ISO/IEC JTC 1 N 9875

2009-11-02

ISO/IEC JTC 1
Information Technology

Document Type:	**Procedural Documentation**
Document Title:	**Letter Ballot on the JTC 1 Standing Document on Teleconferences and Electronic Meetings**
Document Source:	**JTC 1 Secretary**
Reference:	**This document is circulated to JTC 1 National Bodies for a three-month approval ballot. JTC 1 National Bodies are instructed to submit their vote via the online balloting system by the due date indicated.**
Action ID:	**VOTE**
Due Date:	**2010-02-02**
No. of Pages:	**3**

Secretariat, ISO/IEC JTC 1, American National Standards Institute, 25 West 43rd Street, New York, NY 10036; Telephone: 1 212 642 4932; Facsimile: 1 212 840 2298; Email: lrajchel@ansi.org

Standing Document

Teleconferences and Electronic Meetings

1. General

JTC 1 recognizes the principal advantage of teleconferencing and electronic meetings over physical meetings is the minimization of travel and reduction of resources to accomplish work. While JTC 1 is in support of the use of Teleconferences and Electronic Meetings, it believes that these types of meetings should be restricted to Advisory Groups, Working Groups and Ad Hoc Groups where the membership is small. JTC 1 and subcommittee plenary meetings, as well as any other type of meeting are not to be conducted via teleconference or electronic meeting due to the complexity of their agendas and the number of participants.

2. Meeting Planning

2.1 Use of Teleconferences and Electronic Meetings

Agreement on the use of teleconferencing shall be made by consensus of the group, taking into account the complexity of the work to be discussed.

The meeting organizer shall make an effort made to minimize the costs to each participant.

2.2 Meeting Announcements

Meeting announcements, agendas and timetables shall be available a minimum of two weeks in advance of the teleconference or electronic meeting. The announcement and meeting agenda for the first teleconference meeting of a group shall follow the requirements outlined in the JTC 1 Standing Document on Meetings.

All documents to be discussed or reviewed during the meeting shall be available at least two weeks in advance to allow participants the opportunity to study them

2.3 Meeting Agendas

All meeting agendas shall have a limited scope and clear objectives.

Teleconferences and electronic meetings shall have a two hour limit.

2.4 Timing

All meeting times shall be given in Coordinated Universal Time (UTC).

The meeting organizer shall take into consideration the time zones of all those participating in the teleconference and electronic meeting. When meeting participants are distributed world wide, 1300 UTC is an acceptable time.

Teleconferences and electronic meetings shall not be held on Mondays or Fridays, as the meeting can take place very early or very late on a given day. Further, meeting organizers shall take into account national holidays and the cultural practices of all national bodies participating in the teleconference or electronic meeting.

A five minute break shall be held after every hour of the teleconference or electronic meeting.

3. Meeting conduct

At the beginning of the meeting, the Convener shall identify all participants and ensure that all participants are noted on an attendance list that is electronically distributed at the end of the teleconference or electronic meeting.

3.1 Meeting etiquette

The Convener shall establish proper etiquette for the calls, including establishing a way for participants to ask for the floor, asking participants to:

- announce their name each time they speak;
- be brief and clear;
- speak slowly so that those for who English is not their native language can understand; and
- mute their lines if they operate in a noisy environment.

3.2 Meeting discussions

To ensure that all participants understand discussions during the meeting, the Convener shall frequently restate proposals and offer summaries of discussions. Teleconferences used in conjunction with web meetings are a way to ensure that all participants are aware of any decisions being made by allowing the Convener to present meeting documents and presentations; and allow participants to contribute and exchange ideas in writing.

An instant messaging function for meeting participants can be a very useful tool to keep all participants fully aware of the meeting discussions. If this function is used, no transcripts will be included in the meeting report.

3.3 Meeting decisions

All participants shall agree in advance of the teleconference or electronic meeting whether or not meeting decisions will be taken. When meeting decisions are to be taken, the Convener shall ensure that all participants are fully aware of what is being adopted, which can be ensured by:

- having the item for decision circulated electronically;
- doing a roll call of all participants; or
- an email confirmation from all participants in the days after the call.

4. After the meeting

All text developed during the meeting, all decisions made during the meeting and an attendance list shall be made available to all participants electronically following the meeting.