



Summary of time limits associated with the development of International Standards

The *ISO/IEC Directives, Part 1* contain a number of time limits associated with the development of International Standards and Technical Reports, including the three significant time limits associated with availability of the first working draft, the first committee draft, and the final draft International Standard (6m, 18m, and 36m respectively). The following table summarises all the limits currently specified, together with an indication of where they are specified.

Activity	Action by	Time limit	Directives
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Limits associated with progression of work items

Conversion of Preliminary Work Item to formal project (i.e. a NP)	secretary	No time limit specified, but PWI need to be subject to regular review	2.2.3
Ballot on NP	P-members of TC/SC	3 months, or at meeting	2.3.4
Result of vote on NP circulated to committee	secretary	No time limit specified, but recommended 6 weeks max. after close of ballot on NP	Not specified
Availability of first WD (in relation to approval of project)	TC/SC	6 months max. after approval of project	2.1.5
Availability of first CD (in relation to approval of project)	TC/SC	18 months max. after approval of project	[2.1.5] TMB Resolution 37/1997
Comments on CD	Member bodies	3-6 months for the first CD 3 months for subsequent CDs	2.5.2 2.5.4
Circulation of a new CD text after revision at a meeting	secretary	3 months max. after meeting	2.5.4
Compilation of comments on CD and circulation of proposal for future action	secretary	4 weeks max. after close of ballot. 6 weeks min. before meeting for review	2.5.3 3.2.1.3
Period available to comment on proposal for future action on CD	P-members of TC/SC	2 months max. after 'proposal for future action' circulated	2.6.5
Submission of proposed DIS to ISO/CS	secretary	4 months max. after consensus reached	2.5.7
Circulation of proposed DIS for ballot	ISO/CS	4 weeks max. after receipt of text	2.6.1
Availability of DIS (in relation to approval of project)	TC/SC	No time limit (but needs to reflect time limits on availability of FDIS)	2.1.5
Ballot on DIS	Member bodies	5 months	2.6.1
Compilation of comments on DIS	ISO/CS	4 weeks max. after close of ballot.	2.6.1

Activity	Action by	Time limit	Directives
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Time limits associated with progression of work items (contd.)

Circulation of result of review of votes on DIS and of proposal for future action	secretary	3 months max. after close of ballot on DIS	2.6.5
Period available to comment on proposal for future action on DIS	P-members of TC/SC	2 months max. after 'proposal for future action' circulated	2.6.5
Submission of proposed FDIS to ISO/CS	secretary	4 months max. after close of ballot on DIS (if proposal for future action is 'Approval')	2.6.6
Availability of FDIS (in relation to approval of project)	TC/SC	36 months after approval of project	2.1.5
Circulation of FDIS	ISO/CS	"Without delay" after receipt	2.7.1
Ballot on FDIS	Member bodies	2 months	2.7.1
Proof-reading of FDIS	secretary	2 months (in parallel with member body ballot)	2.7.4
Report of voting on FDIS	ISO/CS	2 weeks after close of ballot on FDIS	2.7.5
Distribution of IS	ISO/CS	2 months after close of ballot on FDIS	2.8.1

Limits associated with systematic reviews

Periodicity of systematic review	secretary or ISO/CS	5 years max. for IS 3 years max. for TR	2.9.1 G.3.4
Ballot on systematic review	P-members of committee	6 months	2.9.1
Circulation of proposed action following systematic review	secretary	3 months max. after end of ballot	Proposal by Director, Standards, August 1997
Period between initiation of systematic review and initiation of proposed action	TC/SC	No time limit specified, but if not immediately active then recommend registration as a PWI	Not specified
Review of proposal to 'withdraw' an IS	Member bodies	3 months	2.9.5

Activity	Action by	Time limit	Directives
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Limits associated with establishment and general management of committees

Consideration of proposal to establish a new TC	ISO/CS	Immediately after proposal is received	1.5.5
Decision of TMB on establishment of new TC	ISO TMB	1m after circulation of proposal to TMB	TMB Resolution 38/1997
Ballot on proposal to establish a new TC	member bodies	3 months	1.5.6
Review of results of ballot on proposal to establish a new TC, and decision		No time limit specified, but as soon as possible after end of ballot	1.5.7
Establishment of liaisons with a TC	secretary	No time limit specified, but as soon as possible after decision to establish the committee	1.5.9
Formulation of 'scope' of new committee	secretary	No time limit specified, but as soon as possible after establishment of the committee	1.5.10
Nomination of experts in new working group	P-members	6 weeks max. after setting-up of WG	1.10.1
Period of secretariat	ISO/CS	5 years max., subject to potential extension/s of 5 years max.	Secretariat Service Agreement TMB Resolution 8/1995
Change of secretariat	secretary	12 months notice	1.9.3, 1.9.4
Period of chairmanship	secretary/ISO/CS	6 years max., subject to potential extension/s of 3 years max.	1.8.1
Change of chairman	chairman/secretary	No time limit specified, but as much notice as possible	Not specified
Appeal against decision of a committee	member body	3 months max. after decision in question	4.1.1

Limits associated with meeting of committees and working groups

Draft agenda for TC/SC meeting	secretary	4 months min. before meeting	3.2.1.3
Circulation of 'basic documents' for review at TC/SC meeting	secretary	4 months min. before meeting	3.2.1.3
Circulation of comments on a ballot for review at TC/SC meeting	secretary	6 weeks before meeting	3.2.1.3
Minutes of meeting	secretary	No time limit specified, but recommended 3 months max. after meeting	Not specified
Establishment of editing committee/s	secretary	Recommended established at beginning of each TC/SC meeting	1.9.5
First meeting of a working group	convenor	3 months max. after setting-up of WG	1.10.1
Notification of meeting of working group	convenor	Preferably 3 months min. before date of meeting	3.2.2