

# **IEC Convenor Toolkit**

## Contents

1. Introduction .....	2
2. IEC directives and statutes .....	2
4. Forms and templates .....	2
5. Training.....	3
6. Document tips.....	3
7. Project planning .....	4
8. Commenting stages.....	4
9. Processing comments .....	4
10. IEC experts .....	5
11. Booking a meeting room .....	5
12. Webconferencing facilities.....	6
13. Options for development of an IEC project.....	7

## **1. 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)

## **2. 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/members\\_experts/refdocs/](http://www.iec.ch/members_experts/refdocs/)

## **3. 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/members\\_experts/refdocs/abbreviations.htm](http://www.iec.ch/members_experts/refdocs/abbreviations.htm)

## **4. 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/standardsdev/resources/docpreparation/forms\\_templates/forms\\_2.htm](http://www.iec.ch/standardsdev/resources/docpreparation/forms_templates/forms_2.htm)

## 5. 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/GENELEC 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 realize 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 encouraged to complete either the e-learning or the instructor-led courses.

We hold workshop training session aimed specifically at Convenors from time to time which you are welcome to attend. Details are sent out periodically via e-committees.

## 6. Document tips

When starting work on a document it is advisable to put it into the IEC template. This can be downloaded at:

[http://www.iec.ch/standardsdev/resources/docpreparation/iec\\_template/template.htm](http://www.iec.ch/standardsdev/resources/docpreparation/iec_template/template.htm)

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/standardsdev/resources/docpreparation/drafting\\_pub/](http://www.iec.ch/standardsdev/resources/docpreparation/drafting_pub/)

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

## **7. Project planning**

Projects are either initiated as a new work item proposal (NP) or by a Revision Report (RR). These will usually be initiated by the TC (RR) or a national committee (NP) before being passed to the relevant WG/MT. Before initiating either you should consider issuing a Draft for Comment (DC) which can be an initial proposal for changes, a complete draft or some other format requesting proposals and comments from national committees. A NP or RR contains target dates. The most important is that for CDV which can initially be a maximum of 24 months from initiation of the project. It is recommended that 24 months always be specified as your expectations of progressing the project may not meet with reality. The IEC SMB monitors this target date and if it is exceeded your secretary will request an explanation. However extensions can be granted but the maximum life of a project is five years.

## **8. Commenting stages (see item 13 for flow chart)**

You should submit all drafts to your TC secretary who will check them and pass them to IEC for numbering and uploading onto the IEC committee website for distribution to national committees. The initial commenting stage for national committees is the CD (Committee Draft) stage. This can have a commenting period of 2, 3 or 4 months. When the document is considered mature enough it is submitted to the commenting and voting stage CDV (Committee Draft for vote) for a period of five months. At this stage it should be suitable for publication because if it is approved with no negative votes it can go straight to publication. If not it will proceed to FDIS (Final Draft International Standard) which has a voting period of two months. If approved IEC Central Office will then take over the processing but may request clarification of certain points from the secretary and convenor.

## **9. Processing comments**

At CD and CDV stages your secretary will send you a compilation of comments (CC). At the same time he/she will usually issue the CC without the WG comments to national committees. He/She will also want to know what the next stage will be and when the document will be available. Following consideration by your WG/MT you should send the revised CC including the comments and decisions of the WG/MT to the secretary for circulation as an 'A' version together with the document for circulation. .

Generally you should schedule WG/MT meetings around document closing dates allowing at least a month after the closing date. The agenda should be sent out at least a month in advance together with the CCs received on the documents to be considered.

CDV is the point at which the French translations are made and it has been agreed with UTE that they have a maximum of 60 days to do this. You should take this into account in your project planning and meeting scheduling. It means that you should

allow a minimum of eight months between you submitting the CDV and your comments resolution meeting.

At CDV stage IEC/CO will have provided edited versions of the English and French versions to the secretary who will forward them to you and UTE. You should use this version for the next stage (FDIS or publication) accepting the IEC comments wherever possible as IEC editors will check against it when finalizing the document for FDIS or publication.

## **10. IEC experts**

Only if the responsible BSI committee agrees will the secretary register a BSI expert on the IEC Experts Management System (EMS). If you allow a person to attend your WG/MT as a guest they should be informed that if they wish to attend in future they must be registered by their national committee on the EMS. An expert on an IEC WG/MT is only a legitimate member if he/she is registered as such on the EMS.

## **11. 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) but it is a courtesy to inform them. 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.

## **12. Web conferencing facilities**

IEC are able to offer web conferencing facilities for use by Working Groups. The service allows voice conferencing and sharing of desktop screens by up to 15 participants, including the host. A participant corresponds to a PC, which can be shared by several people. This allows people who cannot travel to a meeting to take part. More information can be found at [http://iec.ch/standardsdev/resources/docpreparation/training/pdf/ac\\_201018e\\_ac.pdf](http://iec.ch/standardsdev/resources/docpreparation/training/pdf/ac_201018e_ac.pdf) If you wish to use this facility, please contact your Technical Committee Secretary.

### 13.Options for development of an IEC project

Deliverable	International Standard			Technical Specification (TS)	Technical Report (TR)	Publicly Available Specification (PAS)
	Normal procedure	Draft submitted with proposal	“Fast-track procedure”			
<b>Project stage</b>						
<b>Proposal stage</b> (Initiated by NP or RR)	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal	Acceptance of proposal		Acceptance of proposal
<b>Preparatory stage</b> (Development by WG/MT)	Preparation of working draft	<i>Study by working group</i>		Preparation of draft		Approval of draft PAS
<b>Committee stage</b> CD (2,3 or 4 month comment period)	Development and acceptance of committee draft	<i>Development and acceptance of committee draft</i>		Acceptance of draft	Acceptance of draft	
<b>Enquiry stage</b> CDV (5 month comment and voting period)	Development and acceptance of enquiry draft	Development and acceptance of enquiry draft	Acceptance of enquiry draft			
<b>Approval stage</b> FDIS (Two month voting period)	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>			
<b>Publication stage</b>	Publication of International Standard	Publication of International Standard	Publication of International Standard	Publication of Technical Specification	Publication of Technical Report	Publication of PAS

1. Stages in *italics*, enclosed by dotted circles may be omitted.  
2. Both the preparatory stage and the committee stage may be omitted if the draft is considered mature enough and a NP may be issued in parallel with a CDV  
3. FDIS may be omitted if the CDV is approved without negative votes