

TMB Communiqué

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HIGHLIGHTS FROM THE JUNE 2019 TMB MEETING

1. TMB Task Force on Foundational Standards

Background: At its 2018 September meeting, the TMB passed [TMB Resolution 89/2018](#) to create Task Force 18 (TF 18) to look into the topic of foundational standards and to deliver its report with recommendations by June 2019. The creation of the Task Force was also extended for participation to IEC/SMB.

TF 18 submitted its final report at the TMB June 2019 meeting where it approved the definition of “horizontal deliverable” ([TMB Resolution 49/2019](#)) as follows:

Horizontal deliverable

deliverable dealing with a subject relevant to a number of committees or sectors or of crucial importance to ensure coherence across standardization deliverables

NOTE 1 horizontal deliverables may provide fundamental principles, concepts, graphical symbols, terminology or general characteristics

NOTE 2 some horizontal deliverables provide the foundations of workable, fair and responsible oversight of new innovative technologies

ISO/CS and IEC/CO will develop guidance material for standards developers and users on how to identify horizontal deliverables and a process, with a set of criteria, to be implemented.

What this means for you: Have you developed or are you currently developing a deliverable that would fit the above description of horizontal deliverables? Once the guidelines are developed and made available in the next version of the Directives, your committee will be able to have relevant deliverables that meet the set of criteria be recognized as “horizontal deliverables”.

2. Ethics and respect in ISO committees

Background: The ISO Code of Conduct (CoC) was developed to facilitate ISO’s work in an international, multi-stakeholder, multi-sector environment. It applies to all actors who choose to participate in an ISO committee, working group or other consensus group.

The TMB recently addressed concerns regarding the need to improve ethics and respect in the ISO standards development community. As a result, the TMB decided to revise the ISO CoC and to support its enforcement with immediate effect (via [TMB Resolution 53/2019](#)). To help raise the awareness of the ISO CoC, it has been added as a standing agenda item on meeting agendas. This means that the Chair or Convenor should present the CoC at the start of each plenary meeting and explain why it is important and ask everyone to respect it and act appropriately.

What this means for you: Are you familiar with the ISO CoC? You will find it on the [ISO website](#). Are you a chair or convenor of an ISO committee or working group? At the start of each plenary meeting, you should present the ISO CoC and ask everyone participating to uphold it and to act appropriately. The new meeting agenda template which includes the Code of Conduct will soon be made available on www.iso.org/forms

3. Improving standards development and committee performance

Background: In an effort to improve the timely delivery of ISO standards while maintaining quality, the TMB has decided that the standard development track of 48 months (SDT 48) will no longer be an option for new projects ([TMB Resolution 55/2019](#)).

Since 2017, ISO has been focusing on improving project management - an approach that entails

extracting the most out of available resources, time and expertise without compromising the quality of the documents. New IT Tools, such as web conferences and a future online collaborative authoring tool, combined with the project management approach will support the ISO Community to continue successfully producing high quality documents even without the SDT48 option. (see item 6 for more information on project management tools)

What this means for you: The change will come into effect on 1 May 2020 when the new Directives are published. It is important to already take this upcoming change into account as you plan your new projects for 2020. Your ISO/CS Technical Programme Manager can assist you with any questions you might have and in finding appropriate solutions for your work programme and projects.

NEWS

4. L.D. Eicher Award 2019 – Winner to be announced at the ISO General Assembly

Background: The Lawrence D. Eicher Award was created to recognize committees with outstanding performance. It provides an opportunity for the winning committee to demonstrate their achievements and raise awareness of their work, both inside and outside ISO. The 2019 winner has been selected by the TMB at its June 2019 meeting and will be announced in September 2019 at the ISO General Assembly in Cape Town (South Africa). The nominees for the 2019 award are:

TC 84	Devices for administration of medicinal products and catheters
TC 121	Anaesthetic and respiratory equipment
TC 150	Implants for surgery
TC 163	Thermal performance and energy use in the built environment
TC 204	Intelligent transport systems

The winner will be invited to the award ceremony at the ISO General Assembly in Cape Town and will receive funding from ISO to participate in the event.

What this means for you: Are you interested in learning who the winner is in 2019? Then make sure to read the September edition of the TMB Communiqué. If you think your committee could be the next winner of the LD Eicher award, keep an eye out for the call for nominations which will be launched in early 2020 or contact tmb@iso.org for further information.

5. Revision of the Getting started toolkits and My ISO Job brochure

Background: ISO/CS is currently updating the “Getting Started Toolkits” for chairs, convenors and committee managers and the “My ISO Job” brochure. The documents are being updated to reflect some changes in the latest version of the ISO/IEC Directives and the ISO Supplement (May 2019 editions).

What this means for you: The updated “Getting Started Toolkits” and “My ISO Job” will be published in August 2019. We will make an announcement with a blog post on ISO Connect once the new versions are published and will upload them in the [Resource library](#).

6. Project Management

Background: At its February 2019 meeting, the TMB agreed to the name change from “committee secretary” to “committee manager” ([TMB Resolution 20/2019](#)) in the 2019 edition of the ISO Supplement of the ISO/IEC Directives. This change follows the publication in 2018 of 2 brochures on project management [methodology](#) and [roles and responsibilities](#). It reinforces the important role committee managers play in managing their committee’s projects and empowers them to take stronger responsibility for their projects.

This revised role may require a cultural shift within some of the committees. To support committee managers with this, the committee manager training was updated in February 2019 (see here: "[6.x Project Management in standard development](#)"). In addition, eLearning training modules on project management are currently under development with expected release at the end of 2019.

To measure the evolution of project management practices, a new indicator was set by TMB to reach at least 65% of projects with target dates in ISO/Projects by the end of 2019.

Title	2017	2018-06-30	2018t	2019t	2020t
Ratio of active WI* (IS** only) with target dates	~10%	18%	20%	65%	80%

*WI= Work Item, IS= International Standard

The current proportion of active IS projects that have at least a target date is at 35% (as of 23 May 2019).

What this means for you: Are you a committee manager? Please ensure you have target dates for all your projects on ISO Projects. Don't forget that your Technical Programme Manager at ISO/CS can assist you in defining the target dates and with any other questions you might have.

7. Strategic Advisory Group on Machine Readable Standards

Background: In September 2018, the TMB created a SAG on Machine-Readable Standards (via [TMB resolution 94/2018](#)) based on a recommendation from Working Group 5 of TMB Task Force 17 on Alternative Standardization Processes, with the following mandate:

- to develop a clear definition to be used within ISO of a machine-readable standard
- to develop a roadmap on introduction and implementation of machine-readable standards within ISO, including the human interpretation of those standards, and taking into account existing national and regional initiatives
- to map ISO standards to be considered as a priority in transformation from text based into machine-readable standards
- to develop guidelines for ISO Technical Committees on machine-readable standards
- Implementation and their human interpretation
- to develop a common view on the prioritization and implementation of machine-readable standards, as input for the next ISO Strategic Plan

The SAG on Machine Readable Standards has held five meetings so far, heard presentations from multiple TCs on industry needs, and distributed a survey for TCs. The SAG has identified a need for a new product that is machine-focused and has provisionally named this an ISO SMART (Standards Machine Applicable, Readable and Transferable) standard format. This format can be various data types, as different industries have slightly differing needs, but in general is more data-centric than document-centric. The roadmap has been created and will be refined as work continues.

What this means for you: The SAG's 1-year mandate will come to an end in December 2019 when the SAG's final report is due. If you are interested in learning more about the SAG and its work, make sure to read the TMB February 2020 Communiqué where we will inform you of the final recommendations from the SAG.

8. Strategic Advisory Group on Accessibility

Background: At its September 2018 meeting, the TMB decided to create a Strategic Advisory Group (SAG) on Accessibility with [TMB Resolution 99/2018](#) based on a proposal from the Swedish Standards Institute (SIS). SIS had identified a need for a more transparent, coherent and structured approach to ISO led standardization within the area of accessibility.

The mandate of the SAG includes, among other things, mapping existing and ongoing work on accessibility in ISO, IEC and ITU, developing recommendations on tools to assist the TC community in developing standards that take accessibility into consideration, and giving recommendations to ISO on the development of new standards on accessibility.

What this means for you: It is estimated that 15% of the world's population is living with some form of disability and it is important that standardization takes into account the whole population, including people with disabilities. The SAG is currently mapping all the ISO deliverables on accessibility and will be reaching out to the technical community later in 2019 to help test the mapping and to give feedback on it. Are you interested in learning more about what ISO is doing to address accessibility? The final report and recommendations of the SAG are due in September 2020 and we will provide updates of the work of the SAG in coming TMB Communiqués.

9. Translation

Background: ISO/CS carried out a survey to its Members to collect some of the best practices regarding translation in the standards development process. Although many of the respondents confirmed that translation usually occurred once standards are published, a number of Members practice translation during the DIS ballot highlighting the importance of the translation period at this stage of the development process.

What this means for you: Member bodies are encouraged to share best practices, such as [this brochure](#) developed by AFNOR, and material on translation amongst each other.

REMINDERS

10. Living Lab: Committee innovation proposals

Background: Recalling TMB Resolutions [72/2015](#) and [73/2015](#), the TMB decided to continue committee innovations pilots as part of the second phase of the Living Lab Project. Committee innovations are ideas proposed by committees that will help improve their working processes and improve the status quo within the current standard development process. Ideas may be submitted to the ISO Central Secretariat using [this form](#).

These proposals are subject to approval by the Living Lab 2 TMB Task Force and when validated become pilots that the committee will manage for testing working processes. Upon completion of the testing period and provided that the outcome of the pilot is successful, the TMB will vote to implement the pilot's final recommendations and to make them "official" (i.e. by modifying the ISO Directives, issuing new guidelines, using new tools, etc.).

What this means for you: If you believe you have a good proposal for a committee innovation that would improve working processes and benefit several committees, please fill in the [form](#) and send it to us at tmb@iso.org. If you would like to know more about committee innovation proposals and current pilots, additional information is available [here](#) on ISO Connect.

11. Liaison application process

Background: If an organization meeting the eligibility requirements wants to establish a liaison with an ISO Committee or Working Group, they need to submit an application directly to the secretariat of that committee. The committee secretariat will then submit the application to the ISO Central Secretariat (ISO/CS) for an eligibility check. ISO/CS will also consult with the National Standards Body (NSB) in the country where the applicant organization is based.

If the application is validated by ISO/CS and there is no objection from the relevant NSB, the committee secretariat shall circulate the application in the committee (e.g. via committee internal ballot) to approve the liaison request.

In case of an objection from the NSB, the application will be referred to the ISO Technical

Management Board for decision.

Additional information can be found in [ISO/IEC Directives, Part 1 and Consolidated ISO Supplement, Clause 1.17.](#)

What this means for you: The updated “Application to establish a liaison” form has been uploaded on www.iso.org/forms.

Please note that the procedure for the establishment of Category A and B liaisons described in clause 1.17.2.1 of the ISO/IEC Directives Part 1, Consolidated Supplement, is also applicable to Category C liaison applications. This will be updated in the next edition of the Directives which will be published on 1 May 2020.

12.Guidance on new work

Background: In the February 2019 TMB Communiqué, we informed you of the new guidance document that we have developed which provides guidance to ISO members on how to successfully prepare proposals for new work.

The guidance outlines the various processes by which new work comes into the ISO system, who proposes it, and how. Its aim is to provide guidance to prospective proposers of new work in ISO, to share best practices, to clarify and facilitate the process and improve the quality of proposals. This guidance document is aimed at the ISO members and their stakeholders.

What this means for you: Do you want to learn more? You can find the guidance document in the Resource library [here](#).

13.Resource library

Background: The Technical Policy team has created a [Resource library](#) with all the information that is useful for the technical community. Here you can find guidance documents, brochures, toolkits and other useful documents. The library is organized by subjects and updated regularly.

What this means for you: When you are looking for advice or “how to” documents, make sure to visit the Resource library first. For suggestions on how to improve it, please send an email to tmb@iso.org

EVENTS

ISO General Assembly

The ISO General Assembly (GA) in 2019 will be held in Cape Town, South Africa. The focus of the GA week is to put standards at the heart of the Global Agenda and to define the strategies that will guide ISO to 2030.

ISO standards contribute to achieving the UN Sustainable Development Goals (SDGs) and the event will explore how ISO can evolve its strategy to contribute to a better future through widespread awareness and use of International Standards.

If you want to learn more, visit the [2019 GA website](#).

DEVCO/TMB collaboration

The ISO committee on developing country matters (DEVCO) will have its 53rd meeting during the GA in Cape Town. The agenda of the meeting will focus on on-going and emerging challenges to sustainable development and the role of International Standards in providing solutions to improve economic, social and environmental outcomes in developing countries.

A joint DEVCO/TMB panel session will be organized during the DEVCO Plenary meeting. The title

of the session is “Joint DEVCO/TMB panel session on enhancing developing country participation in ISO technical work”.

In addition, DEVCO will organize 3 break-out sessions in the afternoon of September 17th. The topic of Breakout session 3 is *How to make use of the new twinning concept to enhance participation in ISO*. ISO/TMB developed the concept of twinning to build the capacity of less experienced members to take on leadership positions and increase their effective participation in ISO technical work. This session will explore how twinning can support developing countries gain the necessary knowledge and skills that will enable them to benefit from international standardization.

To learn more about the DEVCO programme during the GA; visit the [DEVCO page](#) on the 2019 GA website.

NEW COMMITTEES

Reminder: The NSBs proposing a new committee have the option to organize a web conference session(s) to “promote” their NPs and TS/Ps and to answer any questions from ISO members. This is normally done half-way through the 12-week voting period. See the process [here](#) on ISO Connect. For information on new proposals and the stages of approval that they are in, please click on the following link: <https://connect.iso.org/x/L4AhAQ>

TMB RESOLUTIONS

TMB Resolutions (including 2019) are available on e-committees:
<https://isotc.iso.org/livelink/livelink?func=ll&objId=15768654&objAction=browse>