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Title: Communication from the JTC 1 Chair and Secretariat regarding new text for clause 1.12 of the Consolidated JTC 1 Supplement 2014 concerning WG participation - What having experts, not NB delegations to the Working Group, means to you [JTC 1 N 12032]

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ISO/IEC JTC 1
Information technology
Secretariat: ANSI (United States)

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Title: Communication from the JTC 1 Chair and Secretariat regarding new text for clause 1.12 of the Consolidated JTC 1 Supplement 2014 concerning WG participation - What having experts, not NB delegations to the Working Group, means to you

Status: This document is for the immediate attention of JTC 1 and subgroup members, SC Chairs and Secretariats and WG Convenors. Please make sure that the contents of this document are widely understood and implemented.

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Dear JTC 1 and subgroup members, SC Chairs and Secretariats, WG Convenors

As you know, at the November 2013 JTC 1 Plenary meeting, JTC 1 approved Resolution 30A regarding new text for clause 1.12 of the *Consolidated JTC 1 Supplement 2014* concerning WG participation. This change was made to more fully align with the ISO/IEC procedures for WG participation. The *Consolidated JTC 1 Supplement 2014* became effective on 1 January 2014.

The JTC 1 Chair and Secretariat have received numerous questions regarding the specifics for implementation. This is what having experts, not NB delegations to the Working Group, means to you:

Effective Date:

The effective date for the new rules was 1 January 2014. SCs and WGs are expected to abide by the new procedures and must implement all necessary changes promptly.

Global Directory:

Working Groups are comprised of INDIVIDUAL EXPERTS appointed by National Bodies and Liaison Organizations. These experts MUST be entered into Global Directory to be considered a member of the WG and to receive documents. National Bodies are responsible for ensuring that their expert appointments are up to date; Liaison Organizations work via ITTF to maintain their expert members. If the expert is NOT in Global Directory, he/she will not receive documents and will NOT be considered a member of the WG.

Mandatory use of Livelink for SC and WG Document Distribution:

In 2012, the TMB adopted TMB Resolution 64/2012 which made the use of Livelink mandatory for engaging in ISO technical work. This includes TCs, SCs and WGs and is applicable to JTC 1 and its committees. ISO has established Livelink folders for all JTC 1 entities including WGs and these folders MUST be utilized. External document management systems are not allowed and MUST be discontinued. ISO staff can help with the transfer of any files from external sites to Livelink, if necessary. In addition, WG documents and expert contributions MUST be circulated via the WG folders and NOT via the SC. It is the responsibility of the WG Convenor to ensure documents are posted in their WG's folder, if necessary, supported by a Secretariat. Livelink distribution at the WG level allows all WG members in Global Directory direct and immediate access to the WG documents.¹

¹ **IEC Requirements**

In the case of JTC 1/ SC 25 which is managed by IEC, the same operational practices in working groups and working group meetings apply as described above. Essentially this means that experts shall represent themselves when in WGs and shall represent their National Committee when in plenary meetings.

The main differences in this context between IEC and ISO are the following:

- IEC uses the EMS (Experts Management System) to register experts, TCs, SCs and WGs, while ISO have the Global Directory
- For document postings and exchange, IEC has used, for more than 6 years, the Collaboration Tools platform. Each time a new committee or work group is established and recorded in the EMS, a corresponding account is automatically established on the Collaboration Tools platform and the experts assigned to those new entities have automatic access. Use of Collaboration Tools is strongly encouraged, but not mandatory.

Expert vs National Body Participation:

Again, WGs are comprised of INDIVIDUAL EXPERTS. The experts act in a personal capacity and not as official representatives of the P-member, O-member, A-liaison or C-liaison organization (see 1.17) by which they have been appointed. However, as all votes take place at the SC level, it is recommended that experts keep in close contact with the member or organization that appointed them in order to keep their organization informed about the progress of the work and of the various opinions in the working group at the earliest possible stage. There are NO National Body delegations in Working Group meetings.

Progression of work from the WG to the SC:

The Working Group develops one or more working drafts of the standard based on EXPERT comments and contributions. As Working Groups are comprised of EXPERTS, National Body contributions ARE NOT appropriate at the WG level and should not be accepted. Once the Working Group reaches consensus and recommends that the working draft be elevated to a committee draft, it becomes the responsibility of the SC and National Body input (not expert) will be sought. Typically, the SC will send the CD out for comment/ballot and the ballot results will be provided to the Working Group for comment resolution and finalization of the text. This is acceptable.

While this change will take some adjustment at the JTC 1 SC and WG level, please be aware that the NBs are extremely familiar with this mode of operation as it is how the balance of ISO committees operate. If you have questions, your NB should be able to assist but if not, please feel free to contact ITTF, the JTC 1 Chair or the JTC 1 Secretariat with your questions. We look forward to the benefits this transition will bring to the progression of JTC 1's program of work and are eager to help in any way that we can.
