



INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

# Role of TC/SC Officers



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**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**

- **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**

- **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)**

- **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

- **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



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# Thank you

