Role of TC/SC Officers

Jack Sheldon
IEC Standardization Strategy Manager
Role of TC/SC secretary

- Working documents
  - Preparation of CDs for circulation, processing of comments received
  - Preparation of CDVs and FDISs
  - Ensure equivalence of English and French

- Project management
  - Priorities and target dates
  - Notifying CO of names of convenors and project leaders (PL)
  - Propose alternative deliverables or cancellation of work when projects take too long for consensus
Role of TC/SC secretary

- **Meetings**
  - Establish agenda for distribution
  - Arrange for distribution of documents on agenda
  - Record decisions taken at meeting
  - Preparation of minutes
  - Preparation of report to SMB (RSMB)

- **Advising**
  - Provide advice to chairman, convenors, PLs
Role of TC/SC chairman

- Acts in a purely international capacity
- Guides secretary
- Conducts meetings
- Ensure all points of view are expressed
- Ensure decisions are clearly formulated
- Take decisions at CDV stage
- Advise SMB on important matters
- Ensure implementation of policy and decisions from SMB
Role of TC/SC chairman

- Establishment and maintenance of strategic business plan (SBP)
- Implementation application of TC SBP to activities of TC/SCs
- Deal with appeals
Meetings

- Participants at TC/SC meetings are representatives of National Committee
- One vote per P-member
  - No votes from O-members or liaisons
Work programme

- Lists all items being developed by a TC/SC
- Updated by Central Office as each document is received from TC/SC secretary and processed by CO
- Updated and corrected by TC/SC at each TC/SC meeting
Target dates

- TC/SC establishes target dates for each project for:
  - Completion of the first working draft (WD)
  - Circulation of the first committee draft (CD)
  - Circulation of the enquiry draft (CDV)
  - Circulation of the final draft International Standard (FDIS)
  - Publication of the International Standard (IS)
ISO/IEC Directives Part 1

- Organizational structure and responsibilities for the technical work
- Development of International Standards
- Development of other deliverables
- Meetings
- Appeals
ISO/IEC Directives Part 1 (Annexes)

- Guides
- Liaisons
- Justification for new work
- Resources of secretariats
- Languages
- Options for the development of standards
- Maintenance agencies
- Registration authorities
- Patent rights
- Scopes of technical committees and subcommittees
- Project committees (PCs)
ISO/IEC Directives, Part 2

- General principles
- Structure
- Drafting
- Preparation and presentation of documents
  - Principles for drafting
  - Basic reference works
  - Numbering of divisions
  - Drafting of terms and definitions
  - Title of documents
  - Patent rights
  - Internationally standardized items
  - Verbal forms
  - Quantities and units
IEC Supplement

- Appointment of TC/SC chairmen
- Review and maintenance of IEC publications
- “In some countries” clauses
- Interpretation sheets
- Conformity Assessment
- Numbering of documents
- Forms
- Reporting
- French translations
- Transitional periods for adoption of standards
Role of SMB in technical work

- Automatic cancellation of all work items in progress > 5 years without reaching approval stage
- Decisions on all projects where target dates not respected (> 4 months past target date)
- Warnings on projects between 3 and 4 years
- Review SMB Report
De nombreux délégués ne parlent que peu d’anglais.
Viele Teilnehmer sprechen nur wenig Englisch.
Muchos delegados hablan poco inglés.
Многие делегаты не вполне владеют английским языком.

- Speak simply, carefully, clearly!
- Be tolerant of practices and procedures
Consensus

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

- NOTE Consensus need not imply unanimity.
Thank you