

# INCITS RD-3 Officers Guide

**Version: 2010.01.25**



## Revision History

<b>Doc Number</b>	<b>Version Date</b>	<b>Notes/Letter Ballots</b>
eb-2009-00963	2009.09.07	LB 2970 – Section 3.1.5 – Head of Delegation (HOD) LB 2971 – Section 3.1.1 – Chair Officer Duties LB 2972 – Multiple sections changed – including update of references, addition of Section 3.2.3. Deletion of Section 3.1.8, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8, section renumbering and formatting, added cover and revision history pages
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## Contents

1. Introduction .....	1
2. Purpose .....	1
3. Lists of Duties .....	1
<b>3.1 INCITS Subgroup Officer Duties .....</b>	<b>1</b>
3.1.1 Chair: .....	1
3.1.2 Vice-Chair: .....	2
3.1.3 Secretary: .....	3
3.1.4 International Representative (IR):.....	3
3.1.5 Head of Delegation (HOD):.....	4
3.1.6 Project Editor:.....	5
3.1.7 Liaison:.....	5
3.1.8 Delegates to International Meetings: .....	5
<b>3.2 Duties and Obligations of International Officers within ISO/IEC JTC 1 and ISO Technical Committees .....</b>	<b>6</b>
3.2.1 Conditions of Appointment and Term Lengths.....	6
3.2.2 Requirements for Avoiding Conflicts of Interest.....	6
3.2.3 Duties of ISO/IEC JTC 1 Officers .....	6

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## 1. Introduction

The INCITS Officers' Guide (INCITS/RD-3) provides INCITS subgroup officers with information regarding their administrative duties, responsibilities, and reference materials. In conjunction with other INCITS documents, RD-3 will assist INCITS subgroup officers and members of the INCITS community who hold international offices within JTC 1 in effectively performing their duties.

## 2. Purpose

The INCITS/RD-3 is for prospective officers, newly elected officers, experienced officers, and other INCITS and INCITS Subgroup members regarding the responsibilities of each office. It will:

- Provide prospective officers and their management with an understanding of the duties and responsibilities associated with each office;
- Provide appointed officers with a listing of their responsibilities and authority;
- Provide domestic and international officers with listings of appropriate reference materials;
- Provide criteria for determining effective job performance of officers; and
- Provide a framework to show the interrelationships between officer positions.

## 3. Lists of Duties

The INCITS/Reference Document-2, Organization and Procedures (INCITS/RD-2) contains a description of the officer positions within INCITS and its subgroups. This section of the INCITS/RD-3 provides lists of duties associated with INCITS Technical Committee and related subgroup offices described in the INCITS/RD-2. These lists of duties will advise officers of their responsibilities and to serve as criteria for determining effective job performance.

### 3.1 INCITS Subgroup Officer Duties

#### 3.1.1 Chair:

1. Preside at meetings.
2. Ensure that the 'Program of Work' is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies, and procedures of the INCITS standards program.
3. Reporting Requirements:
  - a. (TG) Prepare Task Group portion of the Annual Report.
  - b. (TC and SG) Prepare and present the Subgroup Annual Report to EB.
  - c. Attend the annual officers symposium to present the annual report. This responsibility may be delegated to another committee officer if necessary.

4. Disseminate in writing the 'Call for Volunteers' for officer positions for the subgroup.
5. Ensure that the Administrative Duties (shown under Vice-Chair duties) are carried out.
6. Provide or arrange for tutorials to membership on procedures.
7. Forward to ANSI, through the INCITS Secretariat, any completed 'BSR Action Required Transmittal Form' together with all required documentation.
8. Send timely warning letters on endangered memberships.
9. Attend required training sessions.
10. Represent the body to other committees and organizations.
11. Prepare and forward to the INCITS Secretariat press releases and other publicity material about the subgroup 'Program of Work'.
12. Appoint:
  - a. Vice-Chair
  - b. Secretary
  - c. Project Editor(s) for each project, as appropriate
  - d. Liaisons
  - e. Head of Delegation for each international meeting
  - f. Other (e.g., Working Group Chairs, ad hoc group Chairs)
13. Ensure the INCITS mailings are reviewed for information, possible action, and redistribution as appropriate.
14. Ensure the orderly transfer of any subgroup documents upon appointment of new officers.
15. Schedule subgroup meetings for a full calendar year at least three months in advance; ensure administrative meeting arrangements are addressed; and notify the INCITS Secretariat to update the Meeting Schedule and Calendar on the INCITS web site.
16. Ensure that any close liaison responsibilities are carried out in a timely manner.
17. Ensure that the subgroup, when serving as a US TAG, provides input to the US delegation to JTC 1 meetings prior to the US delegates' preparation meeting.
18. Ensure all officers attend required committee management system (Kavi) training sessions.
19. Ensure that all subgroup developed internal procedures (proposed or revised) are submitted to the Secretariat for review and approval by the Executive Board prior to implementation.

### **3.1.2 Vice-Chair:**

1. In the absence of the Chair, perform the duties of the Chair.
2. Act as subgroup administrator with the following duties (unless redistributed, by agreement, among the membership)
3. Register, control, and distribute committee documents. A complete document register must be sent to the INCITS Subgroup and to the INCITS Secretariat at the end of each calendar year.
4. Prepare and distribute meeting notices and agendas in accordance with the INCITS/RD-2, in consultation with the Chair.
5. Prepare, distribute, tally, and report the results of letter ballots.

6. Maintain mailing lists, record attendance and ballot responses, and notify the Chair of any individual requiring membership jeopardy notice.
7. Prepare supporting documentation for submission of draft proposed standards to the next higher level.
8. Prepare, for approval, status reports of the committee work as required by INCITS.
9. Ensure the timely distribution of mailings from INCITS pertinent to the work and administration of the committee.
10. Review documents prior to distribution for legibility, clarity, accuracy, and appropriateness, and modify when appropriate.
11. Notify the INCITS Secretariat of changes in the subgroup membership.
12. Attend required training sessions.

### **3.1.3 Secretary:**

1. Record and transcribe meeting minutes in consultation with the Chair and Vice-Chair.
2. Prepare minutes in accordance with requirements shown in INCITS/RD-2.
3. Submit minutes to the Secretariat for review and approval prior to distribution to the committee and within four weeks of the meeting.

### **3.1.4 International Representative (IR):**

1. Receive and review all documents of the related ISO/IEC JTC 1 SC(s), any counterpart ECMA TC(s), and other pertinent standards groups of international, regional and foreign national organizations.
2. Ensure distribution to the subgroup of international documents, when appropriate.
3. Review ISO/IEC JTC 1 and subgroup meeting resolutions and documents, and establish a suspense control (tickler file) for required U.S. comments, technical contributions, and votes.
4. Report status of international work at each meeting of the subgroup and ensure timely scheduling on the agenda of needed subgroup actions.
5. Prepare, or arrange to have prepared, all responses and contributions in the appropriate format required by the most recent revision of the ISO/IEC JTC 1 Directives (*Procedures for the Technical Work of ISO/IEC Joint Technical Committee 1 (JTC 1) on Information Technology*) and forward them in accordance with the procedures found in INCITS/RD-2.
6. Obtain subgroup approval to act as correspondent on liaison issues with related ECMA TC(s) and other pertinent standards groups of international, regional, and foreign national organizations.
7. Serve as Head of Delegation (if appointed by the Chair) or advisor to the U.S. delegation to the ISO/IEC JTC 1 SC when the subgroup is the U.S. TAG, and ensure that reports of meetings are submitted to ANSI, INCITS Secretariat (acting in the role of TAG administrator) and INCITS Subgroup within thirty days of the adjournment of the meeting.
8. Ensure that the subgroup forms and approves U.S. delegations in a timely manner, considering the following:

- a. The call for delegates
- b. The sufficiency of proposed delegation with respect to the meeting agenda (e.g. technical knowledge, committee experience, international experience, negotiating skill, the training of new delegates)
9. Submit to ANSI, through the INCITS Secretariat, a list of approved delegates and experts to meetings of ISO/IEC JTC 1 SCs, WGs, and other working groups for which the subgroup has TAG responsibility. Each delegate list shall be submitted using the required template and shall contain:
  - a. Name, business address and contact information (telephone, FAX, email address) for each delegate
  - b. Designation of HOD
  - c. Designation of chief spokesperson for WG or other working group
10. Prepare for TAG Administrator's signature the letter to a delegate's management requesting the delegate's participation, when required.
11. Ensure that U.S. offers to host international meetings comply with INCITS requirements in INCITS/RD-2, which include pre-approval before offering to host.
12. Attend required training sessions.
13. Ensure that the subgroup, when serving as a US TAG, provides input to the US delegation to JTC 1 meetings. This should happen prior to the delegates' caucus meeting.

### **3.1.5 Head of Delegation (HOD):**

(To meetings of SC, WG other working group, etc.)

1. Maintain working knowledge of applicable international issues and U.S. positions.
2. Assure that cognizant US TAG Chairs, IRs, or TAG Administrators have provided input to the U.S. Delegation.
3. Introduce U.S. Delegation and serve as chief spokesperson for U.S. at international meetings.
4. Arrange for and conduct delegation caucuses as required.
5. Provide delegation assignments prior to and during meetings. Lead delegates should be assigned for each plenary agenda item and are expected to serve as experts on their assigned topics.
6. Maintain working knowledge of the JTC 1 Directives and international protocol.
7. Develop rapport with other National Body delegations.
8. Prepare the international meeting HOD report for ANSI, INCITS Secretariat and INCITS Subgroup (For SC, SWG and JTC 1 meetings only).
9. In cases where the HOD is not the IR, provide to the IR copies of all meeting documents that require action and advise the IR of any subsequent communications addressed to the HOD.
10. Insure all delegates are aware of (a) RD-2 Section 5.7.12.2, Participation in International Meetings; and (b) the requirement to be familiar with US positions and to promote them at the meeting.

Note 1: JTC 1 Directives recognize HODs only at the SC or higher level. INCITS extends the use of this office for all international meetings.

Note 2: See RD-3 Section 3.2.2 for policies which address conflicts of interest.

### **3.1.6 Project Editor:**

1. Prepare a proposed disposition of comments document for each comment received on a TC or TG letter ballot or call for comments period in accordance with the target dates agreed to by the TC or TG.
2. Produce updated drafts of the document for distribution to the TC or TG in accordance with the target date and the disposition of comments agreed to by the TC or TG.
3. Maintain and provide document in the electronic format(s) required by the TC or TG.
4. Prepare documents according to the most recent edition of the ISO/IEC Directives, Part 2, which serves as the official style guide for preparation of proposed American National Standards (contact INCITS Secretariat for more information, such as the ISO templates for drafting standards).
5. Submit the electronic version of the document as approved by the TC and TG in a timely manner for further processing as a draft proposed American National Standard.
6. Have a working knowledge of the development and approval process in the INCITS/RD-1 and INCITS/RD-2.
7. Report the status of the document and meet all established deadlines at each subgroup meeting at which the document will be discussed.
8. Maintain contact with INCITS Secretariat and ANSI editors during the pre-edit and pre-publication process and forward pre-edit recommendations to the TC or TG.
9. Attend any required training sessions.

### **3.1.7 Liaison:**

1. Review and select appropriate documentation from the liaison organization for distribution to the subgroup.
2. Monitor the activity of the liaison organization and report items of interest to the subgroup.
3. Attend meetings of the liaison organization when required.

### **3.1.8 Delegates to International Meetings:**

1. Delegates must be familiar with US positions and promote them at the meeting.
2. Attendance at all delegation caucuses is mandatory.
3. Lead delegates will be assigned to each plenary agenda item and are expected to serve as experts on their assigned topics.

## **3.2 Duties and Obligations of International Officers within ISO/IEC JTC 1 and ISO Technical Committees**

### **3.2.1 Conditions of Appointment and Term Lengths**

SC Chairpersons and WG Conveners are appointed under the relevant ISO/IEC or ISO/IEC JTC 1 Directives and serve for the term length as prescribed.

U. S. persons who are nominated to be SC Chairpersons or WG Conveners for ISO TCs and SCs require endorsement by INCITS in order to serve in these capacities. U. S. persons who are nominated to be SC Chairpersons or WG Conveners for ISO/IEC JTC 1 SCs require endorsement by the JTC 1 TAG in order to serve in these capacities.

### **3.2.2 Requirements for Avoiding Conflicts of Interest**

SC Chairpersons and WG Conveners are officers of their parent body technical committees (TCs) or subcommittees (SCs). In their capacity as SC Chairpersons and WG Conveners, they operate under the relevant procedures established by ISO/IEC and their parent body TCs.

In their capacity as officers of ISO TCs or SCs, or ISO/IEC JTC 1 SCs, SC Chairpersons and WG Conveners nominated or endorsed by the U.S. shall maintain an international point of view and shall not represent and advocate U.S positions or positions of the organizations that employ them.

SC Chairpersons and WG Conveners nominated or endorsed by the U.S. shall:

- Not serve concurrently as members or HOD of US Delegations, or US appointed experts to the SC or WG that they chair.
- Not serve concurrently as US appointed experts to any WG or other subgroup (e.g., Ballot Resolution Meeting) of the SC or WG that they chair.
- Represent voting member organizations of the counterpart US TAG, although they need not be principle or alternate representatives.

### **3.2.3 Duties of ISO/IEC JTC 1 Officers**

The ISO/IEC JTC 1 Directives (found at [http://www.iso.org/iso/standards\\_development/processes\\_and\\_procedures/iso\\_iec\\_directives\\_and\\_iso\\_supplement.htm](http://www.iso.org/iso/standards_development/processes_and_procedures/iso_iec_directives_and_iso_supplement.htm)), Section 5, provide information on the responsibilities of SC Chairpersons, WG Conveners, Project Editors/Leaders and Liaison Officers.