



ISO/IEC JTC 1/SC 17  
Cards and personal identification  
Secretariat: BSI (United Kingdom)

**Document type:** Information from JTC 1 Secretariat

**Title:** JTC 1 Secretary Communication Regarding the 2012 ISO IEC Directives, Part 1 and JTC 1 Supplement

**Status:** This document highlights several changes that have been made in the latest edition of the JTC1 directives. (Published in 17n4519).

1. New Work Item Proposals.
2. New administration of the DIS (effective from 1st July 2012).
3. The FDIS vote is now optional if the DIS is approved (effective from 1st July 2012).

Please ensure that convenors and secretaries of Working Groups understand these changes which are effective from the 1<sup>st</sup> of July.

Any questions should be referred in the first instance to the SC17 secretariat.

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**Email of secretary:** [chris.starr@ukpayments.org.uk](mailto:chris.starr@ukpayments.org.uk)

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**ISO/IEC JTC 1**  
**Information technology**  
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**Title:** JTC 1 Secretary Communication Regarding the 2012 ISO IEC Directives, Part 1 and JTC 1 Supplement

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**Email of secretary:** [lrajchel@ansi.org](mailto:lrajchel@ansi.org)

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21 June 2012

Dear members,

As you are aware, the 2012 versions of the ISO/IEC Directives, Part 1 and ISO Supplement are now available at [www.iso.org/directives](http://www.iso.org/directives) . As JTC 1 operates primarily under ISO Procedures, all changes implemented in the new Directives will apply to JTC 1 as of 1 July 2012. Please note the following major changes that will affect your work as well as information that the JTC 1 Chair has received from ITTF in response to questions raised by JTC 1 Subcommittees and members. .

### **ISO/IEC Directives, Part 1**

#### **Clause 2.3.4 on New Work Item Proposals**

This section has been modified to require Committee Chairs and Secretaries review new work item proposals to ensure that the proposal is properly developed in accordance with ISO and IEC requirements and that it provides sufficient information to allow informed decision making by National Bodies. JTC 1 will continue to use the newly developed combined ISO/IEC JTC 1 New Work Item Proposal Form. The form provides an opportunity for the submitter to identify relevant market need for the proposed standard development.

#### **Clause 2.3.5 on Acceptance of New Work Item Proposals**

This section has been modified to require National Bodies that indicate that they will participate in the development of a new project to submit the name and contact information of the expert who will participate. If this information is not submitted, then the National Body will NOT be recorded as agreeing to participate in the development in the work as per question #3. This requirement has been included by the ISO TMB to ensure that projects will have participation in their development.

National Bodies will also be required to provide a reason for why a NWIP is acceptable when voting on question 1. We have spoken to the ITTF on this matter, and no clear guidance has been provided by the ISO TMB to assist committee Secretaries or Chairs as to what makes a response acceptable or unacceptable. As the JTC 1 approved procedures state that there are no constraints on the types of comments national bodies can submit with their votes (2.6.2), any response to the validity of an NWIP will be accepted.

ITTF has also informed the JTC 1 Chair and Secretary that the "Post Voting Decision Tool", available on the electronic balloting portal, has been modified to accommodate JTC 1 and can be used by JTC 1 Subcommittees.

#### **Clause 2.6.1**

The DIS ballot period has been reduced to three months. National Bodies are given two months prior to the ballot initiation, but after the document has been submitted to ITTF, to translate the document. This requirement will be in effect for both ISO and JTC 1 as of 1 July 2012.

#### **Clause 2.6.4**

The Directives now allow a DIS to proceed directly to publication even if it does not receive 100% approval (including negative votes), as previously required. If the DIS doesn't receive 100% approval, the committee can approve a resolution indicating its intent to skip the FDIS ballot. This requirement will be in effect for both ISO and JTC 1 as of 1 July 2012. Please see the information that follows on how to implement this change.

#### **ISO Supplement**

##### **Clause 2.6.4**

This clause contains additional information clarifying when a DIS that did not receive 100% approval can skip the FDIS. If a DIS has received comments and undergoes substantial technical changes, the document should undergo FDIS balloting. If not, the committee can decide to skip the FDIS but must approve a resolution to that effect. The resolution must be approved by 2/3 majority of the P-members voting. This resolution can be taken by a committee at a meeting or via an electronic ballot.

The two month translation period will begin after ITTF has done an initial review of the text. Committee Secretaries and Project Editors will receive an automatically generated email from ISO Central Secretariat informing them that the two month translation period for National Bodies has begun. The DIS ballot will be initiated three months after the translation notification email has been sent.

Many JTC 1 SCs have inquired as to whether or not this translation requirement will apply to JTC 1 as all JTC 1 standards are published in English. ITTF has informed us that the translation period is to allow all National Bodies the chance to translate and prepare for their national consultation on the DIS. ITTF has advised JTC 1 to issue an electronic ballot to ascertain if eliminating the two month translation period will cause any JTC 1 National Bodies difficulty in meeting their national body processes. Should JTC 1 find that eliminating the two month translation period does not pose any problems for any member, the ITTF will allow a trial period for JTC 1 that eliminates the two month translation period.

#### **Clause 2.10.2**

Technical corrigenda are not issued to update information that has become outdated since publication. In general, a technical corrigendum will not be issued for an International Standard that is older than 3 years.

Please see the attached implementation plan from ISO Central Secretariat which gives further information on the reduction of the DIS ballot period and skipping the FDIS ballot.

The ITTF has also informed the JTC 1 Chair and Secretary that annual editions of the ISO/IEC Directives, Part 1 will now be published in April of each year. The JTC 1 Chair and the SWG-Directives Secretary will be revising the work schedule of the SWG-Directives to accommodate this change and ensure that the JTC 1 Supplement and ISO/IEC Directives, Part 1 are coordinated in their publication.

If you have any questions, please feel free to contact me.

Kind regards,  
Lisa Rajchel  
lrajchel@ansi.org

## Implementation of ISO TMB Resolution 14/2012

In Resolution 14/2012 the TMB made two important changes to the ISO standards development process.

1. **New administration of the DIS** (from 1st July 2012)
2. **The FDIS vote is now optional if the DIS is approved** (from 1st July 2012)

Below are details of how these changes will be implemented.

### 1. New administration of the DIS

Translation & preparation time		Voting STARTS	Vote continues	Voting ENDS
Process starts at the beginning of Month 1  ISO CS uploads the PDF and MS Word files on the STD server. They are visible and can be downloaded from the beginning of Month 1.  DIS Balloters, and Translators (registered in the Global Directory) will receive an Email notification and will have access to the files and be able to download them.		Voting starts beginning of Month 3  The PDF is uploaded on the e-balloting application  An Email notification will be sent to DIS Balloters		Voting ends at the end of Month 5  DIS balloters submit national votes using the e-balloting application
<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Month 4</b>	<b>Month 5</b>

5 Month total



Voting Start and End dates will also appear on the front cover of the PDF (as is the case already).

ISO members should use the translation time (Months 1 and 2) to prepare elements such as a national announcement and give consideration to planning and project management of DIS voting.

During Month 1 or 2 of the above process, ISO members can request a 1 month extension to the 3 month vote. This should only be done if a member feels it will not be able to submit a vote by the end date. Such requests should be accompanied by a justification so that these can be analyzed for trend analysis and further process improvement within the ISO structure. All ISO members will be notified of the new end date<sup>1</sup>.

This new procedure for DIS does not apply to projects being carried out under the Vienna Agreement for the time being. Discussions are on-going with CEN to see if a similar procedure can be adopted for these projects.

<sup>1</sup> members make their own nominations to the DIS Ballotter and Translator roles to manage who receives the notifications mentioned above. Contact [gaillen@iso.org](mailto:gaillen@iso.org) if you have questions.

## 2. Optional FDIS

Where the DIS gets the necessary approval criteria, the committee leadership can decide to skip the FDIS vote and go straight to publication.

The committee leadership should take this decision based on the following:

- The DIS voting results and comments
- Knowledge of the committee and subject area
- The ISO Global Relevance policy<sup>2</sup>

**This means that if a significant number of countries with a major interest in the subject area make comments at DIS which result in substantial technical changes, then further work and an FDIS vote is recommended.**

Where the committee leadership decides to omit the FDIS vote and go straight to publication, this should be communicated to the committee via a Resolution taken by correspondence (with a maximum 1 month consultation period). Approval of the Resolution requires a 2/3<sup>rd</sup> majority of the P-members who vote.

Projects being carried out under the Vienna Agreement must go through an FDIS vote. Discussions are on-going with CEN to see if a similar procedure can be adopted for these projects.

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### <sup>2</sup> A Globally Relevant standard should:

- Effectively respond to regulatory and market needs (in the global marketplace)
- Respond to scientific and technical developments in various countries
- Not distort the market
- Have no adverse effects on fair competition
- Not stifle innovation and technological development
- Not give preference to characteristics or requirements of specific countries or regions when different needs or interests exist in other countries or regions
- Be performance based as opposed to design prescriptive