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HIGHLIGHTS FROM THE JUNE 2017 TMB MEETING

1. Task Force on Effective collaboration with IEC and ITU

**Background:** In February 2017, the TMB approved Resolution 23/2017 creating a TMB Task Force to develop proposals for increased collaboration with IEC. At its meeting last week (June 2017), the TMB decided to concur with the IEC’s suggestion to extend this Task Force to include technical collaboration with ITU. The members of this Task Force will be from the technical management boards of the three organizations: ISO/TMB, IEC/SMB and ITU/TSAG. Nominations to the Task Force will be confirmed by 31st July 2017, after which the Task Force will begin its work.

**What this means for you:** The Task Force is expected to finalize its work by June 2018. If you are interested in following the Task Force’s progress, look out for regular updates on its work in future editions of the TMB Communiqué. For further questions about the Task Force, please contact the Secretary, Henry Cuschieri (cuschieri@iso.org).

2. Task Force on ISO Virtual Standards Development Process

**Background:** At its September 2016 meeting, the ISO Council approved the recommendations of the Council Ad hoc Group on the Future Standards Environment (plus IT). One of these recommendations was to develop an alternative approach to standards development, without the formation of a traditional ISO committee and with experts working via electronic means (such as WebEx meetings and/or social media sites, collaborative authoring tools) to develop an ISO deliverable. Based on this recommendation, the TMB created the Task Force on Project based approach via Resolution 24/2017 to work on a priority area of the 2017 TMB action plan 4.2. The Task Force has now agreed on a new title: “ISO Virtual Standards Development Process”.

**What this means for you:** The Task Force will present its recommendations to TMB in September 2018. For further questions about the Task Force, please contact the Secretary, Mélanie Jacob (jacob@iso.org).

3. Task Force on Project Management

**Background:** At its February 2017 meeting, the TMB created a Task Force on “Implementation of Project Management in ISO Standards development” (Resolution 22/2017) to work on a priority area of the 2017 TMB action plan 3.1. The objectives of this Task Force are to:

- Promote a culture change within the ISO technical community;
- Focus on timeliness of standards development;
- Review the roles and responsibilities of ISO committee leaders with relation to project management;
- Provide tools and guidance to committee leadership to help them make this change;
- Continue cooperation with the IEC on this issue – sharing of best practices.

The next physical meeting of the Task Force will be in September 2017, in Berlin. In the meantime the Task Force will be consulting members of the ISO community to gather feedback on its draft Project Management Methodology.

**What this means for you:** This is a long-term project addressing many different aspects of the ISO standards development process. If you are a committee secretary, chair, convenor, or project leader, the outcome of this Task Force will interest you, as this work aims to provide you with
guidance on project management and arm you with the tools you need to improve the efficiency of the standards development process. Regular updates on the Task Force’s work will be provided in future editions of the TMB Communiqué. For further questions about the Task Force, please contact the Secretary, Charles-Pierre Bazin de Caix (bazindecaix@iso.org).

4. Task Force on National adoptions data

**Background:** In September 2016 the TMB established a Task Force on National Adoptions data ([Resolution 115/2016](#)) with the request to identify ISO Members’ needs for use of National Adoptions data as well as to analyze the current model of technical cooperation with IEC.

The TMB reviewed and approved the following recommendations from the Task Force at its June 2017 meeting ([Resolution 80/2017](#)).

- Grant public access to National Adoptions data of ISO and ISO/IEC publications on ISO website (iso.org)
- Implement a pilot that will look after updating National Adoptions data annually (by requesting ISO members to fill in their national data on a yearly basis)
- Develop administration tools and machine-to-machine capabilities to help ISO Members provide more qualitative and quantitative National Adoptions data in the Joint ISO/IEC National Adoptions database
- Confirm the existing operational model of the Joint ISO/IEC National Adoptions database

The TMB also asked ISO/CS to implement the recommendations and disbanded the Task Force.

**What this means for you:** ISO members will be contacted soon with further details about the implementation plan and timeframe for the pilot on annual update of National Adoptions data. In the meantime, the current [ISO/IEC National adoptions database](#) remains available for consultation. For further questions, please contact the ISO/CS IT Director, Stéphane Châtelet (Chatelet@iso.org).

5. Strategic Advisory Group on Ageing Societies – final report

**Background:** The TMB established a Strategic Advisory Group (SAG) on Ageing societies in 2016 ([Resolution 69/2016](#)) and it approved the final report and recommendations of the SAG at its June 2017 meeting. This report identifies challenges/opportunities, gaps in knowledge, priorities for ageing societies and proposed next steps for ISO’s action plan. See the full report for more details.

**What this means for you:** As stated in the SAG report, the next step for ISO will probably be the creation of a Technical Committee on Ageing Societies. ISO members can therefore expect to be invited to vote on a proposal for a new field of work in this area soon.

6. Review of post-meeting surveys for plenary meetings

**Background:** In 2013 the TMB ([Resolution 26/2013](#)) decided that, in order to assess committee performance, ISO/CS should begin circulating surveys to all committee participants to collect their feedback after committee meetings, including information on preparedness of the leadership, knowledge of the Directives, etc. To implement this TMB resolution, Survey Monkey was chosen as the tool to manage the survey. ISO/CS currently provides a survey link to the Secretary prior to the meeting, which the Secretary is encouraged to embed in the meeting agenda and also distribute to meeting participants both during and after the meeting. Results are reviewed by the ISO/CS TPMs, and feedback is given to the meeting’s Secretary, as and when necessary.
However, the introduction of the “ISO Meetings” application has provided an opportunity to reevaluate the survey model. Therefore, the TMB decided (Resolution 76/2017) to ask the ISO/CS IT Department to expand the current ISO Meetings tool to include a participant feedback (survey) mechanism.

**What this means for you:** Besides the integration of the survey process into “ISO Meetings”, the main change will be that not only the ISO/TPM, but also the Secretary of the Committee and the ISO member body holding the secretariat will be informed of the results of the survey. A communication will be sent to the technical community with more details about this change closer to the implementation date (still to be determined).

**NEWS**

7. **L.D. Eicher Award – Winner to be announced at the ISO General Assembly**

**Background:** The Lawrence D. Eicher Award was created to recognize committees with an outstanding performance. It provides an opportunity for committees to demonstrate their achievements and raise awareness of their work, both inside and outside of ISO. The 2017 winner has been selected by the TMB at its June 2017 meeting and will be announced in September 2017 at the ISO General Assembly in Berlin (Germany). The nominees for the 2017 award are:

- ISO/TC 44/SC 3 Welding and allied processes - Welding consumables (secretariat: ANSI)
- ISO/TC 94/SC 14 Personal safety - Protective clothing and equipment - Firefighters' personal equipment (secretariat: SA)
- ISO/TC 228 Tourism and related services (twinned secretariat: UNE/INNORPI)
- ISO/TC 261 Additive manufacturing (secretariat: DIN)
- ISO/PC 280 Management Consultancy (secretariat: UNI)
- ISO/IEC JTC 1/SC 7 Software and systems engineering (secretariat: SCC)

**What this means for you:** Want to know who won and why? An article on the winner of the 2017 award will be included in the September edition of the TMB Communiqué. Do you think your committee deserves to be nominated? The call for nominations for next year will be launched in early 2018, so keep an eye out for it.

8. **New ISO Guide on Systematic Review published**

**Background:** The process of the ISO Systematic Review (SR) is a very important tool to ensure that ISO deliverables remain up-to-date and globally relevant. With this process ISO ensures that its deliverables are reviewed at least every five years after publication. To provide guidance to those involved, like committee secretaries, national standards bodies, and those replying to the SR ballot, the ISO Guidance on Systematic Review is now available.

**What this means for you:** Have you ever wanted to know more about how Systematic Review (SR) works and why it is important? Do you get questions about the process or how to answer the SR questions from committee members or experts? Now you can send them the link to this guidance document, which we invite you to promote in your committees. If you have any feedback on the document, please let us know by writing to tmb@iso.org.
9. **New Guidance documents on Twinning**

**Background:** ISO and its members have developed the concept of twinning, by which a developing country member may enter into an arrangement with a developed country member. The aim is to share knowledge and build capacity in order to support the developing country member taking a more active role in international standardization. ISO/CS has just published a short brochure on Twinning and a revised version of the more detailed guidance document on Twinning will be published very soon. This will be announced on ISO Connect.

**What this means for you:** Is your ISO member interested in entering into a Twinning arrangement? This can be done at secretariat, Chair, Convenor or P-member level. See the brochure and guidance document for details and contact tmb@iso.org if you have any questions.

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**EVENTS**

10. **Services standards: ISO Strategy and Vancouver workshop**

**Background:** This workshop, held on 28 April in Vancouver, Canada, was organized as part of the ISO strategy for service standardization and in cooperation with ISO/CASCO (with a focus on conformity assessment issues). It was the second international workshop to be held on this topic, and it followed on from the discussions and outcomes of the first workshop, which was held in June 2016 in Geneva, Switzerland (and focused on consumer issues).

The workshop was successful in bringing stakeholders together and discussing what ISO’s priorities should be. Participants suggested that ISO should increase its efforts to:

- promote the benefits of service standards in a way that is clear and relevant to users (e.g. using case studies);
- work towards finding the right balance of flexibility and robustness in the rules for standards development;
- better activate the ISO network in order to promote awareness raising on service standardization; and
- improve communication and understanding about conformity assessment tools and how they can be used by the services sector.

**What this means for you:** If you are interested in service standards, you can access the presentations from the event, along with photos and speakers’ bios on the workshop website. The full workshop report will be published soon and announced on ISO Connect. For questions or more information about ISO’s work on service standards, contact Belinda Cleeland (cleeland@iso.org).

11. **Update on the 2017 ISO/IEC/ITU Smart cities forum**

**Background:** As announced at the 2016 World Smart Cities Forum (WSCF) in Singapore, the upcoming WSCF has now been scheduled with the following title: “Future cities – Solutions for common challenges: How International Standards support the development of smart and sustainable cities”.

**What:** A full-day conference with engaging roundtable discussions  
**When:** 15th November 2017  
**Who:** Cities, policy makers, investors, industry, standard makers, other relevant organizations; in short, everyone who is involved in urban development and
planning

Where: Barcelona Smart City Expo World Congress (www.smartcityexpo.com), Fira Barcelona

This year’s event will offer a unique opportunity to learn about the needs and challenges facing the development of smart and sustainable cities from different stakeholders’ perspective. More importantly, we will identify how we can all work better together in order to develop key synergies and action plans supporting cities in achieving their strategic and societal goals.

**What this means for you:** Save the date in your calendars! Conference registration details and program will be officially communicated in July 2017. For more information, please contact Antoine Morin (morin@iso.org).

**REMINDE**

12. Committee innovation proposals

**Background:** Recalling TMB Resolutions 72/2015 and 73/2015, the TMB decided that committee innovations should be continued as part of the second phase of the Living Lab project. Committee innovations are ideas proposed by committees that will help improve their own working processes. Ideas may be submitted by anyone participating in ISO standards development (using this form). The status of committee innovation proposals is updated regularly and can be accessed via the following link.

**What it means for you:** If you believe you have a good proposal for a committee innovation, please fill in the form and send your proposal to tmb@iso.org!

13. Public consultation on Management System Standards (MSS)

**Background:** Management system standards (MSS) are a tool for organizations to improve their performance by specifying repeatable steps and to create an organizational culture that reflexively engages in a continuous cycle of self-evaluation, correction and improvement of operations. The ISO/TMB recently agreed that it would be very beneficial to invite the broader user community to review and comment on proposals for new ISO MSS. This could help to build early user support for new MSS proposals and to verify market need. Consultations could be done, for example, via an online commenting platform.

**What it means for you:** ISO Members are encouraged to open any New Proposal ballots for new MSS for public commenting at the national level (see circular letter sent on 2017-06-09). Allowing this opportunity to comment will help to better evaluate user support and ensure that the proposal fully meets market demands.

14. **Updated “Policy on using ISO IT services for ISO technical work”**

**Background:** Following the release of the new ‘ISO Meetings’ tool in April 2017, the policy related to the use of IT applications and services has been updated. This policy is available on ISO Connect and describes the applications and services that are required, recommended or made available in the context of the Standards Development process.

**What it means for you:** Do you use ISO IT applications? Check out the table on ISO Connect for more information on the requirements and available options for your work.
15. ISO Meetings

**Background:** In 2015, the TMB requested the development of a new IT application, a ‘meeting platform’ (Resolution 38/2015) to allow ISO committee Secretaries to register meetings and ISO members to register meeting participants in one central place. This application, ISO Meetings, has now been developed and went online as of the end of March 2017 – it will help Secretariats to prepare lists of meeting participants and to ensure that only authorized individuals participate in ISO meetings.

**What it means for you:** It became mandatory for Secretaries to use the Meeting Participation Platform to create any new meeting as of 01 April 2017. Please take note that registration of meeting participants in the platform will become mandatory as of 01 October 2017. Contact helpdesk@iso.org for any questions about ISO Meetings.

16. Change to the ISO policy on the extension of DIS ballot dates

**Background:** In order to avoid too many delays because of extensions of DIS ballot dates and to align the ISO and IEC practices, the ISO/TMB has decided to no longer allow extensions on DIS ballots.

**What it means for you:** According to the TMB Resolution 30/2017, please be informed that as of 2017-05-01, ISO will no longer grant any extensions for ballots at Enquiry stage (stage 40).

**NEW COMMITTEES**

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**

All TMB Resolutions are available on e-committees: http://isotc.iso.org/livelink/livelink?func=ll&objId=15768654&objAction=browse

2017 Resolutions: are available here.