

## TO THE TC/SC SECRETARIES AND CHAIRMEN

### IMPORTANT: TO READ CAREFULLY AND TO INFORM YOUR CONVENORS and PLs ACCORDINGLY

You will find hereafter the ISO TMB resolution 30/2003 taken during the last 27th TMB meeting held on the 2-3 June 2003.

Please read it carefully as the TMB Resolution 30/2003 concerns the new timeframes for the ALL technical work which is of direct relevance to your TC/SC and to be implemented as from the 1st SEPTEMBER 2003 FOR ALL Newly SUBMITTED PROJECTS.

The attached TMB Communiqué (no. 19, July 2003) explains this resolution, as well as some other TMB decisions. Please note that the TMB Communiqué is the official channel for providing all ISO member bodies and TC/SC secretaries information stemming from the ISO/TMB and you are urged to read it attentively.

The following briefly outlines this soon to be implemented change:

#### **TMB resolution 30/2003**

##### **Timeframes for the technical work in ISO**

The Technical Management Board,

approves the final version of the document with timeframes for the technical work of ISO committees as contained in TMB working document 35/2003, (extract from TMB WD35 attached, to be read)

thanks its member Mr. E.-P. Ziethen (DIN) for the preparation of this document and recalls Resolution 3/2003 as given below:

#### **TMB resolution 3/2003**

##### **Monitoring of the standards development process**

The Technical Management Board

thanks its task force for the proposals concerning possible improvements of the efficiency of the standards development process,

considers it to be of highest importance to reduce the time frames for the development of International Standards,

approves the proposals in principle, with the following amendments:

- the proposals shall be discussed at the TC/SC chairs' conference in June 2003 with a view to identifying means to achieve the objectives of the proposals

requests that the proposals be implemented by 1 September 2003,

invites the task force leader, Mr. Ernst-Peter Ziethen (DIN - Germany), to modify the proposals with a view to including the above amendments by 25 February 2003 and to circulating the modified proposals to the TMB for approval,

further decides for existing work items:

- to reduce from 3 to 2 years the permitted time period during which a project can be stagnant prior to cancellation
- to reduce from 7 to 5 years the permitted time period for a project to advance to publication stage failing which it shall be cancelled,

asks the Central Secretariat to implement these new time periods as of 1 September 2003 and to amend its alert system to provide one year's notice of the possibility of cancellation.

**In summary and applicable as from the 1st September 2003:**

**For all NWIP and AWI submitted to ISO/CS for registration (applies to ALL projects intended to become International Standards but not to alternative publications: TS, PAS, TR), you will have to indicate, on modified ISO Forms (soon to be released), the selected timeframe (also called track) chosen for that particular project, which will in-turn be reflected in your WP as indicated in the attached document;**

1. **Recommended timeframe (see Table 1): 36 months** – This is the preferred timeframe for developing International Standards.
2. **Accelerated timeframe (see Table 2): 24 months** – This timeframe may be agreed to if there is an urgent market need or if a suitable document is available that can be submitted directly to enquiry (DIS).
3. **Enlarged timeframe (see Table 3): 48 months** – In exceptional cases, an enlarged timeframe may be agreed if appropriate justification is given (e. g. in the case of terminology or innovative test methods).

**Actions to be taken by ISO/CS and TMB -- A project is cancelled automatically if:**

- the target date for DIS (stage 40.00) is not met and if the TC/SC has not taken and implemented a decision within 6 months after the target date has expired,
- the target date for FDIS (stage 50.00) is not met and if the TC/SC has not taken and implemented a decision within 6 months after the target date has expired,
- the maximum timeframe (5 years) is not met and if the TC/SC does not provide appropriate justification which would allow TMB to grant an exception,
- there is no visible progress within 2 years (i. e. no change of stage code) and if the TC/SC does not provide appropriate justification which would allow TMB to grant an exception.

*Note – A cancelled project may be continued if a new enquiry among the ISO members has shown that there is still a market need to develop an International Standard.*

Some target dates are given as guidelines in the 3 tables provided in the attached document.

**For all other existing WIs currently on your WP and as from the 1st September 2003, the new TMB automatic cancellation rules will apply:**

- to reduce from 3 to 2 years the permitted time period during which a project can be stagnant prior to cancellation
- to reduce from 7 to 5 years the permitted time period for a project to advance to publication stage failing which it shall be cancelled,

I hope the above will help you understand the new rules, if not don't hesitate to contact me.

Kind regards

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