

# IEC Convenor Toolkit

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## Introduction

First, we would like to thank you for the time and experience you provide to standardization by being a Convenor. We would like to reiterate that BSI remains fully committed to its support of UK Convenors. We recognize that our Convenors give their time on a purely voluntary basis. Hence, we have put together this toolkit, which we hope will be useful.

In one document we have collated information that we believe is vital to the Convenor role. The areas covered are: training, IEC FAQ, IEC directives and statutes, responsibilities of Convenors' documentation and the electronic document circulation system.

If you have any suggestions for changes to the content please send them to:

[atlas@bsigroup.com](mailto:atlas@bsigroup.com)

## **IEC directives and statutes**

The statutes and directives by which IEC is governed are available on the IEC website. A link to these directives is as follows.

<http://www.iec.ch/tiss/directives.htm>

## **IEC abbreviations, acronyms and codes**

Acronyms, abbreviations and codes can become confusing, especially as they are not all standard across different standards organizations. A full list of the abbreviations, acronyms and codes used by IEC can be found on the IEC website; the link below will take you directly there.

<http://www.iec.ch/ourwork/acron-e.htm>

All standards bodies use a variety of abbreviations, acronyms and codes, the meanings of which may vary from standards body to standards body. For a comprehensive list of IEC abbreviations, acronyms and codes please check the IEC site list, by clicking on the link below.

<http://www.iec.ch/ourwork/acron-e.htm>

## **Link to survival toolkit**

IEC has tried to foresee any issues that may arise for Convenors and provide them with tools for dealing with them; to this end it has produced a survival kit for Convenors, which addresses the following points:

- Responsibilities of the Project Leader or Convenor;
- Working Groups (WGs), Project Teams (PT);
- Maintenance working procedures;
- PT, WG and Maintenance Team (MT) meetings;
- Preparation of Working Drafts (WD);
- Standardization management;
- IEC Standards;
- Reference documents;
- Communication with and information available from Central Office;
- Links;
- Contacts.

<http://www.iec.ch/tiss/survkit/convenor/convenor.html>

## Forms and templates

IEC provides a range of forms and templates to assist you with different aspects of your work. The link below will give you direct access to all the available forms. However, the Secretary of your Technical Committee (TC) is responsible for sending formal documents produced by you to IEC/CO so in most cases he/she will fill in these forms.

<http://www.iec.ch/tiss/forms-templ.htm>

**If you are unsure how to download and use the templates please click on the link below, which will provide an overview.**

<http://www.iec.ch/tiss/forms/1st.htm>

## Training

BSI provides training in different areas of standardization, which can be accessed via the link below. There is a course specifically designed for IEC/CENELEC and this is available both as an instructor-led course and as an e-learning course.

All training for committee members is free; below are just a few of the courses that are provided by BSI. The full list, including course outlines and dates, can be found on the training area of the BSI website. A link has been provided for you just below the list of courses.

- Drafting Standards;
- Handling Difficult People and Situations;
- Influencing and Persuading with an Introduction to Negotiation;
- Chairing Meetings;
- Working Across Cultures;
- Awareness of Environmental Aspects in Standardization;
- Legal Aspects of Standards.

<http://www.bsigroup.com/en/Standards-and-Publications/Committee-Members/Committee-member-training-courses/>

If you have not received, or have mislaid, your log-in details for the e-learning site, please contact: [standards.training@bsigroup.com](mailto:standards.training@bsigroup.com).

We are fully aware that coming to Chiswick is not always convenient and can be expensive, so we have produced a set of e-learning courses to assist you in your role.

You are free to complete both the e-learning and the instructor-led courses.

We are looking at developing a workshop-type training session aimed specifically at Convenors, which we hope to roll out late in 2010.

## **Document tips**

IEC provides document tips in the following areas. These can be accessed using the link below.

- Styles and templates;
- Indenting paragraphs;
- Tables without rules (borders);
- Preventing elements of text from being split;
- Hyphenating your document;
- Keeping a sequence of paragraphs together;
- Repeating table headings on each page;
- Entering footnotes to the text;
- Numbering the lines in a computer listing;
- Positioning elements on a page;
- Formatting a component of text for which a corresponding style does not exist.

<http://www.iec.ch/tiss/tips.htm>

It is also normal practice for IEC to edit documents at CDV stage and BSI to edit them at either CD or CDV stage.

## **Booking a meeting room**

### **Meetings in the UK**

Meetings in the UK will normally be held at the BSI offices in Chiswick, West London:

British Standards Institution  
389 Chiswick High Road  
London  
W4 4AL  
United Kingdom

To arrange a meeting of a WG at BSI, the Convenor of the WG should get in touch with the BSI contact [Committee Service Centre (CSC) or Secretary as appropriate] for the UK national committee contributing to the European work, indicating the meeting date(s), start and finish times, and size of room required. Rooms at BSI are often booked up well in advance (particularly in the autumn), so it is recommended to make a room reservation six months in advance if possible.

Meetings may also take place at venues other than BSI. In this case, the WG Convenor should make arrangements with the UK expert(s) responsible for providing the venue, but should also keep the UK national contact informed.

### **Meetings outside the UK**

IEC WGs can be hosted anywhere in the world and do not require an invitation from the national committee concerned (unlike TC meetings). CENELEC WG meetings must be held in Europe. The Convenor is responsible for all the meeting arrangements in conjunction with the host who will usually be an expert on the WG. WG meetings are often held on company premises. The Convenor should give plenty of notice and documents to be discussed should be circulated several weeks in advance. Often, Convenors consult experts in advance about the date and venue for the meeting.

### **IEC expert**

An expert in IEC is only a legitimate member of the WG if he/she is registered as such on the IEC Experts Management System.

### **IEC FAQ**

For answers on a range of topics try the frequently asked questions section on the IEC website.

<http://www.iec.ch/helpline/faqs/>