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Cooperation and Collaboration with other committees and organisations ~~Liaisons~~

Proposed Sixth~~Fifth~~ Edition, 202~~1~~3

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Foreword

The purpose of this Standing Document is to explain ~~the~~ ISO/IEC JTC 1 approaches for interaction with other committees and organisations -- which includes ~~policies concerning~~ liaison relationships -- in JTC1.

This Standing Document is to be used in conjunction with the latest Consolidated JTC 1 Supplement~~;~~, and the information contained within is to be considered part of the operating rules of JTC 1. In case of conflict, the Consolidated JTC 1 Supplement takes precedence.

1 Scope

This document describes the particular JTC1 considerations for cooperation and coordination with other committees. Iit includes the duties of a Liaison Representative, describes the relationship of the different types of liaisons, and covers the operating procedures for liaisons.

2 Definitions

Cooperation: exchange of information among groups and agreement on a division of work, accomplished by entering into a liaison relationship, either normal or enhanced, and exchanging liaison representatives.

Collaboration: form of joint development, which may be accomplished by entering into a liaison relationship, either normal or enhanced, and exchanging liaison representatives, or may be accomplished by formation of a joint group.

Liaison: cooperative or collaborative relationship between JTC 1 or a JTC 1 subgroup and one of the following entities: another JTC 1 subgroup, an ISO committee, an IEC committee, or an external organization. It is conducted by individuals, called Liaison Representatives.

NOTE 1: In JTC 1 and this document, the term “external organization” is used for “other organizations”.

NOTE 2: It is best practice not to name the same person to fulfil both the in-bound and out-bound liaison roles.

Liaison Representative: individual appointed by JTC 1 or a JTC 1 subgroup to participate in a specific liaison.

NOTE 3: In JTC 1 and in this document, the Liaison Organization that appoints Liaison Representatives is written as **“**Representative’s Appointing Liaison Organization” (in the IEC this is referred to as “Outgoing Liaison”). The other organization in the liaison is written as **“**Representative’s Target Liaison Organization” (in the IEC this is referred to as “Incoming Liaison”).

Liaison Organization: organization in a liaison relationship (e.g. Liaison between JTC 1 or a JTC 1 subgroup and another JTC 1 subgroup, an ISO committee, an IEC committee or an external organization).

Internal Liaison: liaison relationship between JTC 1 or a JTC 1 subgroup and either another JTC 1 subgroup, an ISO committee, or an IEC committee.

External Liaison: liaison relationship between a JTC 1 or a JTC 1 subgroup and an external organization.

Enhanced Liaison: liaison relationship in which the Liaison Representative(s) have additional responsibilities.

NOTE 4: Additional responsibilities are defined in sections 4.2.3 and 4.3.1~~4.3.1~~ of this Standing Document.

3 Considerations of JTC1 and/or its subcommittees for coordination and/or collaboration with ISO and IEC committees

3.1 General

In addition to the requirements of the Consolidated JTC 1 Supplement subclause Annex B.4, the following applies:

According to the Consolidated JTC1 Supplement subclause Annex B.4 “Coordinating and allocating work between ISO and IEC technical committees”, there are 5 modes of cooperation ~~between~~listed and also described in ISO/IEC Directives Part 1 Annex B. These Modes 1 to 5 are used depending on the involvement required between ISO and IEC committees. However, Annex B does not describe the actual mechanisms used for the interaction described.

From a pragmatic perspective, the defined Modes approach proposes the information flow and/~~-~~or level of involvement envisaged for committees to be involved in ~~on~~ the development of a project that~~which~~ impacts on their work

There are several mechanisms possible for the interaction between committees depending on the level of formulisation and recognition required.~~, t~~These include:

i. informal interaction and information exchange between experts,
ii. informal interaction and information exchange between officers of committees,
iii. formulised internal liaisons from an ISO or IEC technical committee and JTC1 (or one of its subcommittees)
iv. formulised Joint W~~w~~orking G~~g~~roup~~,~~ between one or many committees from either ISO, or IEC or both ISO and IEC.

It is the~~n up to the committee to determine what level of formality is required~~ responsibility of the committee leadership to:

- Evaluate what method of cooperation or collaboration is appropriate for a given project prior to initiating a ballot on a new project
- Consult with the leadership of other relevant committees as appropriate when conducting the evaluation
- Make recommendations to the committee on the method of cooperation or cooperation that may be used for a project or area of the work program

NOTE: In parallel, there is the possibility of creating other joint groups such as joint ad hoc groups and joint advisory groups. However, please note that these groups cannot develop standards and are used for doing preliminary evaluation and providing recommendations on a particular subject.

3.2 Joint Working Groups

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.12.7, which includes the process for establishment, approval and operation of the Joint Working Group (JWG), the following applies:

It is highlighted that ~~W~~within JTC1 some of its subcommittees are administered by ISO, and some are administered by the IEC. The resulting consequence of this is that parallel voting of a project for a joint working group can only be possible when the involved committees are administered by different organisations, as such:

- For those JTC1 Committees administered by ISO, parallel voting o~~f~~n a project in a JWG can only be carried out when a committee administered by IEC is involved.
- For those JTC1 Committees administered by the IEC, ~~then~~ parallel voting on~~f~~ a project in a JWG can only be carried out when a committee administered by ISO is involved
- In all other cases, only a single vote is possible.

Experts applying to join the JWG and are not a member of the committee administering the project will be required to contact their own National Body for access. In some cases, it may be necessary to add the expert into the appropriate IT system, recognizing ISO and IEC currently have different platforms. If this is the case, then ~~O~~once confirmed by their National Body ~~then~~ the expert should contact the ~~e~~ITTF member responsible for that committee ~~who will add them~~to be added to the appropriate system ~~if needed~~.

4 Liaisons

~~4.1~~ Responsibilities of Liaison Representatives

All Liaison Representatives have the following core responsibilities:

- Attend the meetings of the Target Liaison Organization whenever possible and as required by their Representative's Appointing Liaison Organization (see also 4.2.2)
- Represent the interest of the Appointing Liaison Organization to the Target Liaison Organization;
- Report to the Appointing Liaison Organization on the items of interest or importance occurring in the Target Liaison Organization;
- Participate in the standards development work of the Target Liaison Organization within the scope and consistent with positions of the Appointing Liaison Organization;
- Participate in preparation of liaison statement(s) from the Appointing Liaison Organization to the Target Liaison Organization;
- Share with the Appointing Liaison Organization documents of the Target Liaison Organization that are relevant to the Appointing Liaison Organization.

For further information see the Consolidated JTC 1 Supplement subclause 1.15.4.

4.2 Internal Liaisons

4.2.1 Liaisons within JTC 1

For further information on liaisons see the Consolidated JTC 1 Supplement subclause 1.15.

JTC 1 subgroups working in related fields shall establish and maintain liaisons.

Upon direction from JTC 1 or JTC 1 subgroups, the establishment, termination and maintenance of such liaisons are the responsibility of the respective committee secretariats.

4.2.2 Liaison of JTC 1 or JTC 1 subcommittees with other ISO and IEC committees

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.15, the following applies:

Arrangements for liaisons between JTC 1 or JTC 1 subcommittees and committees of ISO and IEC are essential. Upon direction from JTC 1 or JTC 1 subcommittee, secretariats are responsible for the establishment and termination of liaisons between their committees and other committees of ISO and IEC, but shall also inform the ITTF.

4.2.3 Enhanced Liaison

In case of a liaison within JTC 1, or between JTC 1 or a JTC 1 subcommittee and an ISO or IEC committee, there are times when a more extensive liaison, to be called an **Enhanced Liaison**, is needed. An Enhanced Liaison adds additional responsibilities to the Liaison Representative beyond those listed in section 4.5.1 of this document. When JTC 1 or a JTC 1 subcommittee determines that an Enhanced Liaison is needed, the Liaison Representative(s) assumes have the following additional responsibilities in addition to those listed in section 4.5 of this document:

- Strengthen the connection between the organizations in liaison by presenting at the Target Liaison Organization's plenary meetings about their Appointing Liaison Organizations' program of work relevant to their Target Liaison Organizations;
- Propose opportunities for their Appointing Liaison Organizations to contribute to work in their Target Liaison Organizations;
- Propose plans, processes, and methodologies for working together on mutually strategic topics to both the Appointing and Target Liaison Organizations;
- Update their Appointing Liaison Organizations with what is happening in their Target Liaison Organizations that is relevant to the Appointing Liaison Organization and identify opportunities for the Appointing Liaison Organization to satisfy unmet needs for standards;
- Identify opportunities for collaboration such as JWGs, joint, or co-located meetings;
- Work closely with Liaison Representative(s) appointed by their Target Liaison Organizations, when applicable.

Liaisons are declared as "Enhanced Liaisons" by JTC 1 or a JTC 1 committee via consensus agreement by a committee's resolution.

4.2.4 Establishment of Internal Liaisons

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.15.1, the following applies:

To establish a liaison, JTC 1 or a JTC 1 subcommittee shall pass a resolution to approve the liaison and nominate the Liaison Representative(s). The committee secretariat upon approval of the resolution will inform the Target Liaison Organization of the request for liaison establishment and the Liaison Representative(s).

The requesting organization needs to specify the following:

a) full or selective exchange of committee documents;
b) regular or selective attendance of Liaison Representatives at meetings;
c) necessity to set up a joint working group.

4.2.5 Periodic confirmation

In JTC 1 and its subgroups, liaisons shall be reviewed at least annually. The review includes determining that the liaison is still viable and that the Liaison Representative role is fulfilled.

4.2.6 Liaison of JTC 1 or JTC 1 subgroups with IEC Systems Committees

In addition to the normal liaison relationship, it is possible for JTC 1 or JTC 1 subcommittees to interact with IEC Systems Committees as a Registered member (R-Member) -- see IEC Consolidated Supplement subclause Annex SO 4.2.1. Once the liaison is registered, then particular experts can be added to the Pool of Experts to represent the committee at a working group level -- see IEC Consolidated Supplement subclause Annex SO 4.2.2~~in two different ways as contributing member (C-member) or in the pool of experts.~~

4.3 External Liaisons

~~In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:~~

~~4.3.1~~ Enhanced Liaison with external organization

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:

In case of a liaison between JTC 1 or a JTC 1 subcommittee and an external organization, there are times when a more extensive liaison, to be called an **Enhanced Liaison**, is needed. An Enhanced Liaison adds additional responsibilities to the Liaison Representative beyond those listed in section 4.1~~5~~ of this document. When JTC 1 or a JTC 1 subcommittee determines that an Enhanced Liaison is needed, the Liaison Representative(s) assumes ~~have~~ the following additional responsibilities ~~additionally to those listed in section 4.5 of this document~~:

- Strengthen the connection between the organizations in liaison by presenting at relevant meetings about their Appointing Liaison Organizations' program of work relevant to their external organizations;
- Propose opportunities for their Appointing Liaison Organizations to contribute to work in their Eexternal oOrganizations;
- Propose plans, processes, and methodologies for working together on mutually strategic topics to both the Appointing and Target Liaison Organizations;
- Update their Appointing Liaison Organizations with what is happening in their External Organizations that is relevant to JTC 1 and detect opportunities for JTC 1 to satisfy unmet needs for standards;
- Be aware of opportunities for collaboration such as joint, or co-located meetings;
- Work closely with Liaison Representatives appointed by their Target Liaison Organizations, when applicable.

Liaisons are declared as "Enhanced Liaisons" by JTC 1 or a JTC 1 subcommittee via consensus agreement by a committee's resolution.

4.3.2 Establishment of External Liaisons

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:

To establish an External Liaison, JTC 1 or a JTC 1 subcommittee shall pass a resolution to approve the liaison and nominate the Liaison Representative(s). The committee secretariat upon approval will inform the JTC 1 Secretariat of the request for liaison establishment and the Liaison Representative(s).

4.3.3 Periodic confirmation

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:

The JTC 1 or JTC 1 subcommittee secretariat shall request that organizations in External Liaison confirm annually whether or not they wish to retain their liaison status. JTC 1 or JTC 1 subcommittees shall review the liaison activity to ensure that the liaison group is actively participating in the Liaison Organization activities. The result of this review shall be forwarded through JTC 1 to ITTF for information.

4.3.4 Termination

In the event that either organization (JTC 1, the JTC 1 subcommittee or the external organization) feels that the External Liaison should be terminated, this situation shall be immediately discussed with the other organization. If a satisfactory solution cannot be obtained, either JTC 1, the JTC 1 subcommittee or the external organization may unilaterally terminate the liaison.

5 Advisory and Ad Hoc Groups within JTC1 and/or its Subcommittees

Liaison Representative(s) from Liaison Organizations that are in External Liaison with JTC 1 or JTC 1 subcommittees may participate in a JTC 1 or a JTC 1 subcommittee's Ad Hoc Group and Advisory Group meetings as established within the terms of reference of the Ad Hoc Group or the Advisory Group. (See Standing Document 10 on Advisory Groups and Ad Hoc Groups).

Annex A Consideration for involvement with other committees for the development of a project

The following provides a quick check-list when considering the required level of involvement of other committees in the development of a project

1) What level of interaction is required-? (single individuals or group/committee)
   a. Single Individuals: Is this requiring a need for specific individual contributions? In this case, then consider asking them to join the wWorking group directly in the committee who has administrative lead (note that they will need to contact their ISO or IEC national body, depending on which organisation is administering the committee)
   b. Committee level awareness If this requires "committee" interaction, then this can be fuilfilled via liaison (note that this is approved at a committee level, but liaison representatives can be added to working groups upon request (see Consolidated JTC1 Supplement subclause 1.15.4)
   c. Committee level interaction: If further committee involvement is required, joint voting and a formal set up, then this collaboration takes place is via a Joint Working Group JWG Mode 5 (see comments in 3.2).

2) What type of project is this for-? A Technical Report (TR), a Technical Specification (TS) or an International Standard (IS)-?
   a. Note an IS follows the same stages in ISO/IEC JTC1 as for the IEC and ISO TCs and SCs (NP, CD, DIS/CDV and then FDIS
   b. A TS follows a similar approval processstage, but for committees administered by ISO there is no CD -- i.e. NP ballot, followed by optional Committee Draft consultation, and then formal DTS (although it is possible for the ISO g group to include a Committee Internal Ballot (CIB). If this level offurther coordination is required in a JWG, then it is recommended that the JWG convenor makes the request to the committee to enable the opportunity for members from both participating technical committees to coordinate within their own country and submit comments.
   c. ForIf a TR, then again it is recommended to request a committee draft consultationCIB / CD before circulating the formal DTR to enable the opportunity for members from both technical committees to coordinate within their own country and comment.

3) How much interaction is required-?
   a. Is this involvement just for the circulation of the document at the in formal stages of the project's development -(committee stages (e.g. CD, DIS, DTS etc)-?
      If so, a manual transfer of the document from one committee to the other can be applied. This means that the document is sent to the officers of the other committee, who can then circulate it, collects comments and submit those comments to the originator Committee (in IEC terms this is called TCs of interest).

      b. Does it require expert interaction in the development inside the working group-? If so, there are two ways here possible, as described above; as a liaison representative at working group level, or via the creation of a JWG.
         i. At liaison level you appoint an expert who contributes as a representative of her/his committee
         ii. A JWG.

The above is a generic summary, however you need to evaluate the situation in context: . Tthe newness of the topic, the scope and approach of the committee, the speed required for development, etc. If you require further support in this process, please contact your ITTF representative. who will help you in this development.