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TRAINING ACADEMY

Intermediate 1

Course 2

STANDARDISATION TRAINING ACADEMY

Topic:

HOW TO PARTICIPATE IN TCS OR WGS

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Module Objectives

After completing this module, you should be able to:

1. understand that only national organisations for standardisation can become ISO members and only one member per country shall represent the ISO in that country;
2. explain that committee managers deal with administrative tasks of the committee;
3. explain that committee chairs deal with managerial tasks of the committee;
4. explain that liaisons may be established between committees, between
5. ISO and IEC, and between committees and external organisations;
6. explain that WGs are managed by the convenors who lead the WG
7. towards achieving the main goals for which the WG was originally established;
8. explain that members can choose to become O-members or P-members;
9. explain that O-members only observe standards development;
10. explain that P-members are actively engaged in standards development and are obliged to vote on working drafts, as well as, to attend technical committee meetings (if requested).

Key Terms

Committee Chairs, Committee Managers, Convenors, ISO/IEC JTC1, Liaisons, O-members, P-members

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1 INTERNATIONAL ORGANISATION FOR STANDARDISATION (ISO)

As an independent, non-governmental, formal organisation for standardisation, [ISO](https://www.iso.org/) aims at bringing together members from 167 different countries to develop voluntary, consensus-based, international standards while contributing significantly to sustainable development. ¹ Only national organisations for standardisation can become ISO members and there can be only one member per country. ² There are three member categories: full members, correspondent members, and subscriber members, and each category enjoys different benefits within the ISO system. ³

To learn more about ISO membership, please visit the following links:

 <https://www.iso.org/members.html>

 <https://www.iso.org/publication/PUB100399.html>

 https://connect.iso.org/login.action?os_destination=%2Fpages%2Fviewpage.action%3FspaceKey%3Dmembers%26title%3DMember%2BArea&permissionViolation=true

All members meet once a year at the General Assembly (GA) to determine ISO's strategic goals. ⁴ As an annual meeting attended by all ISO members and the Principal Officers (President, Vice-President (policy), Vice-President (technical management), Vice-President (finance), Treasurer, and Secretary-General), the GA enjoys the greatest authority over the ISO members and is hosted by the ISO member(s). ⁵ Additionally, 20 members, ISO Officers, and Chairs of the Policy Development Committees (CASCO, COPOLCO, and DEVCO) meet three times a year at the ISO Council. ⁶ The ISO Council enjoys the authority over several technical committees and working groups which are reporting directly to the ISO Council (e.g. [CSC/FIN](#), [CSC/SP](#), [CSC/NOM](#), [CSC/OVE](#), [CASCO](#), [COPOLCO](#), and [DEVCO](#)). ⁷ All members can become members of the Council and the membership rotates to ensure the adequacy of its members. ⁸ Finally, the ISO Council reports directly to the General Assembly. ⁹ All technical matters are managed by the [Technical Management Board \(TMB\)](#) which

¹ ISO. (2022a). About us. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/about-us.html>

² ISO. (2022c). Members. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/members.html>

³ ISO. (2022c). Members. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/members.html>

⁴ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/structure.html>

⁵ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

⁶ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/structure.html>

⁷ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/structure.html>

⁸ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/structure.html>

⁹ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from:

reports to the Council and is responsible for [technical committees \(TCs\)](#).¹⁰ The TMB consists of 15 members and the Chair who meet three times a year (February, June, and September) and work by collaborating between meetings.¹¹ The TMB is responsible for establishing TCs, electing TC chairs, and monitoring their technical activities.¹² The TMB also establishes the Directives as the rules for the standards development and manages all technical activities.¹³

To learn more about committees reporting to the Council, please visit the following links:

- <https://www.iso.org/committee/259960.html>
- <https://www.iso.org/committee/259963.html>
- <https://www.iso.org/committee/6887745.html>
- <https://www.iso.org/committee/6774216.html>
- <https://www.iso.org/casco.html>
- <https://www.iso.org/copolco.html>
- <https://www.iso.org/devco.html>

To access the complete governance structure of the TMB, please visit the following [link](#):

- <https://www.iso.org/committee/4882545.html>

To access the complete list of TCs, please visit the following link:

- › <https://www.iso.org/technical-committees.html>

<https://www.iso.org/structure.html>

¹⁰ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/structure.html>

¹¹ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹² ISO. (2022b). Governance of Technical Work. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/governance-of-technical-work.html>

¹³ ISO. (2022b). Governance of Technical Work. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/governance-of-technical-work.html>

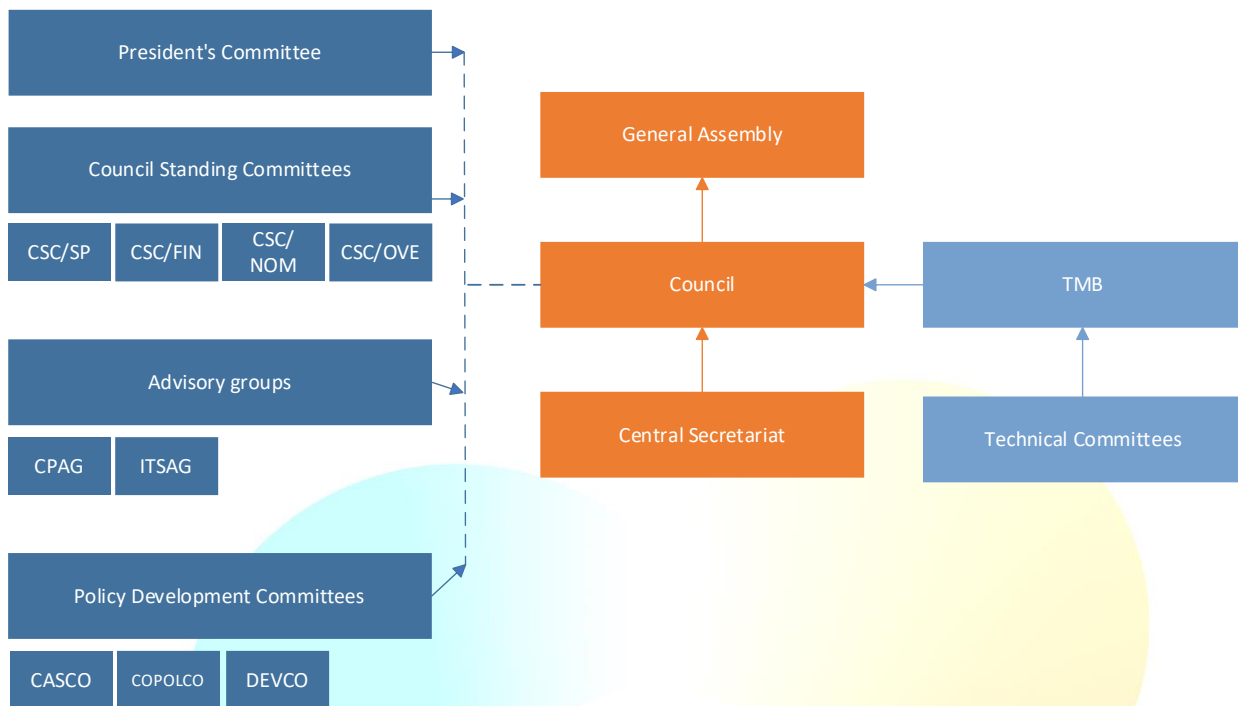


Fig. 1. The ISO Governance Structure ¹⁴

Currently, TMB manages over 300 TCs (from [screw threads](#) to the [heat supply network](#)). ¹⁵ By clicking on the technical committee, you may access more specific data about the committee secretariat, committee managers, technical managers, and editorial managers, work programs and business plans, meetings, and standards that are up for development. ¹⁶

TCs may choose to establish one or more subcommittees (SCs) or working groups (WGs). ¹⁷ The scope of the SC must be within the scope of the TC within which the SC was established. ¹⁸ TCs may also choose to establish different groups that shall be disbanded after completing a specific task (e.g. advisory groups, study groups, and ad hoc groups). ¹⁹ Aside from TCs, one or more project committees (PCs) may be established to develop some specific standards. The PCs differ from TCs, given that they enjoy a limited mandate and shall be

¹⁴ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/structure.html>

¹⁵ ISO. (2022e). Technical Committees. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/technical-committees.html>

¹⁶ ISO. (2022e). Technical Committees. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/technical-committees.html>

¹⁷ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹⁸ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹⁹ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

disbanded after completing a specific task.²⁰ By definition, PCs cannot establish SCs unless they are transformed to TCs.²¹ PCs may be transformed to TCs if the need for more standards within a specific area has been recognized.²² All ISO TCs, PCs, or SCs are administratively supported by the ISO member body (commonly known as the Secretariat).²³

To learn more about the latest developments concerning technical activities and matters, please see the complete collection of the TMB Communiqué published after each meeting:

 <https://isotc.iso.org/livelink/livelink?func=ll&objId=15788626&objAction=browse&viewType=1>

To learn more about the ISO technical work, please see the following document:

 <https://www.iso.org/sites/directives/current/consolidated/index.xhtml>, especially:

 [Clause 1.8. Chairs of technical committees and subcommittees](#)

 [Clause 1.9. Secretariats of technical committees and subcommittees](#)

 [Clause 1.15. Liaisons between technical committees](#)

 [Clause 1.16. Liaison between ISO and IEC](#)

 [Clause 1.17. Liaison with other organisations](#)

 [Annex D: Resources of Secretariats and Qualifications of Secretaries](#)

 [Annex L: Selection criteria for people leading the technical work](#)

The member appointed by the TMB as the Committee Secretariat appoints the Committee Manager.²⁴ The Committee Manager deals with the administrative tasks of the committee and must remain neutral when dealing with members of the committee.²⁵ The Committee Chair deals with the managerial tasks of the committee and works closely with the Committee Manager.²⁶ The Committee Chair plays a significant role

²⁰ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

²¹ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

²² ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

²³ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

²⁴ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

²⁵ ISO. (2020c). Getting Started Toolkit: For ISO Committee Managers. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Committee_Managers.pdf?nodeid=17891748&vernum=-2

²⁶ ISO. (2020b). Getting Started Toolkit: For ISO Committee Chairs. Accessed on November 05, 2022. Retrieved from:

in the day-to-day activities of the committee by thinking strategically, developing standards effectively, collaborating with members of the committee, leading them to reach a consensus, encouraging national, regional, and international collaboration.²⁷ The Liaison may be established between ISO committees, between ISO committees and IEC committees, and between ISO committees and external organisations.²⁸ The Liaison is responsible for maintaining the relationship between a broad range of stakeholders, enabling their voices to be heard throughout standards development.²⁹ There are many resources created by the ISO Central Secretariat aimed at assisting Committee Managers, Committee Chairs, and Committee Liaisons.

To access the ISO Getting Started Toolkit(s), please visit the following links:

-  https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Committee_Managers.pdf?nodeid=17891748&vernum=-2
-  https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?nodeid=15508281&vernum=-2
-  https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2

The WGs established by TCs, SCs, or PCs are managed by the Convenors who lead the WG towards achieving the main goals for which the WG was originally established.³⁰ Convenors are appointed for a three years period and can be reappointed an unlimited number of times.³¹ Only experts elected by the members that have become P-members (and category A liaisons) can become members of the WGs.³² These experts were chosen based on their expertise and should work closely with the member(s) who appointed them.³³

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?n

²⁷ ISO. (2020b). Getting Started Toolkit: For ISO Committee Chairs. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?n

²⁸ ISO. (2020a). Getting Started Toolkit: For Committee Liaisons. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2&nodeid=15508281&vernum=-2

²⁹ ISO. (2020a). Getting Started Toolkit: For Committee Liaisons. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2&nodeid=15508281&vernum=-2

³⁰ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

³¹ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>


³² ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

³³ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

The following brochure may offer some guidance on the ISO's technical work:

 <https://www.iso.org/publication/PUB100037.html>

To learn more about the different roles, responsibilities, and competence requirements of the committee leadership, please see the following link:

 https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/19587784/PMM_-_Roles%2C_responsibilities_and_capability_requirements.PDF?nodeid=19588324&vernum=-2

ISO members may choose to become O-members (observer members) or P-members (participating members).³⁴ O-members only observe standards development but may give advice and suggestions.³⁵ P-members are actively engaged in standards development and are obliged to vote on working drafts, as well as, to attend technical committee meetings.³⁶ Correspondent members may become observers of committees but they do not have the right to give advice and suggestions.³⁷ Subscriber members can take a part in the committee meetings, but only under the pilot project (e.g. five committees for two years).³⁸

The ISO only develops standards for which there is evident demand at the global market.³⁹ Standards are developed by experts who have the knowledge, not only about the professional or technical sector to which the standard applies but also knowledge about standardisation.⁴⁰ Others with relevant knowledge, skills, and experiences, such as governmental agencies, accredited laboratories, consumer associations, academia, and governmental and non-governmental organisations may join the standards development.⁴¹

The ISO works closely with other formal international organisations for standardisation – IEC, and ITU. These organisations established the [Worlds Standards Cooperation \(WSC\)](#), aiming to advance the voluntary,

³⁴ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/who-develops-standards.html>

³⁵ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/who-develops-standards.html>

³⁶ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/who-develops-standards.html>

³⁷ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

³⁸ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

³⁹ ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from: https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

⁴⁰ ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from: https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

⁴¹ ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from: https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

consensus-based international standardisation system.⁴² Under the auspices of the [Standards Programme Coordination Group \(SPCG\)](#), the [World Standards Day \(WSD\)](#) (which is celebrated each year on the 14th of October worldwide), and the [G20: International Standards Summit](#), the WSC aims at encouraging and advancing the voluntary, consensus-based international standardisation system around the world.⁴³

To learn more about the WSC, please visit the following link:

 <https://www.worldstandardscooperation.org/>

To learn more about the SPCG, please visit the following link:

 <https://www.worldstandardscooperation.org/what-we-do/standards-programme-coordination-group-spcg/>

To learn more about the G20:International Summit, please visit the following link:

 <https://www.worldstandardscooperation.org/g20/>

The ISO collaborates with the UN and the UN specialized agencies, especially the ones dealing with international standards and regulations.⁴⁴ For example, the ISO and the CEN signed the agreement on technical cooperation commonly known as the Vienna Agreement.

To learn more about the Vienna agreement, please visit the following link:

 <https://isotc.iso.org/livelink/livelink?func=ll&objId=4230458&objAction=browse&sort=subtype>

The ISO also collaborates with over 700 national, regional, and international organisations by sharing knowledge, skills, competence, and expertise required for developing standards.

To access the complete list of organisations cooperating with ISO, please visit the following link:

 <https://www.iso.org/organisations-in-cooperation-with-iso.html>

⁴² WSC. (2022). Who are we? Accessed on November 05, 2022. Retrieved from: <https://www.worldstandardscooperation.org/who-we-are/>

⁴³ WSC. (2022). Who are we? Accessed on November 05, 2022. Retrieved from: <https://www.worldstandardscooperation.org/who-we-are/>

⁴⁴ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

All actors within the ISO community must follow the Code of Conduct which generally applies to the ISO/CS, NSBs, committee managers, committee chairs, committee liaisons, convenors, project managers, technical managers, WG secretaries, experts, and delegates.⁴⁵

To learn more about the Code of Conduct, please visit the following link:

 <https://www.iso.org/publication/PUB100397.html>



⁴⁵ ISO. (2022d). Structure and Governance. Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/structure.html>

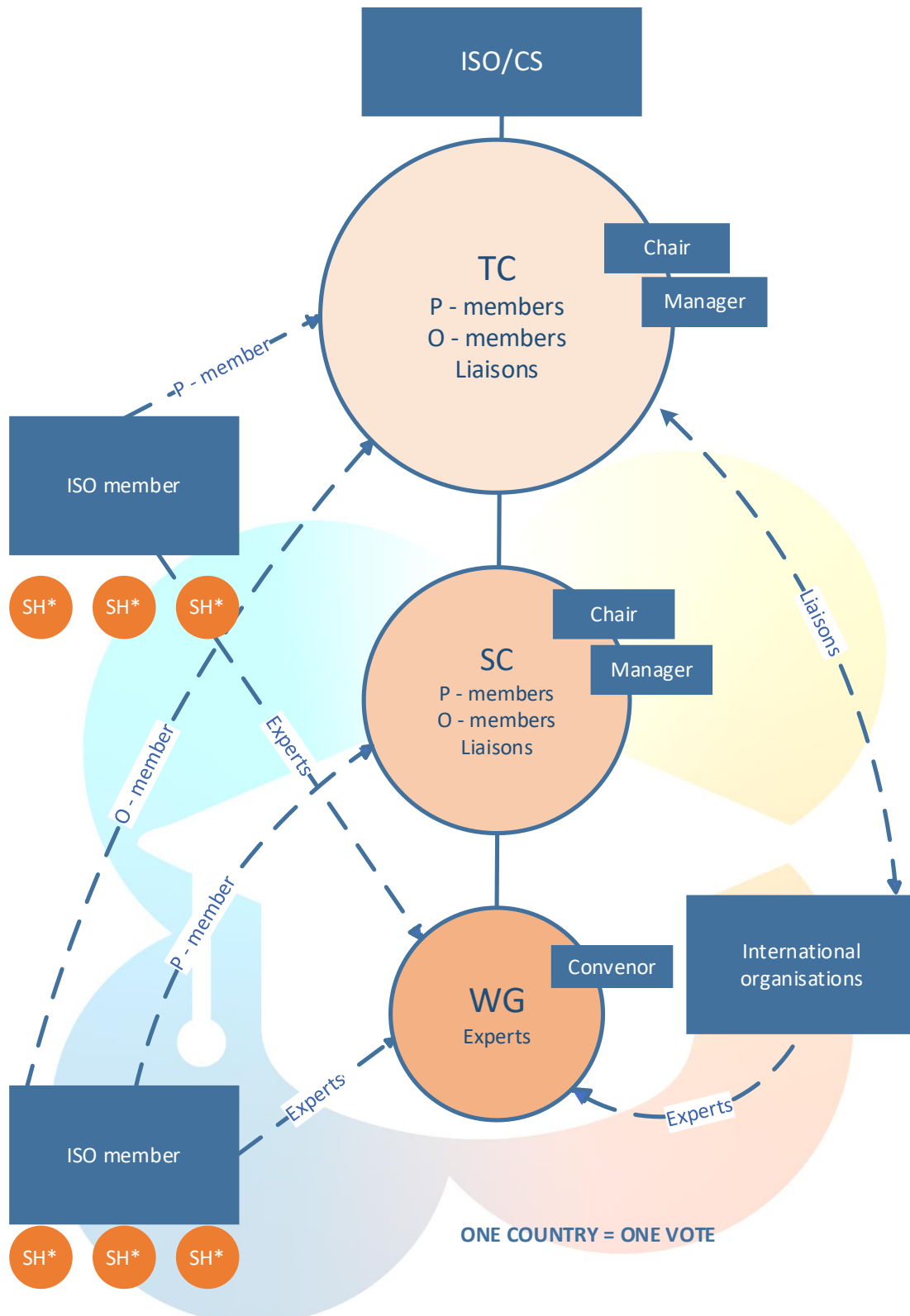


Fig. 2. How elements of the ISO committee structure fit together ⁴⁶

⁴⁶ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

2 INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC)

The [IEC](#) aims at bringing together thousands of experts to work within the IEC TCs and SCs. These experts are appointed by their National Committees (NCs) to share their knowledge, skills, and competence, and to develop voluntary consensus-based international standards. ⁴⁷ Only National Committees may become IEC members, either as full members or associate members and it may be only one National Committee per country. ⁴⁸ The IEC also runs the “Affiliate Country Programme”, by enabling developing or newly developed countries to get involved in technical committees and standards development without financial costs. ⁴⁹

To access the complete list of IEC members, please visit the following link:

 <https://iec.ch/national-committees>

To access the complete list of IEC Affiliates, please visit the following link:

 <https://iec.ch/acp>

The General Assembly (GA) is the supreme decision-making body of the IEC. ⁵⁰ The GA consists of National Committees members and delegates to the IEC Board. ⁵¹ The IEC Board is the executive body of the IEC and reports directly to the GA. ⁵² The IEC Board consists of Officers (without vote) and 15 individual members. ⁵³ The IEC Board delegates work to the [Business Advisory Committee \(BAC\)](#). ⁵⁴ The BAC consists of 4 members of the IEC Board, 15 members from National Committees, and Officers (without vote) and mostly coordinates

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

⁴⁷ IEC. (2022d). Technical Committees and Subcommittees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/technical-committees-and-subcommittees#tcfacts>

⁴⁸ IEC. (2022b). National Committees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/national-committees>

⁴⁹ IEC. (2022b). National Committees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/national-committees>

⁵⁰ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵¹ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵² IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵³ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>


⁵⁴ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

the financial planning.⁵⁵ The [President's Committee \(PresCom\)](#) advises and supports the IEC Board.⁵⁶ The IEC Board may also establish advisory groups to address specific matters not addressed by other committees and boards reporting to the IEC Board.⁵⁷ Additionally, the IEC Board also delegates work to the [Market Strategy Board \(MSB\)](#), the [Standardisation Management Board \(SMB\)](#), and the [Conformity Assessment Board \(CAB\)](#) that may establish Special Working Groups (SWGs) to address tasks specific to their subject area. Finally, the Secretariat (SEC) aims at carrying out the technical activities of the IEC.⁵⁸


To learn more about the IEC Board, please visit the following link:

 https://iec.ch/ords/f?p=103:48:0:::FSP_ORG_ID,FSP_LANG_ID:28485,25

To learn more about the PresCom, please visit the following link:

 https://iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:28484,25

To learn more about the BAC, please visit the following link:

 https://iec.ch/ords/f?p=103:68:0:::FSP_ORG_ID:28487


To learn more about the MSB, please visit the following link:

 https://iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:3261,25

To learn more about the SMB, please visit the following link:

 https://iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:3228,25

To learn more about the CAB, please visit the following link:

 https://iec.ch/dyn/www/f?p=103:47:0:::FSP_ORG_ID,FSP_LANG_ID:3250,25

⁵⁵ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵⁶ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵⁷ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

⁵⁸ IEC. (2022a). Management Structure. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/management-structure>

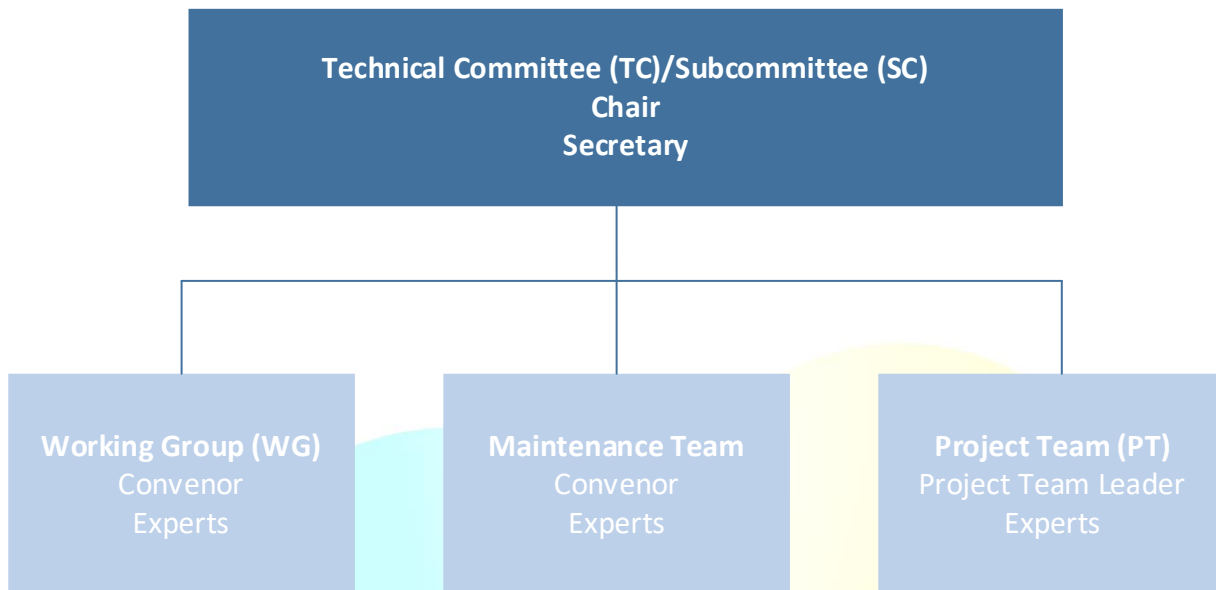


Fig. 3. The IEC TCs/SCs Governance Structure ⁵⁹

Currently, the SMB manages about 213 TCs and SCs, and about 1591 WGs. ⁶⁰

To access the complete list of TCs and SCs, please visit the following link:

 <https://www.iec.ch/technical-committees-and-subcommittees#tclist>

By clicking on the TCs/SCs, you may access more specific data about the scope, structure, projects/publications, documents, votes, meetings, and even the collaboration platform. ⁶¹

The SMB may choose to establish one or more PCs to develop some specific standards that are not within the scope of existing TCs or SCs. ⁶² PCs differ from TCs, given that they enjoy a limited mandate and shall be disbanded once standards have been published. ⁶³ Additionally, joint technical committees (JTCs) and joint

⁵⁹ IEC. (2022c). Roles & Responsibilities. Accessed on November 05, 2022. Retrieved from:

<https://www.iec.ch/standards-development/roles-and-responsibilities>

⁶⁰ IEC. (2022b). National Committees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/national-committees>


⁶¹ IEC. (2022d). Technical Committees and Subcommittees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/technical-committees-and-subcommittees#tcfacts>

⁶² IEC. (2022d). Technical Committees and Subcommittees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/technical-committees-and-subcommittees#tcfacts>

⁶³ IEC. (2022d). Technical Committees and Subcommittees. Accessed on November 05, 2022. Retrieved from: <https://iec.ch/technical-committees-and-subcommittees#tcfacts>

project committees (JPCs) may be established by a common decision of the ISO TMB and the IEC SMB, or by a decision of the [Joint Technical Advisory Board \(JTAB\)](#).⁶⁴ For example, these two organisations have jointly established the [ISO/IEC JTC1](#) which aims at addressing standardisation in the field of ICTs.

To learn more about the JTAB and the ISO/IEC JTC1, please visit the following links:

 https://www.iec.ch/ords/f?p=103:18:2436322894446:::FSP_ORG_ID,FSP_LANG_ID:3240,25

 <https://jtc1info.org/>

 https://assets.iec.ch/public/jtc1/ict_innovation.pdf?0824T11

More recently, the [SMB blog](#) has replaced the [SMB newsletters](#), as it offers the most recent updates on all SMB activities. Additionally, the [SMB Communiqué](#) contains information about all of the SMB decisions that might be relevant to the broad IEC technical community.

The latest SMB newsletters (from 2015 to 2019) may be downloaded via the following link:

 <https://www.iec.ch/iec-zip-media/download/smb>

To access the SMB blog, please visit the following link:

 <https://www.iec.ch/blog?categories=421>

To access the SMB Communiqué, please visit the following link:

 <https://www.iec.ch/smb-communication>

When it comes to the technical work of the IEC (e.g. the roles and responsibilities of the committee secretariat, committee chairs and managers, convenors, and even the liaisons) – it is already described above, given that the document the ISO/IEC Directives (Part 1, 2022) set out several rules to be followed within ISO and IEC when carrying out the technical work.

⁶⁴ ISO/IEC. (2022). ISO/IEC Directives, Part 1 — Consolidated ISO Supplement — Procedure for the technical work — Procedures specific to ISO. Thirteenth edition, 2022, Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/sites/directives/current/consolidated/index.xhtml>





To learn more about the IEC technical work, please see the following document:

- <https://www.iso.org/sites/directives/current/consolidated/index.xhtml>, especially:
- [Clause 1.8. Chairs of technical committees and subcommittees](#)
- [Clause 1.9. Secretariats of technical committees and subcommittees](#)
- [Clause 1.15. Liaisons between technical committees](#)
- [Clause 1.16. Liaison between ISO and IEC](#)
- [Clause 1.17. Liaison with other organisations](#)
- [Annex D: Resources of Secretariats and Qualifications of Secretaries](#)
- [Annex L: Selection criteria for people leading the technical work](#)

To learn more about roles and responsibilities within TCs, please visit the following link:

- <https://www.iec.ch/standards-development/roles-and-responsibilities>



-  sets the ITU general policies;
-  adopts strategic and financial plans; and
-  elects the senior management team of the ITU,
-  the Member States of the Council, and the members of the Radio Regulations Board.

To learn more about the Conference, please visit the following link:

 <https://pp22.itu.int/en/>

The ITU Council serves as the governing body between the Plenipotentiary Conferences.⁷³ Its role is to address a variety of telecommunication policy issues and ensure that the ITU's activities, policies, and strategies are adequate.⁷⁴ The Council deals with the day-to-day operations, coordinates committee programs, adopts budgets and manages finances and expenditures.⁷⁵

The Council aims at carrying out the decisions of:⁷⁶

-  the ITU Constitution;
-  the ITU Convention;
-  the Administrative Regulations;
-  the Plenipotentiary Conferences; and
-  other conferences and meetings of the ITU.

To learn more about the Council, please visit the following link:

 <https://www.itu.int/en/council/2022/Pages/default.aspx>

The ITU's technical work is organized by sectors (governed by conferences and meetings):

⁷³ ITU. (2022d). ITU Council Overview. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/council/Pages/overview.aspx>

⁷⁴ ITU. (2022d). ITU Council Overview. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/council/Pages/overview.aspx>

⁷⁵ ITU. (2022d). ITU Council Overview. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/council/Pages/overview.aspx>

⁷⁶ ITU. (2022d). ITU Council Overview. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/council/Pages/overview.aspx>

- 🔗 [The Radiocommunications Sector \(ITU-R\):](#)
 - 🔗 [The Radiocommunication Assembly \(RA\);](#)
 - 🔗 [The Radiocommunication Advisory Group \(RAG\);](#)
 - 🔗 [The Radio Regulations Board \(RRB\);](#)
- 🔗 [The Telecommunication Standardisation Sector \(ITU-T\):](#)
 - 🔗 [The World Telecommunication Standardisation Assembly \(WTSA\);](#)
 - 🔗 [The Telecommunication Standardisation Advisory Group \(TSAG\);](#)
- 🔗 [The Telecommunication Development Sector \(ITU-D\):](#)
 - 🔗 [The World Telecommunication Development Conference \(WTDC\);](#)
 - 🔗 [The Telecommunication Development Advisory Group \(TDAG\);](#)

To learn more about the ITU-R, please visit the following link:

🔗 <https://www.itu.int/itu-r>

To learn more about the ITU-T, please visit the following link:

🔗 <https://www.itu.int/itu-t>

To learn more about the ITU-D, please visit the following link:

🔗 <https://www.itu.int/itu-d>

The ITU-T's technical work is done through study groups that bring together a wide variety of experts to develop technical standards and guidelines (called [ITU-T Recommendations](#)). Since its establishment, the ITU-T has developed voluntary consensus-based international standards. ITU standards are crucial for the day-to-day operations of today's ICT networks. For example, the Emmy award-winning standard ITU-T H.264 might be one of the most universal standards for video compression developed by ITU-T available around the globe.⁷⁷

To access the ITU-T Recommendations, please visit the following links:

🔗 <https://www.itu.int/net4/ITU-T/search#?collection=ITU-T%20Recommendations>

⁷⁷ ITU. (2022g). What does ITU do? Accessed on November 05, 2022. Retrieved from:
<https://www.itu.int/en/about/Pages/whatwedo.aspx>

- <https://www.itu.int/en/ITU-T/publications/Pages/latest.aspx>
- <https://www.itu.int/t/aap/aap-recs>
- <https://www.itu.int/net/ITU-T/lists/t-approval.aspx>
- <https://www.itu.int/ITU-T/recommendations/iso.aspx>
- <https://www.itu.int/pub/T-REC>

Based at ITU's headquarters in Geneva, the [Telecommunication Standardisation Bureau \(TSB\)](#) acts as the secretariat to ITU-T study groups. Governed by the appointed Director, the TSB acts as a body responsible for enabling the ITU-T's standards development process.⁷⁸

The TSB:⁷⁹

- [manages study groups;](#)
- [ensures secretarial and logistics services;](#)
- [approves the ITU-T Recommendations;](#)
- [enables access to the ITU-T Recommendations;](#)
- [maintains the ITU-T website;](#)
- [maintains and updates the \[List of ITU-T Recommendations\]\(#\);](#)
- [maintains and updates the \[ITU-T Work Programme Database\]\(#\);](#)
- [maintains and updates the \[ITU-T Patent Statements Database\]\(#\);](#)
- [maintains and updates the \[ITU-T Terms and Definitions Database \\(SANCHO\\)\]\(#\);](#)
- [maintains and updates any other database as requested by study groups;](#)
- [offers administrative and technical support through the \[ITU Operational Bulletin\]\(#\);](#)
- [publishes various texts and documents \(e.g. guidelines and recommendations\);](#)
- [establishes agreements with international organisations for standardisation, etc.](#)

To learn more about the ITU TSB, please visit the following link:

- <https://www.itu.int/en/ITU-T/info/tsb/Pages/default.aspx>

⁷⁸ ITU. (2022c). ITU-T in brief. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/about/Pages/default.aspx>

⁷⁹ ITU. (2022b). General information on TSB. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/info/tsb/Pages/geninfo.aspx>

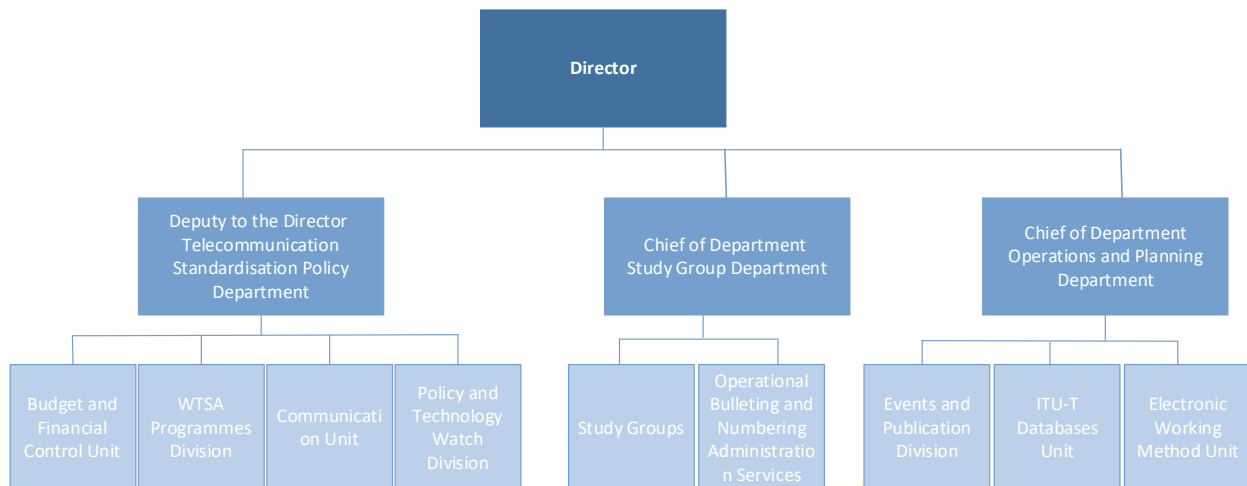


Fig. 4. The ITU TSB Organisational Structure ⁸⁰

The [World Telecommunication Standardisation Assembly \(WTSA\)](#) meets every four years and sets out the general policy of ITU-T by establishing and coordinating study groups and approving study groups' programs, electing chairs and vice-chairs of the study groups, etc. ⁸¹

To learn more about the WTSA, please visit the following link:

<https://www.itu.int/ITU-T/wtsa-08/index.html>

The [Telecommunication Standardisation Advisory Group \(TSAG\)](#) advises the TSB Director, establishes new and restructures existing study groups, advises them, sets and reviews priorities, coordinates the study groups' strategic, operational, and financial activities, etc. ⁸²

To learn more about the TSAG, please visit the following link:

<https://www.itu.int/en/ITU-T/about/groups/Pages/tsag.aspx>

⁸⁰ ITU. (2022f). TSB Organisational Structure. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/info/tsb/Pages/org-structure.aspx>

⁸¹ ITU-T. (2022b). The framework of ITU-T. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/about/Pages/framework.aspx>

⁸² ITU-T. (2022b). The framework of ITU-T. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/about/Pages/framework.aspx>

To learn more about the ITU-T, please visit the following link:

 <https://www.youtube.com/watch?v=FsVemofz8DQ>






The ITU-T organizes several workshops and seminars covering a wide variety of topics in the ICT field. Aside from members-only workshops and seminars, the ITU-T also organizes standalone seminars and webinars that are open to everyone that wants to get involved.⁸³

To access the complete list of events organized by the ITU-T, please visit the following link:

 <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/default.aspx>

4 EUROPEAN COMMITTEE FOR STANDARDISATION (CEN) AND EUROPEAN COMMITTEE FOR ELECTROTECHNICAL STANDARDISATION (CENELEC)

The [CEN](#) and the [CENELEC](#) are two non-profit formal organisations for standardisation. The CEN/CENELEC standards are voluntary consensus-based standards driven by business and developed by businesses, associations, commerce, academia, and the government.⁸⁴ The CEN/CENELEC community consists of 200.000 experts, such as:⁸⁵

-  34 Member States counting national standardisation bodies (CEN) and national electrotechnical standardisation committees (CENELEC);
-  European organisations representing businesses, commerce, consumers, etc;
-  governmental organisations and agencies (e.g. the EC and the EFTA);
-  the Affiliates as the national standards bodies/committees of countries cooperating with the EU and standards bodies of countries outside the EU;
-  Memoranda of Understanding (MoU) with countries outside the EU and the EFTA;
-  cooperation with international organisations the ISO (CEN) and the IEC (CENELEC).

⁸³ ITU-T. (2022a). ITU-T Events. Accessed on November 05, 2022. Retrieved from: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/default.aspx>

⁸⁴ CEN/CENELEC. (2022). CEN & CENELEC. Accessed on November 05, 2022. Retrieved from: <https://www.cencenelec.eu/european-standardisation/cen-and-cenelec/>

⁸⁵ CEN/CENELEC. (2022). CEN & CENELEC. Accessed on November 05, 2022. Retrieved from: <https://www.cencenelec.eu/european-standardisation/cen-and-cenelec/>

Since 2012, the CEN and the CENELEC have established a set of criteria that all their National Members have to continuously fulfill to retain their CEN/CENELEC membership.⁸⁶ As of September 2017, General Assemblies (GAs) of the CEN and CENELEC approved [“Part 1D of the CEN/CENELEC Internal Regulations”](#) and, at the same time, revised the [“CEN-CENELEC Guide 22 on the organisational aspects and processes for the assessment of the membership criteria”](#). According to these documents, the voluntary assessment system is coordinated by the Membership Relations and Monitoring Committee (MRMC) whose Chair is elected for a four-year period by the CEN and the CENELEC GAs.⁸⁷ The MRMC reports directly to GAs and reviews assessment reports and manages all corrective actions.⁸⁸

The CEN’s National Members are National Standards Bodies and the CENELEC’s National Members are National Committees of 27 countries from the EU, the United Kingdom, the Republic of North Macedonia, Serbia, and Turkey, and three countries from the EFTA: Iceland, Norway, and Switzerland (there can be only one National Member per country).⁸⁹ National Members shall implement European standards at the national level and withdraw any conflicting national standards.⁹⁰

To learn more about the CEN/CENELEC organisational aspects and processes for the assessment of the membership criteria, please see the following document:

 <https://www.cencenelec.eu/media/Guides/CEN-CLC/cenclcguide22.pdf>

To access the complete lists of CEN Members, please visit the following link:

 <https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

To access the complete lists of CENELEC Members, please visit the following links:

 <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:5>

⁸⁶ CEN. (2022). About CEN. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

⁸⁷ CEN. (2022). About CEN. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

⁸⁸ CEN. (2022). About CEN. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

⁸⁹ CEN. (2022). About CEN. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

⁹⁰ CENELEC. (2022). About CENELEC. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:5>

Additionally, National Standards Bodies of countries formally recognized by the EU as being potential candidates for EU membership may become the CEN/CENELEC Affiliate, according to "[CEN/CENELEC Guide 12: The concept of Affiliation with CEN and CENELEC](#)".⁹¹ National Standards Bodies and National Committees that are not eligible for the Affiliation status may become CEN/CENELEC Companion Standardisation Bodies (CSB). 92

To learn more about the concept of affiliation with CEN/CENELEC & other stakeholders, please see the following document:

 <https://www.cencenelec.eu/media/Guides/CEN-CLC/cenclcguid12.pdf>

To access the complete lists of CEN Affiliates, please visit the following links:

 <https://standards.cencenelec.eu/dyn/www/f?p=CEN:9>

To access the complete lists of CENELEC Affiliates, please visit the following links:

 <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:9>

To learn more about the concept of CSBs, please see the following document:

 <https://www.cencenelec.eu/media/Guides/CEN-CLC/cenclcguid13.pdf>

To learn more about the CSBs status, please visit the following link:

 https://www.cencenelec.eu/media/CEN-CENELEC/News/Publications/brochure_csb.pdf

To access the complete lists of CEN CSBs, please visit the following links:

 <https://standards.cencenelec.eu/dyn/www/f?p=CEN:60>

To access the complete lists of CENELEC CSBs, please visit the following links:

 <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:60>

⁹¹ CEN. (2022). About CEN. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CEN:5>

⁹² CENELEC. (2022). About CENELEC. Accessed on November 05, 2022. Retrieved from:
<https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:5>

National Standards Bodies and National Committees may also become the CEN/CENELEC partner organisations, liaison organisations, associated bodies, European counsellors, or European institutional stakeholders of the CEN/CENELEC, according to the "[CEN/CENELEC Guide 25 - The concept of Cooperation with European Organisations & other Stakeholders](#)".⁹³

To learn more about the concept of cooperation with CEN/CENELEC & other stakeholders, please see the following document:

 <https://www.cencenelec.eu/media/Guides/CEN-CLC/cenclcguid25.pdf>

To access the complete list of CEN Partners, please visit the following link:

 <https://standards.cencenelec.eu/dyn/www/f?p=CEN:47>

To access the complete list of CENELEC Partners, please visit the following link:

 <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:47:::NO:::>

The technical work of the CEN and the CENELEC is carried out by TCs and SCs and steered by Technical Boards (TBs). Specifically, WGs are responsible for standards development while workshops are particularly relevant as they develop CEN/CENELEC Workshop Agreements (CWAs). Although most of the technical work is carried out by TCs and SCs, some things may be allocated to Reporting Secretariats (RSs). RSs may only choose to work on those things that are not currently carried out by TCs and SCs of the CEN and the CENELEC.⁹⁴

To access the complete list of CEN Technical Bodies, please visit the following link:

 <https://standards.cencenelec.eu/dyn/www/f?p=CEN:6>

To access the complete list of CENELEC Technical Bodies, please visit the following link:

 <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:6>

⁹³ CENELEC. (2022). About CENELEC. Accessed on November 05, 2022. Retrieved from: <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:5>

⁹⁴ CENELEC. (2022). About CENELEC. Accessed on November 05, 2022. Retrieved from: <https://standards.cencenelec.eu/dyn/www/f?p=CENELEC:5>

5 EUROPEAN TELECOMMUNICATIONS INSTITUTE (ETSI)

The [ETSI](https://www.etsi.org/) consists of over 900 various organisations around the globe, counting micro, small and medium, and large enterprises, educational organisations, and the government.⁹⁵ Organisations wanting to become a member may choose between two types of membership depending on the geographical area of the country they are established in:⁹⁶

- 🔗 full membership for organisations established in a country within the CEPT and
- 🔗 associate membership for organisations established in a country outside the CEPT.

To access the complete list of ETSI members, please visit the following link:

🔗 <https://www.etsi.org/membership>

Members' contributions are calculated based on the type of membership:⁹⁷

- 🔗 full members and associate members;
- 🔗 non-profit associations, universities, public bodies, and micro enterprises;
- 🔗 governmental organisations; and
- 🔗 observing members.

To learn more about applying for membership, please visit the following link:

🔗 <https://www.etsi.org/membership/become-a-member>

The ETSI's technical activities are organized by technical groups:⁹⁸

- 🔗 Technical Committees (TC);

⁹⁵ ETSI. (2022a). Membership of ETSI. Accessed on November 05, 2022. Retrieved from:

<https://www.etsi.org/membership>






⁹⁶ ETSI. (2022d). What does membership cost? Accessed on November 05, 2022. Retrieved from:

<https://www.etsi.org/membership/dues>

⁹⁷ ETSI. (2022d). What does membership cost? Accessed on November 05, 2022. Retrieved from:

<https://www.etsi.org/membership/dues>

⁹⁸ ETSI. (2022b). Our operations. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-operations#mytoc3>









-  ETSI Projects (EP);
-  ETSI Partnership Projects (EPP);
-  Industry Specification Groups (ISG);
-  Special Committees (SC); and
-  Specialist Task Forces (STF).

To learn more about these technical groups, please visit the following link:


 <https://www.etsi.org/about/our-operations#mytoc3>

All ETSI members are members of the General Assembly (GA) and can attend the meetings.⁹⁹ Representatives of the EC and the EFTA may also attend these meetings but only as counselors (e.g. they may offer valuable advice and suggestions but have no right to vote).¹⁰⁰

The GA is the highest decision-making body of ETSI and is entrusted with:¹⁰¹

-  determining general policy and strategy;
-  adopting budgets;
-  dealing with memberships;
-  appointing the ETSI Board members;
-  appointing the ETSI Director General;
-  appointing the Financial Committee members;
-  endorsing external agreements; and
-  approving changes to statutes and rules of procedure;

The ETSI Board executes the decisions of the GA and is entrusted with:¹⁰²





-  overseeing the work program;

⁹⁹ ETSI. (2022c). Our structure. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-structure>

¹⁰⁰ ETSI. (2022c). Our structure. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-structure>

¹⁰¹ ETSI. (2022c). Our structure. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-structure>







¹⁰² ETSI. (2022c). Our structure. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-structure>

-  approving Terms of Reference (ToRs);
-  endorsing the appointment of TCs' chairs;
-  approving resources and ToRs for STF; and
-  advising the GA on finances and expenditures.

To learn more about the roles & responsibilities of the Board, please visit the following link:

 <https://www.etsi.org/about/our-operations#mytoc3>

The Secretariat supports the TCs' technical work and is entrusted with: ¹⁰³

-  supporting the TCs' technical work;
-  communicating about the TCs' technical work;
-  organising meetings and committees;
-  organising workshops and events;
-  maintaining relationships with external organisations; and
-  managing financial aspects, IT services, legal services, and HR services.

¹⁰³ ETSI. (2022c). Our structure. Accessed on November 05, 2022. Retrieved from: <https://www.etsi.org/about/our-structure>

SUMMARY

As an independent, non-governmental, formal organisation for standardisation, [ISO](#) aims at bringing together members from 167 different countries to develop voluntary, consensus-based, international standards while contributing significantly to sustainable development.¹⁰⁴ Only national organisations for standardisation can become ISO members and there can be only one member per country.¹⁰⁵ There are three member categories: full members, correspondent members, and subscriber members, and each category enjoys different benefits within the ISO system.¹⁰⁶ The member appointed by the TMB as the Committee Secretariat appoints the Committee Manager.¹⁰⁷ The Committee Manager deals with the administrative tasks of the committee and must remain neutral when dealing with members of the committee.¹⁰⁸ The Committee Chair deals with the managerial tasks of the committee and works closely with the Committee Manager.¹⁰⁹ The Committee Chair plays a significant role in the day-to-day activities of the committee by thinking strategically, developing standards effectively, collaborating with members of the committee, leading them to reach a consensus, encouraging national, regional, and international collaboration.¹¹⁰ The Liaison may be established between ISO committees, between ISO committees and IEC committees, and between ISO committees and external organisations.¹¹¹ The Liaison is responsible for maintaining the relationship between a broad range of stakeholders, enabling their voices to be heard throughout standards development.¹¹² There are many resources created by the ISO Central Secretariat aimed at assisting Committee Managers, Committee Chairs, and Committee Liaisons. The WGs established by TCs, SCs, or PCs are managed by the Convenors who lead the WG towards achieving the main goals for which the WG was originally established.¹¹³ Convenors are appointed for a three years period and can be reappointed an unlimited number of times.¹¹⁴ Only experts elected by the members that have become P-members (and

¹⁰⁴ ISO. (2022a). About us. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/about-us.html>

¹⁰⁵ ISO. (2022c). Members. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/members.html>

¹⁰⁶ ISO. (2022c). Members. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/members.html>

¹⁰⁷ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹⁰⁸ ISO. (2020c). Getting Started Toolkit: For ISO Committee Managers. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Committee_Managers.pdf?nodeid=17891748&vernum=-2

¹⁰⁹ ISO. (2020b). Getting Started Toolkit: For ISO Committee Chairs. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?n

¹¹⁰ ISO. (2020b). Getting Started Toolkit: For ISO Committee Chairs. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?n

¹¹¹ ISO. (2020a). Getting Started Toolkit: For Committee Liaisons. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2&nodeid=15508281&vernum=-2

¹¹² ISO. (2020a). Getting Started Toolkit: For Committee Liaisons. Accessed on November 05, 2022. Retrieved from:

https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2&nodeid=15508281&vernum=-2

¹¹³ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹¹⁴ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

category A liaisons) can become members of the WGs.¹¹⁵ These experts were chosen based on their expertise and should work closely with the member(s) who appointed them.¹¹⁶ ISO members may choose to become O-members (observer members) or P-members (participating members).¹¹⁷ O-members only observe standards development but may give advice and suggestions.¹¹⁸ P-members are actively engaged in standards development and are obliged to vote on working drafts, as well as, to attend technical committee meetings.¹¹⁹ Correspondent members may become observers of committees but they do not have the right to give advice and suggestions.¹²⁰ Subscriber members can take a part in the committee meetings, but only under the pilot project (e.g. five committees for two years).¹²¹ The ISO only develops standards for which there is evident demand at the global market.¹²² Standards are developed by experts who have the knowledge, not only about the professional or technical sector to which the standard applies but also knowledge about standardisation.¹²³ Others with relevant knowledge, skills, and experiences, such as governmental agencies, accredited laboratories, consumer associations, academia, and governmental and non-governmental organisations may join the standards development.¹²⁴

¹¹⁵ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹¹⁶ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹¹⁷ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/who-develops-standards.html>

¹¹⁸ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/who-develops-standards.html>

¹¹⁹ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from:
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¹²⁰ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹²¹ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹²² ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from:
https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

¹²³ ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from:
https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

¹²⁴ ISO. (2010). Guidance for ISO Liaison Organisations: Engaging Stakeholders and Building Consensus. Accessed on November 05, 2022. Retrieved from:
https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/guidance_liaison-organisations.pdf

GLOSSARY

Committee Chairs

deal with managerial tasks of the committee and works closely with the Committee Managers¹²⁵

Committee Managers

deal with administrative tasks of the committee and must remain neutral when dealing with members of the committee¹²⁶

Convenors

lead the WG towards achieving the main goals for which the WG was originally established¹²⁷

ISO/IEC JTC1

is the joint technical committee originally established by the ISO and the IEC aimed at addressing different aspects of standardisation in the field of information technologies¹²⁸

Liaisons

may be established between ISO committees, between ISO committees and IEC committees, and between ISO committees and external organisations.¹²⁹

¹²⁵ ISO. (2020b). Getting Started Toolkit: For ISO Committee Chairs. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Chairs.pdf?n

¹²⁶ ISO. (2020c). Getting Started Toolkit: For ISO Committee Managers. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Committee_Managers.pdf?nodeid=17891748&vernum=-2

¹²⁷ ISO. (2019). My ISO job. Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100037.pdf>

¹²⁸ ISO/IEC. (2022). ISO/IEC Directives, Part 1 — Consolidated ISO Supplement — Procedure for the technical work — Procedures specific to ISO. Thirteenth edition, 2022, Accessed on November 05, 2022. Retrieved from: <https://www.iso.org/sites/directives/current/consolidated/index.xhtml>

¹²⁹ ISO. (2020a). Getting Started Toolkit: For Committee Liaisons. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_committee_liaisons.pdf?nodeid=21124173&vernum=-2&nodeid=15508281&vernum=-2

O-members

only observe standards development but may give advice and suggestions ¹³⁰

P-members

are actively engaged in standards development and are obliged to vote on working drafts and to attend committee meetings ¹³¹



¹³⁰ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from:
<https://www.iso.org/who-develops-standards.html>

¹³¹ ISO. (2022f). Who develops standards? Accessed on November 05, 2022. Retrieved from:
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- ISO. (2020c). Getting Started Toolkit: For ISO Committee Managers. Accessed on November 05, 2022. Retrieved from: https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/Getting_started_Committee_Managers.pdf?nodeid=17891748&vernum=-2
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