



TMB Communiqué

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HIGHLIGHTS FROM THE SEPTEMBER 2016 TMB MEETING

1. Recommendations from the SAG Industry 4.0/Smart manufacturing

Background: This Strategic Advisory Group (SAG) was established in June 2015 in response to a recognized need for a joint future approach in the field of Industry 4.0/Smart manufacturing. The SAG was composed of industry representatives nominated by ISO member bodies, along with representatives from related ISO committees, IEC and ITU-T. The SAG submitted their final report with recommendations for the TMB September 2016 meeting, which included an ISO vision for 'Smart manufacturing' (see section 2 of the report for details).

What this means for you: If you are interested in standards for Industry 4.0/Smart manufacturing, you can access the final report of the SAG [here](#). Note that the TMB did not approve all of the recommendations from the SAG approved exactly as presented in the report – see TMB resolutions [103/2016](#), [104/2016](#) and [105/2016](#) for details. The next step for ISO's work on smart manufacturing will be the creation of a coordinating committee, as described in [TMB Resolution 105/2016](#).

2. Addition of an 18-month track for standards development

Background: As a result of a TMB project looking at how to improve project management for standards development, the TMB approved the addition of a new 18-month development track (in addition to the existing 24, 36, and 48-month tracks) – see [TMB Resolution 101/2016](#). The proposal is based on shortening the WD/CD development stage from 12 to 8 months and the comment resolution stage from 7 to 5 months.

The 18-month track will not replace the fast track procedure. It is intended for projects where the committee is confident it can prepare a draft in only 18 months, and also for revisions. Projects that use the 18-month track will be eligible to use a new 'direct publication process', where the editing, proofing and publication processes are completed more rapidly.

What this means for you: Does your committee need to get standards to market fast? Using this new development track for your work may provide guidance and incentive to speed up standards development. This option will become available at the release of the next edition of the ISO/IEC Directives and Consolidated ISO Supplement on 01 May 2017. Contact your ISO/CS Technical Programme Manager for more details.

3. Remote participation in committee meetings – new Guidelines

Background: At its June 2016 meeting, the TMB approved remote participation in ISO committee meetings (see TMB Resolution 70/2016), but requested that the Guidelines be revised to take into account input from the pilot and to provide meeting hosts with more details on the technical capabilities and specifications that are required to successfully host remote participants. The revised Guidelines have now been approved and are available on ISO/TC [here](#). Please note that these Guidelines are a living document and will be updated on a regular basis to reflect best practices as we gather more experience with remote participation.

What this means for you: If you have already used remote participation in meetings, we want to hear about your experience and your recommendations for others – please send an email to the TMB secretariat (tmb@iso.org).

If your committee would like to offer remote participation in meetings, the key conditions are that:

- The committee secretary checks with the host prior to meeting,
- The host agrees and can provide the necessary technology and support,
- The same registration and accreditation rules apply to remote and physical participants,
- The remote participation guidelines are provided to all participants in advance of the meeting

Read the [full Guidelines](#) for further information and, for more information on how to use WebEx, see [this link](#) on ISO Connect.

4. Change of format of ISO logo, edition dates on standards and move to PDF version 1.7

Background: The TMB has approved three updates in the way standards are published (see [TMB Resolution 114/2016](#)).

1. Change of format for the date of edition on standards

Currently, the date of edition that appears on the cover of ISO Standards and deliverables is either the 1st or the 15th of the month a document is officially published. As this date of edition doesn't always correspond to the exact release date of the standard, we plan to simplify the indication of the date by adopting the format YYYY-MM. This is something IEC and ITU have already implemented.

2. New ISO logo on standards

Two years ago the design of the ISO logo was slightly modified in line with the overall new visual identity for the organization. One of the objectives was to improve the look of the ISO logo in our publications in different media, including when printed in black and white. The new logo will be used on all new deliverables made available on ISOSTD as of 1 January 2017.

3. Move to PDF version 1.7

The version of PDF we are currently using to produce ISO Standards and publications is PDF Version 1.5. We will move to Version 1.7, the latest version available, on 01 March 2017. Following the recommendations in our own ISO 32000-1:2008 standard, this new version will allow better handling of fonts, colors and graphics.

What this means for you: All ISO members have been informed of these changes and had the opportunity to assess any impacts on their production processes at national level. If you have any questions about these changes and how they will affect your work, please contact Regis Brinster (brinster@iso.org).

5. IWA on Using ISO 26000 Guidance on social responsibility in management systems

Background: The TMB has approved a proposal from SIS (Sweden) for a new International Workshop Agreement (IWA) on Using 'ISO 26000 Guidance on social responsibility' in management systems (see [TMB Resolution 110/2016](#)).

What this means for you: Are you interested in participating in the development of this IWA? The workshop announcement and invitation will soon be sent out to all ISO member bodies, who

will publicize the events in their countries – contact your ISO member body for more details. For this topic, in particular, it is important that there is a broad representation of stakeholders from all stakeholder categories at this workshop, including all relevant stakeholder categories that participated in the ISO WG Social Responsibility; developed and developing countries; and experts on social responsibility as well as management systems.

NEWS

6. L.D. Eicher Award, 2016 Winner: ISO/TC 207/SC 1

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 both inside and outside of ISO. The 2016 winner, announced at the ISO General Assembly in Beijing, China, is ISO/TC 207/SC 1 Environmental management systems for introducing “a number of innovations to help support its members and to promote its work externally”.

What this means for you: Want to know more about the achievements of TC 207/SC 1? See more on the [ISO website](#). Do you think your committee deserves to be nominated? The call for nominations for next year will be launched in January 2017, so keep an eye out for it.

7. New editions of the Vienna Agreement Guidelines, FAQ and Day-to-day brochures

Background: The 7th edition of the '**Guidelines for the implementation of the Agreement on Technical Cooperation between ISO and CEN**' is now available. This document provides guidance to technical committee chairs and secretariats on how to implement the Vienna Agreement. It was updated following minor changes to the CEN/CENELEC internal procedures related to the Enquiry and FDIS/Formal Vote. Note: this does not impact the principles of the Vienna Agreement.

The Day to Day Management and the FAQs to the Vienna Agreement have also been updated accordingly. Three key points to remember about the Agreement:

- There are several modes of cooperation under the Agreement, including: cooperation through mutual representation at meetings of committees and working groups, adoption by one organization of available publications from the other organization, and cooperation by mutually agreed allocation of work with parallel approval of standards in ISO and CEN.
- For cooperation by mutually agreed allocation of work with parallel approval, if one party does not want to approve the parallel development, it must provide a justification, but it cannot be forced to undertake the parallel development. In this case, the work can be done separately, using another mode of cooperation under the Vienna Agreement.
- The CEN New approach consultant definitely has no veto power, but can give an (indicative) assessment of the text and propose modifications.

What this means for you: All of the updated guidance documents are available at www.iso.org/va. If you have any questions about their content, please contact va@iso.org.

8. New editions of the Getting started toolkits and My ISO Job brochure

Background: ISO/CS is currently updating the Getting started toolkits for chairs, convenors and secretaries and the 'My ISO Job' brochure. Besides providing details of the roles and responsibilities of those involved in standards development, they also provide valuable advice on

how to play an active role in the process.

The documents are updated to reflect changes in the 2016 edition of the Directives, Part 1 and Consolidated ISO Supplement, and to include the new policy on communication of committee work, the revised social media guidelines, and more detailed information on project management, which is one of the priorities of the TMB in 2016-2017.

What this means for you: Are you new to ISO or to the role of ISO Chair, Secretary or Convenor? If so, these documents are designed to help you. The new editions of the toolkits, **available end of September**, can be found [here](#) and the 'My ISO Job' brochure' is available [here](#). Once the documents are updated, we will inform you on ISO Connect.

9. Recommendations from the Council AhG on the Future Environment for Standards Development

Background: The Council Ad hoc Group on the Future Environment for Standards Development (incl. IT) was created in September 2014 to examine the future needs of customers, stakeholders and standards developers, and to provide options and recommendations to the ISO Council on how ISO can best meet these future needs.

The AhG submitted its final report for the September 2016 Council meeting – the report presented high-level principles and features of the future environment, a SWOT analysis, recommendations to be implemented by 2020 for the ISO standards development process and the use of ISO deliverables, as well as a roadmap for ISO until 2020.

What this means for you: The recommendations approved by Council will be implemented over the next 5 years and will provide new opportunities and tools for enhancing and facilitating committee work. The Council's Strategy and Policy Committee will now examine the recommendations and provide guidance to Council on how they should be implemented. This will be done in consultation with the Council Standing Committee on Finance and the TMB. Look out for more information on this in future editions of the TMB communiqué.

10. Twinning

Background: The TMB action plan 2015 included a project to improve the use of P-member twinning and other training programs to build effective participation and increase the leadership capacity of developing countries to manage international committees. The TMB was also asked to identify and study successful and unsuccessful cases of committee leadership twinning cases. As a result, ISO/CS is organizing a breakout-session on twinning at the DEVCO meeting, as part of the ISO 2016 General Assembly week in Beijing. Representatives from different member bodies with ongoing twinning arrangements including ANSI (USA), RSB (Rwanda) and SIS (Sweden) will present their experiences and best practices.

What this means for you: If you are interested in participating in a twinning arrangement, have a look at [the twinning brochure](#) which provides useful information on how to identify a twinning partner and which twinning arrangement to choose. You can also contact the tmb@iso.org if you wish to have more information.

EVENTS

11. IEC/ISO/ITU Smart cities forum in Singapore, 13 July – Outcomes

Background: The World Smart Cities Forum (WSCF), organized by the IEC in partnership with ISO and ITU, brought together leading experts from the smart city space, including industry and city representatives. The forum panel discussions explored key challenges (pain points) that cities face in the energy, water, transport and cybersecurity sectors as well as some of the complex links amongst these different sectors. For more details, see the ISO press release [here](#).

A closed-door session was organized on 14 July to allow IEC, ISO, ITU as well as IEEE, CEN-CENELEC and ETSI to discuss how to improve collaboration efforts on the topic of smart cities. Discussions focused on gaps, overlaps and better collaboration amongst the SDOs as well as with cities. Over the coming months ISO, IEC and ITU will work together to define the next steps to ensure that the standards world can support the development of smart cities. An ISO event in 2017 will continue to drive this work forward.

What this means for you: If you are curious to find out more about the discussions held during the WSCF, all panel sessions can be viewed online [here](#). For any further questions on smart cities, please contact Antoine Morin (morin@iso.org).

12. Services workshop 13-14 June in Geneva – Outcomes

Background: In the context of implementing the first part of the ISO strategy for service standardization ('communication and outreach'), an international workshop was held in Geneva on 13-14 June 2016. The workshop was attended by 156 participants from 40 countries, including representatives from 29 ISO members. See the workshop report for full details of the sessions and outcomes.

As a follow up to the workshop, a breakout session at the 2016 ISO General Assembly in Beijing was held on the topic of services to gather more information from members on their experience with developing service standards.

What this means for you: Are you interested in service standards? The workshop programme, participant list and presentations can be accessed on [the event website](#). To learn more about ISO's work on services, see: <http://www.iso.org/iso/services.htm>

13. Regional workshop on Services – Vancouver, 28 April 2017

Background: As part of the continued implementation of ISO's [strategy for service standardization](#), a regional workshop on services will be held in Vancouver, Canada on 28 April 2017, in conjunction with the CASCO plenary meeting.

What this means for you: If you are interested in service standards, save the date of 28 April 2017 and keep an eye out for updates on the [ISO.org events page](#) and on ISO Connect.

REMINDERS

14. 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 first committee innovation pilot under phase 2 of the Living Lab project has just been approved – it is a proposal from ISO/TC 184/SC 4 Industrial data, which proposes using the Online Browsing Platform as a means to manage and publish changes to the vocabulary that supports all the parts of the ISO 8000 series of standards.

The status of committee innovation proposals are updated regularly and can be accessible via the following [link](#).

What this means for you: If you believe you have a good proposal for a committee innovation, please fill in the [form](#) and send us your proposal!

15. Project management resources on ISO Connect

Background: Project management for standards development is one of the key issues currently being looked at by the ISO Technical Management Board. As part of their efforts, the ISO/TMB co-organized a workshop with the IEC/SMB on 5-6 April 2016 in Geneva. The aim of the ISO/IEC project management workshop was to bring together different actors from the standards development environment to discuss how project management in ISO and IEC can be improved. It was attended by TMB and SMB members, TPMs/TOs, Chairs, Convenors and Secretaries from the two organizations. The workshop was very successful in gathering peers.

Following the workshop, a list of Do's and Don'ts (i.e. best practices for what should be done and what should not be done as part of project management) was drafted. On the request of the TMB, this output was sent out to the entire technical community in August 2016 inviting them to send feedback and additional ideas to the tmb@iso.org to further enrich the document.

What this means for you: For more advice on project management and the list of Do's and don'ts, please visit [the project management page](#) on ISO connect.

16. ISO Excellence Award

Background: In September 2015, the TMB approved a new award for ISO experts via [TMB Resolution 101/2015](#). This 'ISO Excellence Award' recognizes the work of technical experts, project leaders or convenors in committee working groups who have made an exceptional contribution to the development of a specific project. Nominations for the award can be submitted by peers (other experts, project leaders, or convenors), committee leadership and Technical Programme Managers (nominations will then be confirmed by the committee leadership). Awards may be given for projects that have been published within the last year.

What this means for you: Recognizing the contributions of key individuals in the development of ISO projects is important. Can you think of anyone you would want to nominate? If so, see the awards page on iso.org (www.iso.org/iso/iso-awards.htm) to download the [nomination form](#) with details of the selection criteria and process.

17. Stakeholder engagement and available resources

Background: Stakeholder engagement remains a topic of great importance and interest within the ISO membership, as demonstrated by the number of participants who attended the break-out session at this year's ISO General Assembly in Seoul on to discuss their stakeholder engagement challenges and best practices. A number of useful resources for stakeholder engagement were developed by the TMB - one on stakeholder engagement for [national standards bodies](#) (NSBs) and the other for [liaison organizations](#). The TMB also developed a document providing [additional guidance on stakeholder engagement](#) and a [companion website](#) was created to provide examples of how some NSBs have incorporated stakeholder engagement principles into their working procedures.

What this means for you: If you want to learn about stakeholder engagement and best practices, make sure you consult the above documents and companion website. To test your knowledge, try the [e-learning platform on ISO Connect](#) and see how well you do! Please take the survey at the end and let us know what you think. Member bodies with best practices they wish to share about stakeholder engagement are encouraged to post them on [Sharing best practices for member excellence](#) page on ISO Connect.

NEW COMMITTEES

The TMB has approved the creation of two new Technical Committees and one new Project Committee (see [TMB resolutions 111/2016, 112/2016 and 113/2016](#)):

ISO/TC 307 Blockchain and electronic distributed ledger technologies

ISO/PC 308 Chain of custody

ISO/TC 309 Organizational governance

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>

2016 Resolutions: http://isotc.iso.org/livelink/livelink/fetch/-15620806/15620808/15623592/15768654/TMB_resolutions_-_2016_%28Resolution_1-.pdf?nodeid=17504269&vernum=-2