Content

- Working together for coordinated support
- Latest resolutions from TMB to alleviate the situation
- Measures in detail
- What does this mean for you?
Working together for coordinated support
ISO/CS and TMB provide the flexible framework for the TPM and CM to work together, for a targeted response to every situation.
TMB & ISO/Central Secretariat
More flexible

- Freezing the **development time**.
- **Directives** Part 1, 2020 leniently implemented.
- Reducing the **notice period** for calling meetings.
- Adjusting committee **ballot times**.

Note: The latest TMB resolutions covering these measure are available [here](#).
More virtual

- 100% virtual meetings.
- Improved Zoom capability, up to 500 participants.
- New guidance and best practice on remote participation to be provided shortly.
ISO/TPM and Committee Managers
Strong cooperation

- Work programme assessment.
- Case-by-case approach as needed.
- Support and guidance on virtual development.
Targeted response to every situation
• Each committee/WG has its specificities.
• Convenors/Project Leaders have different needs.
• Each project is unique.
Measures in detail
Committees are encouraged to continue developing projects remotely.

1. Portfolio prioritization.
2. "On-hold" status.
3. SDT48, SDT36.
4. 6-month tolerance after limit date.
5. Meeting notice.
6. Committee ballots.
7. New guidance on remote participation.
Portfolio prioritization
Prioritization

Focusing on some specific projects, for example:

- Approved DIS with few technical comments.
- Almost finalized projects.
- Minor revisions.
- Non-complex amendments.
- Non-complex revisions.
- High priority projects.
- Etc.
On-hold status
On-hold status

• Freezing the development time for selected projects.
• Exceptional option for committees.
• Provides clarity to experts, members, project leaders, convenors, etc.
• Can be implemented following committee assessment (priority etc.) and decision (1-month committee internal ballot).
On-hold status

- Complete freeze for projects that will have no development while on hold.
- Committee to decide which project(s) to freeze. 6-month period.
- No cancellation while on hold.
- Removing on-hold status to restart development is simple:
  - Email from CM to ISO/CS.
  - CIB in case of conflict.
- New limit dates calculated from the end of the on-hold period.
SDT48, SDT36
SDT48, SDT36

Lenient implementation of Directives’ 2020:

• Existing SDT48 projects as of May 2020 may request a 9-month extension.
• SDT36 projects may request a 9-month extension (but not to change for SDT48).
6-month tolerance
6-month tolerance

Postponing the change in ISO/IEC Directives, Part 1, 2020:

• The withdrawal of the 6-month tolerance after limit dates is postponed.

• This gives committees an additional 6 months after the limit date is exceeded to find an appropriate solution for their project.
Notice period for calling meetings
Reduced notice

• **8-week** notice for committee virtual meetings.
• **4-week** notice for working group virtual meetings.
Future face-to-face meetings

Guidance is to wait for official ISO communication before planning a face-to-face meeting after the current restrictions on face-to-face meetings are lifted.

Note: For initial face-to-face meetings after the restrictions are lifted, these may be called with a reduced notice period of 12 weeks.
Committee Draft ballots
Balloting duration

Committee Draft ballot duration can be adjusted upon request from a P-Member.

Note: Today, Directives clause 2.5.2 allows extension of the ballot duration but it requires a committee resolution.
Guidance on remote participation
New guidance, April 2020

One document, including:

• Guidance for Chairs/Convenors
  Focus: Driving consensus in a remote environment

• Guidance for Committee Managers
  Focus: Logistical aspects related to holding a remote meeting

• Guidance for participants
  Focus: Ground rules for participating
Additional guidance

• Best Practices to Conduct E-meetings Successfully

• ISO Quick Guide to Zoom Meetings

• ISO Connect information on Zoom Conferencing
What does it mean for you?
Committee Managers
You are the driver

In the following weeks, your role will be essential to organize and provide the framework for discussions with the key players in your committee (Chair, Convenors, Project Leaders, TPM, experts, etc.) to propose solutions to address each specific situation facing your committee.
Prioritizing

1. Identify projects:
   • to continue remotely
   • to stop developing (ie: on-hold status)

2. Consider:
   • complex/easy projects
   • just starting/nearly published
   • high/low priority

Note: For the moment, TMB allows requests to put project(s) on hold until 2020.06.30. Committees should keep in mind the 1-month CIB ballot in order to obtain the committee decision.
Focusing

- Putting projects on hold can help your committee’s key players focus and move ahead on other selected projects.

- Use, learn, get familiar with virtual development and tools.

- See and share the guidance document.
Case-by-case

- Working together with your committee’s key players and TPM to address your specific situation on a case-by-case basis.

- Continue assessing the situation and, when ready, release the on-hold status of projects.
Chairs
You gather the vision of the committee

In the following weeks, your role will be essential in helping the committee identify priorities.

If needed, prioritization can be helpful for your committee to focus its resources on what matters first and then address other projects when ready.

By managing to build consensus remotely, more projects can be advanced.
Convenors
You are close to the team and projects

In the following weeks, your role will be essential in clearly identifying the availability of resources in your working group, as well as the status of the projects you are developing.

Your perspective is essential to deciding which projects to prioritize.
Building consensus remotely

• You will be an essential asset for building consensus remotely.
• Virtual development and tools may be new to you and/or to the Project Leaders and experts of your WG.
• Try and learn in a safe environment.
• Further guidance will soon be distributed.
Project Leaders
You know your project

In the following weeks, your role will be essential in **identifying the viability** of developing your project remotely.
Building consensus remotely

- You may need to update your habits, drive your project and communicate differently.
- Virtual development and tools may be new to you and/or the experts you are working with.
- Try and learn in a safe environment.
- Further guidance will soon be distributed.
Technical Programme Managers
Support committees

In the following weeks, your TPM will be essential in helping you **minimize disruption** in your committee.

Your TPM can **guide you in setting the remote approach** over the coming months and responding to specific situations.