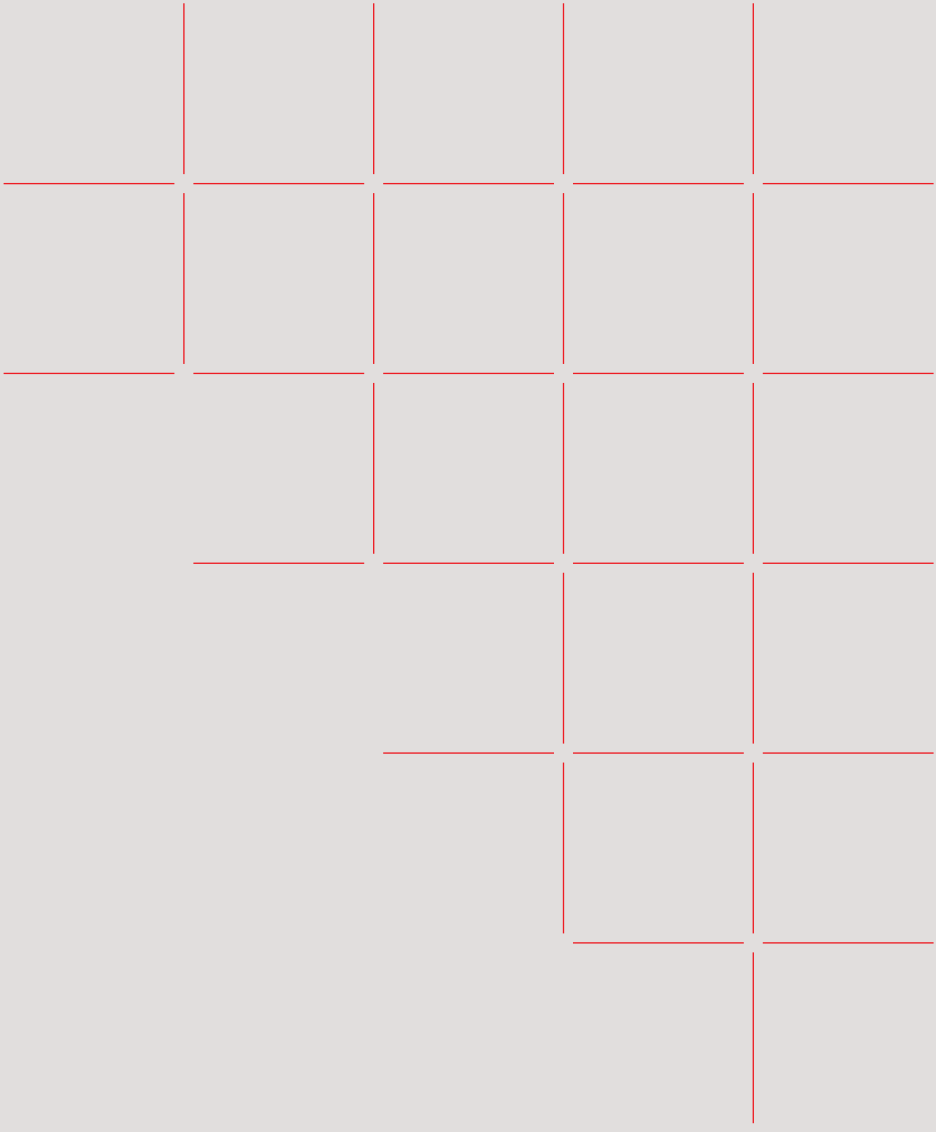
My ISO job

What delegates and experts need to know

iso.org



Contents

Abbreviations

Acronym	Full Name
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

Welcome to ISO

Congratulations on being appointed as a delegate to an ISO committee or as an expert in a working group.

This document aims to assist you in engaging effectively with ISO's technical work. It is structured as follows:

- Section 1: Basic background information about ISO (International Organization for Standardization).
- Section 2: Understanding how technical work happens within ISO.
- Section 3: What is expected of you as a participant in ISO.
- Section 4: A collection of tools and resources to support your participation.

This document offers a broad summary and doesn't cover every aspect in detail. You'll find links to more information throughout the document. You can also visit www.iso.org or ISO Connect. Additionally, a list of acronyms is included at the end of the document.

ISO follows detailed procedures, which might seem overwhelming initially. Don't worry if you feel this way—it's quite normal. Your national standards body is there to help with any questions you have. Additionally, committee leaders (Chairs and Committee Managers) and ISO Central Secretariat (ISO/CS) Technical Programme Managers (TPMs) assigned to each committee are ready to assist you. TPMs offer guidance on ISO policies, procedures, and work program matters to committees.

You can find the names and contact details of committee leaders and TPMs in the "About" section of each committee page on iso.org.

ISO in brief

ISO's origins

Founded in 1946 by delegates from 25 countries, ISO began operating on 23 February 1947.

ISO – The organization

Consists of a network of the most representative international standards bodies from all regions of the world, working in partnership with international organizations such as the United Nations, its specialized agencies and the World Trade Organization (WTO).

What ISO does

Develops International Standards and other deliverables for products, services, processes, materials and systems, and for conformity assessment, managerial and organizational practice.

What ISO doesn't do

Carry out certification of conformity to its standards, including ISO 9001 or ISO 14001.

What makes ISO so unique?

The need for truly global standards has expanded as new markets, new actors and new economies emerge. ISO provides unique mechanisms to establish international consensus that results in globally and market-relevant standards.

With a collection of thousands of International Standards and other deliverables, developed and promoted by stakeholders in a network of national standards bodies from all regions and hundreds of international organizations, ISO is the leading producer of International Standards.

1 Introducing ISO

1.1 Strategy 2030 – Making lives easier, safer and better

At ISO, we believe that International Standards, although largely invisible in our daily lives, are a crucial component to making things safer and better in the world around us. By achieving this, we can contribute to improving people's quality of life every day.

For further insights on how ISO plans to realize this vision, please refer to the Strategy 2030 for more information.

1.2 ISO Membership

ISO is an independent, non-governmental organization with a network of national standards bodies which make up the ISO membership. These bodies represent ISO in their countries.

There are three member categories for the national standards bodies, each enjoying different levels of access and influence over the ISO system. This helps us to be inclusive while also recognizing the different needs and capacities of each member:

- **Full members**, also known as member bodies, shape ISO standards development and strategy through active participation and voting in ISO technical and policy meetings. They have the option to join any ISO technical committee as participating members (P-members) or observers (O-members), and they have the authority to sell and adopt ISO International Standards nationally.
- **Correspondent members** monitor ISO standards and strategy development by attending technical and policy meetings as observers. While they can participate in technical committees as observers, unlike O-members exclusive to full members, they cannot submit comments. However, correspondent members still retain the authority to sell and adopt ISO International Standards nationally.

- **Subscriber members** stay informed about ISO's activities but cannot participate in them, nor can they serve as observers in committees. They are not authorized to sell or adopt ISO International Standards nationally. Additionally, these members are ineligible to participate in ISO's technical work except through the New Rights Programme (NRP).

Note: The New Rights Programme (NRP) is a programme for correspondent and subscriber members, whose national standards body wants to participate and gain experience in ISO standards development work, but is unable to get support and funding to upgrade immediately to full membership.

For more information, contact the ISO Membership Team (memb@iso.org).

1.3 ISO Governance

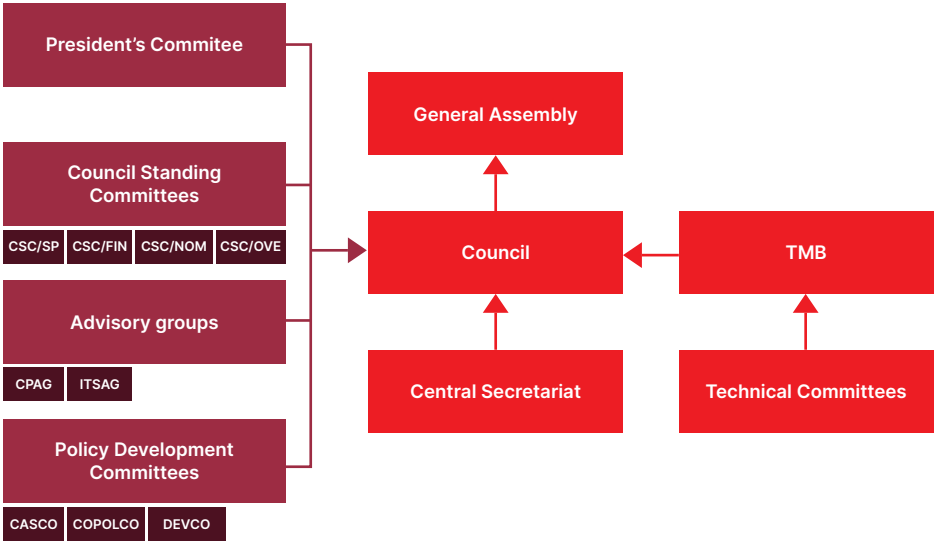


Figure 1: ISO Governance structure

The General Assembly

The General Assembly is the overarching organ and ultimate authority of the organization. It is a meeting attended by our members and our Principal Officers and takes place each year during the ISO Annual Meeting.

The ISO Council

The ISO Council is the core governance body of the organization and reports to the General Assembly. It meets three times a year and is made up of 20 member bodies, the ISO Officers and the Chairs of the Policy Development Committees CASCO, COPOLCO and DEVCO. The Council has direct responsibility over a number of bodies reporting to Council:

- The President's Committee advises Council on matters decided by Council. It is constituted of ISO's Principal Officers
- Council Standing Committees address matters related to finance (CSC/FIN), strategy and policy (CSC/SP), nominations for governance positions (CSC/NOM), and have oversight over the organization's governance practices (CSC/OVE)
- Advisory groups provide advice on matters related to ISO's commercial policy (CPAG) and information technology (ITSAG)
- CASCO provides guidance on conformity assessment
- COPOLCO provides guidance on consumer issues
- DEVCO provides guidance on matters related to developing countries

Membership to the Council is open to all member bodies and rotates to make sure it is representative of the members community.

Technical Management Board (TMB)

The management of the technical work is taken care of by the Technical Management Board, which reports to Council. This body is also responsible for the technical committees that lead standards development and any strategic advisory boards created on technical matters.

The Secretary-General

The everyday tasks of ISO are overseen by the Secretary-General, who is appointed for five-year periods and leads the ISO Central Secretariat based in Geneva, Switzerland. The Secretary-General is part of the President's

Committee and reports to both the President and the Council. Additionally, the Secretary-General receives guidance from policy and advisory groups, which also provide advice to the Council. The Central Secretariat's role is to support the governance, policy, advisory structure, and overall operations of ISO.

1.4 ISO and trade

ISO has a close relationship with the World Trade Organization (WTO), which particularly appreciates the contribution of International Standards to reducing technical barriers to trade (TBT).

ISO carefully enforces the principles endorsed by the TBT committee, which are:

- transparency,
- openness,
- impartiality and consensus,
- effectiveness and relevance,
- coherence
- the development dimension.

ISO's global relevance policy details principles consistent with the WTO principles along with implementation guidelines to ensure that ISO standards are relevant to countries all around the world.

1.5 Partners

We work closely with two other international standards development organizations, the International Electrotechnical Commission (IEC) and International Telecommunication Union (ITU). In 2001, ISO, IEC and ITU formed the World Standards Cooperation (WSC) in order to strengthen the standards systems of the three organizations. The WSC also promotes the adoption and implementation of international consensus-based standards worldwide.

ISO also works with United Nations (UN) partners. For example, we liaise with UN specialized agencies that carry out technical harmonization or give technical assistance, including the UN Economic and Social Council (ECOSOC).

In total, ISO collaborates with over 700 international, regional and national organizations. These organizations take part in the standards development process as well as sharing expertise and best practices.

1.6 Capacity building for ISO members

Helping ISO's members strengthen their standardization infrastructures and enhance their participation in the international standardization system by building their capacity is an ISO priority.

Twinning arrangements are partnerships between two ISO members with the aim of sharing knowledge and experience to build the capacity of the less experienced partner. A twinning arrangement can be established at the P-member, Convenor, Secretariat and Chair levels. For more information about twinning, see the Guidance on Twinning and the brochure Twinning is winning or contact tmb@iso.org.

Consult iso.org for more information about ISO's efforts related to developing countries. The site also contains general information about training and technical assistance, which may include funding for delegates and experts from developing countries to attend meetings.

See ISO Connect for details about ISO's sponsorship programme to support participation in technical work or contact capacity@iso.org

2 Understanding standards development

2.1 ISO Deliverables explained

While ISO is best known for its International Standards, it also produces other deliverables. Below are the five types of deliverables developed by ISO committees. More information about these deliverables is available on iso.org.

International Standards (IS)

An International Standard provides rules, guidelines or characteristics for activities or for their results, aimed at achieving the optimum degree of order in a given context. It can take many forms. Apart from product standards, other examples include test methods, codes of practice, guideline standards and management systems standards.

Technical Specifications (TS)

A Technical Specification addresses work still under technical development, or where it is believed that there will be a future, but not immediate, possibility of agreement on an International Standard. A Technical Specification is published for immediate use, but it also provides a means to obtain feedback. The aim is that it will eventually be transformed and republished as an International Standard.

Publicly Available Specifications (PAS)

A Publicly Available Specification is published to respond to an urgent market need, representing either the consensus of the experts within a working group, or a consensus in an organization external to ISO. As with Technical Specifications, Publicly Available Specifications are published for immediate use and also serve as a means to obtain feedback for an eventual transformation into an International Standard. Publicly Available Specifications have a maximum life of six years, after which they can be transformed into an International Standard or withdrawn.

Technical Reports (TR)

A Technical Report contains information of a different kind from that of the previous two publications. It may include data obtained from a survey, for example, or from an informative report, or information on the perceived "state of the art".

International Workshop Agreements (IWA)

An International Workshop Agreement is a document developed outside the normal ISO committee system to enable market players to negotiate in an "open workshop" environment. International Workshop Agreements are typically administratively supported by a member body. The published agreement includes an indication of the participating organizations involved in its development. An International Workshop Agreement has a maximum lifespan of six years, after which it can be either transformed into another ISO deliverable or is automatically withdrawn.

2.2 ISO Committees

2.2.1 Key structures

ISO technical committees, subcommittees, and project committees are responsible for developing International Standards and other ISO deliverables within approved scopes. These committees are established by the Technical Management Board.

The title and scope of committees delineate the limits within which standards can be developed by that specific committee. A technical committee may form one or more subcommittees, with the latter's scope falling within that of the parent technical committee. Additionally, all committees can create working groups to concentrate on specific tasks, such as drafting standards or other ISO deliverables.

Supporting groups, such as advisory groups or ad hoc groups, may be established as necessary to support the activities of a committee. These groups are disbanded upon completing their assigned tasks.

Project committees operate similarly to technical committees but are tasked with developing only one standard. Upon completing this standard, the project committee is dissolved or transformed into a technical committee if further standardization is needed within its scope. Project committees cannot have subcommittees unless they evolve into technical committees.

Technical committees must develop strategic business plans, which also address the activities of any subcommittees. The purpose of the strategic business plan is to analyse market needs and demonstrate how they will be addressed by the work of the technical committee.

2.2.2 Committee leadership

The Secretariat and Committee Manager

Every ISO technical committee, project committee, or subcommittee receives administrative support from an ISO member body, known as the "Secretariat." The member body appointed by the Technical Management Board to serve as the secretariat of a committee is automatically designated as a participating member (P-member) of that committee.

The secretariat-appointed member body also designates a Committee Manager, who assumes responsibility for all administrative aspects of the committee. However, the Committee Manager is expected to maintain neutrality and detach themselves from their national positions. They collaborate closely with the committee Chair to oversee the committee's activities.

You can find more information on Committee Managers in the Getting started toolkit for ISO Committee Managers.

The committee Chair

The member body overseeing the secretariat of a committee submits nominations for Chairs. The Technical Management Board is responsible for appointing Chairs of technical committees and project committees, while Chairs of subcommittees are appointed by their respective parent technical committees. Chairs can initially serve for a maximum period of six years, with the possibility of extensions up to a cumulative maximum of nine years.

The primary function of the Chair is to facilitate the committee in achieving consensus. The Chair is required to maintain neutrality, thus they can't also serve as a national representative within the committee they chair.

You can find more information on Chairs in the Getting started toolkit for ISO committee Chairs.

Working group Convenors

Working group Convenors are appointed by the technical committee, project committee, or subcommittee for terms of up to three years, confirmed by the Convenor's national body or nominating liaison organization. Convenors can be reappointed for additional three-year terms with no limit. The role of the Convenor is to lead the work of the experts in the working group. They must also apply the principles of consensus. They can also be supported by a secretariat, as needed.

You can find more information on Convenors in the Getting started toolkit for ISO working group Convenors.

You can find more information on the different roles and responsibilities of the committee leadership in the ISO brochure ISO - Project Management Methodology in the ISO and IEC environment – Good practices.

2.2.3 Committee Members

P-members and O-members

Committee Members (an ISO member body) registered as P-members are required to play an active role in the work of a committee, as well as vote on all official committee ballots. They are also expected to base their positions on the consensus of national stakeholders, preferably through national mirror committees. O-members follow the development of the technical work, and possibly comment on the work, without committing themselves to active participation.

At meetings, P-members are usually represented by delegations from their national mirror committees. Delegates attending a committee meeting must be appointed by their member bodies and must be registered via Meetings. A head of delegation is the official spokesperson for a delegation. They ensure that the position expressed at the meeting represent their national mirror committee's position. A delegate to a committee meeting may be the same individual who has been nominated by an ISO member body to be an expert in a working group.

Liaisons

Technical committees, subcommittees and project committees may establish liaisons. Category A liaisons allow international and broadly based regional organizations to actively participate in the work of a committee. However, they do not have the right to vote in formal committee ballots. You can find more information on liaisons in the Getting started toolkit for committee liaisons.

2.2.4 Working groups

Working groups are constituted of experts individually appointed by the P-members, committees in liaison, A-liaisons of the parent committee and C-liaisons, brought together to deal with the specific task allocated to the working group.

Whereas P-members of technical committees, subcommittees or project committees are required to represent their national positions, working group experts do not formally represent the members who nominate them. They are selected based on their individual know-how and experience in a given subject and therefore act in a personal capacity. However, they should understand the positions of the member that appointed them and keep them informed of progress in the technical work.

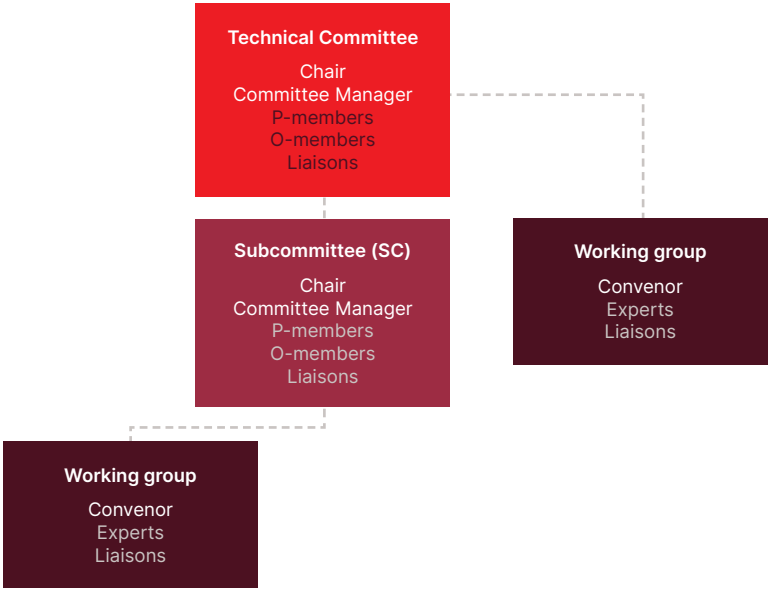


Figure 2: Example of a possible committee structure

2.2.5 Meetings

Committees make use of electronic tools such as email, web conferencing, or online authoring tools for their tasks whenever possible, and meetings are only held when essential to address substantive matters that cannot be resolved through other means.

While the official languages are English, French and Russian, meetings are conducted in English by default.

Typically, there are two main types of meetings: committee plenary sessions (involving technical committees, subcommittees, or project committees) and working group meetings. The rules for each vary slightly, as elaborated below.

Committee plenary meetings

Committee plenary meetings are planned well in advance, considering the advantage of grouping committee meetings dealing with related subjects, improving communication and limiting the burden of attendance at meetings by delegates.

The date and place of a meeting is subject to agreement between the Chair, the Manager, ISO/CS, and the national standards body acting as host. The require that the meeting notice, draft agenda and all basic documents be made available by the committee secretariat at least four months before the date of a committee meeting. A final agenda and all other documents, especially those related to action items, must be available at least six weeks in advance of the meeting.

Decisions at meetings are taken by way of resolutions and are posted in the committee's electronic folder within 48 hours after the meeting.

At meetings, P-members are usually represented by delegations from their national mirror committees. Delegates attending a committee meeting must be appointed by their member bodies and must be registered via Meetings. A head of delegation is the official spokesperson for a delegation. They ensure that the position expressed at the meeting represent their national mirror committee's position. A delegate to a committee meeting may be the same individual who has been nominated by an ISO member body to be an expert in a working group.

Representatives of category A liaisons may attend and participate in plenary meetings. However, liaison representatives cannot vote on committee matters.

Working group meetings

Experts appointed by P-members and liaison organizations participate in working group meetings. Convenors are required to inform the experts of a meeting at least six weeks in advance of the meeting.

Further details regarding meetings can be found in the ISO/IEC Directives, Part 1 and here.

2.3 Rules and process for developing standards

2.3.1 The Directives

The Directives serve as the official procedures governing the technical work within both ISO and the IEC. They outline the rules for developing, writing and maintaining International Standards, as well as other ISO Deliverables.

Part 1 of the Directives is crucial because it outlines the necessary steps for developing standards. ISO has distinct procedures that don't apply to the IEC. These procedures are detailed in the Consolidated ISO Supplement, which combines the common rules of both ISO and IEC, along with ISO-specific rules that are highlighted in red. Links to the Directives consistently direct to this consolidated version.

Part 2 of the Directives contains rules for the structure and drafting of standards. It addresses the usage of terms, units, tolerances, symbols, and probability statements. Working group Convenors bear the main responsibility for following Part 2.

ISO/CS Technical Programme Managers (for Part 1) and Editors (for Part 2) provide guidance to committee leaders as necessary concerning the implementation of the Directives.

2.3.2 Stages for developing ISO deliverables

The following figure outlines all of the stages of development for ISO deliverables, followed by brief explanations of each stage. For more detail, see also iso.org.

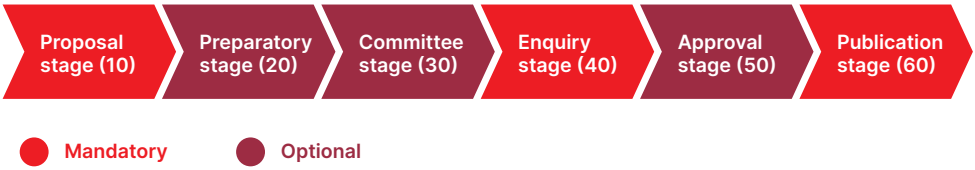


Figure 3: Stages of development for ISO deliverable.

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 shall 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 (as long as the scope does not change).

Preparatory stage (20)

Usually a working group (WG) is set up by the parent committee to prepare the working draft (WD). The WG is made up of experts and a Convenor (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 WG's parent committee who will decide which stage to go to next (Committee stage or Enquiry stage).

The ISO Portal platform can be used for sharing documents at this and other stages of standards development.

For tips on writing standards see: Drafting Standards.

Committee stage (30)

This stage is optional. For guidance on when it can be skipped, see Annex SS of the 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 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/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 favor and not more than one-quarter of the total number of votes cast are negative.

If the DIS is approved and no technical changes are introduced in the draft, the project goes straight to publication. However, if technical changes are introduced, FDIS stage is mandatory.

See the Directives, Part 1, clauses 2.6.3 and 2.6.4 for more information.

Standards at the enquiry stage are open for comments. You can find a list of standards that are currently at this stage. To comment on them, contact your national member.

Approval stage (50)

This stage will be automatically skipped if the DIS has been approved and no technical changes are introduced.

However, if the draft incorporates technical changes following comments at the DIS stage (even if the DIS has been approved) the FDIS stage becomes mandatory.

> See the Directives, Part 1, clause 2.6.4 for more information.

If this stage is used, the Final Draft International Standard (FDIS) is submitted to the ISO/CS by the Committee Manager. The FDIS is then circulated to all ISO members for an 8 week vote.

The standard is approved if two-thirds of the P-members of the committee are in favor and not more than one- quarter of the total number of votes cast are negative.

> See the Directives, Part 1, clause 2.7 for more information.

Publication stage (60)

At this stage the Committee Manager submits the final document for publication through the Submission Interface. But if the standard has passed through the Approval stage, the Committee Manager may submit the project leader's responses to member body comments on the FDIS.

Only editorial corrections are made to the final text. It is published by ISO/CS as an International Standard.

Committee Managers and project leaders get a two-week sign off period before the standard is published.

2.3.3 Project management

When initiating a new project, committees must determine the timeframe, commonly referred to as "tracks," within which the project will be developed.

There are three possible standards development tracks (SDT) :

SDT 18

- 8 months to reach the public enquiry stage
- 18 months to publication

SDT 24

- 12 months to reach the public enquiry stage
- 24 months to publication

SDT 36

- 24 months to reach the public enquiry stage
- 36 months to publication

Standards and other ISO deliverables aim to address market needs. Additionally, as project durations increase, they demand more resources. Thus, committees try to adhere to the timeframes of their chosen tracks. Any extensions granted are limited and occur under exceptional circumstances.

2.3.4 Maintenance

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 Directives, Part 1, clause 2.9.

3 Engagement with ISO

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 section summarizes what active participation means at ISO. It also explains key obligations you must meet.

3.1 Respect the ISO Code of Ethics and Conduct

ISO is an international, multi- stakeholder, multi-sector environment. The ISO Code of Ethics and Conduct sets out a framework and foundation for the expected behavior of individuals acting for or on behalf of ISO.

The Code contains ten principles that are the foundation for participation in the ISO system:

- Comply with legal and statutory obligations
- Perform and act in good faith, consistent with the purpose, policies and principles of the organization.
- Behave ethically
- Promote and enable all voices to be heard
- Engage constructively in ISO activities
- Declare actual and potential conflicts of interest and manage them appropriately
- Protect confidential information
- Protect ISO assets
- Avoid and prevent any form of bribery or corruption
- Escalate and resolve disputes and uphold agreed resolution

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

Guidance and process for addressing misconduct and breaches of the ISO Code Of Ethics And Conduct has been developed by the ISO/TMB.

3.2 Your participation

3.2.1 Engaging in the technical work

Committees work by consensus and by vote.

Addition information about how consensus works is provided in the Directives, Part 1, clause 2.5.6.

Within ISO, voting decisions are made based on the votes submitted by ISO member bodies, adhering to the principle of "one country, one vote."

The ISO Committee Internal Balloting (CIB) system facilitates votes by correspondence. Eligibility to vote and the criteria for approval differ depending on the type of vote. Further details on the rules can be found in the Directives, Part 1.

Voting is a crucial part of a P-member's obligations. Persistent inactivity or failure to participate in voting may result in a downgrade to O-membership status. For further information, please refer to the Directives, Part 1, clause 1.7.4. These obligations are closely monitored and enforced. This is due to the direct correlation between the quality of ISO standards and other deliverables and the quality of engagement from those involved in their development.

Decisions within working groups are consistently reached through consensus, meaning there are no formal votes involved.

3.2.2 ISO Documents

Given the extensive document exchange involved in the development of standards and other ISO deliverables, it's crucial for all participants to utilize the same tools. This ensures centralized efforts and enhances efficiency. Committee and working groups are required to use the Documents platform.

3.2.3 ISO Projects and deadlines

As noted earlier, committee leaders face pressure to adhere to the timelines associated with the selected track for a project. Consequently, projects need careful management to ensure all necessary steps at each developmental stage are executed within set deadlines.

You can contribute to timely project delivery by consistently meeting the deadlines visible in the ISO Projects.

3.2.4 Meeting preparation

Meeting preparation involves more than just reading documents; it also entails obtaining input from other relevant parties within the ISO system.

Delegates attending plenary meetings must ensure they've consulted with their national stakeholders to shape their positions. The Technical Management Board has crafted guidance documents for national standards bodies and liaison organizations on stakeholder engagement. Additionally, an e-learning course has been developed based on this guidance. Additional resources and support links can be found on iso.org.

3.3 Communication and compliance

3.3.1 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.

3.3.2 Coordinate on media communications

Interest by the press or other media in ISO work is welcomed and the 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 Manager and the ISO/CS. 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 Directives, Part 1 Annex SF for further details.

3.3.3 Stay Informed

Change is inevitable, even within ISO. Rules undergo revisions, IT tools are enhanced, and the technical program undergoes continuous evolution. To remain effective, it's essential to stay informed about developments that impact your work within ISO.

Several sources can assist you in staying updated. Read the TMB Communiqué released after Technical Management Board meetings (held in March, June, and September) to learn about decisions directly affecting committees and their operations. Additionally, register on ISO Connect to receive news and high-level information regarding ISO initiatives. Sign up to follow specific pages that pertain to your interests and are relevant to your work.

3.4 Intellectual property and data protection

3.4.1 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", contact ISO/CS (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 Directives, Part 2, Clause 31).

3.4.2 Disclose any patents

The Common Patent Policy for ITU-T/ITU-R/ISO/IEC (see Directives, Part 1, Annex I) 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 licenses to applicants worldwide free of charge or on reason- able 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.

3.4.3 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.

4 Resources and tools

Several tools and resources are at your disposal to assist you in fulfilling your ISO responsibilities. This section provides links to access many of these tools. It's important to bear in mind that your national standards body, committee Chairs, Committee Managers, Convenors and ISO/CS Technical Programme Managers are available to help you. You can find their names and contact details in the "About" section of each committee page on iso.org.

The ISO website 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.

Several tools and resources are available to support you in carrying out your ISO responsibilities. It's crucial to remember that assistance is readily available from your national standards body, committee Chairs, Committee Managers, Convenors and ISO/CS Technical Programme Managers. You can locate their names and contact information in the "About" section of each committee page on iso.org.

Iso.org features a dedicated resource area tailored to aid individuals involved in standards development. Here, you'll discover the most up-to-date information on IT tools, forms, directives, templates, toolkits, and more.

About ISO

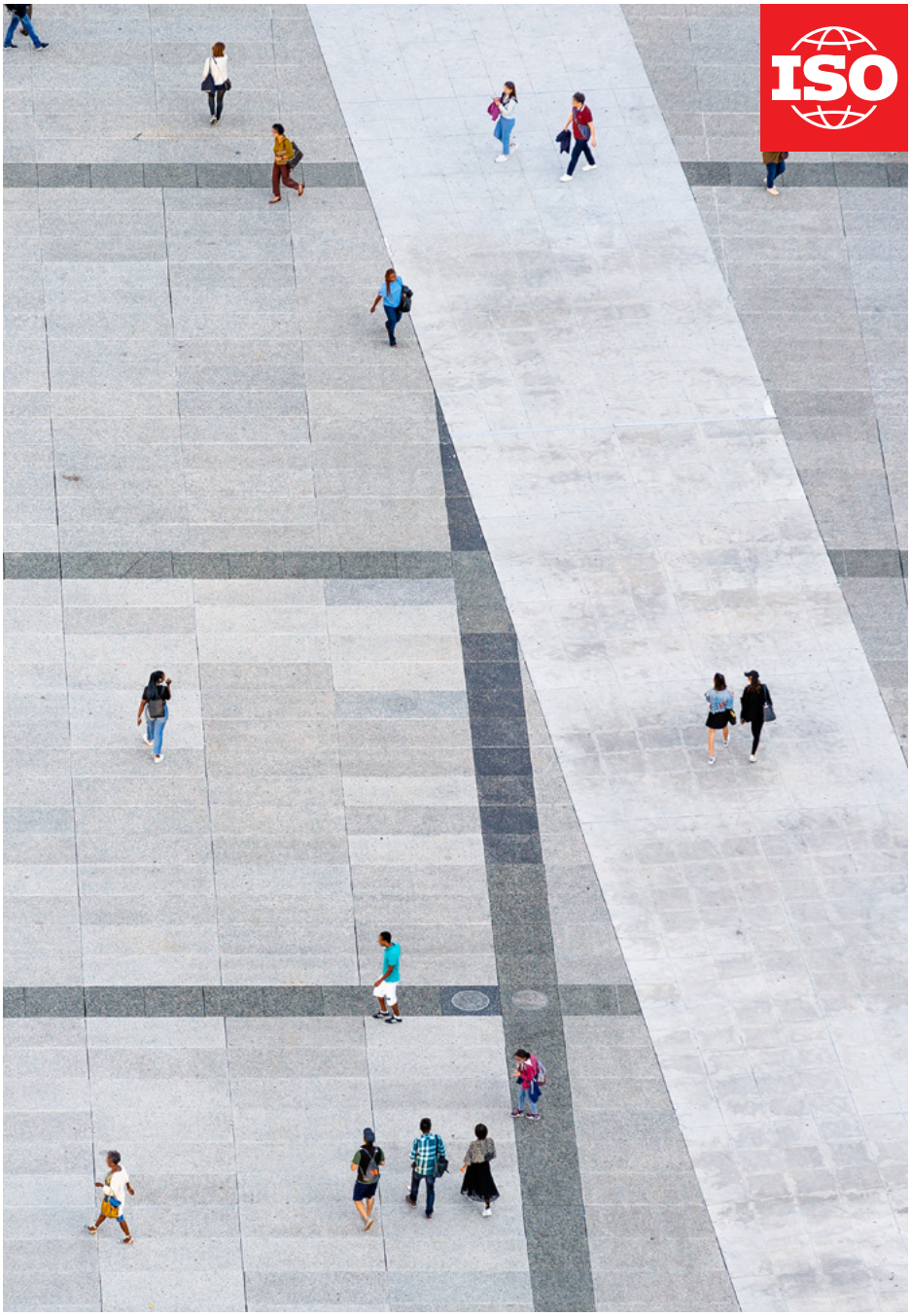
ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 170* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 25 200* 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**.

*April 2024

ISO Website: www.iso.org
ISO newsroom: www.iso.org/news
ISO videos: www.iso.org/youtube
Follow us on Twitter: www.iso.org/twitter
Join us on Facebook: www.iso.org/facebook



International Organization
for Standardization

ISO Central Secretariat
Chemin de Blandonnet 8
1214 Geneva, Switzerland

We care about our planet.
This brochure is printed on recycled paper.

ISBN 978-92-67-11379-1

iso.org