

USNC Constituent Training Program

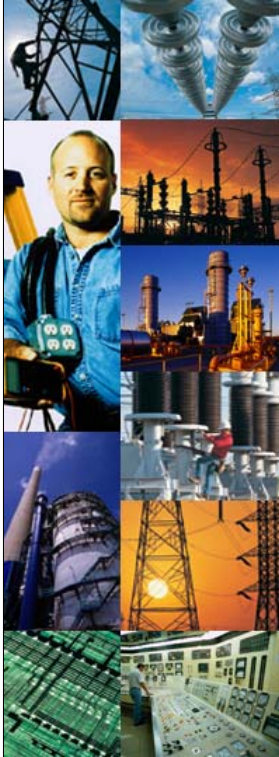
Module III-A

IEC Personnel Roles and Responsibilities

First edition: June 2005

This training material has been developed with content provided by the USNC/IEC Communications and Continuing Education Committee and the ANSI Education and Training Services Team

Notes:



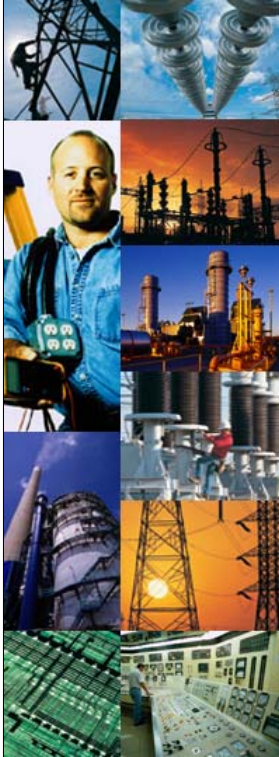
Module III-A: Learning Objectives

- This module provides an overview of committee personnel working within the International Electrotechnical Commission (IEC)
 - Responsibilities
 - Appointment
 - Qualifications

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Notes:



Module III-A: Disclaimer

- The information contained in this self-taught learning module is intended as a summary of documents and procedures frequently used within the IEC and the USNC/IEC.
- The topics that follow are presented in summary format only. For additional information about content addressed in this module, please contact the USNC/IEC staff.
- Additional information is also available via [ANSI Education and Training Services](#).



The “Question Mark” icon indicates that optional supplemental information is available for review. The additional text will only be displayed if the user clicks directly on the “Question Mark” icon.

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DID YOU KNOW

When reviewing this file in “Slide Show” format, the question mark icon is a cue that more information is available. Clicking on this icon will launch a pop-up box containing the optional information. However, in this “printable” version of the tutorials, the pop-up dialogue text appears in the “Notes” section (as shown here).



Reference Materials and Source Documents



- [ISO/IEC Directives, Part 1:2004](#)
Procedures for the technical work
- [ISO/IEC Directives, Part 2:2004](#)
Rules for the structure and drafting of International Standards
- [ISO/IEC Directives, IEC Supplement:2004](#)
Procedures specific to IEC
- [IEC Statutes and Rules of Procedures](#)
IEC membership and participation procedures
- [USNC Statutes and Rules of Procedure](#)
- [USNC Operating Procedures for USNC/IEC TAGS](#)
- [Guide for U.S. Delegates to meetings of ISO and the IEC](#)



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Reference Materials and Source Documents (continued)



- [Guidance for TC/SC Secretaries \(Survival Kit\)](#)
 - 2005 edition

- [Guidance for TC/SC Chairmen \(Survival Kit\)](#)
 - 1997 edition

- [Guidance for Project Leaders and for Convenors of Working Groups, Maintenance Groups and Project Teams](#)
 - 2004 edition



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Notes:



Providing leadership and guidance for IEC technical activities



NOTE:

Click on the officer title shown at right and link directly to that section or you may simply advance to the next slide.

[TC/SC Secretariats / TC/SC Secretaries](#)

[TC/SC Chairman](#)

[Convenors](#)

[Project Leaders](#)

[Experts \(WG, PT, MT\)](#)

[Liaison Representatives](#)



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Notes:



TC/SC Secretariat

- An IEC TC/SC **Secretariat** is held by a National Committee
 - The **Secretary** is the person who provides administrative and technical support to committee activities. The functions of a Secretary may be delegated by the National Committee to a third-party for day-to-day administration
 - When the USNC is assigned as TC/SC Secretariat, it in turn reassigns the responsibility to an **Administrative Secretariat**
 - A minimum four-year commitment required
 - The Administrative Secretariat nominates and supports the assigned Secretary
- The Secretariat, Administrative Secretariat and the Secretary must maintain strict neutrality in the execution of their responsibilities



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Notes:

DID YOU KNOW . . . ?

There is a clear distinction between the national committee's role as 'P' member and its role as Secretariat. Neutrality must not be compromised.

However, holding the position of committee secretariat is often a strategic decision for a national committee

as the Secretary is responsible for nominating the committee's chairman.



TC/SC Secretary Responsibilities

- Interprets and ensures committee's compliance with *ISO/IEC Directives*
- Monitors and administers the committee's work, maintaining strict neutrality
 - Administers the day-to-day operations
 - Distributes appropriate committee documentation
 - Monitors the progress/target dates of work items
 - Maintains relevant database(s)
- Works closely with IEC Central Office (CO) in the administration of the committee
- Ensures adequate management of projects
 - Identify and communicate progress on specific work program items and potential problems being faced in fulfilling established target dates
 - Posting and reviewing ballots
- Administers meetings
- Assists with the Systematic Review of published standards



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TC/SC Secretary Qualifications

- Good knowledge of the *ISO/IEC Directives* and the *IEC Supplement*
- Able to act with neutrality in an international capacity
- Good organizational and administrative skills
 - Able to execute all committee actions as instructed (i.e., resolutions, ballots, etc.)
 - Able to follow-up on outstanding issues
- Good interpersonal skills
 - Able to interface effectively with officers and staff from IEC and parent- and sub-committees as well as external groups
 - Able to maintain effective relationships with the officers and members of the committee



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Notes:

DID YOU KNOW ... ?

The USNC will agree to accept a secretariat only when it is satisfied that the necessary professional and financial resources are available from the industry (or industries) concerned and that these resources will be committed to the USNC on a long-term basis.



TC/SC Secretariat Appointment Process

- TC Secretariat
 - Allocated to a national committee by the Standards Management Board

- SC Secretariat
 - Allocated to a national committee by the parent technical committee
 - If two or more apply, the Standards Management Board (SMB) shall decide



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DID YOU KNOW . . . ?

During meetings of IEC TCs and SCs, delegations are often asked to volunteer to accept the secretariat of the TC itself or of its SCs on behalf of the member bodies they represent.

A U.S. delegation may tentatively accept a secretariat on behalf of the USNC, provided that it has been made completely clear to the international forum that this acceptance is provisional and subject to official acceptance or rejection at a later date by the USNC.



Change of TC/SC Secretariat

- Relinquishment
 - Minimum of twelve months notice to the General Secretary
 - SMB decides on transfer to another national body
- Failure to fulfill responsibilities
 - General Secretary or a national committee may have the SMB review situations where secretariats persistently fail to fulfill responsibilities
 - SMB will determine need to transfer responsibility



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Chairman

- The primary role of a chairman is to assist committee in reaching an agreement which is valid internationally



- It is necessary for the chairman to remain neutral with respect to conflicting national views
- Important difference between function as committee chairman and possible earlier participation as a national delegate



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Notes:

DID YOU KNOW . . . ?

The Chairman of a Technical Committee is responsible for the overall management of that technical committee, including any subcommittees and working groups. This individual has a great deal of authority and influence within a committee, especially in areas relating to the movement of items in the committee's program of work.



TC/SC Chairman Responsibilities

- Lead the committee and its work in a purely international capacity following the procedures in the *ISO/IEC Directives*
- Manage the committee's Program of Work to meet the needs of the user community
- Provide guidance to the secretary of the TC/SC
- Conduct meetings of the committee
- Work with the secretary to ensure adequate management of projects
 - Ensure progression of entire work program
- Represent committee to other bodies
- Ensure liaison is effectively maintained with relevant internal and external organizations



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TC/SC Chairman Appointment Process

- Proposed by National Committee
 - If . . .
 - There is national committee interest in the work
 - The national committee will actively participate
 - The national committee can confirm that management support will be provided

- Nominated by Secretariat and endorsed by committee
 - Approved by
 - the IEC SMB (for TC Chairmen)
 - the parent TC (for SC Chairmen)



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TC/SC Chairman Term of Office

- Appointed for a maximum term of six years, or for a shorter period, as may be appropriate
- May be re-appointed for additional terms of not more than three years each
 - Successive extensions must be submitted for approval by the Standards Management Board



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Convenor

- Convenors function as chairmen of working groups
 - Working groups are a collection of individually appointed experts brought together to deal with a specific task

- Convenors may also function as project leaders



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Convenor Responsibilities

- Organize and chair WG meetings
- Manage the development of the project or projects assigned to the WG
- Report to the TC/SC Secretary and Chairman on progress/delays
- Report on any significant problems affecting the project
- Answer inquiries on assigned work program as necessary
- Ensure liaison is effectively maintained with relevant internal and external organizations
- In the absence of a WG Secretary, may be responsible for distribution of relevant committee documentation



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Convenor Appointment Process and Term of Office

- Appointment Process
 - Nominated by the national committee, WG or TC/SC
 - Appointed by the TC/SC and accountable to the WG and the TC/SC

- Term of Office
 - None stipulated by *ISO/IEC Directives*



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Project Leaders

- Project leaders are responsible for developing a standard or set of standards in a timely fashion
- Project Leaders permit decentralization of a secretariat's responsibility to maintain successive drafts and to make updated drafts available more rapidly
- The Project Leader shall act in a neutral and purely international capacity



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Project Leader Responsibilities

- Act as the driving force behind a project
- Recommend actions on comments received
- Consult experts as necessary
- Ensure successive drafts are produced on schedule
- May convene working group or editing group
- Act as committee's consultant at
 - committee stage (consensus building)
 - enquiry stage (CDV)
 - approval stage (FDIS)



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Project Leader Responsibilities (continued)

- Take a specific work item through its multiple iterations promptly and efficiently
- Prepare original WD and subsequent drafts
 - Following the IEC/ISO Directives Part 2 - Rules for the structure and drafting of International Standards
 - Taking account of related International Standards already published
- Judge, along the the WG and WG Convenor, when working draft is ready for submission to TC/SC for consideration as first committee draft
- Maintain document in electronic format and provide camera-ready-copy for publication
- Work with the IEC/CO on publication issues



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Notes:



Project Leader Appointment Process and Terms of Office

- Appointment Process
 - Nominated by national committee, WG or TC/SC
 - Appointed by the TC/SC and accountable to the WG and the TC/SC
 - Requires endorsement by national committee

- Term of Office
 - Normally, will serve throughout the development life of a particular project
 - However, appointment should be reviewed and reconfirmed periodically by the parent committee



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WG/PT/MT Experts

- Working Group (WG), Project Team (PT) or Maintenance Team (MT) Experts are individual subject matter experts who are encouraged to promote the position of their respective national committees
 - NOTE: USNC-approved experts to IEC TCs/SCs are expected to keep the appropriate USNC TAG advised of all relevant activities



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DID YOU KNOW . . . ?

Before an individual agrees to serve as a U.S. expert, he/she should understand that while much of the WG's work will be carried out electronically; international meetings are held at critical points in the project's development.

U.S. experts are expected to:

- independently obtain financial support so they can attend these meetings and actively participate in the development of the work.

- get to know the other experts and delegates who will be attending the meeting (as well as their spouses and accompanying persons) so as to coordinate with likely allies and get to know the perspectives and/or arguments of the other experts.

- keep the related TAG informed of their activities so that when the time comes for the U.S. to formally vote on the draft standard, a consistent and uniform position can be taken.

Do not be a loner. Socialize!



Liaison Relationships

- Types of Liaison
 - Internal (other ISO or IEC committees)
 - External (other international organizations)

- Liaisons have no power of vote,* but have some options to attend meetings and to receive documents



* In all cases, IEC National Committees are the only entities with voting rights



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DID YOU KNOW . . . ?

ISO and IEC work is of interest to many international organizations; some of these make a direct technical contribution to the preparation of the standards through participation as a liaison organization.



Liaison Relationships

■ Internal Liaisons

- Organized between IEC and/or ISO technical committees and subcommittees working in related fields
 - Operate via the exchange of working documents or via observers at meetings
- Established and maintained by
 - Secretariats of TCs or SCs concerned
 - Offices of CEO, if both ISO and IEC involved



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Liaison Relationships

- External Liaisons
 - International or broadly based regional organizations
 - Established by the General Secretary with TC/SC Secretariat Approval



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Liaison Relationships

MOST COMMON LIAISON CATEGORIES

■ Category A

- Organizations that make an effective contribution to and participate actively in the work
- Receive invitations to meetings

■ Category B

- Organizations that have indicated a wish to be kept informed of the work
- Receive reports on the work

■ Category C

- Limited to JTC 1
- Organizations that make an effective contribution to and participate actively in the work at the WG or project level
- Requires “Statement of Expected Benefits” for review by JTC 1 and the ITTF prior to approval

■ Category D

- Similar to JTC 1 Category C
- Organizations that wish to participate actively in a working group or project team.



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Liaison Officer Responsibilities

- Liaison Officers function as representatives of a TC or SC to other organizations
 - Act as representative of the IEC TC/SC to the organization with which a liaison has been established
 - Participate in the discussions of, and present written contributions to, the other organization
 - Report to parent committee on work of the liaison organization



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In order to be effective, liaison must operate in both directions, with suitable reciprocal arrangements.

One liaison officer may operate in both directions, or there may be different liaison officers representing each organization



Liaison Officer Appointment Process and Terms of Office

- Appointment Process
 - Nominated by national committee, WG/PT/MT or TC/SC
 - Appointed by and accountable to the TC/SC

- Term of Office
 - Appointment should be reviewed and reconfirmed periodically by the parent committee



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Internet resources: International



ISO/IEC Information Center



International Electrotechnical Commission

IEC Technical Information Support and Services



International Organization for Standardization



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Notes:



Internet resources: Regional Organizations



Americas

- [CANENA - Council for Harmonization of Electrotechnical Standards of the Nations of the Americas](#)
- [COPANT - Pan American Standards Commission](#)

Europe

- [CENELEC - European Committee for Electrotechnical Standardization](#)
- [ETSI - European Telecommunications Standards Institute](#)

Pacific Rim

- [PASC - Pacific Area Standards Congress](#)



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Internet resources: United States



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[American National Standards Institute](#)

[ANSI International and Regional Programs](#)

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Notes:



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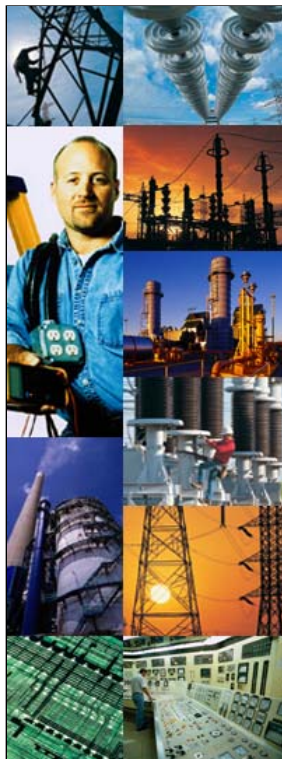
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Module III-A Complete.

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