ISO/IEC DIR IEC SUP

Edition 6.0 2011-04

ISO/IEC Directives Supplement

Procedures specific to IEC

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CONTENTS

Page

FOREWORD

This Supplement to the ISO/IEC Directives comprises modifications and additions to the ISO/IEC Directives that have been approved by the Standardization Management Board for implementation within IEC. Reference is also made to the list of additional documentation provided on the IEC web site. Relevant material from this documentation will be regularly included in this Supplement.

Generic terminology is used in the common parts of the ISO/IEC Directives and this has been replaced by terminology particular to the IEC in this Supplement (for example, the TMB is called the Standardization Management Board in this Supplement).

The following significant changes have been made with respect to the previous edition:

a) Conformity Assessment issues covered previously in 6.2, 6.3, 6.4 and 6.5 have been deleted from the IEC Supplement and transferred to 6.7 and 6.8 of the ISO/IEC Directives Part 2;

b) Addition of a new clause on Project Teams containing information from the seventh edition of the ISO/IEC Directives, Part 1, as Project Teams are IEC specific (see clause 18).

ISO/IEC Directives — Procedures specific to IEC

1 Scope

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. It was agreed to separate out the common procedures of ISO and IEC from procedures specific to one or other organization. This document is a Supplement to the ISO/IEC Directives, describing procedures specific to IEC.

This Supplement needs to be used in conjunction with the ISO/IEC Directives, Parts 1 and 2.

2 Chairmen of technical committees (TCs) and subcommittees (SCs)

2.1 Appointment

Chairmen of technical committees shall be nominated by the secretariat of the technical committee and appointed by the Standardization Management Board (SMB), for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions, of a maximum of 3 years, require a two-thirds majority vote of the Standardization Management Board members.

Chairmen of subcommittees shall be nominated by the secretariat of the subcommittee and appointed by the technical committee for a maximum period of 6 years, or for such shorter period as may be appropriate. Extensions, of a maximum of 3 years, require a two-thirds majority vote of the P-members of the technical committee.

The possibility of appointing as chairman, a national of a country other than that of the secretariat is recommended.

2.2 Procedure

Twelve months before the end of the term of office of a TC/SC chairman, Central Office requests the TC/SC secretariat to indicate whether it wishes to nominate another candidate as chairman or extend the term of office of the current chairman. For the appointment of chairmen and extension of their term of office, the following procedure is applied:

a) All National Committees are informed of the vacancy and invited to submit nominations to the secretariat within a period of 3 months.

b) The secretariat chooses a single candidate from the nominations received from National Committees.

c) The nomination is submitted, in the case of a TC chairman to the Standardization Management Board and, in the case of a SC chairman to the P members of the technical committee, for approval within 6 weeks.

d) Any objections to the extension submitted by the SMB members or by the P members during the voting period shall be distributed immediately to the other members.

e) If the nomination is not supported by either a two-thirds majority of the SMB members voting in the case of a TC or by a two-thirds majority of TC P members voting in the case of a SC, the procedure shall be repeated.

3 Review and maintenance

3.1 Definitions

3.1.1
stability period
period over which a publication remains unchanged

3.1.2
review
evaluation of the usage of a publication and need for maintenance

3.1.3
review date
date when the review of a publication has been completed

3.1.4
maintenance (of documents)
keeping existing International Standards (IS), Technical Specifications (TS) and Technical Reports (TR) updated, whilst respecting industries' needs for stable publications

3.1.5
maintenance team
MT
group of experts designated to keep a publication or set of publications up to date

3.1.6
stability date
end of the stability period, when the committee's decision (withdrawal, confirmation, amendment, revision) has been implemented

3.1.7
review report
RR
form, which has the committee's decision after the review of a publication

3.2 Review

Each publication shall be reviewed to assess whether it has an acceptable usage prior to evaluating if maintenance is needed.

NOTE A non-exhaustive list of indicators which may be used in the review process is given below:

- adoption or future adoption as a national standard or other publication;
- use by NCs without national adoption or for products manufactured/used based on the publication;
- publication or its national adoption referenced in regulation;
- IEC CO sales statistics.

If the committee concludes that the publication does not have an acceptable usage, then it shall decide to either withdraw it or confirm it for another stability period.

If the committee concludes that the publication has an acceptable usage, then it shall decide if there is a need for maintenance. In such cases, when there are insufficient resources for maintenance, the committee shall take the decision to confirm the publication for another stability period. If there are sufficient resources for maintenance, the procedures of 3.3 apply.

A flow chart for the review process is given in Annex A.

3.3 Maintenance

3.3.1 Establishment of maintenance team

Each committee should set up one or more maintenance teams, comprised of groups of experts, designated by the P-members of the committee, by correspondence or during a TC/SC meeting and whose task is to keep a publication or a set of publications up to date.

Its members may be the same or different from those who developed the original publication.

The convenor shall be appointed by the TC/SC either by correspondence or at a meeting.

For other requirements relating to maintenance teams, the procedures for working groups apply, see the ISO/IEC Directives, Part 1.

3.3.2 Maintenance procedure

The maintenance team shall be activated once the committee has decided that there is a need for maintenance. The maintenance team shall be responsible for, revising or amending

publications subject to the maintenance procedure. It shall implement a project plan to enable the maintenance work to be completed by the end of the stability period.

The stability date shall be agreed by the committee. It shall be included in the CDV and also in the FDIS. Upon final publication, this information shall be given on the IEC web site under http://webstore.iec.ch.

Stability periods should be as long as possible based on an assessment of the maturity of the technology and future, foreseen changes due to development or maintenance of associated publications. Typically stability periods shall be between 3 and 12 years.

Individual proposals for changes may be distributed for information only and kept in hand by the TC/SC secretary until the next scheduled review.

If a committee needs to process an amendment or revision before the review date, it may decide to advance the review date and modify the stability date accordingly.

The steps for revision or amendment of a publication are the same as those for preparation of a new publication without the need to pass via the new work item proposal stage (CD (optional for the maintenance procedures), CDV, FDIS, as appropriate) and shall include the establishment of target dates for the completion of the relevant stages.

A new maintenance project may be started at the earliest when the current project is at the enquiry stage (i.e. circulation of the CDV).

Fragmented CDVs (multiple documents with a single vote on each document) may be used where considered appropriate for maintenance projects, however a consolidated document consisting of the approved fragments shall be submitted for the next stage in the project.

3.4 Review and stability dates

Review and stability dates for a committee's publications will be available on the IEC website. They shall be included with the Report to the Standardization Management Board and will be subject to its approval.

4 Inclusion of text concerning particular conditions existing in certain countries (exceptions)

An IEC National Committee may provide a statement to be included in an International Standard, informing the user of the standard of particular conditions existing in its country.

NOTE 1 It is important to note that this statement is purely informative. Any statement of compliance with the standard requires compliance with the normative elements of the standard. The contents of an "in some countries" clause may become normative requirements in a regional/national adoption of the standard in the region/country concerned. Such an adoption is a modified (MOD) version of the IEC standard.

The inclusion of the statement does not need the approval of the relevant technical committee or subcommittee, or of its chairman or secretary. However, every effort shall be made to find solutions that would make statements regarding particular conditions unnecessary.

NOTE 2 It is preferable that the officers and other members agree to the statement provided by a National Committee. However, in the end it is the National Committee concerned that decides on the statement. If the officers or other members disagree with the statement proposed, there is room for discussion to determine clearly what it is that gives rise to an "in some countries" clause, and possibly make accommodation on both sides, to result in either elimination of the need for the statement, or a document with an acceptable statement. The onus is on the TC/SC officers to identify a situation and make best efforts to resolve it.

Any possible misuse of the clause that cannot be resolved by the chairmen and secretaries of TC/SCs should be brought to the attention of the Standardization Management Board for decision.

NOTE 3 If, after serious discussions with the National Committee concerned, the TC/SC officers feel that there is misuse of the clause, they should refer the matter to the Standardization Management Board.

A statement by a National Committee shall be given prior to the circulation of a final Draft International Standard (FDIS) for voting, preferably at a meeting of the relevant technical committee or subcommittee, or, at least, after consultation with its chairman and secretary.

NOTE 4 The final point at which a National Committee can request the inclusion of an “in some countries” clause is on receipt of the voting report of the CDV. Before the FDIS text is sent to Central Office, the officers will need to address the statement and, either concur with it, or enter into discussions with the National Committee submitting the statement, referring the matter, if necessary, to the Standardization Management Board.

Two cases of particular conditions are distinguished:

a) *conditions of a permanent nature, such as mains voltages, mains frequencies or climate*: a statement regarding such a situation shall be included in the body of the draft International Standard with reference to the country or group of countries concerned;

b) *differing practices of a less permanent nature*: a statement regarding such a situation shall be included in the foreword or in an informative annex, with a note in the foreword referencing it, of the draft International Standard with reference to the country or group of countries concerned.

It is the prerogative of a National Committee to declare whether a given national situation is case a) or case b).

NOTE 5 It is the submitting National Committee that has final say as to where to place the “in some countries” clause.

When voting on a draft International Standard containing one or more statements regarding particular conditions existing in certain countries, National Committees that are not concerned shall not take the existence of such statements as a reason for a negative vote.

NOTE 6 National Committees are reminded that they cannot vote on such a statement provided by another National Committee. This reinforces the concept of each National Committee having full authority over statements concerning conditions in its country.

5 Interpretation sheets

5.1 Introduction

An interpretation sheet provides a quick formal explanation to an urgent request by a user of a standard (testing laboratory, certification body, manufacturer, etc.). The request may come directly or via an IEC conformity assessment scheme.

It is recognized that it is sometimes difficult to define, what is a “matter of interpretation” for a given standard.

5.2 Proposal stage

A proposal for an interpretation sheet, including the draft text, may be submitted by

- the secretariat of the technical committee or subcommittee which is responsible for the relevant standard,
- a National Committee,
- an IEC Committee of Testing Laboratories (e.g. IECEE-CTL),
- any other body of the IEC.

Proposals emanating from the IEC schemes’ technical bodies, e.g. IECEE-CTL or ExTAG, or from “any other body of the IEC” shall be sent via the office of the CEO to the secretary of the technical committee or subcommittee which is responsible for the relevant standard.

The chairman and secretary of the technical committee or subcommittee shall consider whether the subject is really a matter of interpretation within the sense of 5.1. If this is considered not to be the case, the subject shall be dealt with as a proposal for an amendment of the standard, or if it originated as a “Decision” in a scheme it may remain as a procedural clarification for use in the scheme. The technical committee or subcommittee shall inform the secretariat of the scheme of its conclusions, including whether the committee endorses the Decision as being compatible with the standard.

5.3 Preparatory stage

The secretary of the technical committee or subcommittee that is responsible for the relevant standard shall, within one month, circulate the draft for the interpretation sheet to all National Committees with a request for comments on the draft within a period of one month.

The proposal and the comments received shall be assessed by the chairman and secretary of the technical committee or subcommittee and be immediately communicated to the secretariat of the appropriate scheme. If deemed necessary, it may further be discussed at the next meeting of the technical committee or subcommittee.

The final wording of the interpretation sheet shall then be agreed upon.

5.4 Approval stage

The draft shall be distributed in bilingual version to the National Committees for approval with the voting period being two months. It shall be referenced as a final draft International Standard, the title being "Interpretation of Clause x, y, z of IEC: …"

The draft will be considered to have been approved for publication if:

a) two-thirds majority of the votes cast by P-members of the committee are in favour, and

b) not more than one-quarter of the total number of votes cast are negative.

Abstentions are excluded when the votes are counted.

5.5 Issue of interpretation sheets

The draft, when approved, shall be issued by the Central Office with the heading "Interpretation sheet".

The interpretation sheet shall be sent to the National Committees and shall be included with the relevant IEC Publication at the time of sale. It shall also be sent to the Secretariats of the appropriate IEC Conformity Assessment Bodies for publication in the CB Bulletin. The issue of interpretation sheets shall be announced by the IEC. The reference numbers of applicable interpretation sheets shall also be given in the IEC catalogue under the publication number.

For a given IEC publication, each interpretation sheet shall be numbered as follows:

TC …/ Publication …/ Date, Edition I-SH …/

EXAMPLE: TC 61/Publication 60335-2-9(1986) Third edition/I-SH 01.

5.6 Review

Every 3 years, the Technical Committee shall review the interpretation sheets in order to check their applicability.

When an amendment to the publication or a revised publication is issued, the opportunity shall be used to consider the inclusion of the contents of the interpretation sheets in the amendment or the revised text.

Once the contents are included in the amendment or in the revised text, the relevant interpretation sheets shall be withdrawn

6 Conformity Assessment – criteria for handling requests to prepare a standard or other document for conformity assessment requirements

Criteria for the Standardization Management Board's consideration of requests by technical committees or subcommittees for approval to prepare a separate standard or other document for conformity assessment requirements are given in Annex B.

7 Reference material for secretaries

Indications on reference material for TC/SC secretaries are given in Annex C. TC/SC secretaries should also be aware of the material listed in the ISO/IEC Directives, Part 1.

8 Distribution of documents in the IEC

The processes of document distribution at the various stages described in the ISO/IEC Directives, Part 1 are given in Annex D.

9 Reporting

The reporting processes for project teams/working groups, subcommittees and technical committees are given in Annex E.

10 Project stages

The different project stages and their equivalent harmonized stage codes, as described in ISO Guide 69, *Harmonized Stage Code system – Principles and guidelines for use*, are given in Annex F.

11 Numbering of documents

The procedures for numbering of IEC documents are given in Annex G.

12 Forms

The list of forms used as cover pages for IEC documents is given in Annex H. They are available on the IEC web site at the address:

http://www.iec.ch/standardsdev/resources/docpreparation/forms_templates/.

13 Procedures for developing the IEV (IEC 60050 series), graphical symbols and letter symbols

Procedures for the development of the IEV (International Electrotechnical Vocabulary) are given in Annex I.

Procedures for the development of standards in database format are given in Annex J.

14 Organization, rules and procedures of the International Special Committee on Radio Interference (CISPR)

The organization, rules and procedures of CISPR are given in Annex K.

15 Preparation of French version of IEC documents

The procedure for the preparation of French versions of IEC documents is given in Annex L.

16 Transitional period for the adoption by member countries of IEC publications

Transitional periods for the adoption by member countries of IEC publications to define a suitable transitional period from the use of the old to the new edition may be provided on an informative basis.

IEC publications should not specify arbitrary transitional periods that would be inconsistent with the requirements in different markets.

For those publications specifying a transitional period, the following standard text shall be added as a note in the Foreword after the paragraph on maintenance:

NOTE The attention of National Committees is drawn to the fact that equipment manufacturers and testing organizations may need a transitional period following publication of a new, amended or revised IEC publication in which to make products in accordance with the new requirements and to equip themselves for conducting new or revised tests.

It is the recommendation of the committee that the content of this publication be adopted for implementation nationally not earlier than X months/years from the date of publication.

The standard text given above shall be incorporated into the foreword of publications no later than at the enquiry stage (CDV).

This standard text shall be reproduced in the abstract.

When the transitional period is used for a revised edition, then the following additional text shall be added to the abstract:

> In the meantime, the previous edition can still be ordered by contacting your local IEC member National Committee or the IEC Central Office.

During the transitional period of a revised edition, both editions of the publications will be available.

Technical committees and subcommittees should also ensure that there is coherence between the transitional period and stability period. As a general rule, the transitional period should not exceed the stability period.

17 IEC TC 100's procedures and organizational structures deviating from the ISO/IEC Directives

Those IEC TC 100 procedures and organizational structures deviating from the ISO/IEC Directives are given in Annex M.

18 Project teams

During the process of approving a new work item (see ISO/IEC Directives Part 1), P-members approving the work item are required to appoint experts able to participate in the development of the project. These experts form a project team (PT) operating under the responsibility of the project leader. Once the project has been finished, the project team shall be disbanded. Each project team should normally have only one project on its work programme. Project teams may either be grouped together into working groups or report directly to the parent committee. In the latter case, project teams shall be designated by the project number assigned to the project concerned.

For other aspects relating to the work of project teams, the procedures for working groups apply see ISO/IEC Directives Part 1.

Annex A
(normative)

Review process – flow chart

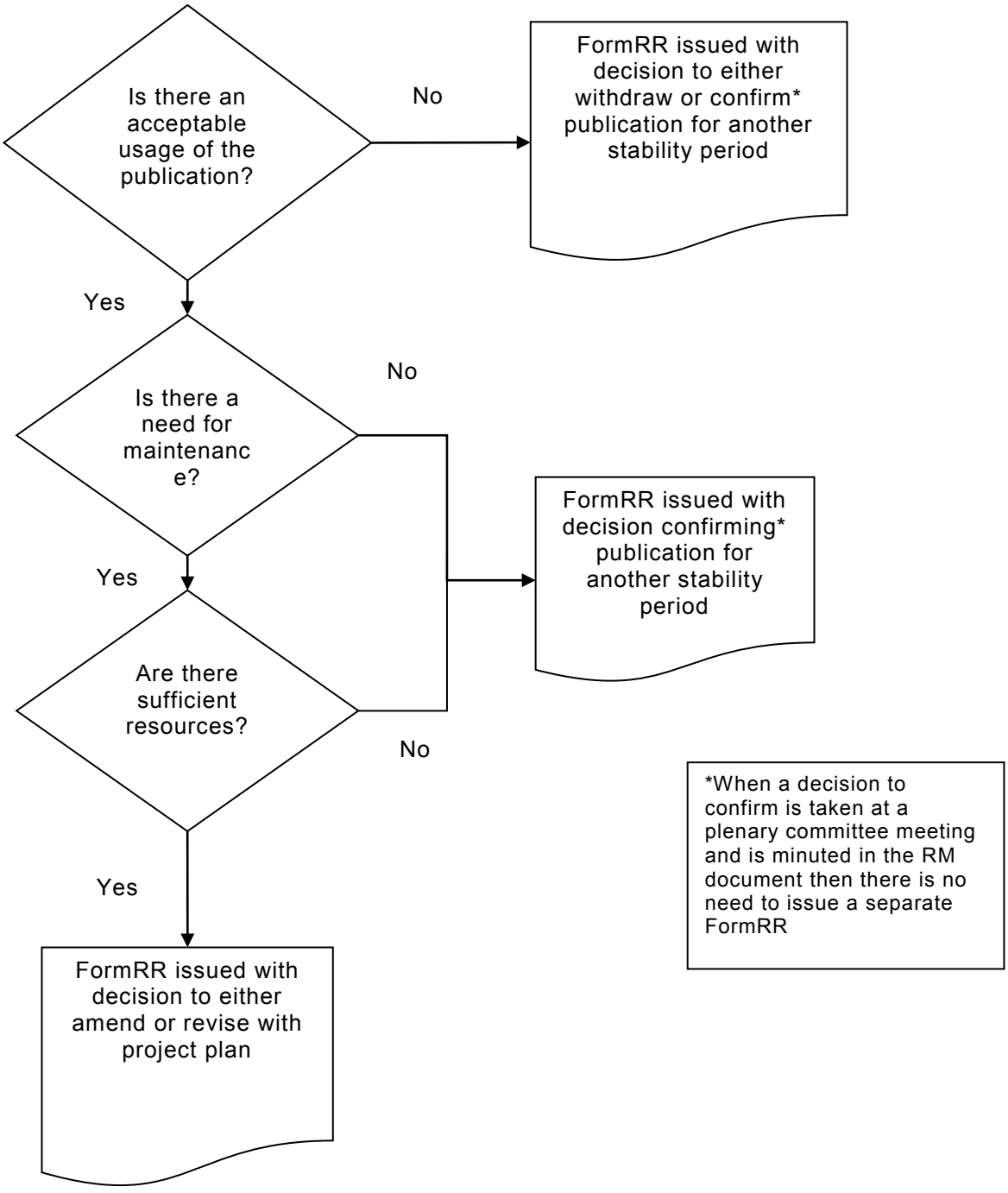


Figure A.1 – Review process – flow chart

Annex B
(normative)

Criteria for SMB consideration of requests by technical committees or subcommittees for approval to prepare a separate standard or other document for conformity assessment requirements

In accordance with 6.7 of the ISO/IEC Directives, Part 2, 2011, product standards, process standards and service standards shall not include elements related to conformity assessment aspects other than testing provisions (and associated sampling). However, technical committees or subcommittees may, with the prior approval of the Standardization Management Board based on satisfying all of the criteria below, develop a separate standard specifying additional conformity assessment requirements. The Standardization Management Board shall assess requests from technical committees or subcommittees, to produce a separate standard containing additional conformity assessment requirements, against the following criteria:

a) The product, process or service that is the subject of the principal standard shall not be subject generally to regulation, as in such cases the regulator will specify the relevant conformity assessment requirements.

b) The product, process or service shall be such as to impose significant potential risk to personnel or other equipment or property if it fails to comply in full with the specifications in the standard (e.g. equipment for high voltage live line working).

c) A market need for such a standard shall be identified and there shall be no existing standard that includes the relevant requirements.

d) The technical committee or subcommittee shall outline the conformity assessment requirements it wishes to include in the standard and the justification for such requirements.

Before deciding whether to approve the request, the SMB will first refer it to the CAB for a recommendation.

Annex C
(normative)

Reference material for IEC secretaries

The latest editions of the publications listed are essential reference material for secretaries of IEC committees. All of these publications are available on the IEC web site.

a) The ISO/IEC Directives:
   - Part 1: Procedures for the technical work
   - Part 2: Rules for the structure and drafting of International Standards [1)]
   - IEC Supplement

b) IEC Statutes and rules of procedure

c) IEC Directory [2)]

d) Catalogue of IEC Publications [2)]

1) Lists further documents to which a secretary will need to refer.

2) Up-to-date information is available on the IEC web site (http://www.iec.ch).

Annex D
(normative)

Document distribution within IEC

DOCUMENTS	PARTY(IES) CONCERNED									
	Proposal initiator	TC or SC secre-tariat	TC or SC P-members	TC or SC O-members	Category A liaisons	Office of CEO	WG/PT convenor	WG/PT experts	National bodies	TC or SC chairman
Proposal stage										
New work item proposal	✶					●				
Copy of proposal		●				✶				
Comments on the proposal		✶				●				
Copies of proposal & ballot		❍	●	❍	❍	✶[1)]				❍
Completed ballot			✶			●				
Votes/comments		●				✶				
Result of voting	●	✶ ●	❍	❍	❍	■ ✶[1)]				❍
Preparatory stage										
Working draft(s) (WD)							✶	●		
Final working draft		●					✶	❍		
Committee stage										
Committee draft(s) (CD)		✶ ❍	●	❍	❍	■ ✶[1)]				❍
Comments		❍	✶	☆	☆	●				
Compilation of comments + proposal		✶ ❍	●	❍	❍	● ✶[1)]				❍ ❍
Reaction to proposal		❍	☆			●				
Enquiry stage										
Committee Draft for Vote (CDV)		✶				■				
Committee Draft for Vote & ballot		❍	●	●	❍	✶[1)]				❍
Votes/comments		❍	✶	✶		●			✶	
Result of vote and proposal		● ✶ ❍				✶ ■ ✶[1)]			❍	❍ ● ❍
Text for Final Draft International Standard		✶				■				
Approval stage										
Final Draft International Standard and ballot		❍			❍	✶[1)]			●	❍
Completed ballot						●			✶	
Final corrections to standard		✶				■	❍			❍
Result of voting		❍			❍	✶[1)]			❍	❍
Publication stage										
International Standard		❍				✶[1)]			❍	❍

✶ Sender of document

● Recipient for action

■ Recipient for registration action

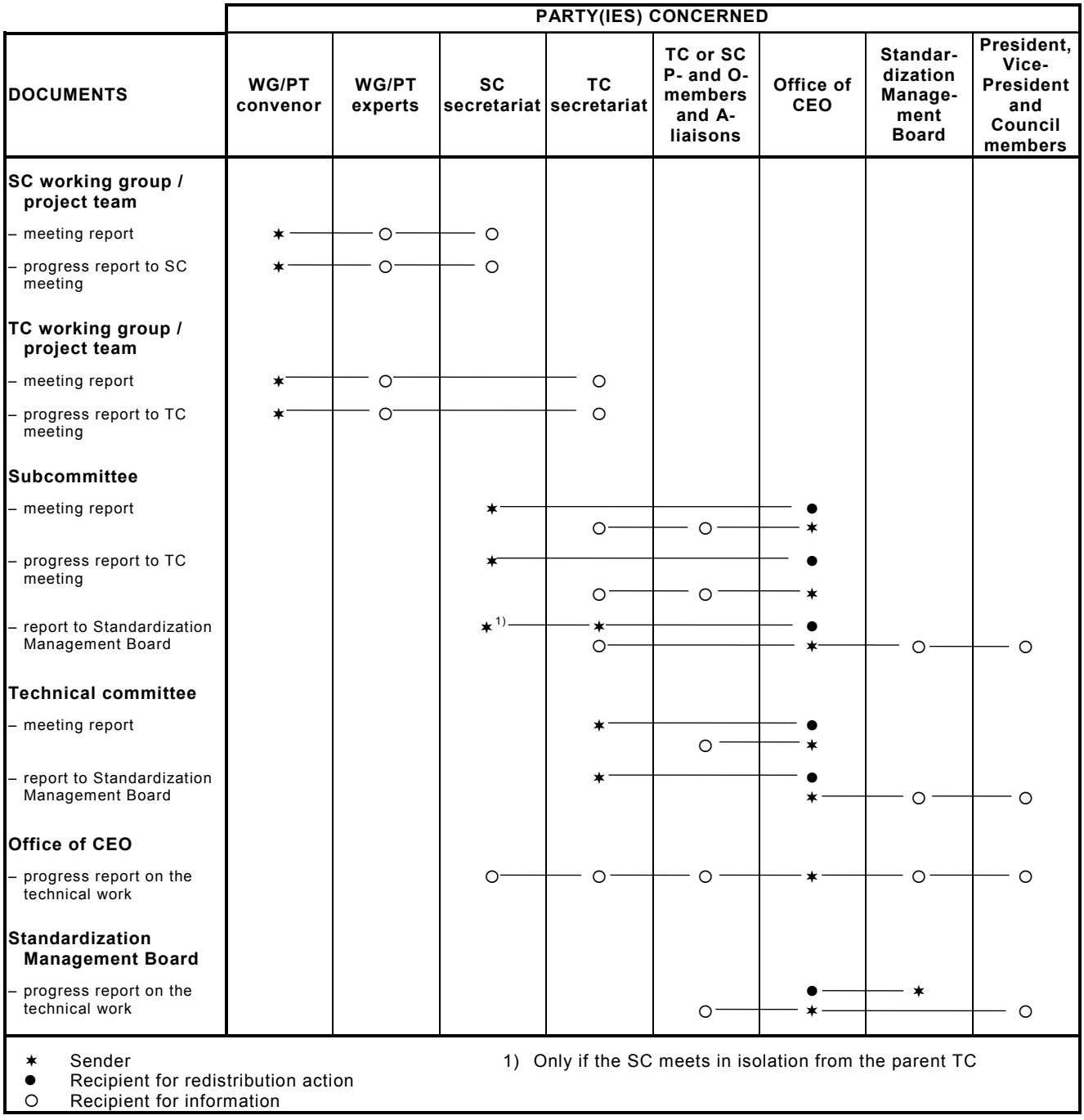
1) For a SC, a copy is also sent to the chairman and secretariat of the TC for information

❍ Recipient for information

☆ Optional action

Annex E
(normative)

Reporting of secretariats within IEC



Annex F
(normative)

IEC project stages

	SUB-STAGE				
STAGE	**00 Registration**	**20 Start of main action**	**60 Completion of main action**	**70 Completion of further action**	**90 Decision**
00 Definition of new project	**00.00** Registration of **PWI**				
10 Evaluation of project proposal	**10.00** Registration of project proposal for evaluation **PNW**				
15 Evaluation of Interest					
20 Drafting stage	**20.00** Registration of new project **ANW**				**20.98** Abandon **CAN**, **DEL**
30 Consensus building		**30.20** Circulation for comment 1CD			**30.92** Return to drafting phase or redefine project **BWG** **30.97** Merge or split project **MERGED** **30.98** Abandon **DREJ** **30.99** Register for next applicable phase **A2CD**
35 Second level consensus building		**35.20** Circulation for Comment **2CD to 9CD**			**35.91** Draft to be discussed at meeting **CDM** **35.92** Return to drafting phase **A3CD to A9CD** **35.99** Register for next applicable phase **ACDV**
40 Enquiry stage		**40.20** Circulation for enquiry **CCDV**			**40.91** Draft to be discussed at meeting **CDVM** **40.93** Repeat enquiry **NADIS** **40.95** Preparation of text subcontracted to CO **ADISSB** **40.99** Register for next applicable phase **ADIS, DEC**
50 Approval stage	**50.00** Registration for formal approval **RDIS**	**50.20** Circulation for formal approval **CDIS CDPAS**			**50.92** Return to drafting phase **NCD** **50.95** Preparation of text subcontracted to CO **APUBSB** **50.99** Register for next phase **APUB**
60 Publication stage	**60.00** Document under publication **BPUB**		**60.60** Document made available **PPUB**		
90 Review stage					**90.92** Maintenance cycle report **MCR**
92 Revision or amendment		**92.20** Document under revision **AMW**			
95 Withdrawal procedure					**95.99** Proceed to withdrawal **WPUB**
99 Withdrawal stage			**99.60** Approval of withdrawal **DELPUB**		

Annex G
(normative)

Numbering of documents

G.1 Working documents

All IEC documents intended for circulation bear a reference. This reference is composed of three parts:

a) a number, indicating the technical committee or subcommittee for which the document is primarily intended;

b) the serial number of the document with respect to the committee;

c) a mnemonic indicating the type of document [3)].

EXAMPLE Document **18/21/CD** is the 21st document for circulation in IEC/TC 18 and currently has the status of a committee draft.

The serial number is allocated by the Central Office at the time of circulation of the document, based on the register of all documents kept by the Central Office

G.2 Allocation of project number

When a new project is registered by the Central Office (see ISO/IEC Directives, Part 1), the latter allocates a number to the project. The number allocated remains the same for the ensuing CD, CDV and FDIS and for the published International Standard. The number allocated is purely a registration and reference number and has no meaning whatsoever in the sense of classification or chronological order. The number allocated to a withdrawn project or International Standard shall not be used again.

If the project represents a revision or amendment of an existing International Standard, the registered project shall be allocated the same number as the existing International Standard (with, in the case of an amendment, a suffix indicating the nature of the document). If, however, the scope is substantially changed, the project may be given a different number.

G.3 Meeting documents

Meeting documents, as the name implies, are intended for use only at a meeting of a committee. They shall be made available in the “Collaboration Tools Suite” in the area “TC/SC Meetings” (http://collaboration.iec.ch/) in each Technical Committee area. The system gives the possibility to create and upload new documents and classify them in folders by Technical Committee and Subcommittee. It is possible for TC/SC officers to create their own new folders.

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3) List of mnemonics to indicate the type of document

AC	Administrative Circular	NCC	National Committee Comment (C/SMB only)
CC	Compilation of Comments on CD	NCP	National Committee Proposal
CD	Committee Draft for Comments	NP	New Work Item Proposal
CDV	Committee Draft for Vote	PAS	Publicly Available Specification
DA	Draft Agenda	PW	Programme of Work
DC	Document for Comments	Q	Questionnaire
DIS	Draft International Standard	QP	Question of Principle (SMB only)
DL	Decision List	R	Report
DTS	Draft Technical Specification	RSMB	Report to Standardization Management Board
DTR	Draft Technical report	RM	Report on Meeting
DV	Draft for Voting (C/SMB only)	RQ	Report on Questionnaire
FDIS	Final Draft International Standard	RV	Report of Voting (C/SMB only)
FMV	Four Months' Vote (IECQ CMC only)	RVC	Report of Voting on CDV, DTS or DTR
INF	Document for Information	RVD	Report of Voting on FDIS or PAS
ISH	Interpretation Sheet	RVN	Report of Voting on NWP
RR	Review Report	SBP	Strategic Business Plan
MT	Maintenance Team List	WD	Working Document (SB only)
MTG	Meeting Document		

Meeting documents shall be available for a given meeting to the participants only, and shall not be distributed afterwards to National Committees unless this is requested by a National Committee or the secretariat of the technical committee or subcommittee.

As such documents are thus not generally available, no reference to them shall normally be made in the final minutes of the meeting or other documents intended for general circulation. However, where this is unavoidable, a note shall be added to the effect that copies can be obtained from the secretary on request until the next meeting.

A collection of meeting documents may be made available in the form of an archived folder and distributed with an “MTG” reference.

All documents issued at meetings for use in the meeting carry a reference composed of the number of the technical committee (or subcommittee, etc.), the place of the meeting and the origin of the document, followed by a meeting serial number.

EXAMPLES

20(Paris/Secretariat)2

20(Paris/Belgium)3

If a National Committee reproduces a meeting document itself and sends copies to the meeting, it should leave a blank space for the serial number to be added at the meeting place.

G.4 Documents from groups within a committee

The reference number of the documents should avoid giving the impression that they originate from a National Committee and it is recommended that the name of the member should be used and not that of his country.

EXAMPLE

100 WG1(Smith)5 or **100 WG1(Convenor)6**

Annex H
(normative)

Forms relating to standards development

FORM NTC	Proposal for a new field of technical activity
FORM VTC	Vote on proposal for a new field of technical activity
FORM NSC	Decision to establish a subcommittee
FORM NP	New work item proposal
FORM RVN	Result of voting on new work item proposal
FORM CD	Cover page of committee draft
FORM CC	Compilation of comments on committee draft
FORM Comments	Annex for compilation of comments
FORM CDV	Cover page of committee draft for vote
FORM RVC	Result of voting on CDV, DTS or DTS
FORM FDIS	Cover page of final draft International Standard (FDIS)
FORM RVD	Report of voting on FDIS
FORM DTS	Cover page of draft Technical Specification
FORM DPAS	Cover page of draft Publicly Available Specification (PAS)
FORM RVDPAS	Report of voting on a draft PAS
FORM DTR	Cover page of draft Technical Report
FORM RR	Review report
FORM RSMB	Report to the Standardization Management Board
FORM SBP	Strategic Business Plan

All forms are available on the IEC web site at

http://www.iec.ch/standardsdev/resources/docpreparation/forms_templates/.

Annex I
(normative)

Implementation of the ISO/IEC Directives for the work on the IEC 60050 series – International Electrotechnical Vocabulary (IEV)

I.1 Terms and definitions

The following terms, specific to the terminology work, have been taken from the standards prepared by ISO TC 37, with some interpretations and modifications. In particular the term "special language" in ISO 1087-1: 2000, 3.1.3 has been replaced by "subject field".

I.1.1
terminology (1)
set of designations belonging to a particular subject field

[ISO 1087-1:2000, 3.5.1 MOD]

NOTE In ISO 704 and in the present document "terminology" used in the singular and without an article (or as an adjective) is used for "terminology discipline".

I.1.2
terminology (2)
terminology science
science studying the structure, formation, development, usage and management of terminologies(1) in various subject fields

[ISO 1087-1:2000, 3.5.2]

I.1.3
terminological dictionary
technical dictionary
dictionary of terminological entries presenting information related to concepts or designations from one or more specific subject fields

[ISO 1087-1:2000, 3.7.1, MOD]

I.1.4
vocabulary
terminological dictionary which contains designations and definitions from one or more subject fields

I.1.5
glossary
terminological dictionary which contains a list of designations and definitions from a subject field with equivalents in one or more languages

NOTE In English common language usage, "glossary" can refer to a unilingual list of designations and definitions in a particular subject field.

[ISO 1087-1:2000, 3.7.3, MOD]

I.1.6
concept
unit of knowledge created by a unique combination of characteristics

[ISO 1087-1:2000, 3.2.1]

I.1.7
designation
representation of a concept by a sign that denotes it

NOTE In terminology work, three types of designations are distinguished: symbols, appellations and terms.

[ISO 1087-1:2000, 3.4.1]

I.1.8
terminological entry
part of a terminological data collection which contains the terminological data related to one concept

[ISO 1087-1:2000, 3.8.2]

NOTE In the present document the abbreviated form “entry” is used.

I.1.9
term
verbal designation of a general concept in a specific subject field

[ISO 1087-1:2000, 3.4.3, MOD]

I.1.10
entry term
term which heads a terminological entry

[ISO 1087-1:2000, 3.8.4]

I.1.11
preferred term
term evaluated in a term acceptability rating as the primary term for a given concept

[ISO 1087-1:2000, 3.4.15, MOD]

NOTE 1 In the note to 3.4.14, ISO 1087-1:2000 mentions that the following ratings are common: preferred, admitted, deprecated; definitions of admitted and deprecated are given in ISO 1087-1:2000, 3.4.16 and 3.4.17.

NOTE 2 In the IEV, there is only one preferred term, which is also the entry term; the synonyms are admitted, or deprecated or obsolete.

I.1.12
abbreviation
designation formed by omitting words or letters from a longer form and designating the same concept

[ISO 1087-1:2000, 3.4.9]

NOTE ISO 1087-1 mentions three types of abbreviations:

– acronym: abbreviation made up of the initial letters of the components of the full form of the designation or from syllables of the full form of the designation and pronounced syllabically [ISO 1087-1:2000, 3.4.10];

– initialism: abbreviation made up of the initial letters of the components of the full form of the designation and pronounced letter by letter [ISO 1087-1:2000, 3.4.11];

– clipped term: abbreviation formed by truncating a part of a simple term [ISO 1087-1:2000, 3.4.12].

I.1.13
definition
representation of a concept by a descriptive statement which serves to differentiate it from related concepts

[ISO 1087-1:2000, 3.3.1]

I.1.14
monosemy
relation between designations and concepts in a given language in which one designation only relates to one concept

[ISO 1087-1:2000, 3.4.23]

I.1.15
polysemy
relation between designations and concepts in a given language in which one designation represents two or more concepts sharing certain characteristics

[ISO 1087-1:2000, 3.4.24]

I.1.16
homonymy
relation between designations and concepts in a given language in which one designation represents two or more unrelated concepts

[ISO 1087-1:2000, 3.4.25, MOD]

I.1.17
synonymy
relation between or among terms in a given language representing the same concept

[ISO 1087-1:2000, 3.4.19]

NOTE For ISO 1087-1, terms which are interchangeable in all contexts, are called “synonyms”; if they are interchangeable only in some contexts, they are called “quasi-synonyms”. The present document does not make the distinction: terms (and abbreviations) that are interchangeable with the entry term, possibly with some restrictions (specific use of a term, national variant) are considered and treated as synonyms of the entry term.

I.2 Drafting and presentation of the International Electrotechnical Vocabulary

I.2.1 General

I.2.1.1 Introduction

This clause has been prepared on the basis of the experience acquired in the preparation of the International Electrotechnical Vocabulary (IEV) by IEC/TC 1: Terminology, and of the work of ISO/TC 37: Terminology (Principles and Coordination) in which experts of TC 1 participated.

I.2.1.2 Aim of the IEV

The aim of the IEV is to provide precise, brief and correct definitions of internationally accepted concepts in the field of electrotechnology, electronics and telecommunications, and to name the terms by which these defined concepts shall be known.

It is “standardization-oriented”, that is intended to help the standards writer to prepare standards, and to help the standards users to understand and implement them. It is also intended to be of help to the translators of normative (and more generally technical) texts.

It is not intended to cover all the terms used in the various IEC standards, but is rather a general purpose vocabulary, giving:

— the basic and reference terms to be used by the other technical committees;

— for each “product” or “family product” covered by other technical committees, a limited number of terms sufficient to give the general (or system) engineer an overview of the techniques used by these technical committees (these TCs may in addition prepare specialized terminology for their own use – see I.3.7).

Last but not least, the IEV is not meant to be a treatise on electrical engineering. This should be borne in mind when considering the degree of precision provided by the definitions.

I.2.1.3 Contents and structure of the IEV

Within this general framework, the IEV consists of a number – about 18 000 for the time being – of terminological entries, each of these entries corresponding to a concept, and comprising the following elements (see I.2.2):

— an entry number (see I.2.1.8);

— possibly a letter symbol (or letter symbols) representing the concept (see I.2.2.1);

then, for each of the **principal** (see I.2.1.6) **IEV languages**:

— the term designating the concept (see I.2.2.3), called “entry term”, possibly accompanied by synonyms and abbreviations;

— the definition of the concept (see I.2.2.4);

— possibly the source (see I.2.2.5);

— possibly notes to the definition (see I.2.2.6);

and finally, for each of the **additional** (see I.2.1.6) **IEV languages**, the term (and possible synonyms and abbreviations) alone.

These entries are distributed among about 80 parts, each part corresponding to a given field of electrotechnology.

Examples:

Part 161 (IEC 60050-161) : Electromagnetic compatibility
Part 411 (IEC 60050-411) : Rotating machines

NOTE The term “part” has recently replaced the term “chapter”, for reasons of consistency with the overall classification scheme of the IEC Publications.

The parts of the IEV are distributed into classes, the number of each class being the first digit of the number of the relevant part. The numbering of the classes is defined in the following table.

Class number	Class of concepts
1	General concepts
2	Materials
3	Measurement, automatic control
4	Electric equipment
5	Electronic equipment
6	Generation, transmission and distribution of energy
7	Telecommunications
8	Particular applications

Each part is subdivided into sections. The sections within the parts, and the entries within the sections are organized in a systematic order (see I.2.1.7).

The IEV is developed under the responsibility of TC 1, in cooperation with the other IEC technical committees, each part being prepared by a project team or working group, either within TC 1 or within another IEC technical committee (see I.3.1).

Each part of the IEV is published as a separate fascicle, and referenced as **60050-Part_N°** in the catalogue of IEC Publications.

Example : IEC 60050-121:1998 – Electromagnetism

which constitutes Part 121 of the IEV, and belongs to class 1 “General concepts”.

In addition, the material contained in the various parts is used to compile an on-line dictionary entitled Electropedia (http://www.electropedia.org/).

The entries (and their elements) shall thus be constituted in such a way that they can be accessed and understood independently of their context in a given part.

I.2.1.4 Concepts, definitions and terms

The preparation of each part of the IEV follows – at least theoretically, the three phases described below being often intermingled and iterative – a concept-oriented approach (see in particular ISO 704):

— the task starts with a study of the concepts needed in the subject field of the part, and of their organization in a concept system;

— a separate definition is then prepared for each concept;

— and finally each concept is designated in each language by one term (entry term); the entry term may be accompanied by synonyms, abbreviations and by letter symbols (for quantities or units).

The practical process is described in I.3.2, and in particular in I.3.2.2, for the preparatory stage.

One of the main concerns during this process is to maintain the overall consistency of the IEV:

— unnecessary divergences between definitions of the same concept in different parts shall be avoided;

— the polysemy and homonymy cases shall at least be detected and if possible dealt with appropriately at the earliest stage in the preparation of each part.

Polysemy: It may happen that, in a given IEV Part, several closely related concepts are designated by the same term, in one or several IEV languages: these concepts shall be placed in different entries, even if the appropriate definitions differ from each other by a few words only, and even if corresponding terms do not exist in every IEV language (as defined in I.2.1.6).

EXAMPLE

[SOURCE: IEC 60050-101:1998, 11-34]

champ (1)
état d'un domaine déterminé dans lequel une grandeur ou un ensemble de grandeurs liées entre elles existe en chaque point et dépend de la position du point

field
state of a region in which a quantity or an interrelated set of quantities exists at each point and depends on the position of the point

[SOURCE: IEC 60050-101:1998, 11-35]

champ (2)
grandeur scalaire, vectorielle ou tensorielle, qui existe en chaque point d'un domaine déterminé et qui dépend de la position de ce point

field quantity
scalar, vector or tensor quantity, existing at each point of a defined region and depending on the position of the point

The example shows that the polysemy can be language dependent. Note also that an attribute “Occurrence number” (within the Part) is added after the term (see I.2.2.3.6.2).

I.2.1.5 Basic terminology

General terms concerning standardization and certification are defined in ISO/IEC Guide 2.

Terms relating to quantities and units are to be found in IEC 60027, IEC 60050-111, IEC 60050-121 and in ISO 80000-1. IEC 60050-111 and ISO 80000-1:2009, Annex A covers in particular the use of some special terms like:

— coefficient, factor, parameter, number, ratio, level, constant;

— massic ⋯ , specific ⋯;

— volumic ⋯, ⋯ density;

— lineic ⋯, linear ⋯ density;

— areic ⋯, surface ⋯ density.

General terms concerning safety are defined in ISO/IEC Guide 51.

Terms relating to measurements and measuring instruments can be found in ISO/IEC Guide 99 and in IEC 60050-300 which comprises Parts 311, 312 and 313.

I.2.1.6 Languages

The terms and definitions corresponding to the concepts are given in the three IEC languages, that is French, English and Russian, referred to as the **principal IEV languages**.

The terms alone are also given in the **additional IEV languages** (Arabic, German, Spanish, Italian, Japanese, Polish, Portuguese and Swedish at the time of preparation of this document).

Both the principal and the additional IEV languages are referred to, in what follows, as **IEV languages**.

I.2.1.7 Classification

In the IEV, concepts shall, as far as reasonably possible, be set out in a logical order according to their interdependence, in sections which themselves form the elements of the parts.

Concepts applying to the same phenomenon or class of phenomena, or to the same technique or the same equipment, shall normally be classified in the same section, leading from the general to the specific, from the whole to the elements.

Each part and section shall have a heading. If this heading contains technical terms, these terms shall be defined.

I.2.1.8 Numbering system

The numbering system used in the IEV parts is derived from that already used in the first two editions.

Each entry has an entry number composed of three elements, separated by dashes:

- **Part_N°**: number of the part (see ISO/IEC Directives, Part 2) (formerly “chapter”) : three digits, the first one being the class number
- **Section_N°**: number of the section : two digits (01 to 99) [4];
- **Concept_N°**: number of the concept in the section: two digits (01 to 99).

In each part, the sections are numbered from 01 (or, in the case of a revision – see I.3.3 – from another suitable starting number) to 99 consecutively, and in each section the terms are numbered from 01 to 99 consecutively.

Example: **151-13-82**

I.2.2 Elements of the entries

I.2.2.1 Entry number

See I.2.1.8.

I.2.2.2 Letter symbol(s)

A letter symbol (or a limited number of letter symbols) may be used to designate the concept. This (these) symbol(s) shall be in accordance with the relevant standards, in particular with

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4) Note - In the past some of the existing “Chapters” (now known as “Parts”) had been subdivided into “parts”, each comprising a number of sections, as shown in the following example, taken from IEV 393 “Nuclear instrumentation: Physical phenomena and basic concepts”:

Sections 393-01 to 393-04 --> Part 1 - Ionizing radiations and radioactivity
Sections 393-05 to 393-08 --> Part 2 - Nuclear reactors

These “parts” will now be named “sub-chapters”, to avoid possible confusion with the “parts” (formerly “chapters”); however such a subdivision is deprecated for the future “chapters”.

the IEC 60027 and ISO 80000 series. It is (they are) printed on a separate line following that of the reference number, preceded by the prefix “symb. : ”.

The letter symbols for quantities are printed in italics, whereas the letter symbols for units are printed in upright characters, in the font used for the current text of the IEV terms and definitions.

The letter symbols are independent of the language, and shall not be repeated in the terms corresponding to the principal or the additional IEV languages.

Examples:

> [SOURCE: IEC 60050-131:2002, 131-12-04]
> symb. : R
>
> **résistance,** f
> pour un élément résistif, quotient de la tension u par le courant i
>
> **resistance**
> for a resistive element, quotient of voltage u by current i

> [SOURCE: IEC 60050-111:1996, 111-11-15]symb. : m
>
> **mètre,** m
> unité SI de longueur...
>
> **metre**
> SI unit of length...

I.2.2.3 Terms

I.2.2.3.1 General

As mentioned in I.2.1.3, each concept is designated in each IEV language by one term (entry term), possibly followed by synonyms (see I.2.2.3.4) and abbreviations (see I.2.2.3.4.4). These terms may comprise one or several words, and may be followed by optional attributes, corresponding to specific features of the term, placed immediately after the term, in the following order:

– specific use of the term (see I.2.2.3.6.1);
– occurrence number (see I.2.2.3.6.2);
– national variant (see I.2.2.3.4.2 and I.2.2.3.6.3);
– grammatical indication (see I.2.2.3.6.4);
– abbreviations (see I.2.2.3.6.5);
– deprecated or obsolete synonyms (see I.2.2.3.6.6).

I.2.2.3.2 Choice or formation of terms

In general, it is recommended to apply the rules given in the ISO/IEC Directives, Part 2 and in ISO 704”.

Ideally, the objective of the term-concept assignment in a given technical domain is to ensure a one-to-one correspondence between term and concept (monosemy). However cases of homonymy, synonymy or polysemy are often unavoidable, but shall be kept to a minimum, and duly indicated.

Before creating a new term, it is required to ascertain whether a term does not already exist for the concept in question.

A term has to be accepted and used by the specialists in the domain covered by the terminology. Therefore well-established and widely used terms, even if etymologically questionable, should be changed only if there are very good reasons (e.g. risk of confusion or

contradication). However trade names (brand names) and archaic and colloquial terms shall be avoided.

For the creation of new terms (or for the revision of existing terminologies), the following principles should be followed (see in particular ISO 704:2009, 7.4):

- the term is a label used to designate the concept (as described by the definition) in a concise and unambiguous (that is avoiding as far as possible polysemy and homonymy) manner. It should of course evoke the concept, but is not intended to replace the definition;
- consistency: the terminology in any subject field should not be an arbitrary collection of terms, but rather a coherent terminological system corresponding to the concept system;
- appropriateness: the terms proposed should adhere to familiar and established patterns of meaning within a language community. Term formation that cause confusion shall be avoided. Terms shall be as neutral as possible and avoid connotations, especially negative ones;
- derivability: terms that allow for the formation of derivatives should be favoured;
- linguistic correctness vis-à-vis the language considered;
- preference should be given to terms in native language rather than to terms borrowed from other languages.

In addition, it is to be noted that the terms in the various IEV languages are not word for word translations of the term in the initial language in which a specific entry has been prepared. The right process for the formation of the term in a given IEV language is to start from the concept, as described by the definition, and then to choose (or to form) the most appropriate term in this language.

In the case of creation of a new term (neologism), it is recommended that the technical experts consult with linguistic experts in the country concerned.

I.2.2.3.3 Absence of an appropriate term

When no adequate term could be found in a given language for a defined concept, and when no neologism could be formed, this shall be shown by means of five dots " ····· " (half-high on the line) in place of the term.

I.2.2.3.4 Synonyms

I.2.2.3.4.1 Use

According to the note to definition I.1.17, terms (and abbreviations) that are interchangeable with the entry term, possibly with some restrictions (specific use of a term, national variant) are considered and treated as synonyms.

The use of synonyms shall be kept to a minimum [5)]. An abundance of synonyms in a given entry is very often the sign that this entry covers in fact several (closely related) concepts.

For the principal IEV languages, the synonyms shall be placed on successive lines, following the line of the entry term, and in the order of preference (see I.2.3).

For the additional IEV languages, the synonyms shall be placed on the same line as the entry term, separated by semicolons, and in the order of preference (see I.2.3).

The number of synonyms may be different for each language.

I.2.2.3.4.2 National variants

When an IEV language is spoken in several countries, a term relating to a concept may be different according to the country.

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5) However one should bear in mind that the IEV is also intended to constitute a help for translators (see I.2.1.2) who will find in it the various terms (even if their use are deprecated) under which the concept might be known.

In this case, a term used in all the countries in which the language is spoken shall be placed first.

A variant, which is not used in all the countries, shall be followed by a symbol representing the country or countries in which the variant is used (see I.2.2.3.6.3).

Example: **grounding inductor** US

In order to promote standardization, such cases should be kept to the minimum.

I.2.2.3.4.3 Deprecated or obsolete synonyms

The inclusion of deprecated or obsolete synonyms in the IEV should be avoided. Such synonyms shall be indicated by the attribute “deprecated” or “obsolete” (see I.2.2.3.6.6).

I.2.2.3.4.4 Abbreviations

Abbreviations should be given only when they are of current usage for a given concept. They shall be treated as synonyms (see I.2.2.3.4).

I.2.2.3.5 Presentation of terms and synonyms

I.2.2.3.5.1 Letter form and printing of terms and synonyms

Terms and synonyms shall be printed as they would appear in the middle of a sentence, i.e. letters normally appearing in lower case shall remain in lower case (this is applicable in particular to the first letter of the term). The term or synonym shall not be followed by a full stop, unless this forms part of the term.

In the clause “Terms and definitions” of an IEV document (see I.2.3):

- Terms and synonyms shall be printed in bold-face type (except for the deprecated or obsolete synonyms, which are printed in lightface type) of the same size for all IEV languages;
- attributes relating to the terms and synonyms shall be printed in lightface type.

For the indexes, see I.2.4.

I.2.2.3.5.2 Grammatical form

Terms and synonyms shall be given in their basic grammatical form, i.e. nouns and adjectives in the nominative (when applicable in the language concerned) and verbs in the infinitive (without the word “to” in English).

I.2.2.3.5.3 Multi-word terms

When a term is composed of several separate words, it shall be given in the clause "Terms and definitions" of an IEV document in the usual order of words in the language to which it belongs.

In the alphabetical index however, such a term should also appear under one or several of its most significant words, considered as key words (see I.2.4).

I.2.2.3.5.4 Parts that may be omitted

There may be parts of a term that may be omitted, either in the field under consideration or in an appropriate context. Such parts of a term are printed in the same face (lightface or boldface type) as the rest of the term, and placed between parentheses.

Example: **(electromagnetic) emission**

It is to be noted that, unlike the attributes, these parts are to be considered as part of the term. In particular these terms shall appear in their full form when they are used in a definition or in a note.

I.2.2.3.6 Attributes to the terms

The attributes are printed in lightface type on the same line as the corresponding term, and follow this term.

A table giving the list of attributes, with examples, is given in I.4.

I.2.2.3.6.1 Specific use of a term

In some cases, it is desirable to add an attribute to a term in order to specify or restrict its use or its field of application.

Examples: **rang** (d'un harmonique)

depolarisation (in electrophysiology)

transmission line (in electric power systems)

This attribute is placed between parentheses and directly follows the term.

I.2.2.3.6.2 Occurrence number

The number of the occurrence of the term in the part (in the case of polysemy within a given part) follows the term or the attribute corresponding to the "specific use of the term" (if any), without comma, and is printed between parentheses.

I.2.2.3.6.3 National variant

The variant is indicated by the country code(s), taken from given by ISO 3166, representing the country (or countries) in which the variant is used (see ISO 10241-1:2011, Clause 7); it is placed after the term or the previous attribute, if any, and separated from it by a space.

I.2.2.3.6.4 Grammatical information

The word class (noun, adjective, qualifier or verb), gender, number, as well as the verb features (transitive, intransitive), of the terms and synonyms shall be indicated, when applicable (see I.4), in accordance with ISO 10241-1: 2011, 6.2.3 It is preceded by a comma.

Examples: **harmonique**, m

transient, noun

transient, adj

I.2.2.3.6.5 Abbreviations

The abbreviations are followed by the indication "abbreviation", placed between parentheses:

Example: **ESD** (abbreviation)

I.2.2.3.6.6 Deprecated and obsolete synonyms

Deprecated and obsolete synonyms shall be indicated by the appropriate attribute in the language concerned, placed in parentheses, the term being then printed in lightface type.

Examples: facteur de distorsion, m (déconseillé)

phase conductor (deprecated)

If a term is deprecated when used in the sense defined, the attribute “deprecated” shall be replaced by the attribute “deprecated in this sense”:

Example :

equipotential reference chassis

frame (deprecated in this sense)

I.2.2.4 Definitions

I.2.2.4.1 Characteristics expressed

A definition shall be simple, clear, and relatively short. It shall, however, completely describe the concept from the viewpoint of the electrical engineer. This implies that the definition shall contain all the elements necessary and sufficient to enable the concept considered to be well understood and its boundaries to be defined.

Preference should be given to functional characteristics rather than to constructional aspects.

A definition shall not take the form of, or contain a technical requirement.

Negative definitions should be avoided: a definition shall describe what a concept is, not what it is not. However, when the absence or the non-existence of a characteristic is essential to the understanding of a concept, a negative form is required.

Example :

nonconformity

nonfulfilment of a specified requirement

I.2.2.4.2 Drafting

The definition shall have the same grammatical form as the term. Thus, to define a verb, a verb shall be used; to define a noun in the singular, the singular shall be used.

The definition shall not begin with an expression such as “term used to describe” or “term denoting”.

Unless there is a specific reason, the definition shall not begin with an article.

The term designating the concept shall not be repeated in the definition, and in particular not at the beginning.

A definition shall remain comprehensible even when separated from the context (part, section, neighbouring entries) in which it appears. In particular a definition shall not rely on general explanations (e. g. in a foreword to the part or section in which the concept is placed).

A definition shall consist of a single phrase, which should be as short as possible, shall be built in view of future possible translations into additional languages and shall follow plain syntax rules.

The form of a definition shall be such that it can replace the term in the context where the term appears. Additional information shall be given only in the form of notes.

Circularities shall be avoided.

A concept shall not be defined only by a figure or a formula, but in some cases a figure or a formula may help to make clear a simplified definition.

I.2.2.4.3 Terms used in definitions

Technical terms appearing in a definition should be defined either in the IEV itself, or in another authoritative publication. If the term comprises, in the same document, a part that may be omitted, marked by parentheses (see I.2.2.3.5.4), the term shall be repeated in its full form, including, if any, the part that may be omitted, without the parentheses.

When a term of the IEV is used in a definition, the entry number of the concept which it designates may be added (at least for its first occurrence in the definition) between

parentheses. When a term is defined in the same part, it is exceptionally possible to put it in italics only [6].

I.2.2.4.4 Style and form

The style and form shall be as uniform as possible throughout all the parts of the IEV.

Drawings, diagrams, graphs and formulae shall be used only when they are necessary for a better understanding of the text (see ISO/IEC Directives, Part 2). Letter symbols used for quantities or units shall be in accordance with the relevant standards, in particular with the IEC 60027, IEC 8000 and ISO 80000 series.

The meaning of all letter symbols used in a definition shall be explained in the definition.

When graphical symbols are used, they shall be in accordance with the relevant IEC standards, in particular with the IEC 60617 DB.

All the abbreviations of terms used in the definitions shall be defined in other entries.

I.2.2.4.5 Languages

The definition of a concept shall be given in the principal IEV languages, i.e. French, English and Russian. The meaning shall be identical in the three languages, although it may be expressed differently to conform to the rules and structure of each language.

I.2.2.4.6 Presentation of the definitions

The words in a definition shall be printed as they would appear in the middle of a sentence, i.e. letters normally appearing in lower case shall remain in lower case (this applies in particular to the first letter of the definition). The definition shall not end with a full stop, unless this forms part of the last word.

I.2.2.5 Source

In some cases, it might be necessary to include in an IEV part a concept taken from another IEV part, or from another authoritative terminology document (ISO/IEC Guide 99, ISO/IEC 2382 series, etc.), in both cases with or without modification to the definition (and possibly to the term).

This shall be indicated by the following mention, printed in light-face, and placed between square brackets at the end of the definition (see I.2.3):

[{Document reference} Reference of the term in the document {MOD}]

where

- **Document reference** (optional) comprises the source of the document, if it is not the IEV, and the year of publication or the number of the edition,
- and **MOD** (optional) indicates that the definition has been modified.

Examples:	[702-08-04]	[131-03-13 MOD]	[CISPR 22]

I.2.2.6 Notes to definitions

I.2.2.6.1 General

In certain cases, it may be necessary or useful to add notes and/or examples to the definitions. These may be used

- to add further explanations, details or special cases which may give additional information about the concept and assist to understand it,
- to point out deviations from earlier definitions or differences between the definitions being adopted and other definitions,

6) This practice is mainly used in the class 7 parts of the IEV.

— to draw attention to linguistic or etymological peculiarities,

— to give examples.

The notes shall be given in each of the principal IEV languages. The number and content of the notes shall be the same in each of these languages (this is also valid for the notes mentioning linguistic peculiarities).

There should be as few notes as possible.

The provisions of I.2.2.4.3 and I.2.2.4.4 are also applicable to the notes.

I.2.2.6.2 Presentation of the notes

A note to a definition shall be placed under the definition and shall be sufficiently separated from the definition so as not to be confused with it. Each note consists of one or several "regular" (that is starting with a capital letter, and ending with a full stop) sentences.

I.2.3 Structure and layout of IEV documents

I.2.3.1 General

The overall structure and layout of IEV documents (drafts and final Publications) shall be in accordance with the ISO/IEC Directives, Part 2. The "IECSTD template" shall also be taken into consideration.

An IEV document shall thus comprise the following elements as laid out in the ISO/IEC Directives Part 2:

— Table of contents;

— Foreword;

— Introduction, indicating the principles and rules followed;

— Scope;

— Normative references; IEC 60027, IEC 80000 and/or ISO 80000 shall be mentioned if the part contains symbols taken from these standards;

— Terms and definitions;

— Annexes (as necessary):

  — figures;

  — tables of symbols;

  — bibliography;

  — ...

— alphabetical indexes, in the various IEV languages.

A template vei.dot has been developed by the secretariat of IEC/TC 1 for the clauses "Terms and definitions" and "alphabetical indexes". For all the other clauses, the template iecstd.dot applies.

I.2.3.2 Clause "Terms and definitions" – Structure and layout for the publication

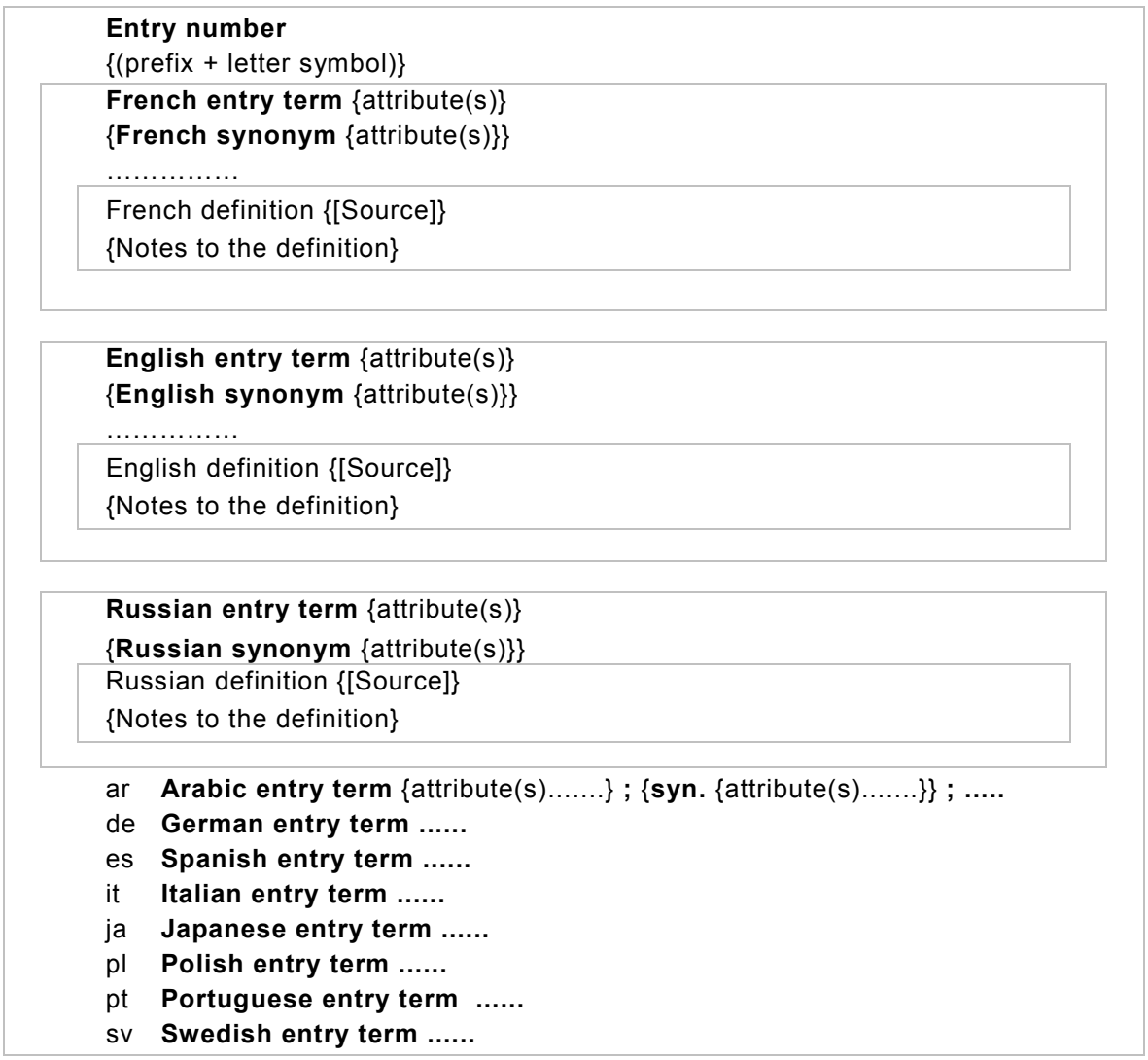
As mentioned in I.2.1.8, a part is subdivided into a series of Sections, each Section comprising:

— a Section Header, in the principal IEV languages;

— a number of "entries" or "blocks", each corresponding to a concept and identified by an entry number.

The individual presentation of the various elements of the entries is given in I.2.2 above.

The arrangement of these elements within each "block" is given in Figure I.1.



NOTE 1 The signs { and } mark optional elements.

NOTE 2 The terms in additional IEV languages are placed at the end of the "block", (one single line for each language), preceded by the ISO 639 alpha-2 code for the language considered, and in the alphabetic order of this code. The synonyms are separated by semicolons.

NOTE 3 When the IEC co-operates with other international organizations for publishing some parts of the vocabulary including more than the three principal languages or other additional languages, the above-mentioned layout may be changed accordingly.

NOTE 4 A "block" corresponding to an entry should not be split between two consecutive pages.

Figure I.1 – Arrangements of the elements within a block (Publication)

I.2.3.3 Clause "Terms and definitions" – Structure and layout for drafts

It is recommended to use for drafts the layout defined in I.2.3.2 for the final publication (Russian terms and definition and terms in additional IEV languages excluded, of course).

I.2.4 Alphabetical indexes

For each publication of the IEV, an alphabetical index of the terms shall be drawn up separately for each IEV language. Each entry (and each synonym or abbreviation, if any), shall give the term (printed in lightface type), its attributes, and the entry number of the corresponding concept.

It is recommended to present these indexes in a permuted or hierarchical form, as necessary (see Clause I.5).

The indexes shall be given in the following order:

— French alphabetical index;

— English alphabetical index;

— Russian alphabetical index;

— alphabetical indexes in the additional IEV languages, in the alphabetic order of the name of these additional languages in French.

The name of the language shall be given in the title of the index.

In the indexes the terms, synonyms, abbreviations and entry numbers shall be printed in lightface type and the keywords (for hierarchical indexes) in boldface type.

I.2.5 Table of letter symbols

It is recommended to draw up, if necessary, a table of the letter symbols, with the reference of the entry where the element “letter symbol” is given (these letter symbols are not given in the alphabetical indexes mentioned in I.2.4).

I.3 Procedures for the preparation of the IEV parts

I.3.1 General – Technical Committee No 1 responsibility

Technical Committee N°1:*Terminology*, has the overall responsibility for preparing the International Electrotechnical Vocabulary.

However, in a number of cases (more than 50 % of the projects), the work is initiated by another technical committee, and carried out in a working group belonging to that TC, but still under the responsibility of TC 1. A close cooperation shall then be established between that TC and TC 1, the present clause giving the rules to be followed in such a case. In particular, the first Committee Draft is distributed by the initiating technical committee and the subsequent drafts, although prepared by the same Working Group, by TC 1.

When a part does not correspond to the scope of a single technical committee, its preparation is entrusted to TC 1. This applies particularly to the parts of Class 1, General concepts, and to those of Class 7, Telecommunications.

I.3.2 Development of projects (New work)

(See ISO/IEC Directives, Part 1)

I.3.2.1 Proposal (NP) stage

(See ISO/IEC Directives, Part 1)

The new work item proposal (NP) and report on voting are circulated with a reference of the initiating TC/SC. If accepted, the project is assigned to TC 1.

Where a part is relevant to several technical committees, the chairman and secretary of TC 1 may, after consulting with the chairmen and secretaries of the technical committees concerned, assign the project to TC 1/WG 100, Fundamental concepts, or set up a new working group directly under the responsibility of TC 1.

I.3.2.2 Preparatory stage

(See ISO/IEC Directives, Part 1)

The project team or working group shall, within the framework of the task it has been assigned:

- define the field of the terminology to be studied, state its limits and any possible overlap with other IEV parts;
- list the concepts to be defined;
- classify the concepts in a logical order and number them;
- verify, by using the general index of the IEV (index maintained by the secretariat of TC 1, and including the index of the IEC multilingual dictionary and the indexes of the current

drafts) that these concepts have not already been defined in another IEV part: should this be the case, the existing definition should be used. A definition may only be changed if it is:

— incorrect or unsatisfactory, or

— rendered obsolete because of further developments.

This shall be indicated in the corresponding entry of the new project by the mention " MOD " [7] in the source field (see I.2.2.5).

- give a definition in French, English and Russian; when the Russian Federation is not represented in the working group, the Russian term(s) and definition will be provided at the FDIS stage (see I.3.2.5) by the National Committee of the Russian Federation, using the French and English definitions as a basis for translation;
- establish, on behalf of its technical committee, the first committee draft (CD).

This first CD, as well as the subsequent drafts shall be bilingual (French and English).

The following points shall be noted:

- It is essential to request the presence of a representative of the secretariat of TC 1 to attend the first meeting of the project team or working group and all other important meetings in order to ensure that the work is correctly developed; this representative will ensure that the general rules are followed, ensure effective coordination with other IEV parts, and, with the aid of the Central Office, if necessary, establish liaisons with ISO and other international organizations (ITU, CIE, UIC, IUPAP, etc.).
- It is essential to work in at least two languages; for instance, the obligation to prepare immediately in English a definition proposed in French (or vice versa) will ensure a more precise definition; a definition checked by a group of experts is better than a translation made subsequently by a single person; translation into a third language is simplified when a bilingual definition exists. In practice, it is therefore essential that every working group comprise at least one expert of French mother tongue and one expert of English mother tongue.
- As already mentioned in I.2.1.3, the terms shall be chosen and the definitions of the concepts written with a view to their further integration into a dictionary in which the logical order of every IEV part will no longer exist.

I.3.2.3 Committee (CD) stage

(See ISO/IEC Directives, Part 1)

The committee draft (CD) and associated compilation of comments are circulated with a reference of the initiating TC.

Follow-up of a CD

a) If there are substantial comments, the convenor of the project team or working group shall call an “enlarged meeting”, and invite, in addition to the project team or working group members:

— the chairman and the secretary of the technical committee entrusted with the part;

— the chairman and the secretary of TC 1;

— a representative of every National Committee which has made important comments on the draft or which may be interested in this draft (even if the National Committee has already appointed an expert to the PT/WG);

— a representative of other international organizations concerned;

— a Central Office Technical Officer.

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7) In that case, it is up to the secretary of TC 1 to examine, together with the PT/WG convenors and TC Secretaries concerned, whether a revision of the source definition is needed.

For this meeting the convenor of the project team or working group shall prepare a term-by-term compilation of the comments received, on which he (or she) may mention the action he (or she) proposes for each comment.

b) This “enlarged meeting” shall lead to proposals on how to deal with the comments received, that is:

— submitting the document, with or without amendments, to the secretariat of IEC/TC 1 for circulation as enquiry draft (CDV) (see I.3.2.4);

— preparation of a new committee draft for comments.

— these proposals, together with a version of the compilation of comments marked up with the decisions taken during the “enlarged meeting” are then forwarded to the secretary of TC 1 by the convenor of the project team or working group (subject to the agreement of his technical committee, if appropriate).

c) The decision to circulate an enquiry draft shall then be taken by the chairman of TC 1, in consultation with the secretary of TC 1, taking into account these proposals, and on the basis of the consensus principle (see ISO/IEC Directives, Part 1). The document shall then be forwarded to IEC Central Office by the secretary of TC 1, with the request that the draft be distributed as an enquiry draft (CDV) (see I.3.2.4).

d) If necessary, the procedure described in a) to b) above shall be repeated until the draft is ready for submission to National Committees for approval as an enquiry draft (CDV).

I.3.2.4 Enquiry (CDV) stage

(See ISO/IEC Directives, Part 1)

I.3.2.5 Approval (FDIS) stage

(See ISO/IEC Directives, Part 1)

In order to expedite the publication process, and unless the secretariat of TC 1 informs IEC Central Office that the FDIS is likely to be rejected (in which case the Central Office shall wait until the end of the voting period), at the same time as the FDIS is distributed, the Central Office shall send this FDIS to the National Committee of the Russian Federation to obtain the Russian version of the FDIS, as well as to the National Committees in charge of the additional IEV languages.

These National Committees shall return these translations within six months, together with the titles of the sections and the indexes, in printed form and electronically :

	NC Russian Federation	NCs in charge of additional languages
Section header	X	
Term	X	X
Definition	X	
Index	X	X

The secretariat of TC 1 shall send as soon as possible (and anyhow before the end of the period allowed for the translations) the “manuscript” of the document, in French and English, together with the French and English indexes, to the Central Office in printed form and electronically.

I.3.2.6 Publication stage

(See ISO/IEC Directives Part 1)

The problem of the translations into Russian and additional IEV languages is dealt with in I.3.2.5 above. If the translations are not available within six months (or any longer period that the secretariat may specify in the case of exceptionally long documents, or when the six months’ period covers a holiday period), which follow the date at which the FDIS was sent to

the National Committee responsible for the translation, the IEV part concerned will be published without the missing translation.

The checking of the printer's proof, after typesetting by the Central Office, is then ensured in parallel:

- by the Central Office;
- by the secretariat of TC 1, with the help of the convenor of the working group and the members of the Editing Committee;
- by the National Committees concerned for the other languages.

The IEC Central Office shall then ensure the corrections and the publication and the integration of the final version into the Dictionary database.

The terms and definitions in the Russian language, and the terms in the additional languages shall be in accordance with the decisions of the National Committees concerned, and shall not be subject to change or deletion by TC 1 or by IEC Central Office without consultation of the National Committee concerned (this is valid in particular for possible corrigenda).

I.3.3 Revision of IEV parts or sections

The revision of each IEV part shall be included in the programme of maintenance of TC 1 publications. This programme is prepared by TC 1, in consultation, when appropriate, with the technical committees concerned. It is then included in the Strategic Business Plan, and is subject to approval by the Standardization Management Board.

If the revised part has the same reference number, to avoid confusion between references to the old and new entries, the section numbers of the revised part shall be different from those of the existing part (for example by adding 10 or 20).

I.3.4 Amendments

If the concepts concerned are deemed to be of interest for several Parts, TC 1/WG 100 “Fundamental concepts” (or other “horizontal” WGs such as TC 1/WG 161 “Electromagnetic compatibility”, TC 1/WG 195 “Earthing and protection against electric shock” etc., as appropriate) is consulted, and advantage can be taken of the meeting of TC 1/WG 100 in conjunction with the TC 1 plenary meeting to expedite the treatment of this update.

In the case of the addition of new entries, these entries are given numbers following the last one in the existing section(s) concerned, irrespective of the logical order in which they should appear in the section(s). The logical order will be restored on the occasion of a subsequent revision or of a new edition of the part.

I.3.5 Cancellation of IEV parts or sections

Sometimes, a revised part or a new part does not correspond exactly with an existing part, but involves the cancellation of one or more sections belonging to one or more existing parts. Such a cancellation of sections or parts shall be explained in detail in the Foreword of the new part.

It may also occur that an existing part (or whole sections of a part) has become obsolete.

It is then the responsibility of the secretariat of TC 1 to ask for cancellation of this part or of these sections (after consultation of the technical committee concerned, if appropriate) by requesting the Central Office to circulate a formal enquiry to the National Committees.

I.3.6 Cooperation with other international organizations

It may happen that certain parts of the IEV are of interest not only to the IEC, but also to other international organizations such as ISO, ITU, CIE, UIC, UIE, etc. In such cases, the chairman and secretary of TC 1 shall propose the setting up of a working group composed of members of the IEC technical committees concerned as well as members of the other international organization. Details of the procedure will be laid down by TC 1 in each individual case.

EXAMPLE Part 845: *Lighting,* has been prepared together by the IEC and CIE (International Commission on Illumination). The drafts of Sections 7, 8 and 10 have been prepared by a working group comprising experts from IEC/TC 34: *Lamps and related equipment,* while the other sections have been prepared under the aegis of the CIE. Since German is one of the official languages of the CIE, all the definitions are given in four languages.

I.3.7 Terminologies specific to technical committees

A technical committee may also develop specialized “glossaries”, for the purposes of its own publications, glossaries to be included in the “terms and definitions” clause of its own standards or in an independent Standard or Technical Report. The concepts defined in such glossaries shall be restricted to the field corresponding to the scope of the standard or of the TC.

The TC shall of course make sure that the terms and definitions included in these glossaries are consistent and not in contradiction with the relevant concepts of the IEV, and that the necessary coordination measures have been taken in liaison with TC 1.

These glossaries may also include terms taken directly and without modification from the IEV.

If the TC considers that some of its existing specialized terms and definitions should be given a more general validity and included in the IEV, it shall inform the secretariat of TC 1, in order to begin the process. If approval is granted, the procedures defined in I.3.2, I.3.3 or I.3.4 are applicable.

I.4 List of attributes

Attribute	Applicability	Subclause	ISO 10241-1: 2011	Examples	
				French	English
Specific use of the term	If needed	I.2.2.3.6.1		**rang** (d'un harmonique), m	**transmission line** (in electric power systems)
Occurrence number	If needed	I.2.2.3.6.2		**champ** (1), m **champ** (2), m	**magnetic area moment** (1) **magnetic area moment** (2)
National variant	If needed	I.2.2.3.6.3	7	**unité de traitement** CA, f	**lift** GB
Grammatical information:		I.2.2.3.6.4	6.2.3		
– **word class**	If needed			**thermoplastique**, nom *(s'il y a un genre, inutile d'indiquer " nom ")* **… en court-circuit**, qualificatif **thermoplastique**, adj **automatiser**, verbe *(s'il y a une indication de transitivité, inutile d'indiquer " verbe ")*	**thermoplastic**, noun *(if there is a gender indication, no need to mention " noun ")* **short-circuit …**, qualifier **thermoplastic**, adj **automate**, verb *(if there are verb features, no need to mention " verb ")*
– **gender**	Mandatory (if applicable for the language)	I.2.2.3.6.4		**diaphragme**, m	
– **number**	If needed	I.2.2.3.6.4		**archives**, f, pl	**scissors**, pl **news**, sing
– **verb features**	If needed	I.2.2.3.6.4		**filtrer**, trans **filtrer**, intrans	**percolate**, trans **percolate**, intrans
Abbreviations	If needed	I.2.2.3.6.5		**CEM** (abréviation)	**EMC** (abbreviation)
Deprecated or obsolete synonyms	If needed	I.2.2.3.6.6	6.2..2.3	constante diélectrique, f (déconseillé)	quantity of electricity (obsolete)

I.5 Permuted and hierarchical indexes

Example

The entry:

voltage detector 651-10-04

will appear, in a **permuted index**, under:

detector, voltage 651-10-04

and:

voltage detector 651-10-04

and, in a **hierarchical index**, under:

detector
voltage detector 651-10-04

and:

voltage
statistical impulse withstand voltage 651-01-16
voltage detecting system 651-10-05
voltage detector 651-10-04
voltage indicating system 651-10-06

Annex J
(normative)

Procedures for the maintenance of the IEC standards in database format

J.1 Introduction

This Annex of the IEC Supplement to the ISO/IEC Directives describes procedures for the maintenance of any international standard consisting of “collections of items” managed in a database. This may include graphical symbols of all kinds, sets of definitions, sets of dimensions, dictionaries of data element types with associated classification schema and other standards in which collections of objects require maintenance (addition or amendment) on a continual basis. Therefore, neither separate new work item proposals (NP) nor review reports (RR) are required.

Supplementary procedural information, requirements or criteria that apply to particular standards database(s) can be described in separate document(s) within the domain of the responsible technical committee or subcommittee. These supplementary documents should not be in conflict with the ISO/IEC directives.

J.2 Procedures

J.2.1 Overview

The procedures described in this document are based on the use of a web-accessible database and electronic communication. The prescribed throughput time for maintenance/validation can only be achieved by means of electronic communication.

The procedures are in three parts: firstly the preliminaries, followed by either the normal database procedure or the extended database procedure.

Figure J.1 provides an overview of the procedures.

J.2.2 Preliminaries

This is the initial part of the maintenance procedures that shall be completed for every Change Request (CR) and consists of the following stages.

Initiation of Change Request(CR)

Entering of a CR with the required information in a web-accessible database by an authorized person or body also referred to as “proposer”.

Preparation for evaluation

Preparation by the secretary of the technical committee or subcommittee (TC/SC) to ensure that all mandatory entries of the CR are appropriately filled in and that any associated graphics is of a quality sufficient for evaluation, although it need not have final quality.

NOTE 1 More detailed rules applicable to a specific standard can be provided by the TC/SC in charge of the standard.

If required, a Maintenance Team (MT) may be set up to assist the secretary in the preparation activities. When established, the MT has a one to one relation to a “database-based standard” (referred to in the procedure as “database standard”) and consists of members with expertise to assist the secretary in managing the maintenance of this database standard.

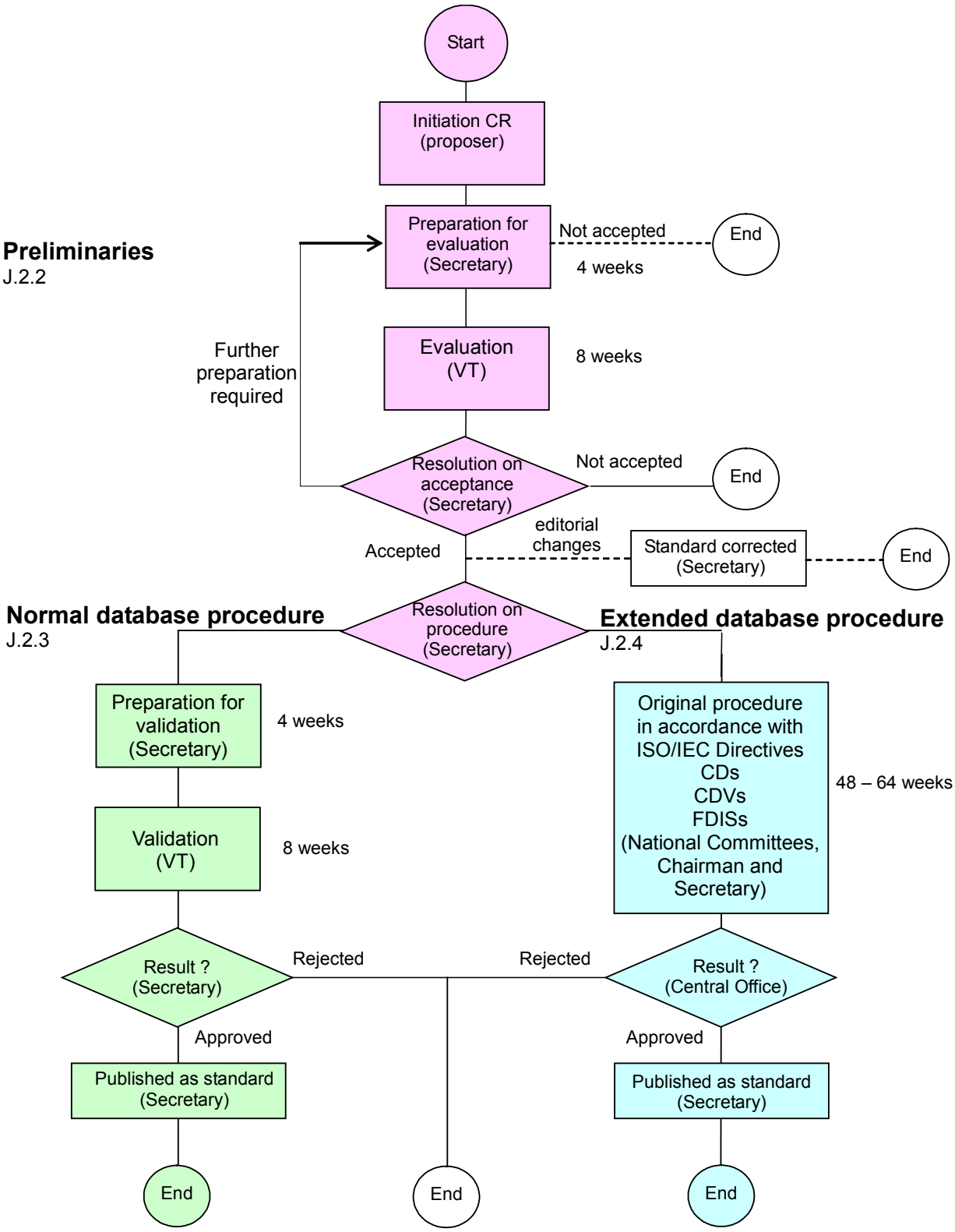


Figure J.1 – Overview of the procedures

NOTE 2 The time required for preparation work should normally not exceed 4 weeks, but might exceptionally be longer if the original proposal is not mature enough. In such a case the preparation is comparable to "stage 0" work and the time has to be counted from final agreement with the proposer.

Evaluation of the CR

Action by the Validation Team (VT) to determine whether the CR is within the scope of the database and valid for further work or should be rejected.

When the quality of the information provided at the preparation stage is satisfactory, the status level of the CR is changed to *for evaluation* and the VT is informed (with copies to the proposer and possibly other relevant TCs) and asked by the secretary to make an evaluation and to comment.

The commenting is comparable to the commenting on a CD.

The evaluation of the CR should be completed within 8 weeks.

Resolution

Observation by the TC/SC secretary on the comments and general opinions of the members of the VT followed by the conclusion whether the CR should be

- continued with the *normal database procedure*, or
- continued with the *extended database procedure*, or
- improved and *re-evaluated*, or
- *rejected* altogether.

NOTE 3 The entry of a new item in the database is not to be seen as "new work", but rather as part of the continuous maintenance of the existing collection. Therefore, to arrive at a conclusion, a simple majority of the submitted votes can be used at the evaluation stage, applying the choice between continuation/rejection as well as between normal/extended procedure.

NOTE 4 If the original CR references many items, and if some of these might be acceptable for continuation with the normal database procedure while others are not, the original CR might be divided into two or more new CRs and processed separately. Such new CRs start at the status level already achieved.

J.2.3 The normal database procedure

The normal database procedure is faster than the extended procedure as described in J.2.4 and relies on the use of the Validation Team (VT) acting on behalf of the National Committees for the final voting on proposals.

The normal database procedure is typically applicable for changes to existing items and for new items within the boundaries of the existing domain of the database or in cases where there is an urgent need for standardization.

NOTE 1 More detailed rules applicable to a specific standard can be provided by the TC/SC in charge of the standard.

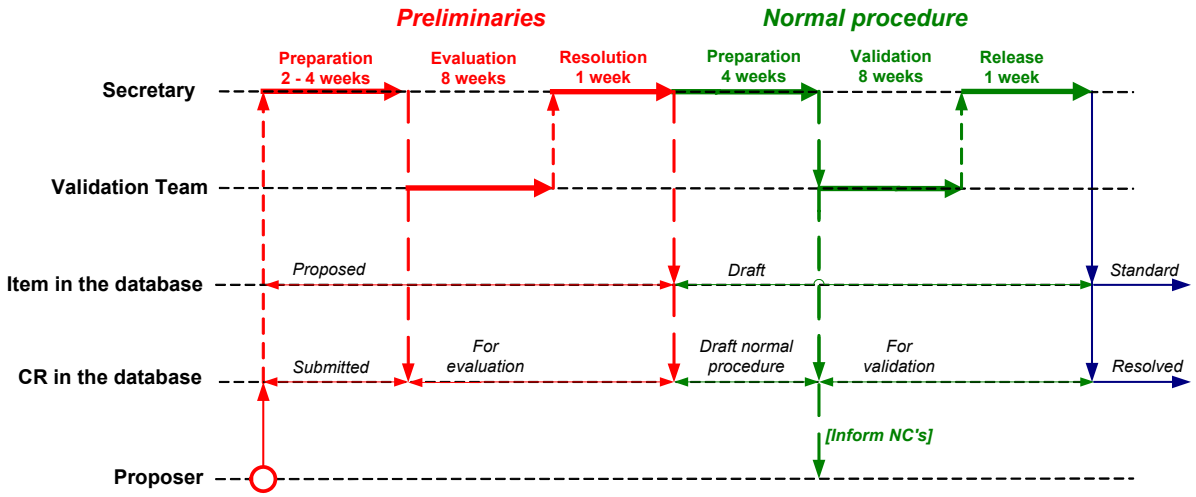


Figure J.2 shows a process map of this procedure.

Figure J.2 – Process map of the normal database procedure including preliminaries

Preparation for validation

The TC/SC secretary revises the proposal in line with the comments received during the evaluation stage and checks that the item(s) associated with the CR are, after possible changes still sufficiently and properly described, within the scope of the database and consistent with items already existing in the database. If required, corrections are made. For this, the secretary might seek assistance from the Maintenance Team (MT) or from other internal or external experts. This preparation should be carried out within 4 weeks.

Validation

When the quality of the information is satisfactory, the status level of the Change Request (CR) is changed to *for validation*, and the Validation Team (VT) called to vote by the secretary, with copies to the proposer, the P-members of the TC/SC and possibly other relevant TCs. Voting should be completed within 8 weeks.

If the proposed item(s) are accepted, the status level of the item(s) is changed to *standard.* If they are not accepted, then the reason(s) are noted in the remark and the status level of the item(s) is set to *rejected.*

The criteria applied are the same as those for the voting on a normal FDIS. Abstention from voting means that the vote is not counted.

NOTE 2 The rules for the obligation for P-members to vote are also the same as for a normal FDIS, which in consequence means that P-members have an obligation to appoint delegates to the Validation Team.

After setting the final status levels for the items and noting the reasons, the status level of the change request is set to *resolved,* and the procedure is finished (maximum 2 weeks).

With the normal database procedure it is possible for proposals to be approved within approximately 24 weeks.

Report to the technical committee/subcommittee

The TC/SC secretary summarizes the set of items approved in accordance with the normal database procedure in a report to the TC/SC plenary meeting. At the plenary meeting all items standardized since the previous plenary meeting are presented.

J.2.4 Extended database procedure

The extended database procedure respects all stages of the procedure described in the ISO/IEC Directives for the approval of standards as printed documents, the *original procedure*. The procedure involves the National Committees in the traditional way in which the different project stages are introduced by formal documents/messages to the National Committees. However, as with the normal procedure, the information in the database is considered as the original source of information.

NOTE 1 Such a formal document consists of the appropriate document cover page with a title referring to the relevant Change Request. Although not necessary, it might be helpful during a changeover period, to attach printouts from the database to these documents. This includes the printout of the Change Request and of all relevant items.

It is expected that, in the majority of cases, the normal database procedure will be followed and that the extended database procedure will only be rarely required.

The extended procedure is described below including all stages and associated throughput times. It is possible that there could be comments against an item, so that the CD or CDV stage might need to be repeated (as described in the ISO/IEC Directives, Part 1).

Figure J.3 shows a "process map" with the different roles indicated along the vertical axis. This diagram highlights the flow, and indicates clearly when the different roles have to be active.

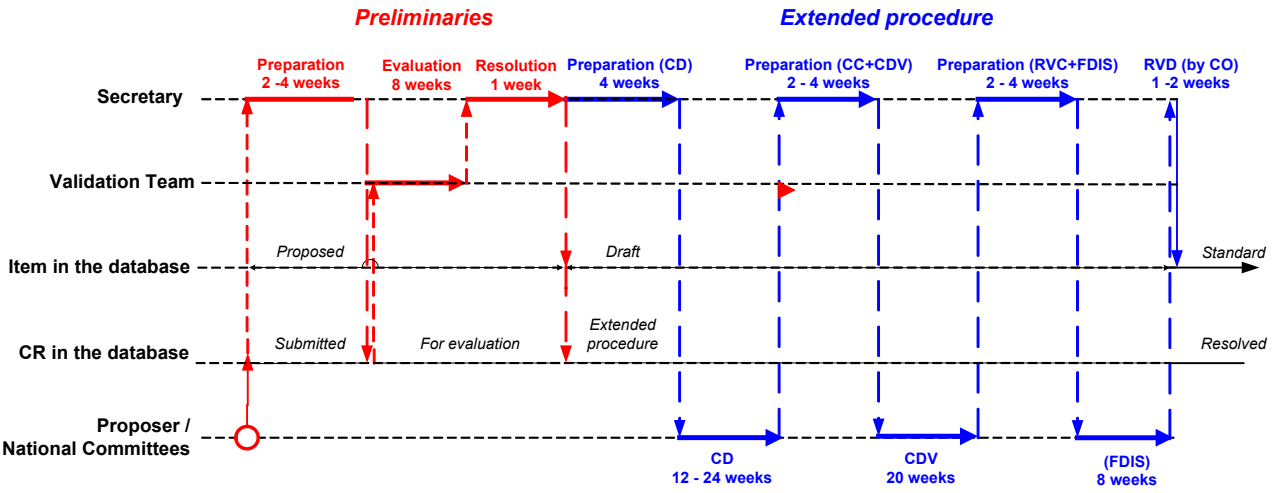


Figure J.3 – Process map of the extended database procedure including preliminaries

A short description of each of the stages of the extended procedure is given below:

Preparation (CD)

In the Preparation (CD) stage, the TC/SC secretary checks that the item(s) contained in the CR are sufficiently and properly described, and that comments received during the evaluation stage have been adequately reflected. Consequently, it should be checked that the item(s) are within the scope of the database and consistent with items already existing in the database. If required, corrections are made. The secretary might in this work seek assistance from the Maintenance Team (MT) or from other internal or external experts. The preparation (CD) stage should be carried out within 4 weeks.

CD

When the proposed item(s) are sufficiently well prepared, the secretary issues a formal CD document to the National Committees, informing them that the CR is available for commenting on the CD stage, within the normal time frame for CDs. Comments are to be submitted in the normal way (16, 12 or 8 weeks according to the ISO/IEC Directives, Part 1).

Preparation (CC + CDV)

The comments are compiled and made available as an ordinary compilation of comments (published on the web server). The item and its associated information are prepared for the CDV stage, taking note of the comments (maximum 4 weeks).

CDV

When sufficiently prepared, the secretary issues a formal CDV document to the National Committees that the item is available for commenting and voting for acceptance as an FDIS, within the normal time frame for a CDV (20 weeks according to the ISO/IEC Directives, Part 1).

Preparation (RVC + FDIS)

The comments are compiled and the votes counted and made available as an ordinary compilation of comments and result of voting on a CDV. The item and its associated information are prepared for the FDIS stage, taking note of possible purely editorial comments (maximum 4 weeks).

NOTE 2 If the CDV is unanimously approved, the contained items may be published directly after the preparation and circulation of the RVC, without circulation of an FDIS, in accordance with the original procedure.

FDIS

The secretary issues a formal FDIS document to the National Committees, that the item is available for voting for approval as an International Standard (IS), within the normal time frame for a FDIS (8 weeks according to the ISO/IEC Directives, Part 1).

NOTE 3 In accordance with the present IEC rules the FDIS stage might be omitted if the CDV is unanimously approved.

RVD

A voting report is prepared and published. If proposed item(s) are accepted, the status level of the item(s) is changed to *standard*. If they are not accepted, then the reason(s) are noted in the remark and the status level of the item(s) is set to *rejected*.

After completing setting the final status levels for the items and the reasons are noted, the status level of the change request is set to *resolved*, and the procedure is finished (maximum 2 weeks). With the extended database procedure it is possible for proposals to be approved within 60 weeks up to a maximum of 79 weeks.

J.2.5 Editorial changes to an existing item

Proposed changes to an item that affect neither its use nor semantics (i.e. editorial changes) only require going through the Preliminaries (as described in J.2.2). It is not required to continue with either the normal or the extended procedure. At the end of the preliminaries the change is either accepted or rejected without validation.

More specific criteria on which changes are classified as editorial changes can differ, dependent on standard, and are described in separate document(s) within the domain of the responsible TC/SC.

After a positive resolution, the TC/SC secretary will make the changes to the existing standard item. The status level of the Change Request is set to *resolved* and the work is finished.

If not accepted, then the reason(s) are noted in the remark, the status level of the Change Request is set to *resolved* and the work is finished.

J.2.6 Regular maintenance of the entire standard

In addition to the continuous maintenance of the standard described above, a comprehensive review of the database contents carried out by the Maintenance Team at regular intervals may be necessary. For such reviews the concept as defined elsewhere in the ISO/IEC Directives is relevant.

The resulting proposal from such a work is to be entered formally into the database as one or many change requests and then each change request is dealt with according to the normal or extended database procedure as appropriate.

J.2.7 Appeals

If, at any time after acceptance of an item as *standard*, a National Committee is dissatisfied with the result of the validation process on an item, it may bring forward a change request with a proposal for an amendment to the item which will re-open consideration of it under the procedures described above.

J.3 Terms for general use

J.3.1
original procedure
traditional standardization procedure for standard publications as described in the ISO/IEC Directives and IEC Supplement relying on the circulation of documents to the National Committees

J.3.2
normal database procedure
standardization procedure making use of a *Validation Team* and a **workflow around a database** for information sharing (as specified in this document)

NOTE The normal database procedure is used for validation of new items and of item combinations that are within the boundary of existing rules.

J.3.3
extended database procedure
standardization procedure with stages and time frames as specified in the *original procedure*, but implemented as **a workflow around a database** for information sharing (as specified in this document)

J.3.4
Maintenance Team
group of experts that has the task in the *original procedure* at specified maintenance cycles to carry out revisions of existing international standards. In the *normal database procedure* and the *extended database procedure* the Maintenance Team can be called upon by the TC/SC secretary to deliver support at specified maintenance cycles and for the purpose of preparatory work in connection with a (single) Change Request.

J.3.5
Validation Team
permanent, “executive”, group of experts appointed by and acting as delegates on behalf of their National Committees to execute evaluation and validation of Change Requests and to vote for their release as part of a database standard

NOTE 1 All P-members have the right and duty to appoint an own member of the team. The Validation Team evaluates proposals and votes, in the *normal database procedure*, on *items* on behalf of their National Committees. The Validation Team reports to the technical committee or subcommittee.

NOTE 2 The described procedure asks for very short response times from the Validation Team members. Therefore, the National Committees should appoint one or more deputies that can take over the task when the ordinary one for any reason is absent (travel, business, etc.).

NOTE 3 It is up to the National Committee to decide for how long time a member should be appointed, and also to organize the possible supporting network of experts on National level.

NOTE 4 The secretariat manages the Validation Team.

J.3.6
proposer
person (or body) authorized to submit a Change Request

NOTE 1 There can be many proposers.

NOTE 2 The required limited write access to the database is password protected, and authorization will only be granted to persons appointed by the National Committees. Proposers have to be personally authorized and should, in connection with this authorization, get the required information and training.

J.3.7
database standard [database-based standard]
standard in database format for which the valid form of publication is a publicly accessible database, containing the standardized *items*

NOTE 1 The content of the database standard is normally possible to retrieve by using different search criteria.

NOTE 2 The management and documentation of the standardization process is normally also part of the database.

J.3.8
item (of a database standard)
separately managed part of a database standard, documented in accordance with a structure common to the specific standard

NOTE Typical examples of items are: symbols (graphical or letter), terms, data element types, data sheets.

J.4 Terms for status levels for Change Requests

J.4.1
Submitted
status level of the Change Request from the moment of its registration and identification in the database, until the TC/SC secretary has finished the preparation for evaluation stage

J.4.2
For evaluation
status level of the Change Request in the evaluation stage until a resolution has been reached on how to proceed following the preliminaries

NOTE The transition to *For evaluation* is from *Submitted*.

J.4.3
Draft normal procedure
status level of the Change Request in the preparation for the validation stage as part of the *normal database procedure* until the preparation is completed

J.4.4
For validation
status level of the Change Request in the validation stage as part of the *normal database procedure* until the validation is completed

NOTE The transition to *For validation* is from *For evaluation*.

J.4.5
Extended procedure
status level of the Change Request from the moment that the *extended database procedure* is followed until the completion of that procedure

NOTE The transition to *Extended procedure* is from *For evaluation*.

J.4.6
Resolved
status level of the Change Request after completion of the *normal-* or *extended database procedure*, or after initial rejection

J.4.7
For testing
status level of a Change Request used for testing purposes

NOTE An Change Request *For testing*, is normally deleted after intended use (leaving a “hole” in the identity number series).

J.5 Terms for status levels for items (i.e. graphical symbols, DETs, etc.)

J.5.1
Proposed
status level of a new *item* from its registration and identification in the database, until it has been accepted for work and a resolution has been reached on how to proceed following the preliminaries

J.5.2
Draft
status level of a new *item* that has been accepted for work following the preliminaries with either the *normal-* or *extended database procedure*, until the moment a decision has been taken on whether or not it is to be part of the standard

NOTE The transition to *Draft* is from *Proposed*.

J.5.3
Standard
status level of a new *item* that has been released for use as part of the standard

NOTE The transition to *Standard* is from *Draft*.

J.5.4
Obsolete – reference only
status level of an *item* that is no longer part of the standard, irrespective of reason

NOTE The transition to *Obsolete – reference only* is from *Standard*. On the item page a note or a reference to a replacing item further indicates the reason for obsolescence.

J.5.5
Rejected
status of an *item* that has been entered into the database as part of a Change Request, but has not been approved to be part of the standard

NOTE - The transition to *Rejected* is either from *Proposed* or from *Draft.*

J.5.6
For test purposes only
status of an *item* being tested

NOTE An item *For test purposes only*, is normally deleted after intended use (leaving a "gap" in the identity number series).

Annex K
(normative)

Organization, rules and procedures of the International Special Committee on Radio Interference (CISPR)

K.1 Introduction

The International Special Committee on Radio Interference (CISPR) is an organization within the IEC that is established to consider the protection of radio reception from interference. The committee constitutes subcommittees that provide both product (vertical) and basic standard (horizontal) roles. The full Terms of Reference and Scope are also published on the IEC internet website. A full history of the CISPR is provided in publication CISPR 16-3.

CISPR follows the ISO/IEC Directives Parts 1 and 2 and the IEC Supplement with the following deviations.

K.2 Membership

K.2.1 'I' Members

In addition to the normal categories of IEC membership, CISPR has 'I' members as defined below:

> Category 'I' members are organizations, other than IEC National Committees, that have a recognized interest in the international aspects of the reduction of radio interference. "I" members representatives may participate in the work of any committee, subcommittee or working group. 'I' members have the right to comment but do not have any voting rights on IEC publications.

An International organization may become an 'I' member of the CISPR, subject to acceptance by the Plenary Assembly of the CISPR.

The current membership is shown on the IEC CISPR web page.

K.3 Chairman and Vice-Chairman

K.3.1 Chairman

The Chairman of the CISPR is the Chairman of the Plenary Assembly.

The procedures contained in the ISO/IEC directives shall be used to seek nominations for the position of Chairman. The Secretariat of CISPR shall nominate a Chairman who shall be appointed by the Plenary Assembly on the recommendation of the Steering Committee. The Chairman of the CISPR shall be appointed initially for a period of six years. In the interest of continuity, this period shall embrace not less than two successive Plenary Meetings and, if necessary, the period of office shall be adjusted to permit this condition to be fulfilled. Further terms of office shall be subject to the ISO/IEC directives with the exception that they shall be ratified by the CISPR Plenary meeting.

K.3.2 Vice-Chairman

The procedures contained in the ISO/IEC directives shall be used to seek nominations for the position of Vice-Chairman of CISPR. The Plenary Assembly upon the nomination of the Steering Committee shall elect the Vice-Chairman of the CISPR. The Vice-Chairman shall initially be elected for a period of six years. Further terms of office shall be subject to the ISO/IEC directives with the exception that they shall be ratified by the CISPR Plenary meeting.

The Vice-Chairman shall advise the Chairman, and act as Chairman in his absence.

K.3.3 Subcommittee Chairmen

The procedures contained in the ISO/IEC directives shall be used to seek nominations for the position of subcommittee chairmen. The Secretariat of each subcommittee shall nominate a

Chairman who shall be appointed by the Plenary Assembly on the recommendation of the Steering Committee. The period of office shall initially be for six years. Further terms of office shall be subject to the ISO/IEC directives with the exception that they shall be ratified by the CISPR Plenary meeting. The Steering Committee may take temporary appointments in the intervals between meetings of the Plenary Assembly.

K.4 Plenary Assembly

K.4.1 Constitution

The Plenary Assembly shall consist of delegates representing the CISPR National Committees and Member Bodies.

K.4.2 Terms of reference

The Plenary Assembly shall be the supreme body of the CISPR. Its responsibilities are as follows:

a) to elect (ratify) the Chairman and Vice-Chairman of the CISPR;

b) to allocate the Secretariat of the CISPR;

c) to appoint (ratify) Chairmen of subcommittees;

d) to allocate Secretariats of subcommittees;

e) to approve changes in membership of the CISPR;

f) to modify, as necessary, the structure and organization of the CISPR;

g) to consider matters of policy and general interest referred to it by the Steering Committee;

h) to consider technical matters as requested by National Committees and Member Bodies, the Chairman of the CISPR or Chairmen of the subcommittees.

K.5 Steering Committee

K.5.1 Constitution

The Steering Committee shall consist of the following:

a) the Chairman of the CISPR (to be Chairman of the Steering Committee);

b) the Vice-Chairman of the CISPR;

c) the Chairmen of all CISPR subcommittees;

d) the immediate past Chairman of the CISPR;

e) the Chief Executive Officer of the IEC;

f) the Secretariat of the CISPR;

g) additional members as co-opted by the Chairman of the CISPR;

h) a representative of each of the Member Bodies of the CISPR other than the National Committees of the IEC. Details of current members are shown on the CISPR page of the IEC website;

i) a representative of each liaison body;

j) the conveners of those Working Groups which report directly to the Steering Committee (when required).

K.6 Terms of reference

The responsibilities of the Steering Committee are as follows:

a) To approve the CISPR Strategic Business Plan.

b) To assist and advise the Chairman of the CISPR in the conduct of the affairs of the CISPR.

c) To maintain contact with all work in progress in the CISPR.

d) To give guidance and assistance to those carrying out the work of the CISPR.

e) To consider progress reports from subcommittees, and from Working Groups which report directly to the Steering Committee.

f) To advise the Chairman of the CISPR as to the arrangements to be made for meetings of the CISPR.

g) To refer new objects of study to a subcommittee when the terms of reference do not directly apply.

h) To set up Working Groups reporting to the Steering Committee.

i) To coordinate and direct the work between sub committees on common issues.

K.7 Appeals

Mostly covered by ISO/IEC Directives Part 1.

National Committees and Member bodies have the right to appeal

k) to the Steering Committee on a decision of a subcommittee,

l) to the CISPR Plenary Assembly on the decision of the Steering Committee.

The decision of the Plenary Assembly in the case of an appeal is final.

Any matters of technical coordination between IEC and CISPR which cannot be resolved by the parties concerned or by the IEC Advisory Committee on Electromagnetic Compatibility (ACEC) will be referred to the Standards Management Board (SMB) for a decision after taking into consideration the position of the CISPR Steering Committee.

K.8 Amendments to CISPR rules and procedures

The organization, rules and procedures of the CISPR, as described in this annex, may only be amended either by the Plenary Assembly or by correspondence with CISPR member bodies. Such amendments can only be made on the condition that not more than one-quarter of the membership cast a negative vote.

Annex L
(normative)

Preparation of French versions of documents

L.1 General

Prior to submitting documents to the enquiry (CDV, DTS, DTR), approval (FDIS) and publication stages, technical committee and subcommittee secretaries shall always request a French version from the French National Committee (UTE, email: frenchnc@ute.asso.fr).

The relevant Central Office (CO) Technical Officer shall be copied on the request and subsequent correspondence between the technical committee and subcommittee secretaries and the French National Committee.

When the request refers to a previously translated document, then it shall be accompanied by a marked-up file, preferably using vertical lines in the margins as opposed to coloured revision marks, clearly identifying the changes

The French National Committee will provide, within one week, a statement on the preparation of the French version.

L.2 French versions of enquiry drafts (CDVs)

At the end of the week, the technical committee or subcommittee secretary shall submit for circulation of a monolingual enquiry draft in the following cases:

a) no response has been received from the French NC;

b) the French NC has answered that there will be no French version, at least for the time being;

c) the French NC has answered that the French version will be available after the 60 days limit

When the French version is submitted between 60 and 90 days after, it will be circulated separately without changing the deadline for vote.

L.3 French versions of final draft International Standards (FDISs)

At the end of the one week period, the technical or subcommittee secretary shall submit a monolingual final draft International Standard (FDIS) in the following cases:

a) no response has been received from the French National Committee;

b) the French National Committee has answered that there will be no French version, at least for the time being;

c) the French National Committee has answered that the French version will be available after the 60 days limit.

When the French version of a final draft International Standard is received after the 60 days limit and before the end of the voting period, the Central Office will consider whether it is possible to publish a bilingual standard within the time limit (see ISO/IEC Directives, Part 1). If not, the bilingual standard will be published later. A note will be inserted in the Foreword of the International Standard to indicate that the French text has not been subject to voting.

The French version of a final draft International Standard may also be submitted after the standard has been published in English. The Central Office will then prepare and publish a bilingual version, replacing the monolingual version, again with a note in the Foreword to indicate that the French text has not been subject to voting.

L.4 French versions of Technical Specifications (TS) and Technical Reports (TR)

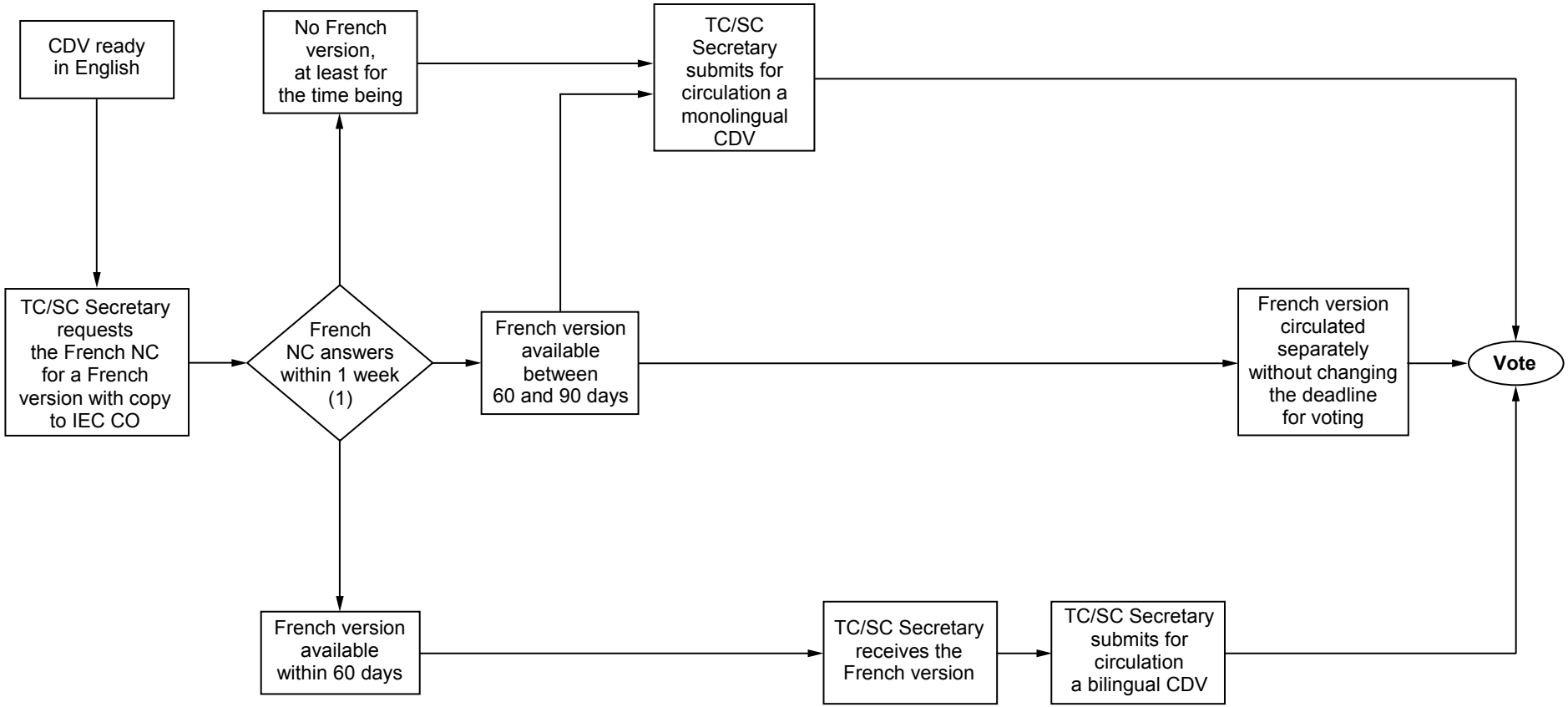
At the end of the one week period, the technical committee or subcommittee secretary shall submit for circulation a monolingual draft technical specification or draft technical report in the following cases:

a) no response has been received from the French National Committee;

b) the French National Committee has answered that there will be no French version, at least for the time being.

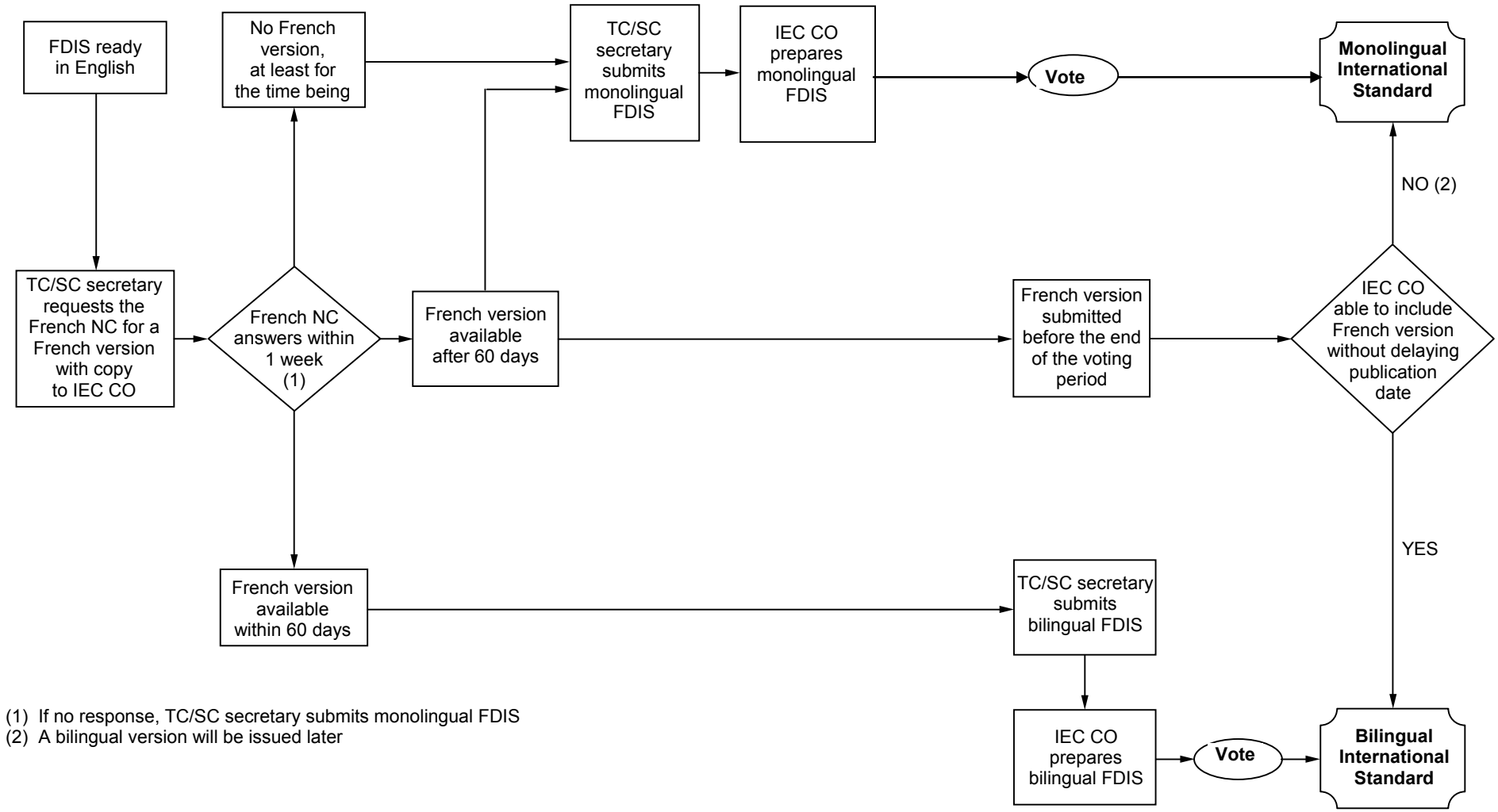
At the publication stage, the same procedures apply as given above with the additional case that when the French National Committee has answered that the French version will be available after the 60-day limit then a monolingual document shall be submitted for publication.

When the French version of a technical specification or technical report is received after the 60-day limit and before publication, the Central Office will consider whether it is possible to publish a bilingual publication without incurring significant delay. If not, the bilingual publication will be published later. If the French text has not been subjected to voting then this will be indicated in the Foreword.



(1) If no response, TC/SC secretary submits for circulation a monolingual CDV

Figure L.1 – Handling of French versions for enquiry drafts (CDVs)



(1) If no response, TC/SC secretary submits monolingual FDIS
(2) A bilingual version will be issued later

Figure L.2 – Handling of French versions for draft Internal Standards (FDISs)

Annex M
(normative)

Deviations of TC 100's procedures and organizational structures from the ISO/IEC Directives

M.1 Introduction

The establishment of TC 100 required procedures and organizational structures reflecting market needs so that the work could be completed in a timely and efficient manner. Therefore, a flexible organization with new positions and functions was developed, which deviated from the ISO/IEC Directives.

This was supported by National Committees and the Standardization Management Board.

TC 100 follows the ISO/IEC Directives Part 1 and Part 2 along with the Supplement – Procedures specific to IEC, with the following deviations.

Further information on TC 100's general procedures is given in document 100/1180/INF.

M.2 Terms and definitions

M.2.1
Technical Secretary
TS
individual supporting a number of technologies relating to TAs and/or PTs in technical, organizational and administrative activities

M.2.2
Technical Area
TA
area of related technologies for which standardization is needed

M.2.3
Technical Area Manager
TAM
individual managing the activities of a TA

M.2.4
General Maintenance Team
GMT
permanent body responsible for the management of all maintenance work and for the overall maintenance of existing documents and standards directly under TC 100 or of disbanded TAs

M.2.5
General Maintenance Manager
GMM
individual managing the maintenance activities of TC 100

M.3 Structure and organization

M.3.1 TC Structure

An overview structure of TC 100 is shown in Figure M.1

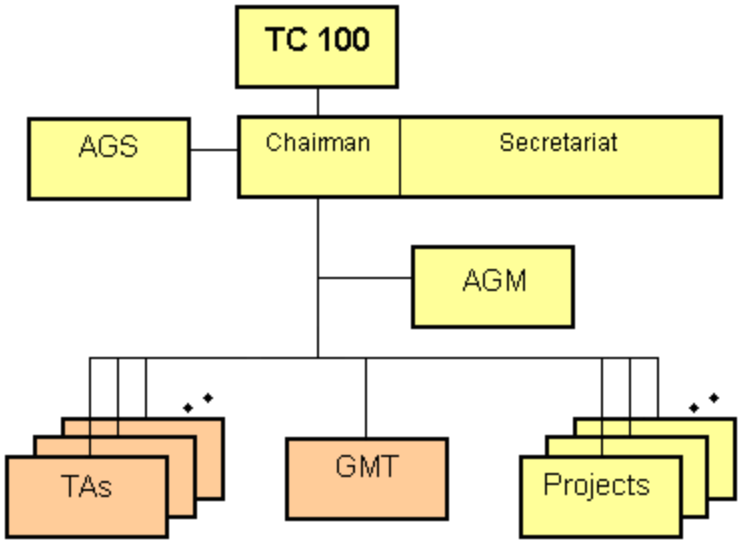


Figure M.1 – Structure of TC 100

M.3.2 Advisory Group on Strategy (AGS)

M.3.2.1 Scope

In accordance with AC/27/2002, paragraph 5, the Scope and Objectives for TC 100's Advisory Group on Strategy, has been revised as follows:

- The AGS Advisory Group is charged with the design and development of long term strategies for TC 100.
- To meet this objective, the AGS advises and recommends action on long-term strategic plans and directions for organizational structure and procedures for effective standards development.
- The AGS provides leadership to enable improved cooperation between industry and TC 100 by creating the strategic plans, which strengthen the relevance of TC 100 standardization activities.
- The AGS reports directly to the chairman of TC 100. The TC 100 Chairman reports the activities of AGS to SMB.

M.3.2.2 Membership

The members of the AGS include:

- Persons representing industry associations, where the members of the AGS cover global regions. Regions include: America, Europe, Asia and Oceanic. The AGS reviews and considers additional members periodically.
- The Chairman, Secretary(ies) of TC 100.
- IEC Central Office representative to give a strong support of the IEC Central Office.

The secretary of the AGS is appointed from the TC 100 secretariat.

TAMs are invited to attend as guests for informational exchange.

M.3.3 Advisory Group on Management

M.3.3.1 Scope

To organize, coordinate and manage the work of TC 100, an advisory group is needed.

The advisory management group submits recommendations to the chairman and officers of TC 100 on

- the organization of TC 100, the coordination of the work, the establishment of new TAs and the allocation of all new work items of TC 100, i.e. to an existing TA, a new TA or directly under TC 100's responsibility,
- the related work of the other IEC committees and other liaison bodies,
- any other matter on which the chairman requires advice.

The AGM advises and recommends actions on short-term implementation and management issues.

M.3.3.2 Membership

The members of the AGM include:

- Chairman, Secretary(ies);
- AGS Chairman;
- Technical secretaries;
- Technical area managers, general maintenance manager;
- the representative of the IEC Central Office;
- Project leaders, working directly under TC 100, on invitation.

The AGM is chaired by the TC 100 chairman. The secretary is appointed from the TC 100 secretariat.

M.3.4 Technical Area (TA)

M.3.4.1 Description

A Technical Area (TA) is a technologically categorized area in TC 100, in which projects of related technology are allocated. A TA is similar to a sub-committee but TC 100 avoids organizing a conventional rigid sub-committee structure and employs a TA and project team system, in which all technical work is carried out by project teams under TC 100, and these projects are flexibly grouped within TAs for efficient standards development and practical project management reflecting the rapidly changing multimedia technology. All circulation of working documents and voting of TC 100 projects are conducted at the TC 100 level.

The TA system is based on the following concepts:

- a TA has a minimum of two active projects;
- any modification of title and scope of a TA is proposed by the respective TA and approved at the TC 100 level;
- the TAM and TS manage the TA in the same way as a sub-committee chairman and secretary respectively;
- TAs are flexibly established and disbanded to meet rapidly changing multimedia technology.

The daily management and activity of TA are almost the same as those of a sub-committee.

M.3.4.2 Establishment of a TA

A TA is established by the TC 100 secretariat in consultation with the AGM, when it is foreseen that related projects needing coordination are expected or approved.

- establishment of TA is discussed in AGM based on the proposal by TC 100 Secretariat or TC 100 officers;
- the proposed scope shall be clearly broad enough to support two or more IEC publications, or a multi-part publication, in the foreseeable future;
- consideration shall be given that one project already exists and additional projects are expected with submission of a quality draft within six months.

M.3.4.3 Membership

Members of the TA include:

- Technical area manager;
- Technical secretary(ies);
- Project leaders from PTs and MTs within the responsibility of the TA;
- Liaison representatives of internal (IEC/ISO), A liaison of the TA.

As agreed in the procedures, National Committees cannot be members of a TA. They are members of TC 100.

For participation in meetings see M.5.2.2.

M.3.4.4 Disbandment of a TA

A TA will be disbanded by the TC 100 secretariat when all projects are finished and no new projects are expected in this area of technology in the near future. Maintenance Teams working under a TA will be re-allocated to the GMT.

M.3.5 General Maintenance Team (GMT)

M.3.5.1 Description

The GMT is a permanent body responsible for the management of all maintenance work and for the overall maintenance of existing documents and standards directly under TC 100's responsibility or of disbanded TAs.

Members of the GMT include:

- General maintenance manager;
- Assistant Maintenance Manager, Technical secretaries;
- Project leaders from active MTs under the responsibility of the GMM;
- Liaison representatives of internal (IEC/ISO), category A liaisons to the GMM.

NOTE 1 The maintenance work itself is carried out by a maintenance team (MT).

NOTE 2 A MT is allocated to the TA being responsible for the standard. If no TA exists, a MT is allocated to the GMT.

For participation in meetings, the same rules apply as for TA meetings see M.5.2.2.

M.3.5.2 Maintenance procedure

Maintenance of publications within TC 100 is the responsibility of the TAs. Only in the case where there is not a TA available the maintenance will be performed in the GMT. Maintenance projects in the GMT will also address projects from the former TC 100 organization.

The performance of maintenance is in accordance with the ISO/IEC Directives – Supplement – Procedures specific to IEC.

In addition to the IEC rules the following are applicable for TC 100:

a) To manage the maintenance work of all projects allocated to TC 100, the TC 100 secretariat runs a database containing all projects.

b) At least twice a year, preferably four weeks before the TC 100/AGM meeting, the GMM, in consultation with the TC 100 secretariat, advises TSs and TAMs by distributing an abstract from the database containing all projects for which the stability date falls within 24 months.

c) The relevant TS is responsible for the publication of a DC document and a FormRR for the project concerned.

M.4 Functions and responsibilities

M.4.1 AGS Chairman

M.4.1.1 Responsibilities

The AGS chairman is responsible for the management of the AGS activities. He shall report the AGS activities to the TC 100 chairman and to the AGM.

The AGS chairman shall

- identify and report future technologies and standardization themes and issues to TC 100,
- advise on the future of standardization themes and issues proposed by NC,
- identify and recommend the action on long-term strategic plans and directions for the TC 100 organizational structure and advise on procedures for more effective standards development,
- motivate AGS members for informative and productive discussions, and advise, when appropriate, on how to move work forward to standardization,
- arrange necessary liaison with respective bodies, and
- if necessary, prepare appropriate responses on inquiries from outside of TC 100.

M.4.1.2 Appointment

The AGS chairman is nominated by TC 100 chairman in consultation with the TC 100 secretariat and approved by SMB.

TC 100 chairman, TC 100 Secretary and AGS chairman should in principle be assigned equally from the three global regions.

M.4.1.3 Term of office

The AGS chairman is appointed for a period of six years. The TC 100 chairman, in consultation with the TC 100 secretariat, may ask the SMB to approve successive extensions each of a maximum of three years.

M.4.1.4 Relinquishment

If the AGS chairman resigns, then the TC 100 chairman should be notified as early as possible. The TC 100 chairman and secretariat will then find a suitable replacement in consultation with various industry associations.

M.4.2 AGS members

M.4.2.1 Responsibilities

An AGS member shall

- participate in the AGS discussion in good faith,
- introduce new technologies of interest to TC 100,
- find technologies that relate to TC 100 for standardization. Propose any action on long-term strategic plans and directions for organizational structure and procedures for more effective standards development.

M.4.2.2 Appointment

Any industry association, representing regions of America, Asia, Europe, or Oceania proposes a person(s) representing industry association as an AGS member and the NC to which the nominee belongs submits the proposal to the TC 100 secretariat. The TC 100 chairman nominates him (them) as the AGS member(s) in consultation with the AGS chairman and TC 100 secretariat. The number of AGS members representing industry associations shall be limited to four for each region. The TC 100 chairman may nominate suitable additional member(s) regardless of region in consultation with the AGS chairman and the TC 100 secretariat. SMB approves the appointment of the AGS member(s).

M.4.2.3 Term of membership

The AGS member is appointed for a period of three years. Successive extensions, each of a three year period, may be proposed in consultation with the TC 100 chairman and the TC 100 secretariat and approved by SMB. If an AGS member makes no contribution to the AGS activity for two years, then the TC 100 chairman may recommend replacing him with another person.

M.4.2.4 Relinquishment

If an AGS member resigns, he should announce his relinquishment as earlier as possible. The TC 100 chairman and the TC 100 secretariat may ask the industry association to nominate another suitable person.

M.4.3 Technical Secretary

M.4.3.1 Appointment

The technical secretary of a TA will be proposed by a P-member, nominated by the TC 100 secretariat and appointed by the TC 100 chairman. The number of technical secretaries in TC 100 will be evaluated by the AGM and relate to existing TAs and work.

In case a new technical secretary is needed, the TC 100 secretary takes appropriate action by asking P-members for proposals giving a clear description of the technical area.

A technical secretary is assigned by the chairman and secretary of TC 100 to support a number of technical areas and/or PTs/MTs.

The National Committee proposing a technical secretary shall

- indicate its intention to participate actively in the work of TC 100, and
- be in a position to ensure that adequate resources are available for the work in the relevant technical area.

The technical secretary should be suitably qualified with broad technical knowledge. The person shall

- have an aptitude for administration and organization,
- have some relevant technical knowledge,
- have sufficient administrative and organizational ability as well as knowledge of using modern means of communication,
- have support from his National Committee to perform the duties of a technical secretary in a timely and effective manner.

The TS may nominate an Assistant TS. The TC 100 Chairman appoints an Assistant TS upon request.

M.4.4 Technical Area Manager (TAM)

M.4.4.1 Elucidation

A technical area manager and technical secretary shall communicate with each other on their respective responsibilities and duties. A technical area manager and technical secretary shall also coordinate document status within a TA.

The technical area manager reports to tc 100 chairman on the activities of his ta. the technical secretary reports to TC 100 secretariat on his activities.

Appropriate decisions related to the development process of standards are taken by the technical area manager, in consultation with the technical secretary and the PL.

M.4.4.2 Appointment

A TAM is proposed by the industry for which the TA is important, a P-member of TC 100 or a TC 100 officer, nominated by the TC 100 secretariat and appointed by the TC 100 chairman.

In case of a new TA, the TC 100 secretary takes appropriate action to receive proposals for a nomination of a TAM.

The TAM should be suitably qualified, usually with relevant technical knowledge about any involvement in the TA for which he will be appointed. The person shall also have

- an aptitude for management,
- relevant technical knowledge and be able to judge what is essential within the TA,
- sufficient knowledge of using modern means of communication,
- support from the industry to perform the duties of a TAM in a timely and effective manner.

M.4.4.3 Term of office

Term of office of a TAM ends when the TA is disbanded or three years after appointment of the TAM, where in the latter case successive extensions each of three year periods may be approved by TC 100 chairman.

M.4.4.4 Relinquishment

If the TAM resigns, he should announce his intention by giving a minimum of six months' notice to the TC 100 secretary.

The TC 100 secretary will take appropriate action to receive proposals for nomination of a successor.

M.4.5 General Maintenance Manager (GMM)

M.4.5.1 Responsibilities

The GMM acts as a chairman for the GMT. He will advise the TC chairman on important matters relating to the maintenance work. For this purpose he shall receive regular reports from the experts/PLs working on the several maintenance subjects.

The GMM shall

- manage the work within the GMT,
- act in a purely international capacity, divesting himself of a national point of view,
- be responsible for the TC 100 maintenance plan,
- keep himself very well informed about what is going on in this activity,
- make proposals to TC 100 secretariat for the maintenance of relevant liaisons with external bodies and committees,
- act, if necessary, as liaison representative and reporter,
- by monitoring all activities going on in the GMT, make decisions about the timely start/progress of the work,
- guide the technical secretary(ies), assigned to GMT, in carrying out his (their) duty(ies) in line with the needs of the GMT and the experts/PLs active in the GMT,
- take, in consultation with the technical secretary(ies) and the experts/PLs, appropriate decisions related to the maintenance of standards,
- act as chairman in GMT meetings in which decisions are taken and PLs' report about the progress of the maintenance work, and
- prepare reports to TC 100 chairman in plenary meetings and in between meetings, if necessary.

M.4.5.2 Appointment

A GMM is proposed by a P-member of TC 100 or a TC 100 officer, nominated by the TC 100 secretariat and appointed by the TC 100 chairman.

The GMM should be suitably qualified, usually with knowledge about the fields of technology TC 100 is/was responsible for. The person shall also have

- an aptitude for management,
- relevant technical knowledge and be able to judge what is essential to deal with in the GMT,
- sufficient knowledge of using modern means of communication,
- support from his National Committee to perform the duties of a GMM in a timely and effective manner.

The GMM, Chairman or Secretariat may appoint (an) Assistant General Maintenance Manager(s).

M.4.5.3 Term of office

Term of office of a GMM ends three years after appointment of the GMM, but successive extensions each of a three year period may be approved by TC 100 Chairman.

M.4.5.4 Relinquishment

If the GMM resigns, the GMM should announce his intention by giving a minimum of six months' notice to the TC 100 secretary.

The TC 100 secretary will request P-members to submit nominations for a successor.

M.4.6 Project leader (PL)

M.4.6.1 Appointment of a PL

The PL is appointed following approval of a new work item by the P-members of the committee. The PL is nominated by the proposer of the new work item proposal. The PL is responsible for the project and reports to the technical secretary on the progress of the work. In case his PT is allocated to a TA, he reports to the TAM concerned.

M.4.6.2 Replacement of the PL

If the PL is no longer in a position to carry out his duties, a replacement is nominated by the proposer of the new work and appointed by the TAM. If the nomination is not acceptable, the TAM may appoint a new PL in consultation with the technical secretary and any NCs. In case of projects directly under TC 100's responsibility, the TC 100 chairman and the TC 100 secretariat take the role of TAM and technical secretary respectively.

M.4.7 Liaison representative

M.4.7.1 Responsibilities

There are two types of liaison representatives;

- from TC 100 to the liaison organization, and
- from the liaison organization to TC 100.

In practice, the liaison representative from and to a liaison organization can be the same person.

The liaison representative should

- represent the liaison organization within TC 100 and the TAs or represent TC 100 and/or the respective TAs to the liaison organization, and
- be an expert in the technical area appointed or when requested acquire information from the liaison organization.

M.4.7.2 Appointment

A liaison representative is nominated by the liaison organization and appointed by TC 100.

M.4.7.3 Relinquishment

If the liaison representative is no longer in a position to carry out his duties, a replacement is nominated by the relevant liaison organization in case of liaison to TC 100 or by the TAM in consultation with the technical secretary in case of liaison from TC 100. For the liaison from

the TC 100 level, the TC 100 chairman nominates a replacement in consultation with the TC 100 secretariat.

In the event it is not possible to nominate a liaison representative from a liaison organization or a TA, the committee should reconsider the established liaison.

The task of a liaison representation ends at the time the liaison is no longer useful for coordination of work within TC 100 and the respective liaison organization.

M.5 Meetings

M.5.1 AGS/AGM meetings

Attendance at the AGS/AGM meetings is for members only. For the AGS meeting, TAM, GMM and TS are invited as observers. For the AGM meeting, AGS members are invited as observers. The Chairman or Secretariat can invite any experts to attend. Others wishing to attend should consult the Chairman or Secretariat.

M.5.2 TA meetings

M.5.2.1 Organization of meeting

The technical secretary should organize a TA meeting only if there is need for a meeting (physical or virtual). This should be completed in cooperation with the TAM. In the event of a physical meeting, it should preferably be held in conjunction with a TC 100 plenary meeting.

M.5.2.2 Attendance of meeting

A TA is a coordination group within a specified area. Meetings should coordinate work in the relevant project teams and when necessary with groups outside the TA having interest in the subject.

TA meetings should, in principle, be attended by its members only. In addition to those members, guests can participate in meetings on the invitation of the TAM. The TC 100 chairman and secretariat are entitled to be present at TA meetings as observers.

If a TA meeting is held in conjunction with a TC 100 plenary meeting, representatives of National Committees can attend the TA meeting as observers. NC representatives can obtain meeting documents by means of the electronic distribution system used for that meeting.

If a TA meeting is held independently from TC 100 plenary meeting, the TA meeting notice should be distributed to all national committees one month before the meeting date. The notice shall be distributed as a TC 100 informative document. The representatives of National Committees can attend the meeting as an observer by the invitation of the TAM.

M.6 Reporting

M.6.1 TA to TC

The report to the TC 100 chairman differs from the minutes of a TA meeting. Most reports will be written following a TA meeting. The report describes the current status of projects within the TA and other relevant issues. Using the latest report, it should be possible for the TC 100 secretariat to inform the SMB about the current status of any project.

The TAM should make a report to the TC 100 chairman in plenary meetings or on request.

The report should contain the following items and should be written using the template as given in document 100/1180/INF:

- last meeting data and next meeting data;
- questions/remarks to be brought to TC 100 or TC 100/AGM;
- Programme of Work and state of art of projects;
- maintenance forthcoming year;
- developments and expectations in market covered by TA;

- requests for new/modified liaisons, if any.

M.6.2 Availability of reports

In general, reports to the TC 100 chairman should be available at least one week before the TC meeting and circulated to the TC 100 secretariat.

M.7 Documents

M.7.1 Special standard documents

Terms of reference of TA/GMT

Form to be used for the announcement to the National Committees of the establishment of a TA.

M.8 Special procedures

M.8.1 Acceptance of new work

Proposal: CA/1368/R Acceptance: CA/1414/RV

TC 100 follows different rules from the ISO/IEC Directives, Part 1 for acceptance of NPs:

- in case a simple majority of P-members voting is in favour of the new project, the existing rules should be applied,
- in case of more than two-thirds of the P-members voting is in favour the acceptance criterion related to the minimum number of nominated technical experts is replaced by:

  In addition to the PL, there should be nominated at least one expert from a different P-member country. The PL should be convinced that the target dates for the project can be met.

It should also be recognized that many New Work Item Proposals are accompanied by well-developed specifications, hardly needing any technical discussion. When products, based on these specifications, are already in the market place, changes are counter-productive, as incompatibilities could occur. Where changes are proposed and supported, great care is essential to avoid any such incompatibilities.

The above-mentioned derogation is limited to TC 100 and its application shall be regularly reviewed by the Standardization Management Board. If their effectiveness is confirmed, they may be considered for general application and for inclusion in the ISO/IEC Directives.

The acceptance criteria for New Work are dependent on the availability of a well developed draft, as described. Otherwise, the normal acceptance procedure will be applicable.

M.8.2 TC 100 fast standardization procedure

M.8.2.1 Description of procedure

Proposal: CA/1368/R Acceptance: CA/1414/RV

This approved derogation is limited to the TC 100 and its application shall be regularly reviewed by the Standardization Management Board. If their effectiveness is confirmed, they may be considered for general application and for inclusion in the ISO/IEC Directives, Part 1.

M.8.2.2 Introduction

TC 100 carries out the following new fast standardization procedure:

One of the tasks of TC 100/AGS is the examination of a “new accelerated process” for efficient and timely documentation of standards.

This is based on the premise that TC 100 was encouraged by the Standardization Management Board to propose methods for the expeditious processing of standards.

It should be noted that the culture in this area of standardization needs to evolve equally with use of electronic distribution of documents. This is especially true in the evolution to both management and project team work.

M.8.2.3 Level One Management of projects

M.8.2.3.1 Description of Level One Management of projects

Membership: Two members maximum appointed by each (P) member National Committee.

Qualifications: Members shall have a technical oversight of Multimedia Technology, be familiar with the business community and have an understanding of the standardization process. This will become a permanent committee for management of projects.

A proposer of a new work item submits a work statement form that lists the specific objectives for the preparation of a new draft standard. It is recommended that along with the initiation of work a first draft standard proposal is submitted.

The criteria for standardization are examined. The criteria for standardization shall include:

1) international potential for usage;
2) non-contrary/conflict with other existing international documentation;
3) draft document content (only items essential for interchange included);
4) proprietary items (of concern to more than one organisation/proposer and are nonproprietary).

The initial draft standard is submitted with a work statement (similar to Form NP):

a) the statement lists the time limit for the standard/work to be completed;
b) A recommendation is made on the composition of membership for an international project team composed of National Committee members and forwarded to level two.

TC 100/AGM acts as level one for this procedure.

Completion of task for level one is: 1 month.

M.8.2.3.2 Practical implementation of Level One Management

To limit the time needed for the standardization process and to describe the document flow, the following should be taken into account:

- On receipt of a new project, the TC 100 secretary issues two documents
  - an AGM document to proceed in accordance with M.8.2.3.1 using the form TC 100 New Work Item Proposal. Target date: 4 weeks after submission of the AGM document.
  - a TC 100 informative document containing the AGM document for information and a request to the National Committees for nomination of experts. Target date: 4 weeks after circulation of the DC document.
- Based on the comments received on the AGM documents, the TC 100 secretariat determines the continuation and the allocation of the project in consultation with TC 100/AGM. The results are published in a TC 100 informative document. Target date: 2 weeks after the decision of the TC 100 secretariat.

M.8.2.4 Level Two (Project Teams)

M.8.2.4.1 Description of Level Two (Project Teams)

Membership: One Project Leader (PL) and three members minimum

Qualifications: Expertise in the project area.

With work description and an initial draft standard presented, the project team reviews the draft standard (electronically distributed) for technical adequacy.

Project teams have only one objective, to work on the draft until completion.

When the PL, after review of the document feels comfortable that the proposed draft standard is ready, it is sent for ballot to the Central Office.

Balloting process: The draft standard it is circulated to all National Committees simultaneously for ballot as currently stated in the ISO/IEC Directives, Part 1.

Completion of task: 5 months.

M.8.2.4.2 Practical implementation of Level two (Project Teams)

- PL and experts prepare a draft of CDV document in accordance with the level two activities (M.8.2.4.1). Target date: 8 weeks after the circulation of the above TC 100 informative document.
- TS sends the TC 100 CDV document with the editorial status of an FDIS to IEC CO for circulation to the National Committees. Target date: 2 weeks from the submission of the draft CDV document.
- NCs vote on the CDV. Target date: 5 months after circulation of the CDV.

M.8.2.5 Level Three

M.8.2.5.1 Description of Level Three

TAM, TS and the PL examine the ballot results.

Upon approval, the PL co-ordinates with the Central Office until the publication of the standard.

Completion of task: 2 months

M.8.2.5.2 Practical implementation of Level Three

- Based on the comments received on CDV a voting report is drafted and distributed as a TC 100 RVC. Target date: 2 weeks after closing of the CDV vote.
- The approved International Standard is published. Target date: 7 weeks after distribution of the TC 100 RVC.

M.8.2.6 Transfer of an established project to TC 100 fast standardization procedure

If the TC 100 fast standardization procedure is applied to an already established project, the project should fulfil the requirements of Level One and Two. An AGM document explaining the background to transfer to fast standardization procedure shall be circulated to AGM members at latest one month before the approval of AGM.

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