

**ISO/IEC JTC 1
Information Technology**

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Standing Document On Liaisons

1 Establishment

In addition to the requirements of the ISO/IEC Directives, Part 1 [1.18.2.3](#):

Application for liaison membership in any category, or for change in membership category, shall be made to the JTC 1 secretariat, with a copy to the ITTF. Establishment of liaison must be initiated by a written liaison request statement from the requester and confirmed by the receiver. A liaison request statement shall include:

- identification of the requester,
- reason for liaison,
- type of liaison,
- category of liaison (for external liaison), and
- Identification of liaison representative (mandatory for liaison).

2 Periodic Confirmation

In addition to the requirements of the ISO/IEC Directives, Part 1 [1.18.2.4](#):

The relevant secretariat shall request that liaison organizations confirm whether or not they wish to retain their liaison status in that committee annually. JTC 1, or the appropriate subsidiary body, shall review the liaison activity to ensure that the liaison group is, in fact, actively participating, and that there is appropriate NB participation in the liaison organization activities. The result of this review shall be forwarded through JTC1 to ITTF for information.

ITTF reaffirms the liaison status of the organisation if there is continued evidence of active participation in the work of the working group or project and appropriate NB participation exists.

3 Liaison Types

3.1 Liaisons at the working group level

In addition the requirements of the directives section [1.18.3](#):

A liaison is a specific technical working relationship between JTC 1, subcommittees or working groups and another organisation to accomplish a specific technical coordination purpose. For a liaison to another organization, an official liaison representative must be appointed by JTC 1 or a subcommittee. The liaison representative(s) is responsible for attending the meetings of the outside organisation and for preparing written liaison reports in a timely manner:

- from the parent body to the outside organisation, and
- to the parent body following attendance at the meeting of the outside organisation.

All pertinent documentation shall be exchanged between the two organisations.

4 Internal Liaison

4.1 Liaison within JTC 1

Subcommittees working in related fields shall establish and maintain liaison.

The establishment, termination and maintenance of such liaison are the responsibility of the respective

subcommittee secretariats.

An subcommittee may designate liaison representatives to follow the work of another subcommittee or several of its working groups. Notice of the designation of such representatives shall be given to the secretariat of the subcommittee concerned, which shall furnish all relevant documents to the representative(s) or to the secretariat of that subcommittee, or both.

Such representatives shall have the right to participate in the meetings of the subcommittee or working group whose work they have been designated to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written contributions, on matters within the competence of the subcommittee they represent.

4.2 Liaison with other ISO and IEC Technical Committees

In addition the requirements of the directives section [1.16](#) and subsections:

Arrangements for adequate liaison between JTC 1 and technical committees or subcommittees of ISO and IEC are essential. The JTC 1 and subcommittee secretariats are responsible for the establishment and termination of liaison between their committees and other technical committees or subcommittees of ISO and IEC, but shall also inform the ITTF. As far as the study of new subjects is concerned, the ITTF seeks the agreement of all interested parties in ISO and IEC so that the work will go forward without overlap or duplication of effort.

Liaison representatives designated by JTC 1, one of its subcommittees, other ISO or IEC committees shall have the right to participate in the discussions of the committee whose work they have been designated to follow and may submit written contributions.

5 External Liaison

5.1 External Liaison Categories

In addition the requirements of the directives section [1.18](#) and subsections:

Classification of liaison organisations shall be established separately for JTC 1 and for each subcommittees and is reported in the annual business plan of each subcommittee to JTC1, and is recorded at the ITTF.

5.1.1 Category A

In addition the requirements of the directives section [1.18.2](#) and subsections:

If a requesting organisation currently has category A liaison with JTC 1 or a subcommittee, a request for establishing a new liaison with a different entity will be forwarded by the ITTF to the secretariat of the committee with which liaison is sought, along with the documentation mentioned above. The secretariat will forward the request to the committee for approval either by letter ballot or by vote at a meeting. The JTC 1 secretariat shall be copied on all correspondence.

Organizations with category A status to JTC 1 have the right to:

- submit new work item proposals (NP),
- be assigned responsibility for the maintenance of stabilised standards where the relevant subcommittee no longer exists (in such cases, the actions placed on an SC Secretariat shall be taken to refer to the category A liaison organization secretariat),
- may submit JTC 1 Fast Track documents.

5.1.2 Category B

No additional requirements.

5.1.3 Category C

In addition the requirements of the JTC 1 supplement to the ISO/IEC Directives, Part 1 [1.18.3](#) and subsections:

Each request for liaison status forwarded to JTC 1 from an appropriate JTC 1 subsidiary body must, in addition to the information identified in 1, contain a statement of expected benefits and responsibilities accepted by both the JTC 1 organisation and the organisation requesting liaison status.

If a request for liaison is considered by JTC 1 in the first instance, and category C liaison is thought to be applicable, JTC 1 may request the appropriate JTC 1 subsidiary body or bodies to consider the request and apply the above procedures.

Category D Liaisons are not used in JTC 1.

6 Liaison with and by other JTC 1 Subsidiary groups

6.1 JTC1 Rapporteur Groups

Liaisons between a JTC1 rapporteur group and a non-JTC 1 entity can be established with the approval of JTC 1 or by JTC 1 establishing a direct liaison between itself and that body and directing the liaison to function as a member of the rapporteur group.

6.2 Study Groups (SGs) and Special Working Groups (SWGs)

Liaisons to JTC1 may participate at study group meetings and special working group meetings by invitation only

6.3 Subcommittee Advisory Groups (AG)

Liaisons may participate at subcommittee meetings by invitation only.