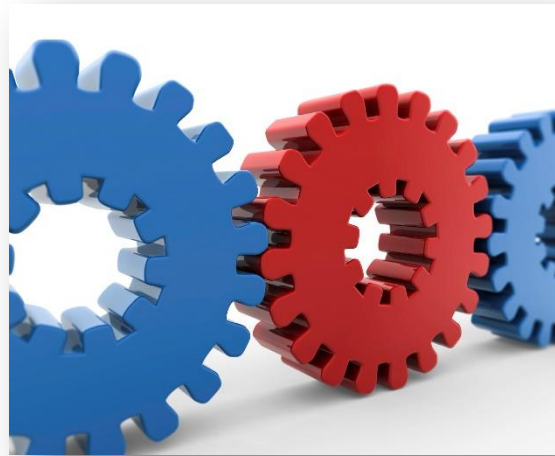


# **Development process of International Standards -- In brief --**



# Key references: ISO/IEC Directives



Official rules - Regularly updated



ISO/IEC Directives, **Part 1** – Procedures for the technical work



ISO/IEC Directives, **Part 2** – Rules for drafting International Standards



**+ Consolidated ISO Supplement = Specific to ISO**



[www.iso.org/directives](http://www.iso.org/directives)

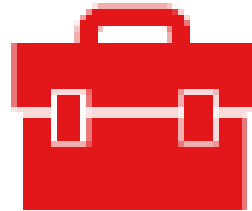


Forms & templates on the [ISO Website](http://www.iso.org)

# Basic glossary

- Amd = Amendment
- AWI = Approved Work Item
- CD = Committee Draft
- CIB = Committee Internal Balloting
- DIS = Draft International Standard
- FDIS = Final Draft International Standard
- JWG = Joint Working Group
- MB = Member Body
- NP = see NWIP
- NWIP = New Work Item Proposal
- PAS = Publicly Available Specification
- PC = Project Committee
- PL = Project Leader
- PWI = Preliminary Work Item
- SC = Subcommittee
- SR = Systematic Review
- TC = Technical Committee
- TMB = Technical Management Board
- TPM = Technical Programme Manager
- TR = Technical Report
- TS = Technical Specification
- WD = Working Draft
- WG = Working Group

# New work

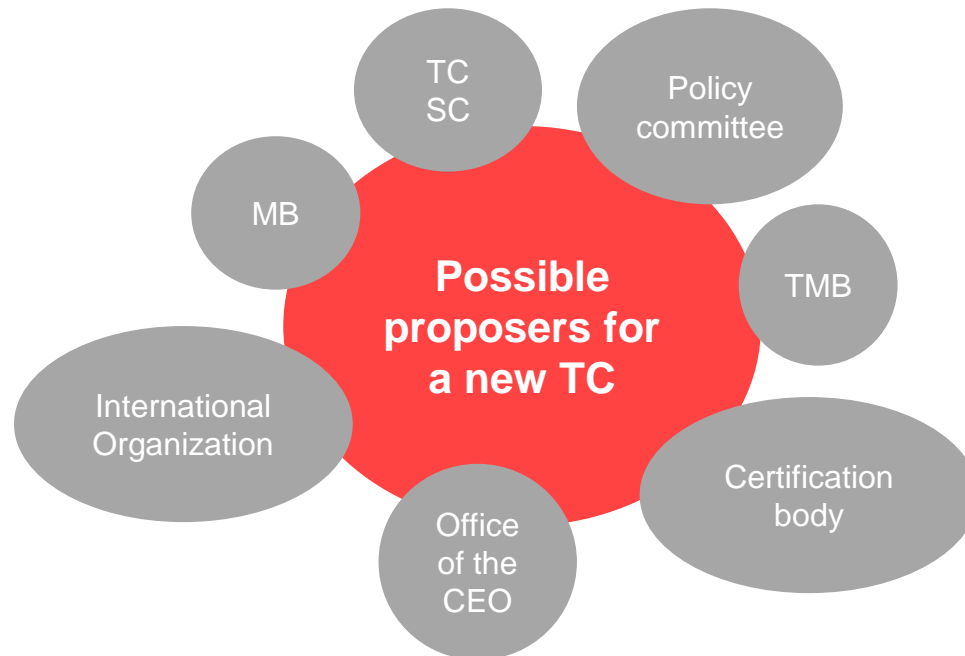


# Proposals for new activities

Proposals can aim at:

- ✓ New committees
- ✓ New standards
- ✓ Revisions of existing standards

# Who can establish a New Technical Committee?



# New Technical Committee

**Proposal circulated by ISO/CS to all MBs asking if they**

- Support the establishment of the new TC
- Intend to participate actively

**Proposals are approved if**

- 2/3 majority of the MBs voting approve
- At least 5 national bodies participate actively (as a P-member)

**TMB then formally establishes the TC and allocates the  
TC secretariat to an MB**

# New Project Committee - PC

## For single projects

Not falling in the scope of an existing TC

NWIP issued for voting by all ISO member bodies

## Approved if

2/3 majority is reached

Commitment by at least 5 MBs to participate as P-members

**Secretariat allocated to proposer**

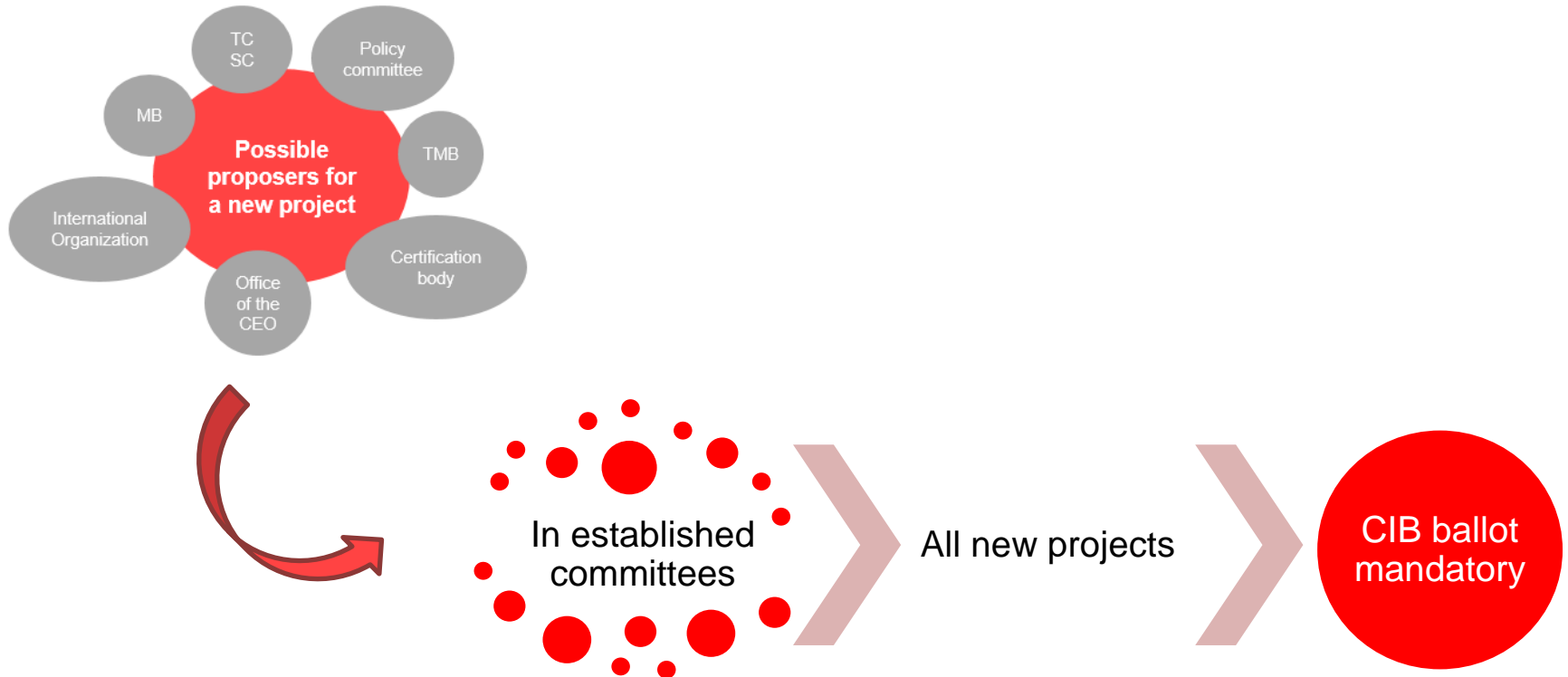
**TMB then formally establishes PC & allocates PC secretariat**

Disbanded at the end of work

Or turned into a **new** TC



# Who can propose a new project (“New work item proposal” – NWIP)?



# NWIP approval criteria

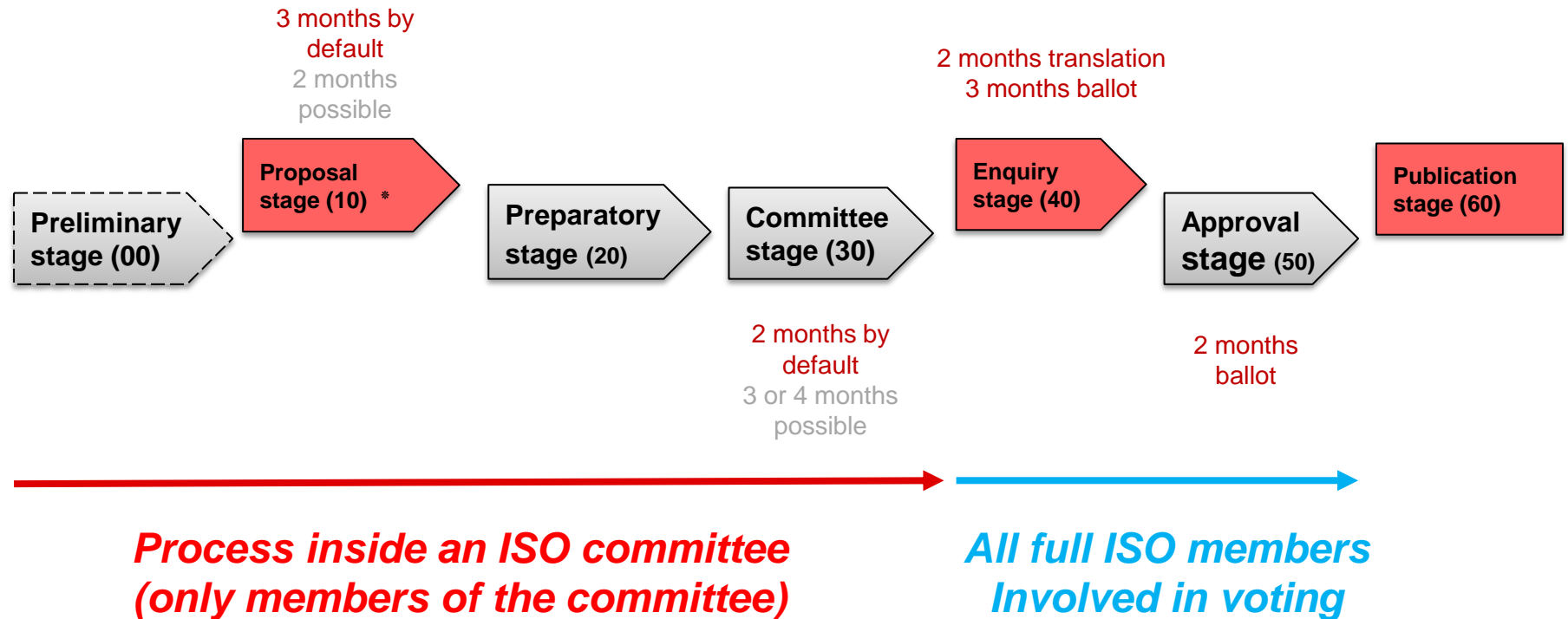
## Simple majority of P-members in a committee voting

- Committees with **16 P members or less** need only **4** to participate (for the others still **5**)
- Experts must be **NAMED** to count towards the approval
- Minimum number of named experts must come from P-members **voting positively**

# Main stages in standards development



# The stages



\* Committee resolution sufficient for a Revision or an Amendment (if *no change of scope is planned*)

MANDATORY

OPTIONAL

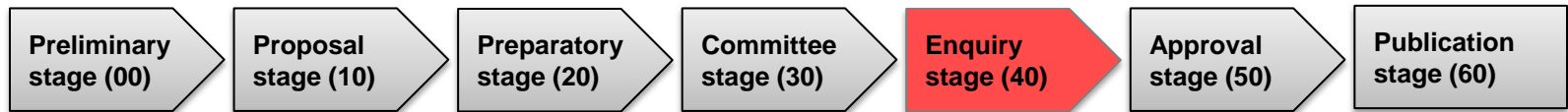
# Time frames



# Time frames for standards

**At start of project, choose**

- Track 1 = Accelerated = 24 months
- Track 2 = Default = 36 months
- Track 3 = Enlarged = 48 months



## 40 – Enquiry Stage (DIS)



Every project must pass through one public review  
For circulation outside the committee to all MBs



DIS is circulated for vote by ISO/CS  
All votes & comments are sent to ISO/CS





Preliminary  
stage (00)

Proposal  
stage (10)

Preparatory  
stage (20)

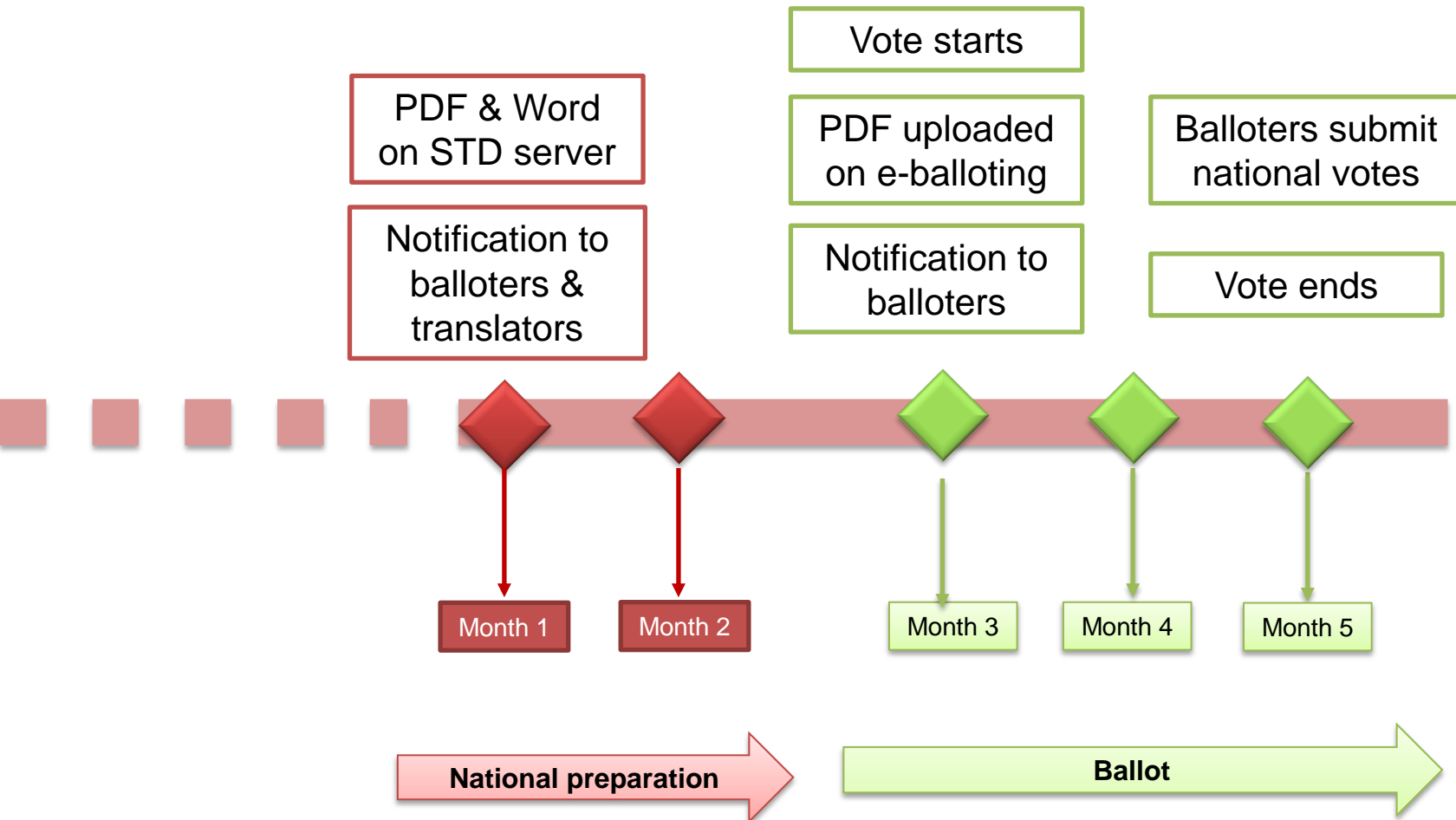
Committee  
stage (30)

Enquiry  
stage (40)

Approval  
stage (50)

Publication  
stage (60)

# Administration of DIS







# Consensus in ISO and IEC

## consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE     **Consensus need not imply unanimity.**

Source: ISO/IEC Directives, Part 1, cl. 2.5.6

**Acceptance criterion:** Approval by 2/3 of the P-members and not more than 25% negative votes overall (abstentions are not counted)

# Comparing development processes for an IS

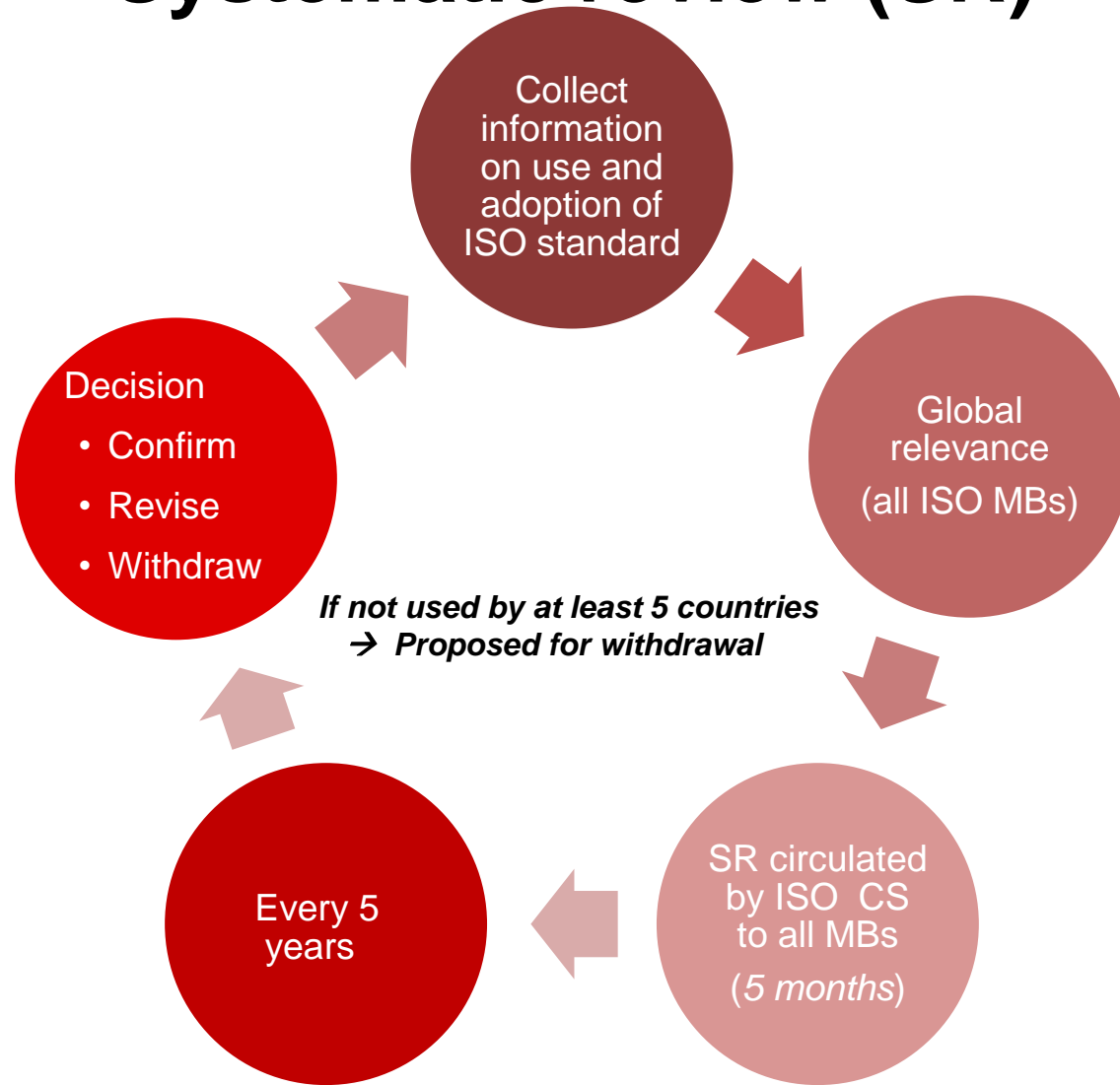
	6 stages	Action	Balloting time	Default path	Shortest path
1	Proposal NP	Proposal to start a new project	<ul style="list-style-type: none"> <li>3-month ballot by default</li> <li>2-month ballot possible</li> <li>TC/SC resolution for revision &amp; amendments</li> </ul>	NP	NP Straight to DIS
2	Preparatory WD *	Expert consensus within working group		WD	
3	Committee CD *	Committee consensus	<ul style="list-style-type: none"> <li>2-month ballot by default</li> <li>3 or 4 month vote possible</li> <li>Can be skipped</li> </ul>	CD	
4	Enquiry DIS	National consensus	<ul style="list-style-type: none"> <li>2-month translation</li> <li>3-month ballot</li> </ul>	24 months to reach DIS	12 months to reach DIS
5	Approval FDIS *	YES or NO vote	<ul style="list-style-type: none"> <li>Skipped by default</li> <li>Can be introduced</li> <li>2-month ballot</li> </ul>	FDIS	
6	Publication	ISO International Standard		Up to 36 months IS	Down to 9 months IS

\* OPTIONAL

Sec. Admin. (CIB)

ISOCS Admin.

# Standards Maintenance: Systematic review (SR)



**A standard is reviewed at least once every 5 years**

# Other types of deliverables





# Other types of deliverables

- Technical Specification (TS)
- Publicly Available Specification (PAS)
- Technical Report (TR)

*Published without vote in Enquiry Stage: Committee approval is sufficient.*

- Guide (horizontal document, normally without requirements, subject to vote in Enquiry Stage)
- Workshop Agreement (based on a number of workshops)