



*The World's Forum for Aerospace Leadership*

# **U.S. Technical Advisory Group (TAG) PROCEDURES**

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## **Introduction**

The aim of international standardization is to facilitate the exchange of goods and services through the removal of technical barriers to trade. The international demand for telecommunication capability, weather prediction, navigation, and human space flight activity in developed and developing nations has fostered an expanding commercial space marketplace that is highly competitive at both the system and component levels. International standards for expressing requirements as well as capabilities and the means of verifying performance are essential to reliable commercial space systems.

In addition, due to ever-increasing costs, international collaboration on major civil space programs has become necessary and the norm. International standards are therefore essential to ensure that such programs can be reliably integrated in a cost-effective manner.

These procedures for U.S. Technical Advisory Groups were reviewed by members of the U.S. TAG to SC13 and SC14 and approved by their respective voting members.



## **1 Scope**

These operating procedures consist of guidelines and criteria for members of the ISO U.S. Technical Advisory Group, its sub-TAG groups, and the U.S. TAG Administrator. For guidance not covered in these procedures, refer to the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO* (latest edition).

These procedures for U.S. TAGs meet the requirements for due process and coordination in the development of U.S. positions for ISO activities as given in ANSI "Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC" (Annex B of *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO*).

## **2 Organization**

ISO is the Central Secretariat for international standards. It comprises Participating and Observing member bodies for technical committees and subcommittees and their working groups. ANSI is the U.S. member body to ISO and as such is the Secretariat for U.S. accredited standards organizations. ANSI oversees technical committees, subcommittees, and working groups that mirror the ISO committees. There are U.S. TAGs within ANSI, which also has sub-TAGs and working groups. For an overview of the hierarchical structure of international development of standards, please see Annex A, Organization.

## **3 U.S. Technical Advisory Group**

A U.S. TAG is a committee accredited by ANSI for participation in ISO technical activities. A U.S. TAG is administered by a U.S. TAG Administrator, who is appointed by ANSI to be responsible for ensuring compliance with TAG procedures. A particular TAG is related to a specific technical committee or subcommittee.

### **3.1 U.S. Sub-Technical Advisory Group**

Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to subcommittees of an ISO Technical Committee (TC). When so designated, a particular Sub-TAG mirrors a particular ISO Working Group (WG) of a Subcommittee (SC). See Annex A for listing of Sub-TAGs and organization.

### **3.2 Scope**

The scope of a U.S. TAG or Sub-TAG shall be consistent with the applicable portion of the scope of the ISO Technical Committee or Subcommittee.

### **3.3 Function of the U.S. TAG**

The U.S. TAG, to include its officers, members, and administrator, functions as an administrative and technical coordinating body, providing recommendations to ANSI regarding matters of U.S. positions on agenda items, membership of ISO technical committees, new work items, working drafts, committee drafts, draft technical reports, ISO questionnaires, acceptance of secretariats for ISO TCs or SCs, meetings in the United States, and candidates for chairpersons to ISO TCs or SCs. See section 4 for detailed list of roles and responsibilities of U.S. TAG members.

### **3.4 Administration**

Administration of the U.S. TAG shall be designated by the ANSI Executive Standards Council (ExSC) or its designated standards board. Under these procedures, the Secretariat of the U.S. TAG for ISO TC20/SC13 Space Data and Information Transfer Systems, ISO TC20/SC14 Space Systems and Operations, ISO TC20/SC16 Unmanned Aircraft Systems, and ISO TC20/SC17 Airport Infrastructure is the American Institute of Aeronautics and Astronautics (AIAA), accredited by ANSI. The administrator of these U.S. TAGs is a staff member of the AIAA. Refer to section 7 for further information on roles and responsibilities of the U.S. TAG administrator.

### **3.5 Membership**

Membership in the U.S. TAG or U.S. Sub-TAG shall be open to all U.S. national interested parties who indicate that they are directly and materially affected by the activity of the U.S. TAG. There shall be no undue financial barriers to participation. Administrative fees may be charged by the U.S. TAG Administration, but in all cases procedures for requesting a waiver of the fees must be available. Membership shall not be conditional upon membership in any organization, or unreasonably restricted on the basis of technical qualifications or other such requirements. There is no limit to the number of members on the U.S. TAG or Sub-TAGs. There is no term limit for members of the TAG; there is a term limit for the U.S. TAG Chair (see section 4.1.1).

#### **3.5.1 Application**

A request for membership shall be addressed to the U.S. TAG Administrator and shall indicate the applicant's direct and material interest in the U.S. TAG's work, commitment to actively participate (see section 4.2), the applicant's Sub-TAG interest category, stakeholder category, area of expertise, and whether a primary or alternate representative. See Attachment 1 for a participation request form.

#### **3.5.2 Recommendation and Approval of Membership**

The U.S. TAG Administrator, in consultation with the U.S. TAG Chairperson, shall consider the appropriateness of the involvement of each interest in the work of the U.S. TAG, the potential for dominance by a single interest, the extent of interest expressed by the applicant. In addition, the U.S. TAG Administrator, in consultation with the U.S. TAG Chairperson, may consider reasonable limits on U.S. TAG size.

#### **3.5.3 Membership Roster**

The U.S. TAG administrator shall maintain a list of U.S. TAG members and the organizations they represent. The roster shall include the following:

- Title and designation of the U.S. TAG
- Scope of the U.S. TAG
- U.S. TAG Administrator (name of organization, name of secretary, address(es), telephone number(s))
- U.S. TAG officers (Chairperson and other officers)
- Names of the individual members and their alternates (as applicable), their business affiliations and addresses, phone number, email address, name of the organization they are representing on the U.S. TAG, stakeholder interest category, and ballot category.

- Name of any self-employed member and business affiliation. Retired persons and independent consultants shall be considered as self-employed.

The U.S. TAG Administrator shall submit the list of U.S. TAG members (inclusive of Sub-TAGs, when applicable) and the organizations they represent to the ANSI ExSC or its designated standards board for annually as required for approval.

### **3.5.4 Review of Membership**

The U.S. TAG administrator, in consultation with the U.S. TAG Chairperson, shall review the membership list annually with respect to criteria in section 3.5. Members are expected to participate actively by fulfilling criteria in section 4. Where a member is found in default of his or her obligations, the U.S. TAG administrator shall direct the matter to the U.S. TAG Chairperson, who shall direct the matter to the U.S. TAG membership for appropriate action, which may include changing participation to Observer (non-voting) status or termination of membership. This section does not pertain to section 4.2.1.

## **4 Member Roles and Responsibilities**

All members of the U.S. TAG shall abide by the ANSI Code of Ethics (see Annex C) and the ISO Code of Conduct for the Technical Work (see Annex D).

### **4.1 Officers**

All TAG officers, not to include the Secretary, shall serve terms limited to three years duration.

All TAG officers, not to include the Secretary, are encouraged to designate a Deputy. Deputies may act in the stead of their Officer when required.

#### **4.1.1 U.S. TAG Chairperson**

There shall be a Chairperson for the effective functioning of the U.S. TAG, either appointed by the U.S. TAG Administrator from the individual membership of the U.S. TAG, subject to approval by a majority vote of the U.S. TAG, or nominated and elected by the members of the U.S. TAG. The U.S. TAG Chairperson shall serve a 3-year term. (See Annex E for procedures on nominating and electing U.S. TAG Chair.)

The Chairperson of the U.S. TAG shall lead the membership of the U.S. TAG in telecoms and other meetings as required. In addition, the U.S. TAG Chairperson shall coordinate with the Chairperson(s) of U.S. Sub-TAGs on U.S. positions due to ANSI and provide prompt response to the U.S. TAG administrator on such positions.

The Chairperson of the U.S. TAG(s) shall provide status reports to the U.S. TAG Secretariat as requested.

In the event of a vacancy of the U.S. TAG Chair position, the AIAA Executive Director or Deputy Director shall appoint an interim U.S. TAG Chairperson to serve until a new U.S. TAG Chairperson can be elected by the voting TAG members.

#### **4.1.2 U.S. Sub-TAG Chairpersons**

The U.S. Sub-TAG Chairpersons are either appointed by the U.S. TAG Chairperson from the individual membership of the U.S. TAG, subject to approval by a majority vote of the U.S. TAG, or nominated and elected by majority vote of the members of the U.S. TAG. There is no term limit for U.S. Sub-TAG Chairpersons. The U.S. Sub-TAG Chairpersons shall be the lead in matters pertaining to the topic of the Sub-TAG, including providing status reports and other participation at meetings, telecoms, and plenaries. The Sub-TAG Chairperson(s) shall provide

prompt replies to the U.S. TAG Administrator and secretary with copy to the U.S. TAG Chairperson in matters concerning ballots, comments, and U.S. positions. If a Sub-TAG Chairperson does not provide a response on matters involving U.S. positions, then the U.S. TAG Chair shall provide the U.S. position to the U.S. TAG administrator.

#### **4.1.3 Secretary**

AIAA functions as the Administrator to the U.S. TAG and Sub-TAGs. The secretary shall be appointed by the U.S. TAG Administration. See section 7 for roles and responsibilities of the U.S. TAG administrator (secretary). In the absence of the staff liaison at a meeting, the U.S. TAG Chairperson or U.S. Sub-TAG Chairperson or an individual designated by the Chairperson shall serve as the meeting secretary.

#### **4.1.4 Head of Delegation**

##### **4.1.4.1 Selection**

The Head of Delegation (HoD) is selected by the members of the U.S. delegation to a Plenary. Additional information can be found in the ANSI Guide for U.S. Delegates.

##### **4.1.4.2 Role**

The HoD participates in ISO TC or SC meetings as a member of the U.S. TAG. The HoD provides the official U.S. position on all issues during International Plenary meetings, establishes or strengthens the cooperative working relationships between attending member countries, and ensures that members of the delegation comply with the *ANSI Guide for U.S. Delegates* (see [http://publicaa.ansi.org/sites/apdl/Documents/Standards%20Activities/International%20Standardization/International\\_Delegates\\_Guide\\_2013.pdf](http://publicaa.ansi.org/sites/apdl/Documents/Standards%20Activities/International%20Standardization/International_Delegates_Guide_2013.pdf)).

In addition, the Head of Delegation shall prepare and submit a Head of Delegation Report to ANSI upon conclusion of a TC or SC meeting (see Attachment 2 for Head of Delegation Report form).

#### **4.2 Members**

All members of the U.S. TAG and its Sub-TAGs shall provide a participation request form to the U.S. TAG administrator, subject to approval by the U.S. TAG Chairperson. There is no term limit for members of the TAG.

New members shall be oriented to the U.S. TAG as quickly as possible, to include receiving a copy of these U.S. TAG Procedures and addition to the on-line site administration of the U.S. TAG and Sub-TAG (if applicable) by the U.S. TAG administrator.

Each member is expected to give thorough consideration to each subject brought before the TAG or Sub-TAG for action and assist generally in carrying out the functions of the TAG, including attendance via telecom in quarterly meetings. U.S. TAG members nominate U.S. technical experts to serve on ISO working groups or on new work item proposals. U.S. TAG members may identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG's scope.

In addition, U.S. TAG members provide assistance to the U.S. Secretariat of its ISO TCs or SCs as requested, including resolving comments on committee drafts, draft technical reports, and draft international standards.

##### **4.2.1 Voting Members**

U.S. TAG members who have voting status may initiate and partake in balloting of U.S. proposals for new work items for submission by ANSI for consideration by an ISO TC or SC, and U.S. working drafts for submission by ANSI to ISO TCs or SCs, and where appropriate, WGs, for consideration as committee drafts. (See section 6, Voting, for additional information.)

U.S. TAG voting members shall determine a U.S. position on an ISO draft international standard, draft technical report, committee draft, final draft, systematic review, ISO questionnaires, draft reports of meetings, and other matters such as agenda items of ISO TCs or SCs as well as advise the U.S. delegation of any flexibility it may have on these positions.

Members shall provide adequate U.S. representation to ISO TC or SC meetings, designate heads of delegations and members of delegations, and ensure compliance with the *ANSI Guide for U.S. Delegates*.

Voting members of the U.S. TAG may have their status changed to Observer or may be removed or suspended from the U.S. TAG under the following circumstances: lack of participation or demonstrated interest, written claims of dominance, or inability to uphold responsibilities as required by these Procedures. The U.S. TAG Chairperson shall determine removal or suspension and be responsible for obtaining and retaining copies of the necessary documentation related to removal; the U.S. TAG Chairperson shall notify the TAG member in writing with copy to the U.S. TAG Administrator. If a member is removed or suspended, that member has the right to file an appeal with the U.S. TAG Administrator (see section 10, Appeals).

#### **4.2.2 Other Members (Observing Members)**

While still required to indicate they are directly and materially affected by the activities of the TAG, a member of a U.S. TAG may choose to be an observer on the TAG to remain apprised of the activities of the committee. As an observer, the member may submit comments on documents or other issues related to the U.S. TAG, but will not have voting responsibilities.

## **5 Meetings**

Meetings of the U.S. TAG or U.S. Sub-TAGs and meetings of the U.S. delegates to ISO international meetings should be scheduled to respond to international activities. U.S. TAG meetings shall be held, as determined by the U.S. TAG Chairperson or U.S. Sub-TAG Chairperson, in collaboration with the U.S. TAG Administrator or by petition of a majority of the U.S. TAG or U.S. Sub-TAG members.

### **5.1 Open Meetings**

Meetings of the U.S. TAG and U.S. Sub-TAGs shall be open to all members and others having direct and material interest in the respective scopes and matters to be considered.

### **5.2 Notice of Meetings**

The U.S. TAG administrator shall provide at least 30 calendar days notice to U.S. TAG members of regularly scheduled meetings. At least 30 days' notice of regularly scheduled meetings shall be given by the U.S. TAG Administrator in ANSI's *Standards Action*. This notice shall identify a readily available source for further information. An agenda shall be available and shall be distributed by the U.S. TAG administrator in advance of the meeting to members and to others expressing interest.

## **6 Voting**

U.S. TAG members who have indicated on their participation form that they wish to be a voting member are included in the balloting of documents and other business of the U.S. TAG. Refer to Annex C Criteria for Approval of U.S. Positions on ISO Standards Activities, excerpted from ANSI for voting guidelines.

Voting typically takes place through the U.S. TAG Administrator's on-line portal available at the time a member is accepted into the TAG.

## **6.1 Voting Procedure**

### **6.1.1 Documents**

The U.S. TAG administrator shall open a ballot for a document upon notification from the Secretariat that a vote is required. The U.S. TAG administrator may use the U.S. TAG Administrator's on-line portal to facilitate voting.

### **6.1.2 Other U.S. TAG Business**

Ballots for other TAG business may be initiated by the U.S. TAG administrator in response to:

1. Majority vote of those present at a U.S. TAG or U.S. Sub-TAG meeting
2. A U.S. TAG or U.S. Sub-TAG Chairperson

The U.S. TAG administrator may use the U.S. TAG Administrator's on-line portal to facilitate voting.

## **6.2 Voting Position for Documents**

Each voting member of the U.S. TAG shall vote one of the following positions:

1. Affirmative.
2. Affirmative with comments.
3. Negative with reasons. (The reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection.)
4. Abstain with reason.

All instructions provided with the ballot form regarding the presentation of comments shall be adhered to.

## **6.3 Voting Period**

The voting period for letter ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the U.S. TAG Chairperson or, as applicable, U.S. Sub-TAG Chairperson(s) or U.S. TAG Administrator when warranted (e.g., when the requirements for approval or disapproval specified in section 6.6 are not achieved). Deadlines must not be missed; if consensus is not reached, then the U.S. TAG administrator in consultation with the U.S. TAG Chairperson shall forward to ANSI a U.S. position of Abstain.

## **6.4 Actions Requiring Written Notification**

The following actions shall be preceded by thirty calendar day written notification of the U.S. TAG and/or Sub-TAG Chair, with invitation to comment or object. These actions shall also be announced via the U.S. TAG Administrator's communication tools.

1. Election of U.S. TAG Chairperson or U.S. Sub-TAG Chairperson(s) by the members or U.S. TAG Administrator.

2. Formation of a U.S. Sub-TAG, including its procedures, scope, and duties.
3. Disbandment of a U.S. Sub-TAG.
4. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof.
5. Change(s) to the U.S. TAG scope.
6. Termination of the U.S. TAG.

### **6.5 Actions Requiring Approval by Two-Thirds of Those Voting**

The following actions must be approved by at least two-thirds of voting members of the U.S. TAG, excluding abstentions, or if at a U.S. TAG meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the U.S. TAG is present (to include electronic presence via phone or internet means). If a majority is not present, then the vote shall be confirmed by letter ballot for the following actions:

1. Election of U.S. TAG or U.S. Sub-TAG officers by the members or appointment of U.S. TAG or U.S. Sub-TAG officers by the TAG Administrator.
2. Approval of U.S. position on new work item proposal (NWIP).
3. Approval of U.S. position on a committee draft with vote (CDV).
4. Approval of U.S. position on a draft international standard (DIS).
5. Approval of U.S. position on a final draft international standard (FDIS).

### **6.6 Consideration of Comments on Letter Ballots**

The U.S. TAG administrator shall forward the comments received to the U.S. TAG Chairperson and the U.S. Sub-TAG Chairperson, or the designee. The U.S. Sub-TAG Chairperson shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting.

Prompt consideration shall be given to the comments expressed by all participants including those commenting on the committee draft (CD) or the draft international standard (DIS) listing in *ANSI Standards Action* or an AIAA communication. A concerted effort to address comments shall be made, and each commentator shall be advised by the U.S. TAG administrator in consultation with the U.S. TAG Chairperson of the disposition and the reasons therefore.

Recommendation for substantive changes as specified by the U.S. Sub-TAG Chairperson shall be reported to the U.S. Sub-TAG members to afford all members an opportunity to respond, to reaffirm, or to change their position within appropriate time limits.

### **6.7 Report of Final Result**

The U.S. TAG administrator shall provide a report of the results of voting to the U.S. TAG and U.S. Sub-TAG members. U.S. TAG members may view results by accessing the on-line portal.

### **6.8 Submittal of U.S. Position to ANSI**

Upon completion of the procedures for voting, consideration of comments, and appeals, the U.S. TAG administrator shall submit the U.S. position to ANSI on behalf of the U.S. TAG.

### **6.9 Information Submitted**

The U.S. TAG administrator shall provide the following information to ANSI:

1. Title and designation of the document.

2. Indication of the type of action requested (e.g., approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.).
3. Status of any appeal action related to approval of the proposed U.S. position.
4. A summary of the voting and U.S. TAG or U.S. Sub-TAG, as appropriate, member responses.
5. Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.

## **7 U.S. TAG Administrator**

The U.S. TAG administrator, also referred to as the U.S. TAG secretary, is an appointed staff member of the U.S. TAG Administration/Secretariat and serves as a liaison to the TAG.

### **7.1 Role and Responsibilities**

The U.S. TAG administrator is responsible for carrying out the procedures associated with ANSI requirements in the administration of the U.S. TAG. The U.S. TAG administrator shall conduct the following:

- a. Collaborate with the U.S. TAG Chairperson to organize the U.S. TAG and Sub-TAGs as needed and apply to ANSI for TAG accreditation.
- b. Maintain a roster of the U.S. TAG membership (see section 3.5.3), inclusive of U.S. Sub-TAG members and their ballot category.
- c. Consult with the U.S. TAG Chairperson to determine and ensure that U.S. TAG members actively participate.
- d. Submit the U.S. TAG membership roster (inclusive of Sub-TAGs, when applicable) approved by the U.S. TAG Chairperson to ANSI on an annual basis for review by the ANSI ExSC or its designated standards board.
- e. Provide for administrative services, including arrangements for and notification in ANSI *Standards Action* of meetings with 30-day notice, recording of and distributing minutes of meetings, timely preparation and distribution of documents related to the work of the U.S. TAG and U.S. Sub-TAGs, and maintenance of appropriate records, including minutes of meetings and results of letter ballots.
- f. Transmit to ANSI U.S. proposals and U.S. positions, as developed by the U.S. TAG and or Sub-TAGs and approved by the Chairperson, including the nomination of U.S. experts on new work item proposals. (See Attachments 1–9 for appropriate forms.)
- g. Consult with the U.S. TAG Chair and transmit to ANSI recommendations of U.S. candidates for the chair of ISO technical committees or subcommittees and U.S. convenors of ISO working groups. (See Annex F for procedures on nominating SC14 Chairperson.)
- h. Administer the procedures (see section 11) to hear appeals of actions or inactions of the U.S. TAG or Sub-TAGs.
- i. Comply with the requirements associated with ANSI oversight and supervision of activities of the TAG or Sub-TAGs and its administration.

- j. Ensure compliance with applicable ANSI and ISO procedures.

## **8 Termination of a U.S. TAG**

A proposal to terminate a U.S. TAG or a U.S. Sub-TAG may be made by those who have a directly and materially affected interest. The proposal shall be submitted in writing to ANSI and to the U.S. TAG Administrator and shall include the reasons why the U.S. TAG should be terminated. Action shall be taken in accordance with section 6.4.

## **9 Communications**

Correspondence of U.S. TAG or U.S. Sub-TAG officers and the U.S. TAG Administrator should clearly show in the title/subject that it concerns U.S. TAG matters or be conveyed on U.S. TAG letterhead.

External communications such as inquiries relating to U.S. TAG actions should be directed to the U.S. TAG administrator for disposition by the U.S. TAG Chairperson, and U.S. TAG members should so inform individuals who raise such questions. All replies by U.S. TAG members to inquiries shall be made through the U.S. TAG Chairperson and through the U.S. TAG administrator.

## **10 Appeals**

Directly and materially affected U.S. national persons who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG, U.S. Sub-TAG, or the U.S. TAG Administrator shall have the right to appeal to the American National Standards Institute (ANSI).

### **10.1 Complaint**

The appellant shall file a written complaint with the U.S. TAG Administrator within thirty calendar days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the specific actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

### **10.2 Response**

Within 30 calendar days after receipt of the complaint, the respondent shall reply in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge. A copy shall be provided to the U.S. TAG Chairperson and U.S. TAG Administrator.

### **10.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the U.S. TAG Administrator, in consultation with the U.S. TAG Chairperson, shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least 10 working days notice.

### **10.4 Appeals Panel**

The Appeals Panel shall be appointed by the U.S. TAG Administrator, and shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be

materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.

### **10.5 Conduct of the Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions, or inactions and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the U.S. TAG, U.S. Sub-TAG, and the U.S. TAG Administrator took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

### **10.6 Decision**

The Appeals Panel shall render its decision in writing within 30 calendar days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. A copy shall be provided to the U.S. TAG Chairperson and U.S. TAG Administrator. Consideration may be given to the following positions, among others, in formulating the decision:

1. Finding for the appellant and remanding the action to the U.S. TAG, U.S. Sub-TAG, or the U.S. TAG Administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
2. Finding for the respondent with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.
3. Finding that new, substantive evidence has been introduced and remanding unresolved, the entire action shall be forwarded to the U.S. TAG Chairperson, U.S. Sub-TAG Chairperson, or the U.S. TAG Administrator as deemed appropriate, for appropriate reconsideration.

### **10.7 Further Appeal**

If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the U.S. TAG Administrator to the ANSI ExSC.

## **11 Parliamentary Procedures**

On questions of parliamentary procedures not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

## **12 Abbreviations, Terms, and Definitions**

The following terms and definitions are provided to increase U.S. TAG members' understanding of the policies and procedures contained in this document.

### **Administrator**

organization appointed by ANSI to administer a technical advisory group of a technical committee or sub-committee; also the person appointed by the organization responsible for ensuring compliance with ANSI TAG procedures

**AIA**

Aerospace Industries Association

**ANS**

American National Standard

**ANSI**

American National Standards Institute; ANSI is the U.S. member body to ISO. It is responsible for the participation in those technical areas of work where U.S. interests have indicated support

**ANSI Accreditation**

approval by the ANSI Executive Standards Council (ExSC) of the written procedures submitted by a standards developer relative to the development and documentation of evidence of consensus in connection with standards that are expected to be approved as American National Standards

**ASD**

Accredited standards developer; AIAA is an ASD for the U.S. TAG to SC13, SC14, SC 16 and SC 17

**Balance**

no one interest category shall comprise more than 50% of a project's CoS membership

**Ballot category**

designation as to whether a voting member or observer on the U.S. TAG

**CD**

committee draft

**CDC**

committee draft for comment

**CDV**

committee draft for vote

**Chairperson**

leader of a group, either appointed or elected by the membership

**Conflict of interest**

a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties; a situation in which a person has competing interests or loyalties

**Consensus**

substantial agreement has been reached by directly and materially affected interests and is the concurrence of more than a majority but not necessarily unanimity.

NOTE Consensus requires that all views and objections be considered and that an effort be made toward their resolution.

**Consensus body**

the group that approves the content of a standard and whose vote demonstrates evidence of consensus

**Convenor**

leader of an international technical committee or subcommittee working group

**DIS**

draft international standard; the stage before final draft

**Dominance**

position or exercise of dominant authority. Leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints

**Due process**

basic fairness

**ExSC**

Executive Standards Council (ANSI)

NOTE Responsible for the procedures and criteria for national and international standards development activities of the Institute, and accredits national standards developers and U.S. Technical Advisory Groups (TAGs) to ISO.

**FDIS**

final draft international standard; the final review stage before publication with ISO

**IEC**

International Electrotechnical Commission

**ISO**

International Standards Organization

**Majority**

more than half; 50% plus one; excluding blanks or abstentions

**NWIP**

new work item proposal; the initial stage in document development

**O-Member**

observing member body of ISO

**Observer**

non-voting member

**Openness**

pertaining to participation, include of all national interested parties who are directly and materially affected by the activity in question minus financial barriers, membership in any organization, or restrictions based on technical qualifications or other such requirements

**P-Member**

participating member body of ISO

**Project Lead**

nominated expert or technical leader of a document

**Proxy**

a written and signed document by which a voting member of a consensus body authorizes another person to vote in the member's stead, if allowed by the developer's procedures

**Quorum**

minimum number of members of a group necessary to conduct business

**Secretariat**

at the international level, made up of the secretary, chairperson, and administrator of a committee or organization; required to follow ISO rules and procedures, maintain close liaison with the ISO Central Secretariat, and to meet certain ISO reporting requirements

**Secretary**

administrative person; part of the secretariat

**SR**

systematic review; conducted after publication of a document, typically every 5 years

**U.S. TAG**

United States Technical Advisory Group; AIAA administers the TAG for ISO TC20/SC14 (Aircraft and Space Vehicles, Subcommittee 14 Space Systems and Operations), ISO TC20/SC13 (Space Data and Information Transfer Systems), ISO TC20/SC16 (Unmanned Aircraft Systems) and ISO TC20/SC17 (Airport Infrastructure).

## **Annex A Background and Organization of U.S. TAGs**

In the early 1980s, at the suggestion of Adrain Hooke, Associate Administrator of NASA, a committee was formed with the European Space Agency (ESA). That committee, the Consultative Committee for Space Data Systems (CCSDS), was joined by other national space agencies and by the late 1980s was considered highly successful. At about this time a suggestion was proposed that the CCSDS should be expanded to a committee under the International Organization for Standardization (ISO) to increase the use of CCSDS standards in a variety of commercial and industrial projects. Concurrently, the the American Institute of Aeronautics and Astronautics (AIAA) had started a standards program with Ed Smylie as the first Vice President. After much international discussion, ISO agreed to form a new subcommittee under TC20 which was designated TC20/SC13, Space Data and Information Transfer Systems.

As soon as TC20/SC13 was formed and working cooperatively with CCSDS, a suggestion was made that another subcommittee under TC20 be formed to develop all other space standards specifically with the aerospace industry. Again after much international discussion, ISO, the United States, and five other countries together with TC20 agreed to form Subcommittee 14, Space Systems and Operations. After reaching consensus at the Spring 1993 plenary in Paris, ANSI was designated the Secretariat, which in turn delegated the Secretariat role and U.S. Technical Advisory Group (TAG) Administrator role to AIAA<sup>1</sup>.

Together under ANSI, the Aerospace Industries Association (AIA) and AIAA still hold the Secretariats to their respective committees. AIAA administers the U.S. TAG to SC13, Space Data and Information Transfer Systems and its six working groups. It also administers the U.S. TAG to SC14 and its seven working groups to develop standards on a variety of subjects under the leadership of respective U.S. TAG Chairs. Its role is to participate in the international forum to exchange ideas and viewpoints regarding international space standardization and to establish U.S. consensus on international standards.

### **ISO – Central Secretariat**

**ANSI** – U.S. Member Body of ISO

**ASD** – Accredited by ANSI (AIAA)

### **TC – Technical Committee (TC20 Aircraft and Space Vehicles)**

**Secretariat** (ANSI/AIA)

**Chairperson** (AIA staff)

**Secretary** (AIA staff)

### **SC – Subcommittee of the Technical Committee**

(SC13 Space Data and Information Transfer Systems; SC14 Space Systems and Operations)

**Secretariat** (SC13, ANSI/NASA; SC14, ANSI/AIAA)

**Chair** (SC13 elected; SC14 elected)

**Secretary** (SC13 appointed; SC14 appointed)

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<sup>1</sup> Background information provided by Macgregor Reid, first Chairperson of ANSI/AIAA U.S. TAG to SC14.

## **WG – Working Groups of the Subcommittee of Technical Committee**

SC13 WG1 Systems Engineering	SC14 WG1 Design, Engineering, and Production; Japan
SC13 WG2 Mission Operations and Information Management	SC14 WG2 Interface, Integration, and Test; United States
SC13 WG3 Cross-Support Services	SC14 WG3 Operations and Ground Support; United States
SC13 WG4 Spacecraft Onboard Interface Services	SC14 WG4 Space Environment; Russia
SC13 WG5 Space Link Services	SC14 WG5 Program Management; France
SC13 WG6 Space Internetworking Services	SC14 WG6 Materials and Processes; Japan
	SC14 WG7 Orbital Debris; United Kingdom

### **U.S. TAG – Technical Advisory Group**

**Secretariat** (SC13, NASA; SC14, AIAA)

**TAG administrator** (SC13, AIAA Staff; SC14 AIAA Staff)

**TAG Chairperson** (SC13, elected or appointed; SC14, elected or appointed)

#### **Sub-TAG(s)**

SC13 ST1 Systems Engineering	SC14 ST1 Design Engineering
SC13 ST2 Mission Operations and Information Management	SC14 ST2 Interface, Integration, and Test
SC13 ST3 Cross-Support Services	SC14 ST3 Operations and Ground Support
SC13 ST4 Spacecraft Onboard Interface Services	SC14 ST4 Space Environment
SC13 ST5 Space Link Services	SC14 ST5 Program Management
SC13 ST6 Space Internetworking Services	SC14 ST6 Materials and Processes
	SC14 ST7 Orbital Debris

**Project Lead** – nominated expert or volunteer lead for a document

### **U.S. TAG – Technical Advisory Group**

**Secretariat** (SC16, AIA; SC17, AIAA)

**TAG administrator** (SC16, AIAA Staff; SC17 AIAA Staff)

**TAG Chairperson** (SC16, elected or appointed; SC17, elected or appointed)

## Annex B Document Development Process for U.S. TAG Ballots

Note. Please consult the ANSI *Guide for U.S. Delegates to Meetings of ISO and IEC* for the most current process and procedures.

Stage	Description	Process	Task	Result
NWIP <i>New Work Item Proposal</i>	Submitted by any number of sources using an ISO Form 4 and must be accompanied by a WD or outline of the document. 3 months to ballot.	NWIP and reference documents posted on Kavi; U.S. TAG responds to ballot.	Sub-TAG Lead for the NWIP must provide justification of market relevance AND a nominated expert indicating stakeholder interest category, name, email, and phone number. Note: ANSI registers an Abstain position if the U.S. does not provide information.	U.S. TAG administrator sends U.S. position to ANSI.  Administrator distributes ballot results to TAG indicating status and next stage.
WD <i>Working Draft</i>	The working group prepares a working draft. In some cases the convenor of a WG also serves as the project leader. In other cases the convenor monitors the work and a project leader is assigned to working the text.	Text must reach the WD stage within 6 months of approval of the NWIP.	No ballot.	At the end of 6 months, the document is entered as a CDC and distributed for comment.
CDC <i>Committee Draft for Comment</i>	Principal stage at which comments from national bodies are taken into consideration. Submit substantive comments early in the process.	National bodies should carefully study the texts of CDs and submit all pertinent comments, particularly technical comments, at this stage. Comment opened in Kavi.	All TAG members (voting & observer) may submit comments using the Comment Form referenced.  The Sub-TAG lead dispositions the comments and instructs the TAG administrator as to which ones to forward to ANSI.	U.S. TAG administrator distributes results of comment period to TAG indicating status and next stage.
CDV <i>Committee Draft for Vote</i>	Projects reach this stage within 18 months of the date of approval of the NWIP. This stage ends when a CD is accepted for circulation as an	Delegates to international meetings should be fully briefed on U.S. national positions. Decision to	Vote opened for 3 months. Posted with reference documents in Kavi for voting members only.	U.S. TAG administrator distributes results of ballot to TAG indicating status and next stage.

	enquiry draft.	circulate to next stage is based on consensus principle.	The U.S.TAG administrator consults with the Sub-TAG Chairperson regarding the U.S. position to forward to ANSI.	
<i>DIS Draft International Standard</i>	<p>At this stage, there should be very few, if any, technical comments.</p> <p>This stage ends with the registration of the text as a final draft international standard.</p> <p>In ISO, if a document receives 100% approval from the member bodies, may skip the next stage (FDIS) and go straight to publication.</p>	<p>Affirmative votes may be accompanied by editorial or minor technical comments, but negative votes must be accompanied by a statement of the technical reasons for disapproval.</p> <p>National Bodies may indicate that the acceptance of specified technical modifications will change their vote from negative to affirmative; conditional votes are not accepted.</p>	<p>Vote opened for 3 months. Posted in Kavi for voting members only.</p> <p>In ISO, the DIS is approved if two-thirds majority of P members of the SC are in favor and not more than one-quarter of the total number of votes cast are negative.</p> <p>If the criteria is not met, then text is returned to the originating SC for further study and a revised document is circulated for comment and voting.</p>	Results of ballot distributed to TAG indicating status and next stage.
<i>FDIS Final Draft International Standard</i>	Following approval, the text is revised to incorporate comments submitted during enquiry ballot.	A simple yes–no vote.	A 2-month ballot. Posted in Kavi for voting members only.	Notice sent to all U.S. TAG members.
Publication	Within two months of approval, ISO will correct typographical errors indicated by the Secretariat of the TC or SC. This stage ends approximately 36 months after NP.			Notification of new standard published is circulated to all U.S. TAG members.
<i>SR Systematic Review</i>	A standard is reviewed every 5 years. It may be revised, reaffirmed, or withdrawn.	Document is distributed for review. Specific questions on ballot.	Ballot in Kavi.	Results sent to all U.S. TAG members.

## Annex C Criteria for Approval of U.S. Positions on ISO Standards Activities

Excerpted from *Criteria for the development and coordination of U.S. Positions in the International Standardization Activities of the ISO*, and by the American National Standards Institute

### C1 Guidelines for Determining a U.S. Voting Position

The development of a U.S. position with regard to voting on international documents is a matter of great complexity. Firm rules for casting affirmative votes, negative votes, or abstentions would be presumptuous and unworkable in many cases. However, efforts by all concerned should be made to achieve consistency in the perceived conduct of the United States as a participant in international, non-treaty standards development. Toward that end, guidelines for determining a voting position are included herein in order to provide direction toward a consistent voting policy. These guidelines cannot cover all of the factors that must be considered in determining the U.S. vote. They do, however, represent generally accepted principles that should be applied to normal situations.

**C1.1** If there is an existing U.S. national standard (i.e., an American National Standard or, in the absence of an American National Standard, another voluntary consensus standard generally accepted within the United States) and —

1. If the national standard can be considered equivalent<sup>1</sup> to the requirements in the proposed international document, then the vote should be affirmative.
2. If the proposed international document includes different, additional, or more stringent requirements than are in the national standard and the U.S. TAG consensus indicates that such requirements are:
  - a. acceptable and should be considered for inclusion in the national and proposed international standard, then the vote should be affirmative, or
  - b. not acceptable, then the vote should be negative.
3. If the U.S. national standard includes different, additional, or more stringent requirements than are in the international document and the U.S. consensus indicates that such requirements:
  - a. should be modified in accordance with the international document, then the vote should be affirmative, or
  - b. must be maintained, then the vote should be negative, or
  - c. must be maintained, but the proposed international document is considered to represent the best agreement which can be reached at the present time from an international point of view, then the vote should be to Abstain with a statement that the United States cannot modify its national standard for stated reasons.

**C1.2** If no U.S. national standard exists and —

1. If the U.S. TAG consensus establishes that the international document is:

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<sup>1</sup> The word "equivalent" is intended to convey the thought that any product or procedure that meets the requirements of the U.S. standard will also meet the requirements of the international standard and vice versa when tested for conformance by ANSI accepted means.

- a. technically acceptable and could be used as a basis for the development of a U.S. national standard, then the vote should be affirmative, or
  - b. not technically acceptable, then the vote should be negative.
2. If the international document is of little or no interest to the United States, then the vote should be to abstain.
3. If the international document unnecessarily creates a barrier to domestic or international trade or impedes innovation or technical progress, vote negative.

**C1.3** Regardless of whether or not a national standard exists —

If consensus has not been established by the U.S. TAG, then the vote should be to abstain.

**C1.4** The U.S. vote, if negative, must be accompanied by reasons and supporting information such as technical data and logical argument. Also, any known exceptions and/or additions that will be required to conform with U.S. safety practices or regulations shall be noted.

**C1.5** Exceptions to the above stated voting guidelines should be carefully considered by the U.S. TAG.

## **Annex D    ANSI Code of Ethics**

### ANSI Code of Ethics

We, the members and volunteers of ANSI, in recognition of the importance of our mission, hereby agree that when acting on behalf of ANSI:

- to act honestly, in good faith and in the best interest of ANSI's missions and goals;
- to act in accordance with the highest professional standards, avoiding real or perceived conflicts of interest whenever possible and to disclose them to affected parties when they do exist;
- to avoid injuring others, their property, reputation, or employment by false, malicious or improper action; and
- to safeguard ANSI's reputation and integrity by ensuring that any public statements relating to ANSI which are not official statements of ANSI, are properly portrayed as the opinion of the individual making them.

Approved by the ANSI Board of Directors  
December 2006

## Annex E ISO Code of Conduct for the Technical Work

This Code of Conduct (Code) is to facilitate ISO's work which is carried out in an international, multi-stakeholder, multi-sector environment. It applies to people who choose to participate in an ISO committee, working group or other consensus group. The Code is an obligation for participation in the above groups that work in the framework of the ISO/IEC Directives.

As participants in ISO work, we acknowledge the responsibility and value of participating in developing International Standards. We therefore adhere to this Code in accordance with the terms below.

<p><b>Work for the net benefit of the international community</b></p>	<p>We recognize that the development of International Standards is for the net benefit of the international community, over and above the interests of any individual or organization. We are committed to advancing International Standards within their agreed scope and we will not hinder their development.</p>
<p><b>Uphold consensus and governance</b></p>	<p>We will uphold the key principles of International Standardization: consensus, transparency, openness, impartiality, effectiveness, relevance, coherence and the development dimension.</p>
<p><b>Agree to a clear purpose and scope</b></p>	<p>We are committed to having a clear purpose, scope, objectives, and plan to ensure the timely development of International Standards.</p>
<p><b>Participate actively and manage effective representation</b></p>	<p>We agree to actively participate in standards development projects. We will make our contributions to the work through the official procedures in accordance with the ISO/IEC Directives.</p>
<p><b>Escalate and resolve disputes</b></p>	<p>We will identify and escalate disputes in a timely manner to ensure rapid resolution. We will uphold the agreed dispute resolution processes.</p>
<p><b>Behave ethically</b></p>	<p>We will act in good faith and with due care and diligence. We will avoid collusive or anticompetitive behaviour. We will promote a culture of fair and ethical behaviour.</p>
<p><b>Respect others in meetings</b></p>	<p>We are committed to respecting others and the professional culture of international standardization within ISO. In meetings we are committed to:</p> <ul style="list-style-type: none"> <li>• conducting ourselves in a professional manner</li> <li>• respecting others and their opinions</li> <li>• accepting group decisions</li> <li>• ensuring that the views of all (including those whose first language is not that of the meeting) are heard and understood.</li> </ul>

## **Annex F      Call for Nominations and Election of U.S. TAG Chairperson**

The U.S. TAG Chairperson serves a 3-year term. Prior to the end of a term, the U.S. TAG administrator shall issue a call for nominations; if the TAG Chair position is prematurely vacated, then the U.S. TAG Administrator may request that the most recent Head of Delegation for the U.S. TAG serve as U.S. TAG Chair *pro tem* (subject to approval by a majority vote of U.S. TAG members voting) until a new Chairperson is nominated and approved by a majority of the voting members of the U.S. TAG.

Nominations will adhere to the following guidelines:

- Call for nominations will be announced at least 3 months prior to the end of term for the current U.S. TAG Chairperson
- The U.S. TAG administrator will place an announcement in various media outlets available to the U.S. TAG Administrator
- The U.S. TAG administrator will contact nominees to request agreement in writing the acceptance of the nomination and assurance that if elected will serve as required by ANSI Directives and U.S. TAG Procedures
- Upon confirmation of acceptance of nomination, the nominee will submit to the U.S. TAG administrator within 14 days a candidate statement of no more than 500 words that provides in order (a) Summary of Goals, limited to 20 words and (b) Statement of Goals and Biography limited to 480 words
- The U.S. TAG administrator will make the candidate statement(s) available when the ballot is opened

If only one nomination is received, then that nomination and the agreement to serve will be confirmed by the U.S. TAG Administrator and forwarded to all voting members of the U.S. TAG for approval. The U.S. TAG administrator will open a 2-week ballot on the TAG Administrator's on-line portal.

If there are multiple nominations from the U.S. TAG, then a ballot will be posted in the U.S. TAG Administrator's on-line portal to voting members of the U.S. TAG. The ballot period shall be 14 days. This ballot will allow one opportunity to vote; any changes to a vote must be requested by email to the U.S. TAG administrator. Results will be visible only to the U.S. TAG administrator. If an insufficient number of votes are received, then the U.S. TAG Administrator shall extend the ballot period to ensure the voting requirements are met. Results of voting will be verified by the Executive Director (or Deputy Executive Director) of the U.S. TAG Administrator and Vice-President, Standards of the TAG Administrator. The U.S. TAG administrator shall distribute the results to all members of the U.S. TAG.

A candidate is confirmed by a simple majority (i.e., more than half) of those voting, excluding abstentions. In the event of a tie, then the U.S. TAG Administrator will follow *Robert's Rules of Order* on resolving tie votes.

No member can be compelled to refrain from voting, even if it pertains to oneself as the position is voluntary and there would be no pecuniary profit to be gained.

Proposed schedule:

Call for nominations: October 1 (prior to end of year 3 of term)

Candidate statements received by November 15

Ballot open December 1

Ballot close December 14

Results verified and announced by December 20

New U.S. TAG Chairperson begins term January 1

## **Annex G     Call for Nominations and Election of ISO Subcommittee Chairperson**

When the Chairperson of a technical subcommittee intends to vacate the his or her position, the Secretariat of the Subcommittee sends a notice to the U.S. TAG Administrator, followed by a call for nominations with a 3-month nominating period.

The U.S. TAG administrator sends notification to all members of the relevant U.S. TAG requesting nominations by the designated deadline, which shall contain the following criteria: full name, contact information, area of technical expertise (based on ANSI Guidance) and a biography.

Upon close of the nomination period, the U.S. TAG administrator shall contact all nominees to request agreement in writing the acceptance of the nomination and assurance that if elected will serve as required by ISO and ANSI Directives.

Upon confirmation of acceptance of nomination, the nominee will submit to the U.S. TAG administrator within 14 days a candidate statement of no more than 500 words that provides in order (a) Summary of Goals, limited to 20 words and (b) Statement of Goals and Biography limited to 480 words.

If only one nomination is received, then the U.S. TAG administrator shall forward that nomination and the agreement to serve to the Subcommittee Secretariat prior to the due date. Balloting will proceed at the Technical Committee level.

If there are multiple nominations from the U.S., then a ballot will be posted in the U.S. TAG Administrator's on-line portal to voting members of the U.S. TAG. The ballot period shall be 14 days. This ballot will allow one opportunity to vote; any changes to a vote must be requested by email to the U.S. TAG administrator. Results will be visible only to the U.S. TAG administrator. If an insufficient number of votes are received, then the U.S. TAG Administrator, in consultation with the Secretariat, shall extend the ballot period to ensure the voting requirements are met. Results of voting will be verified by the Executive Director (or Deputy Executive Director) of the U.S. TAG Administrator and Vice-President, Standards of the TAG Administrator. The U.S. TAG administrator shall distribute the results to all members of the U.S. TAG.

A candidate is confirmed by a simple majority (i.e., more than half) of those voting. In the event of a tie, then the U.S. TAG Administrator will follow *Robert's Rules of Order* on resolving tie votes.

No member can be compelled to refrain from voting, even if it pertains to oneself as the position is voluntary and there would be no pecuniary profit to be gained.

Once the Subcommittee Secretary receives nominations, the following shall be followed:

If only one nomination is received, then results are announced and that nominee shall become Chairperson *pro tem* until officially appointed via a Subcommittee resolution at the next plenary meeting.

If there is more than one nomination, then a one-month ballot shall be opened to all Subcommittee member nations. Results shall be announced by the Secretariat, and the U.S. TAG administrator shall inform U.S. TAG members of the results of voting.

## Attachment 1 Example Participation Request

### ISO TC20/SC14 U. S. TAG for Space Systems and Operations Participation Request

Please check the appropriate box:

- I wish to be a **Voting Member** of the U.S. TAG. I agree to the following obligations: active participation including fulfilling attendance, voting, correspondence, and other obligations.
- I wish to be an **Observer** and remain apprised of the activities of this committee. I understand that with the Observer role I may submit comments on documents or other issues related to the TAG, but I will not have voting privileges.

Please indicate the sub-TAG area of interest. You may select more than one group.

- ST-1, Design, Engineering, and Production
- ST-2, Interfaces, Integration, and Testing
- ST-3, Operations and Ground Support
- ST-4, Space Environment
- ST-5, Program Management
- ST-6, Materials and Processes
- ST-7, Orbital Debris

Please indicate a stakeholder category; choose one that most closely aligns to your area of expertise.

- Industry and Commerce
- Government
- Consumer
- Labor
- Academic and Research Body
- Standards Application
- Non-Governmental Organization (NGO)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Area of Expertise:** \_\_\_\_\_

*Please check one:*

For my organization, I am the  primary /  alternate contact.  I am representing myself and not an organization.

**—Membership approval is subject to the concurrence of the TC20/SC14 U.S. TAG Chair—**

Return to (preferably by email):  
AIAA Standards Department  
Amy Barrett, ISO TC20/SC14 U.S. TAG Administrator  
1801 Alexander Bell Drive, Suite 500  
Reston VA 20191-4344  
Fax: 703-264-7551; ATTN: Amy Barrett [amyb@aiaa.org](mailto:amyb@aiaa.org)

Attachment 2 Head of Delegation Report Form



# HEAD OF DELEGATION (HoD) REPORT

U.S. Member Body of the  
International Organization for  
Standardization (ISO)



U.S. National Committee of the  
International Electrotechnical  
Commission (IEC)

Please return this report within one month of the completion of the international meeting and submit it to the appropriate ANSI Department as follows:

ISO

USNC

[ISOT@ansi.org](mailto:ISOT@ansi.org)

[USNC@ansi.org](mailto:USNC@ansi.org)

HoD Reports can be used for a variety of purposes. For example:

- ❖ To report results of a TC/SC meeting to the related TAG
- ❖ To publicize the work of the TC/SC to the related US constituency via the ANSI Reporter, ANSI On-line, USNC News and Notes, or other media
- ❖ To suggest areas for possible development of featured articles
- ❖ To address specific challenges and concerns that the HoD may bring to the attention of related ANSI and/or USNC/IEC management

**PLEASE REMEMBER:** Your HoD Report is NOT filed as a confidential, password protected document and, therefore, may have broad, unintended distribution. Keep this in mind when preparing the Report and, if appropriate, use a more secure form of correspondence to bring attention to sensitive issues.

Completed by:

<b>Head of Delegation:</b>  (Please print)	
<b>Telephone/Telefax:</b>	
<b>Email:</b>	
<b>Date:</b>	

<b>Meeting of</b> <b>(Designation/Title)</b>
<b>Date(s)</b>
<b>Location</b>

<b>1. MEETING ATTENDANCE</b>
<p>Please indicate, if available, both the number of delegates and the countries represented at the Meeting:</p> <p>___ Meeting attendance roster and meeting resolutions attached, if available</p> <p>Please comment on significant or unusual attendance issues (e.g., new member bodies, regular members not in attendance, new Chairman or Secretariat, non-accredited U.S. persons, etc.).</p>

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<b>2. MEETING OBSERVATIONS</b>	
<b>2a. Overall, how well did the U.S. meet its objectives on policy or technical matters?</b>	
<input type="checkbox"/> Very Successful -- U.S. positions were accepted in whole	
<input type="checkbox"/> Successful -- Compromises were reached which are acceptable to the U.S.	
<input type="checkbox"/> Not Successful -- U.S. positions were not accepted	
<b>2b. Please comment on any issues of significance which might have an impact upon materially affected or interested U.S. parties.</b>	
<b>2c. Was there any discussion for which the United States was unprepared? (e.g., late document distribution, addition of new items, etc.)</b>	
<b>2d. Did the U.S. extend an offer to assume any new TC/SC Secretariat or management positions?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If yes, please indicate which position and provide Officer contact information.)	

<b>2e.</b>	<b>Did the U.S. extend an offer to host any future TC/SC meetings?</b>
<input type="checkbox"/>	Yes <input type="checkbox"/> No
	If yes, please identify:
<b>2f.</b>	<b>Were any new issues raised which require, or might involve, coordination with other U.S. bodies? (Include coordination items with other U.S. TAGs, ANSI policy-level committees (AIF, AIC), the USNC TMC and/or Council, etc.)</b>
<input type="checkbox"/>	Yes <input type="checkbox"/> No
	If yes, please identify:
<b>2g.</b>	<b>Did the U.S. put forth/agree to put forth any New Work Items?</b>
<input type="checkbox"/>	Yes <input type="checkbox"/> No
	If yes, please identify:
<b>2h.</b>	<b>Was there any evidence of “bloc” or “alliance” voting by participating countries?</b>
<input type="checkbox"/>	Yes <input type="checkbox"/> No
	If yes, please identify any significant issues or concerns:
<b>2i.</b>	<b>Are work items in the TC or SC being affected by related work in regional standards bodies (e.g., CEN, CENELEC, ETSI, PASC, NAFTA, COPANT, etc.)?</b>

<p> <input type="checkbox"/> Yes                      <input type="checkbox"/> No  <input type="checkbox"/> No related regional activity  If yes, please explain: </p>
<p><b>2j. Were any issues raised which relate to or impact existing U.S. regulatory matters?</b></p>
<p> <input type="checkbox"/> Yes                      <input type="checkbox"/> No  If yes, please explain: </p>
<p><b>2k. Please identify any IMMEDIATE U.S. TAG actions which will be required as a result of this international meeting.</b></p>
<p><b>2l. Please identify specific decisions which the U.S. delegation believes to be noteworthy for publication, publicity and/or development of a future article. If there are any, would you be willing to help develop an article for publication?</b></p>
<p> <input type="checkbox"/> Yes                      <input type="checkbox"/> No </p>
<p><b>2m. What might be done to further promote the ANSI Federation’s goal of “global standards that reflect U.S. interests?” (Consider such issues as how might the U.S. further promote acceptance of related American National Standards in international and, where applicable, regional fora?)</b></p>
<p><b>2n. Has this report been provided to your TAG Administrator for US TAG distribution?</b></p>

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>20. Other Comments</b>	



**Attachment 3**



<b>NEW WORK ITEM PROPOSAL</b>	
Closing date for voting	Reference number (to be given by the Secretariat)
Date of circulation	<b>ISO/TC      / SC      N</b>
Secretariat	Proposal

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, or organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General. The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

**IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to originator.**  
Guidelines for proposing and justifying a new work item are contained in Annex C of the ISO/IEC Directives, Part 1.

**Proposal** (to be completed by the proposer)

<b>Title of the proposed deliverable.</b>	
	<i>(in the case of an amendment, revision or a new part of an existing document, show the reference number and current title)</i>
English title	
French title (if available)	
<b>Scope of the proposed deliverable.</b>	

**If a draft is attached to this proposal,:**

Please select from one of the following options (note that if no option is selected, the default will be the first option):

- Draft document will be registered as new project in the committee's work programme (stage 20.00)
- Draft document can be registered as a Working Draft (WD – stage 20.20)
- Draft document can be registered as a Committee Draft (CD – stage 30.00)
- Draft document can be registered as a Draft International Standard (DIS – stage 40.00)

**Is this a Management Systems Standard (MSS)?**

- Yes  No

**Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal.**

- International Standard  Technical Specification  Publicly Available Specification  Technical Report

**Proposed development track**  1 (24 months)  2 (36 months - default)  3 (48 months)

**Known patented items (see ISO/IEC Directives, Part 1 for important guidance)**

- Yes  No **If "Yes", provide full information as annex**

**A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.**

**A listing of relevant existing documents at the international, regional and national levels.**

**A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s)**

<b>Liaisons:</b> <b>A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).</b>	<b>Joint/parallel work:</b> <b>Possible joint/parallel work with:</b> <input type="checkbox"/> IEC (please specify committee ID) <input type="checkbox"/> CEN (please specify committee ID) <input type="checkbox"/> Other (please specify)
---	---

**A listing of relevant countries which are not already P-members of the committee.**

**Preparatory work** (at a minimum an outline should be included with the proposal)

A draft is attached                     
 An outline is attached                     
 An existing document to serve as initial basis

The proposer or the proposer's organization is prepared to undertake the preparatory work required     Yes     No

<b>Proposed Project Leader</b> (name and e-mail address)	<b>Name of the Proposer</b> (include contact information)
--	--

**Supplementary information relating to the proposal**

This proposal relates to a new ISO document;  
 This proposal relates to the amendment of existing ISO document  
 This proposal is for the revision of an existing ISO document;  
 This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;  
 This proposal relates to the re-establishment of a cancelled project as an active project.

Other:

**Annex(es) are included with this proposal** (give details)

Date of submission		
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will be the first option):

- Draft document will be registered as new project in the committee's work programme (stage 20.00)
- Draft document can be registered as a Working Draft (WD – stage 20.20)
- Draft document can be registered as a Committee Draft (CD – stage 30.00)
- Draft document can be registered as a Draft International Standard (DIS – stage 40.00)

**disapprove**

In case of disapproval, do you believe that further study and consultations are needed first among committee members on this proposal as a preliminary work item before this proposal can be formally accepted?

- Yes
- No

**abstain**

**Justification of Market Relevance:**

Please provide a statement justifying your approval or disapproval vote on the market relevance of this proposal. **If no such statement is provided, the vote will not be registered and considered.** Justification statements for abstention votes are also encouraged.

Did you consult with the range of relevant stakeholders identified in the proposal in the development of this voting position and related comments?

- Yes
- No

**2 Relevant documents**

Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary and consequences for global relevance, as well as copyright information on these documents, are attached:

- Yes
- No

If "Yes", please give references here, or as a separate annex:

### 3 Comments

Please submit any additional comments that you wish to make, either immediately below or indicate immediately below that you have attached an annex providing additional comments.

### 4 Participation

We are committed to participating actively in the development of the project, at least by commenting on working drafts:

Yes

No

Name(s) and contact information of nominated expert(s)

**NOTE 2**

All P-members voting "Yes" above must nominate an expert or this vote will not be counted.

**NOTE 3**

P-members voting "Disapprove" on question 1 may nevertheless nominate experts.

**An annex is attached to this form**

Member body  
voting

Date

Name

**Attachment 5**



COMMITTEE DRAFT for VOTE ISO/CDV	
Date	ISO TC 20/SC 14
Member voting (name)	Secretariat <b>AIAA</b>

Circulated to all SC 14 U.S. TAG members for voting. **Members of the U.S. TAG concerned have an obligation to vote.**

Please send this form, duly completed, and with any comments to the **U.S. TAG Administrator** at [amyb@aiaa.org](mailto:amyb@aiaa.org).

**Due Month Day, 201X**

<b>ISO/CDV</b>
English title
French title

**Do you accept the technical content of the draft?**

**I agree to the circulation of the draft as a DIS**

as presented

with comments (editorial or other)\*

**I do not agree to the circulation of the draft as a DIS**

The reasons for my disapproval are the following (use a separate page as annex, if necessary)

**Comments**

**See enclosure**

**I abstain**

**Attachment 6**

Date:	Document:
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**Comments and secretariat observations**

1	2	(3)	4	5	(6)	(7)
Name	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table/ Note (e.g. Table 1)	Type of comment <sup>1</sup>	Comment (justification for change)	Proposed change	Secretariat observations on each comment submitted

## Attachment 7



VOTE ON DRAFT INTERNATIONAL STANDARD ISO/DIS	
Date	<b>ISO/TC 20 /SC 14</b>
Member voting	Secretariat <b>AIAA</b>

Circulated to all SC 14 U.S. TAG members for voting. **Members of the U.S. TAG concerned have an obligation to vote.**

Please send this form, duly completed, and with any comments to the **U.S. TAG Administrator** at [amyb@aiaa.org](mailto:amyb@aiaa.org).

**Due Month Day, 201X**

### ISO/DIS

English title

French title

**I approve the technical content of the draft**

as presented

with comments (editorial or other)

**I disapprove for the technical reasons stated**

The reasons for our disapproval are the following (use a separate page as annex, if necessary)

Acceptance of specified technical modifications will change our vote to approval

### Comments

**See enclosure**

**I abstain**

## Attachment 8



VOTE on FINAL DRAFT INTERNATIONAL STANDARD ISO/FDIS	
Date	<b>ISO/TC 20 /SC 14</b>
Member voting	Secretariat <b>AIAA</b>

Circulated to all SC 14 U.S. TAG members for voting. **Members of the U.S. TAG concerned have an obligation to vote.**

Please send this form, duly completed, and with any comments to the **U.S. TAG Administrator** at [amyb@aiaa.org](mailto:amyb@aiaa.org).

**Due Month Day, 201X**

### ISO/FDIS

English title

French title

**I approve the technical content of the draft**

as presented

with comments (editorial or other)

**I disapprove for the technical reasons stated**

The reasons for our disapproval are the following (use a separate page as annex, if necessary)

Acceptance of specified technical modifications will change our vote to approval

### Comments

**See enclosure**

**I abstain**



**Attachment 9**



<p><b>US Response to Systematic Review</b>  <b>ISO/TC 20 / SC 14</b></p>
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United States Response to 201X Systematic Review  
 ISO Standard \_\_\_\_\_

**(Please insert ISO designation and use separate page for each standard)**

	Question	US TAG Response
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<b>1</b>	<b>Recommended action</b>	<input type="checkbox"/> <b>Withdraw</b> <input type="checkbox"/> <b>Revise/Amend</b> <input type="checkbox"/> <b>Confirm</b> <input type="checkbox"/> <b>Confirm, with correction of errors*</b>  <input type="checkbox"/> <b>Abstain</b> <input type="checkbox"/> <b>Abstain with survey replies**</b>
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	*Comment	
--	----------	--

<b>2</b>	<b>Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?</b>	<input type="checkbox"/> <b>Yes*</b> <input type="checkbox"/> <b>No</b>
----------	--	--

	*Comment	
--	----------	--

<b>3</b>	<b>Is the national publication identical to the International Standard or was it modified?</b>	<input type="checkbox"/> <b>Identical</b> <input type="checkbox"/> <b>Modified*</b>
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	*Comment	
--	----------	--

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<b>4</b>	<b>Is this International Standard used in your country without national adoption or are products used in your country based on this standard?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No*</b>
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<b>*Comment</b>
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<b>5</b>	<b>Is this International Standard, or its national adoption, referenced in regulations in your country?</b>	<input type="checkbox"/> <b>Yes*</b> <input type="checkbox"/> <b>No</b>
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<b>*Comment</b>
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\*Comment required

\*\*Although abstaining, a response is provided to the questions regarding national use.