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REQUESTED ACTION
Circulated to P- and O-members, and to technical committees and organizations in liaison for:

- information

- discussion at
  [venue/date of meeting]

- comments by
  [date]

- voting (P-members only by:
  [date]

P-members of the technical committee or subcommittee concerned have an obligation to vote.
TMB Communiqué

No. 47 – June 2014

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A. HIGHLIGHTS FROM THE JUNE 2014 TMB MEETING

1. Project management and target dates

**Background:** At its 60th meeting in Geneva (Switzerland), the TMB adopted Resolution 65/2014 addressing the improvement of target date management. The TMB understands the importance of project management principles, as demonstrated by TMB Resolution 29/2014 that implemented measures to reduce the development time of ISO deliverables. In the spirit of effecting similar positive changes to the management of projects in ISO, the TMB has decided to implement (effective immediately) the following 3 development tracks:

- **Accelerated standards development track**
  - 12 months to produce the DIS
  - 24 months to publication

- **Default standards development track**
  - 24 months to produce the DIS
  - 36 months to publication

- **Enlarged standards development track**
  - 36 months to produce the DIS
  - 48 months to publication

**What this means for you:** The changes outlined above will also be made to ISO IT tools in an effort to help committees improve the management of their projects and observance of target dates. As a second step, a functionality will be created to allow committee secretaries to set and enter intermediate target dates for WD, CD, 2nd DIS, FDIS, and automatic warning notices will be sent to committees when their intermediate target dates are approaching (however, failure to meet these target dates will not result in project cancellation). The ISO Central Secretariat will provide the TMB with a project plan to implement the 2nd step by September 2014 and it is expected that these systems will be in place by end of 2014/early 2015.

2. New committee on Security

**Background:** During the February 2014 TMB meeting in Guilin (China), the TMB discussed improved coordination in the security sector in ISO. This was an outcome of the Coordination Forum which took place on 29 - 30 October 2013 and which led to the establishment of the TMB Task Force on security (see TMB Resolution 32/2014). At its June 2014 meeting, the TMB decided that an overall structure on security was needed and established a single technical committee to regroup the various technical bodies (ISO/TC 223 Societal security, ISO/TC 247 Fraud countermeasures and controls and ISO/PC 284 Management system for quality of private security company (PSC) operations - Requirements with guidance) involved in this sector (see TMB Resolution 68/2014).
What this means for you: This is part of the TMB’s efforts to improve coordination and avoid duplication of work. This is the 3rd committee established to consolidate efforts in the technical work of ISO. The first committee was created in the “water sector” following a recommendation from the TMB Implementation Task Force on Water (ITFWA) via TMB Resolution 19/2013 and the second via TMB Resolution 101/2013 in the education sector. The official starting date for the work of this new TC will be 2015-01-01, at which date the 3 committees (ISO/TC 223, ISO/TC 247, ISO/PC 284) would be disbanded and their work incorporated into this new structure. More will follow. Proposals to the TMB for further consolidation are welcome at tmb@iso.org.

3. Escalation mechanism ITU-IEC-ISO

Background: The CEOs of ISO, IEC and ITU met to discuss and agree on principles for an escalation mechanism. The idea was to extend the same mechanism which exists between ISO and IEC to ITU as well, in order to encourage stronger communication linkages between the three organizations and to resolve issues at the earliest possible stages.

The mechanism is provided below. You are strongly encouraged to use this method in cases where an issue arises.

1. IEC and/or ISO Technical Committee officers and/or ITU-T or ITU-R Study Group Management as appropriate
2. Secretaries of IEC SMB and/or ISO TMB and/or Chief ITU-T Study Group Department or Chief ITU-R Study Group Department as appropriate;
3. IEC SMB Chairman and/or ISO TMB Chairman and/or ITU-T TSAG Chairman or ITU-R RAG Chairman, as appropriate
4. IEC General Secretary and/or ISO Secretary-General and/or ITU-T TSB Director or ITU-R Director BR as appropriate

What this means for you: The TMB adopted TMB Resolution 84/2014 to remind the technical community of the need to ensure that potential areas of conflict are detected as early as possible, using the list of NWI proposals from ISO, IEC and ITU which are distributed to TC/SC secretaries on a monthly basis. The issues should be discussed between the relevant parties as early as possible by using the above mechanism.

4. Training for chairs and convenors

Background: At its June meeting, the TMB adopted Resolution 74/2014 which approved the pilot roll-out of a training for chairs and convenors between 2014 and 2015. The first training session is scheduled to take place on 19-21 November 2014 in Pretoria (South Africa).

What this means for you: All chairs and convenors from the African region are invited and encouraged to attend. Other national standards bodies interested in hosting such a training for their regions are strongly encouraged to let us know at tmb@iso.org.

5. Regional chairs' and convenors' conference

Background: Up until 2011 (www.iso.org/tcchairs), the ISO Central Secretariat held TC chair conferences every three years in Geneva as a means to engage with committee leaders and exchange experiences and best practices. The last conference in 2011, though well-attended, made it apparent that it had a limited outreach, due to the fact that the majority of
the conference attendees were from Europe. So in February 2012, the TMB decided to hold its February meetings outside Geneva so that annual regional chairs and convenors conferences could be held at the same time. The first such conference was hosted by SA (Australia) in February 2013 (see TMB Communiqué Ed. 43). The second was in February 2014 organized by SAC (China) (see www.iso.org/tcchairs2014).

What this means for you: The next conference is planned for February 2015 so be sure to watch this space to find out where it will be held.

6. Use of ISO/IEC Guides

Background: At its 59th meeting in Guilin (China), the TMB reviewed the list and status of Guides available in the ISO catalogue to improve their visibility and use as well as their relevance. In addition, the TMB reviewed some of them for immediate action via TMB Resolution 78/2014 and as of October 2014, all Guides will be subject to a systematic review (SR) and/or equivalent committee consultation.

What this means for you: To improve our understanding of the use of Guides, a survey has been launched. If you are involved in committee activities, please take a few minutes to fill in the survey. Please also note that a total of 19 Guides are available for free in the list of publicly available Guides. The full list of ISO Guides (login required) is available to TC/SC leaders for the work of their committees.

Take the Guides survey!
https://www.surveymonkey.com/s/K3TKBWS

7. Stakeholder engagement (e-learning pilot)

Background: ISO works to ensure that standards are developed by stakeholders, for stakeholders so that standards meet market needs. There are a number of resources available to help National Standards Bodies and liaison organizations scale-up the involvement of their stakeholders in the International Standards development process. These resources are available on ISO’s website. An e-learning course on stakeholder engagement has also recently been developed and is now being piloted on ISO Connect.

What this means for you: This stakeholder engagement e-learning presents the theory of stakeholder engagement and some guidance for how it can be implemented by National Standards Bodies. The content of the presentation is based on the best practices and experience collected from ISO members. As this is a pilot, we would be grateful for feedback by e-mail to tmb@iso.org, or leave a comment on the ISO Connect page where it is located.
B. NEWS & FOLLOW-UP

8. E-services – Working groups (WGs) not using eCommittees (Livelink)

Background: Via TMB Resolution 64/2012, the TMB decided that the use of the eCommittees (Livelink) environment was mandatory for technical committees, subcommittees and working groups. A circular letter was sent regarding this and corresponding articles were included in the TMB Communiqués 41 and 45. Despite these steps, over 1000 WGs have not been uploading N-documents in eCommittees since 2012.

What this means for you: If you are a working group convenor, you may have received an email from our ISO Committee Service Centre (CSC) on 2014-05-26 reminding you of the requirement to use eCommittees. If you have any feedback about possible improvements to the environment, please send us an email to tmb@iso.org. The TMB will be keeping a close eye on this issue and so be sure to read future editions of the Communiqué for updates.


Background: The Eleventh Edition of the ISO/IEC Directives, Part 1 and the Fifth Edition of the Consolidated ISO Supplement were released on 1 May 2014. The ePUB edition for smartphones and tablets is also available here. If you want to see the changes made since the last version, please see the track changes version. For instructions on how to load ePUB versions of the Directives, please see below.

What you need:

• Web browser

• eBook reader which you can download for free

What to do:

1. Go to www.iso.org/directives on your device using your browser
3. This will open the ISOTC folder with the Supplement in various formats - tap on EPUB file
4. You will be asked in which format you wish to open the file -- choose the eBook reader you downloaded. Note it may take a few minutes to load.
5. The Supplement will appear in the Library - tap on it to open. Note that the file may take a few seconds to load every time you open it.

What this means for you: As of 1 May 2014 the new editions of the above documents superseded the previous ones, so please ensure that you are using the new versions for your work. Remember that, as reported in the previous edition of the Communiqué, TPMs are there to assist you in the transition to the new version and to explain changes during plenary meetings. Please also note that the Directives part 2 will soon be under revision. Stay tuned for information concerning the future edition.
10. Next ISO Strategic Plan consultations underway

**Background:** The TMB held a half-day brainstorming session on the next ISO Strategic Plan 2016 – 2020. The input will be fed back into the consultation process currently taking place amongst ISO members. As was communicated to members on 11 April 2014, we would remind you that ISO members have until 22 August 2014 to provide their input on the draft Strategic Plan. The ISO Policy Development Committees (PDCs) and some regional groups such as COPANT (Pan-American Standards Commission) and PASC (Pacific Area Standards Congress) will also be invited to comment.

**What this means for you:** Those invited to comment are reminded to do so by the above date. Be sure to read the next edition of the TMB Communiqué for an update on how the consultation process progressed.

11. ISO 26000 confirmed

**Background:** Following the ISO 26000 Guidance on social responsibility systematic review (SR), the Post-Publication Organization (PPO) met in Paris on 24 April to examine the results. The PPO recommendation to the TMB was for the standard to be confirmed with a list of issues to be considered for a future version.

**What this means for you:** The TMB approved the recommendation to confirm ISO 26000 and to launch the next systematic review in three years via Resolution 79/2014. We will keep you informed of future developments, so be sure to continue reading future editions of the Communiqué.

12. Smart Cities Advisory Group

**Background:** At its 59th meeting, the TMB established the advisory group on Smart Cities via TMB Resolution 36/2014. Since the establishment of the group, experts were appointed by the TMB and the first meeting scheduled to take place on 17 June 2014 in ISO/CS in Geneva.

**What this means for you:** This is an area of growing importance. It is therefore key that ISO carefully consider its involvement. Make sure you read future editions of the TMB Communiqué for updates on the group's findings regarding this fascinating topic.

13. Are we getting through?

**Background:** Communication is important to the TMB. As we had reported in the TMB Communiqué Ed.45 (September 2013), a survey will now be run with each June edition to ensure that we are providing the best quality newsletter possible. If you are interested in the results of the previous survey, please click here to link to last September's Communiqué.

**What this means for you:** Please take a few moments to fill-in the survey so that we may find out what you think of the Communiqué. We would appreciate receiving as much feedback as possible as it allows us to improve the quality of the newsletter.

**Take the TMB Communiqué survey!**
https://www.surveymonkey.com/s/BTF8GLC
C. RESOURCES

In past editions of the TMB Communiqué, we reported on various important issues that are still relevant to committee work. Below is a list with links. For more information please sign up to ISO Connect and visit the Standards page. Here we provide links to useful documents and other interesting news regarding current proposals for new fields of work.

1. Getting started toolkits  TMB Communiqué Ed.44: Secretaries, Chairs & Convenors.
2. Plain English  TMB Communiqué Ed.44: Plain English tips
3. Justification statements  TMB Communiqué Ed.44, TMB Communiqué Ed.43, TMB Communiqué Ed. 40, Market Relevance Task Force (MRTF) Recommendations; Guidance on elements to be considered when developing justification statements
5. WebEx  TMB Communiqué Ed.43: WebEx

D. 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

E. TMB RESOLUTIONS

TMB Resolutions are available at: http://www.iso.org/TMBResolutions.