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INTERNATIONAL ELECTROTECHNICAL COMMISSION

TECHNICAL COMMITTEE No. 100: AUDIO, VIDEO AND MULTIMEDIA SYSTEMS AND EQUIPMENT

This document supersedes document 100/125/INF, 100/175/INF, 100/549/INF and 100/880/INF.

**TC 100
Guidelines
and
Procedures**

General remark

This document enhances a flexible organizational structure and procedure. It is supported by the National Committees and the Standardization Management Board. This structure and procedure does not appear in the ISO/IEC Directives nor in the IEC Supplement to the Directives.

To avoid misinterpretation in the IEC the application of rules regarding the position of these functions is applicable:

- The function of a Technical Area Manager (TAM) is similar to the function of a Subcommittee Chairman., Specific tasks and responsibilities are described in the document
- The function of a Technical Secretary (TS) is similar to the function of Subcommittee Secretary., Specific tasks and responsibilities are described in the document
- Other functions described in this document are mentioned in the official ISO/IEC Directives or the IEC Supplement to the Directives. However, additional tasks and responsibilities are stated in this document.

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Introduction

With the establishment of TC 100 the committee needed to amend the ISO/IEC Directives to manage the work in a timely and efficient manner. Procedural and organizational issues relating to the committee must reflect market needs. Therefore, a flexible organization with new positions and functions were developed. This has been supported by National Committees and the Standardization Management Board.

TC100 has developed and evolved with new input into the organization over the years. This has allowed the organization to gather valuable market input. The TC100 Guideline and Procedure has also evolved and is used by the Committee in a timely and efficient manner.

General note

The positions described can be fulfilled by male or female. Where he or his is written can be read to be he/she or his/her or similarly the reference to an individual.

1 Scope

This document describes the TC100 structure and procedures. It describes the tasks and responsibilities of the Committee. These are based on tasks and responsibilities as described in the ISO/IEC Directives and IEC Supplement to the Directives.

2 References (should be modified to follow the newest version)

ISO/IEC Directives – Part 1: Procedures, 2001
ISO/IEC Directives, IEC Supplement, 2001
149/AC:2000 Use of Internal Publicly Available Specification (PAS) as Pre-Standard
27/AC:2002 Objectives, scope and terms of reference of sector boards
02/952/RCA TC 100 Report to CA
02/1130/RCA and CA/1181/RV TC 100 Report to CA
CA/1368/R TC 100 Report to CA
CA/1414/RV Report on voting on questions of principle contained in document CA/1368/R, Report from TC 100.
SMB/2185/INF Survey of implementation of Category D liaisons by TCs and IEC-PAS Publicly Available Specifications
SMB/2307A/R Directives Maintenance Team Report to SMB meeting 114, item 7: D-liaisons.

3 Terms and definitions

3.1

Chairman

An individual who is responsible for the overall management of the committee

3.2

Secretariat

A National Committee responsible for providing technical, organizational and administrative services to TC 100

3.3

Secretary

An individual managing the technical, organizational and administrative services provided to the committee

3.4**Technical Secretary (TS)**

an individual supporting a number of technologies relating to TAs and/or PTs in technical, organizational and administrative activities

3.5**Technical Area (TA)**

An area of related technologies for which standardization is needed

3.6**Technical Area Manager (TAM)**

An individual managing the activities of a TA

3.7**General Maintenance Team (GMT)**

A permanent body responsible for the management of all maintenance work and for the overall maintenance of existing documents and standards direct under TC100 or of disbanded TAs.

3.8**General Maintenance Manager (GMM)**

An individual managing the maintenance activities of TC 100

3.9**Project Team (PT)**

A team of experts working together to develop a new standard or technical report

3.10**Project Leader (PL)**

An individual responsible for a specific standardization project

3.11**Maintenance Team (MT)**

A team of experts working together to revise/update an established standard or technical report

3.12**Liaison representative**

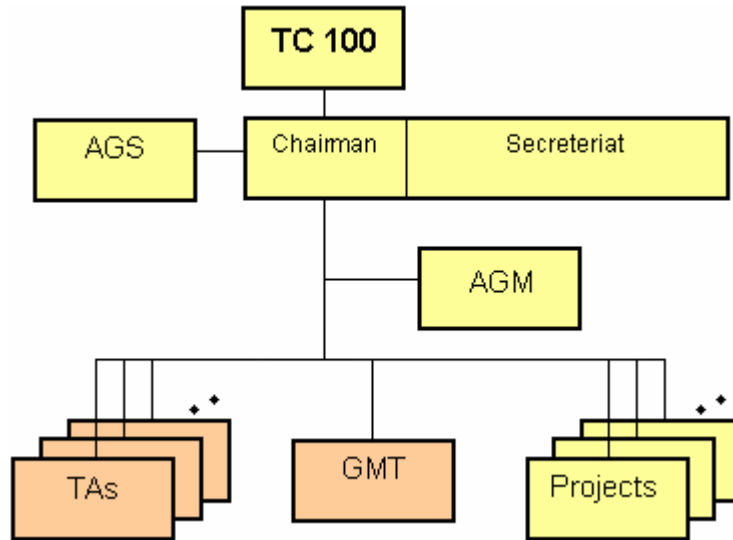
An individual who represents the interest of a liaison organization

3.13**Expert**

An individual actively involved in a PT/MT based on technical experience and knowledge

4 Structure and organization

4.1 TC structure



4.2 Secretariat

4.2.1 Allocation of the secretariat

The secretariat of a technical committee shall be allocated to a P-member by the Standardization Management Board.

The secretariat is allocated to a national body only if that P-member

- has indicated its intention to participate actively in the work of that technical committee, and
- has accepted that it will fulfil its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work.

4.2.2 Change of secretariat

A P-member may relinquish the secretariat of a technical committee by giving a minimum of 12 months' notice to the IEC Central Office. It is the Standardization Management Board that decides on the allocation of the secretariat.

If a technical committee secretariat persistently fails to fulfil its responsibilities, the IEC Central Office or a national body may have the matter placed before the Standardization Management Board, which may review the allocation of the secretariat.

4.3 Advisory Group on Strategy

4.3.1 Scope

In accordance with 27/AC:2002 paragraph 5 the Scope and Objectives for TC 100 Advisory Group on Strategy has been revised into:

The AGS Advisory Group is charged with the design and development of long term strategies for TC 100.

To meet this objective, the AGS advises and recommends action on long-term strategic plans and directions for organizational structure and procedures for effective standards development.

The AGS provides leadership to enable improved cooperation between industry and TC 100 by creating the strategic plans, which strengthen the relevance of TC 100 standardization activities.

The AGS reports directly to the chairman of TC 100. The TC 100 Chairman reports the activities of AGS to SMB (as an item along with the other SB reports).

4.3.2 Membership

The members of the AGS are:

- Persons representing industry associations, where the members of the AGS should cover global regions (America, Europe and Asian-Pacific)
- The Chairman, Secretary(ies) of TC 100.
- IEC Central Office representative to give a strong support of the IEC Central Office.

The secretary of the AGS is appointed from the TC 100 secretariat.

TAMs are invited to attend the AGS meeting as guests for information exchange.

Note; Historically the membership of the AGS was based on the former PACT multimedia working group, including TC 100 chairman and secretary, and supplemented as necessary.

4.4 Advisory Group on Management

4.4.1 Scope

To organize, co-ordinate and manage the work of TC 100 an advisory group is needed. - . The advisory management group submits recommendations to the chairman and officers of TC 100 on:

- the organization of TC 100, the co-ordination of the work, the establishment of new TAs and the allocation of all new work items of TC 100.
For new work allocation also see 4.7.1
- the related work of the other IEC committees and other liaison bodies.
- any other matter on which the chairman requires advice.

The AGM advises and recommends actions on short-term implementation and management issues.

4.4.2 Membership

The members of the AGM are:

- Chairman, Secretary(ies),
- AGS Chairman
- Technical secretaries,
- Technical area managers, general maintenance manager,
- the representative of the IEC Central Office, and
- Project leaders, working directly under TC 100, on invitation.

The AGM is chaired by the TC 100 chairman. The secretary is appointed from the TC 100 secretariat.

4.5 Technical Area

4.5.1 Description

TA is a technologically categorized area in TC 100, in which projects of related technology are gathered. TA is similar to sub committee but TC 100 dares to avoid organizing conventional

rigid sub committee and employs TA and project team system, by which all technical works are carried out by project teams under TC 100 and these projects are flexibly grouped as TA for effective standards development in rapidly changing multimedia technology and practical project management. Therefore all circulation and voting regarding TC 100 projects are conducted at TC 100 level.

TA has the following concepts:

- TA consists of minimum of two projects
- Modification of title and scope of TA is proposed by TA and approved by TC 100 plenary
- TAM and TS manages TA same as sub committee chairman and secretary respectively
- TA is flexibly established and disbanded to meet rapidly changing multimedia technology

Daily management and activity of TA is almost same as these of sub committee.

4.5.2 Work of TS

TS, same as sub committee secretary, is appointed from a P-member country and the support from the country for TS is necessary to accomplish his responsibility described in clause 5.5.

TS has almost same responsibility as the work of sub committee secretariat described in clause 1.9.2 of the ISO/IEC Directives – Part 1.

- preparation of committee drafts, arranging for their distribution and the treatment of the comments received
- preparation of meetings, including establishment of the agenda and arranging for its distribution
- arranging for the distribution of all documents on the agenda, including reports of PTs, and indicating all other documents which are necessary for discussion during the meeting
- preparation of compilations of comments on documents which appear on the agenda
- recording of decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting
- preparation of the minutes of meetings
- preparation of reports to the TC 100 and TC100/AGM
- preparation of enquiry drafts and final draft International Standards

4.5.3 Establishment of a TA

A TA is established by the TC 100 secretariat in consultation with the AGM, when it is foreseen that related projects, which need co-ordination, are expected or approved.

- Establishment of TA is discussed in AGM based on the proposal by TC 100 Secretariat or TC 100 officers
- The proposed scope must be clearly broad enough to support two or more IEC publications, or a multi-part publication, in the foreseeable future;
- It must be considered as the criteria that one project already exists and one or more project is expected to be formed with a good quality draft within half a year.

4.5.4 Membership

Members of the TA are:

- Technical area manager
- Technical secretary(ies)
- Project leaders from PTs and MTs within the responsibility of the TA
- Liaison representatives of internal (IEC/ISO), A liaison of the TA

As agreed in the procedures National Committees cannot be members of a TA. They are members of TC100.

For participants in meetings see 7.3.2

4.5.5 Disbandment of a TA

A TA will be disbanded by the TC 100 secretariat when all projects are finished and no new projects can be expected in this area of technology in short notice. Maintenance Teams working under a TA will be re-allocated to the GMT.

4.6 General Maintenance Team

4.6.1 Description

The GMT is a permanent body responsible for the management of all maintenance work and for the overall maintenance of existing documents and standards direct under TC 100 or of disbanded TAs.

Members of the GMT are:

- General maintenance manager,
- Assistant Maintenance Manager, Technical secretaries,
- Project leaders from active MTs within the responsibility of the GMM,
- Liaison representatives of internal (IEC/ISO), A liaison of the GMM

Note 1: The maintenance work itself is carried out by a maintenance team (MT).

Note 2: An MT is allocated to the TA being responsible for the standard. If no TA exists an MT is allocated to the GMT.

For participants in meetings see 7.4

4.6.2 Maintenance Procedure

Maintenance of publications within TC 100 is the responsibility of the TAs. Only in the case where there is not a TA available the maintenance will be performed in the GMT. Maintenance projects in the GMT will also address projects from the former TC100 organization.

The performance of maintenance is in accordance with the ISO/IEC Directives – Supplement – Procedures specific to IEC:2001, clause 5 and Annex B: Guidance on implementation of maintenance procedure.

In addition to the IEC rules the following is applicable for TC 100:

1. To manage the maintenance work of all projects allocated to TC 100 the TC 100 secretariat runs a database containing all projects.
2. At least twice a year, preferably four weeks before the TC 100/AGM meeting, the GMM, in consultation with the TC 100 secretariat, advises TSs and TAMs by distributing an abstract from the database containing all projects for which the maintenance result date falls within 24 months
3. The relevant TS is responsible for the publication of a DC and a MCR for the project concerned.

4.7 Project Team

4.7.1 Start of project

All new work items are subject to the new work item approval procedure before they can be included in the work programme of the committee. This approval procedure includes a formal ballot by the P-members of TC 100. (see also 10.2)

Once a new work item proposal (NP) has been approved by the P-members, the project is included in its programme of work. It is then allocated to a PT under the responsibility of a PL.

The AGM decides about the final allocation of the project team to

1. an existing TA
2. a new TA
3. directly under TC 100 responsibility

In the case of items 1 and 2, the project team is supported by the technical secretary of the TA where the project team is allocated. In the case of item 3, the TC 100 secretary or assistant secretary support the project team in principle. However a technical secretary of any TA can support the project team directly under TC 100. The technical secretary for a project under TC 100 is assigned by the AGM.

4.7.2 Setting-up of a project team (PT)

The technical secretary, supporting the PT or the TA to which the approved new work will be allocated, has indicated on the new work item proposal form NP if he proposes to allocate the work to a new PT or to an existing PT. On their replies to the proposal, the P-members of the committee indicate the name of the expert(s) nominated for participation in the work. The technical secretary includes the title, the task, the name of the PL of the PT, the TA (in case the PT is allocated to a TA), the preliminary list of experts and the date and place of the first (virtual) meeting together with the result of voting on the NP (Form RVN).

Following distribution of the initial list, P and O-members and liaison bodies are allowed to nominate additional experts to the PT. The PL is entitled to seek additional experts to form his team, provided their NC will confirm them.

Note: Participation of O-member is not allowed in the present rule of IEC. It may be deleted according to the decision of SMB

4.7.3 Disbandment of a PT

A PT will be disbanded when the project is finished. If maintenance work, related to this project, can be expected in short notice, PT members will be asked to participate in this maintenance work. Maintenance work under a TA will be re-allocated to the GMT when the TA is disbanded.

4.8 Maintenance Team

The maintenance work within TC 100 will be carried out in maintenance teams (MT) under the leadership of PLs. The tasks and responsibilities match those of PT/PL.

5 Functions and responsibilities

5.1 TC 100 Chairman

5.1.1 Responsibilities

The chairman of TC 100 is responsible for the overall management of the committee, including GMT and PTs. He shall advise the Standardization Management Board on important matters relating to the committee via the TC 100 secretariat. For this purpose he shall receive reports from the GMM and TAMs.

The chairman of the committee shall:

- act in a purely international capacity, divesting himself of a national point of view,
- guide the secretary of the committee in carrying out his duty,
- report to the Standardization Management Board on the activities of the AGS,
- try to reach decisions on the basis of consensus during plenary meetings, and
- if necessary take appropriate decisions at the enquiry stage.

NOTE In case of unforeseen unavailability of the chairman at a meeting, participants may elect an acting chairman.

The chairman of TC 100 is also expected to:

- attend the meetings of the co-ordination bodies relevant to the work of TC 100,
- keep abreast of the status of all projects in TC 100,
- promote IEC interests,
- consult the secretary of TC 100 in making decisions, and
- ensure that the IEC Directives are adhered to throughout the preparation of standards.

5.1.2 Appointment

The chairman of TC 100 is proposed by a P-member and nominated for appointment by the secretariat. The chairman is appointed by the Standardization Management Board.

It is recommended to appoint as chairman a person of a country other than that of the secretariat. (see also 5.3.2)

NOTE The Central Office co-ordinates all operations regarding nomination and appointment of a chairman, including the extension of the terms of office of a chairman.

5.1.3 Term of office

The chairman is appointed for a maximum period of six years. The Standardization Management Board may approve successive extensions each of a maximum of three years.

5.1.4 Relinquishment

If he needs to resign, the chairman informs the secretariat of the committee, which in turn will notify the Central Office. The latter then informs the P-members of the vacancy and invites them to propose candidates for nomination to the committee secretariat.

5.2 Secretary

5.2.1 Responsibilities

- Overall management of work delegated to the TC,
- Act in a purely international capacity, divesting himself of a national point of view,
- Preparation of meetings (agenda, all documents necessary for discussion during the meeting) for TC and AGs (advisory groups),

- Recording of decisions taken and their subsequent implementation,
- Preparation of strategic policy statement and regular update of programme of work,
- Preparation of the reports to the Standardization Management Board (SMB),
- Preparation of the TC, AGM and AGS meeting minutes,
- Administration and maintenance of liaisons activities on TC-level, and
- Maintenance of the membership lists regarding AGs, TAs, PTs, etc.
- Coordinate and update information on the TC100 website

5.2.2 Appointment

The secretary of the committee is appointed by the National Committee to which the secretariat has been assigned. Depending on tasks and workload the National Committee can decide to appoint assistant secretary(ies).

The National Committees shall bear in mind the following points when appointing a secretary. The person should be suitably qualified with broad technical knowledge. The person shall

- have an aptitude for management,
- be able to judge what is essential within the committee,
- have sufficient administrative abilities as well as knowledge of using modern means of communication, and
- have support from his National Committee to perform the duties of a secretary in a timely and effective manner.

5.2.3 Term of office

There is no term of office fixed for the secretary. The term of office is the responsibility of the National Committee concerned.

5.2.4 Relinquishment

If a secretary is not able to fulfil his responsibilities any longer and relinquish his task, the secretary should announce his intention by giving a minimum of 6 months' notice to his National Committee. The National Committee will nominate another secretary

5.3 AGS Chairman

5.3.1 Responsibilities

The AGS chairman is responsible for the management of the AGS activities. He shall report the AGS activities to the TC 100 chairman and to the AGM.

The AGS chairman shall:

- identify and report future technologies and standardization themes and issues to TC 100
- advise on the future of standardization themes and issues proposed by NC,
- identify and recommend the action on long-term strategic plans and directions for the TC100 organizational structure and advise on procedures for more effective standards development
- try to motivate AGS members for fruitful discussions and advice on how to move work forward. ,
- try to make arrangements with necessary liaison bodies , and
- if necessary ,make appropriate response from inquiries outside of TC 100.

5.3.2 Appointment

The AGS chairman is nominated by TC 100 chairman consulting with the TC 100 secretariat and approved by SMB.

TC 100 chairman, TC 100 secretary and AGS chairman should be assigned equally to the three global regions in principle.

5.3.3 Term of office

The AGS chairman is appointed for a period of six years. The TC 100 chairman, consulting with the TC 100 secretariat, may ask SMB to approve successive extensions each of a maximum of three years.

5.3.4 Relinquishment

If he needs to resign, he should advise the TC 100 chairman as early as possible. The TC 100 chairman and secretariat should find a suitable replacement in consultation with various industry associations.

5.4 AGS members

5.4.1 Responsibilities

An AGS member shall:

- participate in the AGS discussion in good faith ,
- Introduce new technologies which concern TC 100
- Find technologies that relate to TC 100 for standardization. Propose any action on long-term strategic plans and directions for organizational structure and procedures for more effective standards development.

5.4.2 Appointment

Any industry association, representing as regions of America, Asia-Pacific, or Europe proposes a person(s) representing industry association as an AGS member and the NC to which the nominee belongs submits the proposal to the TC 100 secretariat. The TC 100 chairman nominates him (them) as the AGS member(s) in consultation with the AGS chairman and TC 100 secretariat. The number of AGS members representing industry association shall be limited to four for each region. The TC 100 chairman may nominate suitable additional member(s) regardless of region in consultation with the AGS chairman and the TC 100 secretariat. SMB approves the appointment of the AGS member(s).

5.4.3 Term of membership

The AGS member is appointed for a period of three years. Successive extensions each of a three years period may be proposed in consultation with the TC 100 chairman and the TC 100 secretariat and approved by SMB. If an AGS member has no contribution to AGS activity for two years, the TC 100 chairman may recommend replacing him with another person.

5.4.4 Relinquishment

If he needs to resign, he has to announce his relinquishment as earlier as possible. The TC 100 chairman and the TC 100 secretariat may ask the industry association to nominate another suitable person.

5.5 Technical Secretary

5.5.1 Responsibilities

- Processing to IEC Central Office, of working documents (RVN, CD, CC, CDV, RVC, FDIS, RVD, DC, MCR, INF, etc.),
- Follow-up on comments taking into account decisions of TAM on the development process of standards together with TAM/GMM and PL concerned,
- Preparation and co-ordination of relevant meetings with PLs and PT-experts (agenda, all documents necessary for discussion during the meeting),
- Recording of decisions taken and their subsequent implementation,
- Preparation of meeting minutes,
- Overall control and organisation of the work delegated to the TAs, PTs and MTs for which the technical secretary is responsible,
- Management of the editing committee,
- Correction of errors in final draft International Standards (FDIS) together with TAM/GMM and PL concerned,
- Communication and information exchange between TAs and liaison representatives.
- Acting a purely international capacity, divesting himself of a national point of view.

5.5.2 Elucidation

Prime responsibility of the technical secretary is coordination among TAs and PTs/MTs.

A TA has only one technical secretary, but a technical secretary can cover more TAs.

Technical secretary and technical area manager cooperate and report to each other on their own responsibilities. Technical secretary and technical area manager have to agree together on document control within a TA.

The technical area manager reports to the TC 100 chairman on the activities of his TA. The technical secretary reports to TC 100 secretariat on his activities.

The technical secretary will give support to the PL, but the PL is responsible for the preparation of documents as CD, CDV or FDIS. The technical secretary is responsible for the processing of those documents to IEC/CO.

Appropriate decisions related to the development process of standards are taken by the technical area manager, in consultation with the technical secretary and the PL.

For clearness outside TC 100, all liaisons are established at TC 100 level. The liaison representative from the liaison organization should be a member of the relevant TA(s). The technical secretaries of the TAs concerned are responsible for the communication and information exchange between the TA and the relevant liaison representative. The technical area manager should be involved in the appointment procedure of the liaison representative.

5.5.3 Appointment

The technical secretary of the committee will be proposed by a P-member, nominated by the TC 100 secretariat and appointed by the TC 100 chairman. The number of technical secretaries to be appointed will be evaluated by the AGM and depends on the number of TAs and the amount of work.

In case a new technical secretary is needed, the TC 100 secretary takes appropriate action by

- asking P-members for proposal, and
- giving a clear description of the technical area.

A technical secretary is assigned by the chairman and secretary of TC 100 to support a number of technical areas and/or PTs/MTs.

The National Committee proposing a technical secretary shall

- indicate its intention to participate actively in the work of TC 100, and
- be in a position to ensure that adequate resources are available for the work in the relevant technical area.

The technical secretary should be suitably qualified with broad technical knowledge. The person shall

- have an aptitude for administration and organisation,
- be able to judge what is essential within the TAs concerned,
- have sufficient administrative and organisational ability as well as knowledge of using modern means of communication, and
- have support from his National Committee to perform the duties of a technical secretary in a timely and effective manner.

The TS may nominate an Assistant TS and TC 100 Chairman appoints an Assistant TS upon request.

5.5.4 Term of office

The technical secretary is appointed for a period of three years. Successive extensions each of a three years period may be approved in consultation between TC 100 secretariat and relevant National Committee.

5.5.5 Relinquishment

If a technical secretary is not able to fulfil his responsibilities any longer or may relinquish his task, the technical secretary should announce his intention by giving a minimum of 6 months' notice to his National Committee and the TC 100 secretary.

The National Committee will be requested to nominate another technical secretary. If this is not possible the chairman and secretary will take action to nominate a successor to the secretariat.

5.6 Technical Area Manager

5.6.1 Responsibilities

The TAM acts as a chairman for a particular TA and is responsible for the overall management of his TA. He shall advise the TC chairman on important matters relating to the TA. For this purpose the TAM shall receive regularly reports from the PLs and attend PT-meetings if necessary.

The TAM shall:

- Manage the work within the area concerned,
- act in a purely international capacity, divesting himself of a national point of view,
- keep himself very well informed about what is going on in his field of technology (inside and outside the TA),
- by monitoring all activities going on in his TA, avoid conflicting activities between PTs, take decisions about the progress of existing work and attract new work,
- makes proposals to TC 100 secretariat for the maintenance of relevant liaisons with external bodies and committees. Act, if necessary, as liaison representative and reporter,

- guide the technical secretary, assigned to his TA, in carrying out his duty in line with the needs of the TA and the PTs being active in this TA.,
- take, in consultation with the technical secretary and the PL, appropriate decisions related to the development process of standards,
- act as chairman in TA-meetings in which decisions are taken and ask PLs to report about their activities and progress of the projects, and
- prepare reports to TC 100 chairman in plenary meetings and between the meetings, if necessary.

5.6.2 Elucidation

Technical area manager and technical secretary cooperate and report to each other on their own responsibilities. Technical area manager and technical secretary have to agree together on document control within a TA.

The technical area manager reports to TC 100 chairman on the activities of his TA. The technical secretary reports to TC 100 secretariat on his activities.

Appropriate decisions related to the development process of standards are taken by the technical area manager, in consultation with the technical secretary and the PL.

5.6.3 Appointment

A TAM is proposed by the industry for which the TA is important, a P-member of TC 100 or a TC 100 officer, nominated by the TC 100 secretariat and appointed by the TC 100 chairman.

In case of a new TA, the TC 100 secretary takes appropriate action to receive proposals for a nomination of TAM

The TAM should be suitably qualified, usually with relevant technical knowledge about any involvement in the TA for which he will be appointed. The person shall also

- have an aptitude for management,
- be able to judge what is essential within the TA,
- have sufficient knowledge of using modern means of communication, and
- have support from the industry to perform the duties of a TAM in a timely and effective manner.

5.6.4 Term of office

Term of office of a TAM ends when the TA is disbanded or three years after appointment of the TAM, where in the latter case successive extensions each of three years period may be approved by TC 100 Chairman.

5.6.5 Relinquishment

If a TAM is not able to fulfil his responsibilities any longer or may relinquish his task, the TAM should announce his intention by giving a minimum of 6 months' notice to the TC 100 secretary.

The TC 100 secretary will take appropriate action to receive proposals for nomination of a successor.

5.7 General Maintenance Manager

5.7.1 Responsibilities

The GMM acts as a chairman for the GMT. He will advise the TC chairman on important matters relating to the maintenance work. For this purpose he shall receive regularly reports from the experts/PLs working on the several maintenance subjects.

The GMM shall:

- manage the work within the GMT,
- act in a purely international capacity, divesting himself of a national point of view,
- be responsible for the TC 100 maintenance plan,
- keep himself very well informed about what is going on in this activity,
- make proposals to TC 100 secretariat for the maintenance of relevant liaisons with external bodies and committees. Act, if necessary, as liaison representative and reporter,
- by monitoring all activities going on in the GMT, take decisions about the timely start/progress of the work,
- guide the technical secretary(ies), assigned to GMT, in carrying out his (their) duty(ies) in line with the needs of the GMT and the experts/PLs active in the GMT,
- take, in consultation with the technical secretary(ies) and the experts/PLs, appropriate decisions related to the maintenance of standards,
- act as chairman in GMT-meetings in which decisions are taken and PLs' report about the progress of the maintenance work, and
- prepare reports to TC 100 chairman in plenary meetings and in between meetings, if necessary.

5.7.2 Appointment

A GMM is proposed by a P-member of TC 100 or a TC 100 officer, nominated by the TC 100 secretariat and appointed by the TC 100 chairman.

The GMM should be suitably qualified, usually with knowledge about the fields of technology TC 100 is/was responsible for. The person shall also

- have an aptitude for management,
- be able to judge what is essential to deal with in the GMT,
- have sufficient knowledge of using modern means of communication, and
- have support from his National Committee to perform the duties of a GMM in a timely and effective manner.

The GMM, Chairman or Secretariat may appoint (an) Assistant General Maintenance Manager(s).

5.7.3 Term of office

Term of office of a GMM ends three year after appointment of the GMM, but successive extensions each of three years period may be approved by TC 100 Chairman.

5.7.4 Relinquishment

If the GMM is not able to fulfil his responsibilities any longer or may relinquish his task, the GMM should announce his intention by giving a minimum of 6 months' notice to the TC 100 secretary.

The TC 100 secretary will address the P-members to receive proposals for nominations of a successor.

5.8 Project Leader

5.8.1 Responsibilities

Once set up, the project is under the responsibility of the PL who is expected to;

- prepare, co-ordinate and chair physical and/or virtual meetings with the PT and liaisons representatives (agenda, all documents necessary for discussion during the meeting),
- manage the development of the project,
- prepare working documents (CDs, CDVs, FDIS, compilations of comments, etc.) and follow-up on comments,
- send these documents to the technical secretary and TAM for further processing,
- report to the TAM on the progress/delays and on any significant problem effecting the project,
- be responsible for the project until circulation of the final Draft International Standard (FDIS),
- correct errors in final draft International Standards (FDIS) together with the TAM and the technical secretary concerned, and
- maintain liaison ship relevant to the project. Also act as the liaison representative to other bodies concerned.

5.8.2 Elucidation

The PL is responsible for the preparation of documents as CD, CDV or FDIS, but the technical secretary will give support to the PL. The technical secretary is responsible for the processing of those documents to IEC/CO.

Appropriate decision related to the development process of standards are taken by the technical area manager, in consultation with the technical secretary and the PL

5.8.3 Appointment of a PL

The PL is appointed following approval of a new work item by the P-members of the committee. The PL is nominated by the proposer of the new work item proposal. The PL is responsible for the project and reports to the technical secretary on the progress of the work. In case his PT is allocated to a TA, he reports to the TAM concerned.

5.8.4 Replacement of the PL

If the PL is no longer in a position to carry out his duties, a replacement is nominated by the proposer of the new work and appointed by the TAM. If the nomination is not possible, the TAM may appoint a new PL in consultation with the technical secretary and any NCs. In case of the project direct under TC 100, the TC 100 chairman and the TC 100 secretariat take the above roll of TAM and technical secretary respectively.

5.9 Liaison representative

5.9.1 Responsibilities

There are two types of liaison representatives;

- from TC 100 to the liaison organization, and
- from the liaison organization to TC 100

In practice the liaison representative from and to a liaison organization can be one and the same person.

The liaison representative should

- represent the liaison organization within TC 100 and the TAs, and
- be an expert in the technical area he is appointed or should be able to acquire information from the liaison organization when requested.

5.9.2 Appointment

A liaison representative is nominated by the liaison organization and appointed by TC 100.

For D-liaisons special arrangements have to be made (see 6.2.3 and 6.3)

5.9.3 Relinquishment

If the liaison representative is no longer in a position to carry out his duties, a replacement is nominated by the relevant liaison organization in case of liaison to TC 100 or by the TAM in consultation with the technical secretary in case of liaison from TC 100. For the liaison from TC 100 level, the TC 100 chairman nominates a replacement in consultation with the TC 100 secretariat.

In the event it is not possible to nominate a liaison representative from a liaison organization or a TA, the committee should reconsider the established liaison.

The task of a liaison representative ends at the moment the liaison is no longer useful for coordination of work in TC 100 and the liaison organization.

5.10 Expert

5.10.1 Responsibilities

An expert should

- Be active in the contribution for the project,
- have technical knowledge of the subject, and
- act in a personal capacity and not as the official representative of a P-member or A- or D-liaison organization.

5.10.2 Appointment

The expert is appointed following approval of a new work item by the P-members of the committee. The expert is nominated by the P-member or A- or D-liaison organization of the committee in the proposal stage of the new work. After establishment of the project, additional experts can be nominated by P-member, O-member, or A- or D-liaison organization.

Note: Participation of O-member is not allowed in the present rule of IEC. It may be deleted according to the decision of SMB

5.10.3 Replacement

If an expert is no longer in a position to carry out his duties, a replacement is nominated by the P-member or A- or D-liaison organization concerned. If replacement is not possible the PL in consultation with the TAM and the technical secretary should find a solution for this vacancy.

6 Liaisons

6.1 Goals and rules of liaisons

The goal of having liaisons is the cooperation with other organizations from inside and outside IEC in the field where TC 100 has interests. This is accomplished by open communication and information exchange and the active contribution of individuals

For clearness outside TC 100, all liaisons are established at TC 100 level. The liaison representative from the liaison organization should be a member of the relevant TA(s). The technical secretaries of the TAs concerned are responsible for the communication and information exchange between the TA and the relevant liaison representative. The technical area manager should be involved in the appointment procedure of the liaison representative.

6.2 Types of liaisons and relevant requirements

6.2.1 Internal liaisons

Liaisons with other TCs or SCs within IEC are in accordance with clause 1.15 of the ISO/IEC Directives – Part 1

JTC1 and its SCs are treated as internal liaisons.

6.2.2 ISO liaisons

Liaisons with TCs or SCs within ISO are in accordance with clause 1.16 of the ISO/IEC Directives – Part 1.

For working modes of cooperation and setting up of joint groups see Clause B.4 of the ISO/IEC Directives – Part 1.

6.2.3 Liaison with other organization

For liaison with other organizations the rules of the directives apply.

The liaison experts are sent copies of relevant documents and invited to meetings by the PL of the PT concerned

6.3 TC 100 Guideline for Category D liaison procedure and PAS submission

6.3.1 Purpose

Within IEC the establishment of a Category D liaison (D-liaison) is described in clause 1.17 of the ISO/IEC Directives part 1. The procedure regarding PAS submission is described in clause 3.2 of the ISO/IEC Directives part 1.

This clause gives some additional guidelines in order to use the D-liaison and the PAS submission in a practical way of working.

6.3.2 Perspective

Organizational related criteria are, broadly speaking:

- representativity within its area of competence / within a market segment
- commitment to consensus building
- cooperative stance
- IPR
- commitment to comply with IEC procedures

Document related criteria (in case of PAS submission) are, broadly speaking:

- completeness
- stability, maturity
- quality
- availability
- degree of market acceptance
- no conflicts with existing IEC standards

Note that D-liaison negotiations and PAS proposals may be initiated at the same time and should, in that case, be considered in parallel and in relation to each other.

6.3.3 D-Liaison negotiations

6.3.3.1 General

D-liaison negotiation can be initiated either upon request of the external body or upon invitation by the TC 100 secretariat. The process basically comprises exchange of information, and evaluation, proposed decision and approval.

6.3.3.2 Information exchange

6.3.3.2.1 Information provided by the TC 100 secretary

The TC 100 secretary will make available, to the candidate D-liaison organization, an information package that informs the future D-liaison organization on the rights and obligations pertinent to D-liaison.

- a) The information at least includes:
- copy of relevant clauses of the TC 100 Guidelines and procedures, especially clause 6;
 - copy of relevant clauses of the IEC Directives, especially Part 1, clause 1.17, 2.13, 2.14 and 3.2 and Part 2, annex H;
 - the latest update of the Scope and Strategic Policy Statement of TC 100;
 - name and address of the responsible representative of TC 100 for this proposed liaison.
- b) In case TC 100 invites the organization to accept a D-liaison, TC 100 will also identify in an accompanying letter
- the rationale of this invitation;
 - what mutual benefit is expected from the D-liaison;
 - which project or projects of TC 100 the liaison is specifically aimed at.

6.3.3.2.2 Information provided by the D-liaison candidate organization

The organization wishing to, or invited to enter a D-liaison with TC 100 is requested to provide information, as far as not yet available, and further described hereunder.

- a) Information concerning the organization:
- full name, including any abbreviated name or acronym which may be associated to its full name;
 - mission statement, or any other document which briefly identifies the nature and basic objective of the organization;
 - summary of the organizations procedures through which its publications may be expected to be supported by the majority of its members;
 - membership admission rules, and membership list (except where members are individuals);
 - official address where the organization is located, including name of responsible representative for this liaison, with telephone numbers and e-mail addresses.
- b) In case the D-liaison is requested by the organization itself, the organization shall identify:
- for which subject, project or projects the D-liaison is requested;
 - what documents are or will be made available to the technical work of IEC.

The information as defined in a) and b) shall be addressed to the TC 100 secretary.

6.3.3.3 Evaluation and decision

6.3.3.3.1 Evaluation by TC 100

The secretary, upon receipt of the information from the D-liaison candidate organisation, will

- attach an evaluation and a recommendation;
- circulate copies to the TC 100/AGM (Advisory Group on Management), soliciting comments by correspondence within 2 weeks be submitted to the secretary;
- inform the organization of his decision, while accounting for comments which may have been contributed by AGM members, to accept or reject the application request;
- submit his decision to the IEC Standardization Management Board (SMB).

6.3.3.3.2 Approval by SMB

The SMB, upon receipt of the secretary's proposed decision and further information concerning this application request, is expected

- to review and decide for approval by correspondence within 2 months;
- to notify the TC secretary of its approval decision, with copy for information to P members of the TC 100.

6.3.3.4 D-Liaison registration

After completion of the process as described in the previous clauses, the TC 100 secretary will enter the D-liaison in the TC 100 liaison data base and update its periodical overview of liaisons accordingly.

6.3.4 PAS project

TC 100 will apply following criteria for evaluation of a document, which is presented for PAS to IEC/TC 100.

6.3.4.1 Document related criteria

- The document must be technically stable and mature specification. It must be complete and unambiguous.
- The document must be an accepted de-facto industry standard, well recognized in its market place.
- The document should, as far as practical, be edited by the PAS submitter in the house style of the IEC.
- Preferably the document must be made available as electronic readable file in *.doc format.
- The document must be written in acceptable quality English language. The editing committee of TC 100 may propose corrections prior to publication as IEC-PAS.
- The document shall not imply conflicts with existing IEC publications.

6.3.4.2 Organization related criteria

- The document must be a stable and mature specification, and the result of a consensus building process of the PAS submitter.
- The PAS submitter shall identify whether the PAS document is intended to be published as IEC/IS or as IEC/TR eventually.
- The PAS submitter shall, with submission of a PAS document and associated application for a NP, identify a person who will be the PL after approval of the project. The PAS submitter may, in addition to a PL, identify one or more expert members of the project team.

For approved D-liaisons and PAS submission see Annex B

7 Meetings

7.1 General rules for planning and organizing meetings

In general the IEC rules for planning and organizing meeting are applicable. In addition and for clearness the following should be considered while planning and organizing a meeting (also virtual meetings):

- In general
 - Announce meeting date and place as early as possible to members and inform the TC 100 secretariat about plans
 - Inform the participants as early as possible about hotels in the neighbourhood of the meeting place
 - Prepare a meeting schedule as soon as possible to avoid conflicts and to utilize the time and facilities in an efficient manner.
- Regarding documents
 - Issue the first agenda for the meeting about two months before the meeting date
 - Issue all important documents at least two weeks before the meeting date
 - Be sure that all participants have access to all documents discussed in the meeting
 - Make a document file with all documents discussed during the meeting and make it available to your participants.
- Regarding your host
 - Make clear arrangements with your host about meeting room(s) and facilities
 - Every organization or company, which wants to host meetings are welcome. To organize TA, PT, MT or AG meetings hosting by National Committees is not necessary. However it is wise to inform the relevant NC about plans.
 - Take care of seating arrangements for the meeting. For example, separation of the regular membership from the observers.
- Regarding the participants
 - Request confirmation from your participants.
 - Be aware of travelling costs for your participants. Try to spread your meetings across the world as much as possible depending your participants
 - Observers should ask the chairman's permission for his comments or statements in the meeting.

7.2 AGS/AGM meetings

Attendance at the AGS/AGM meetings is for members only. For the AGS meeting, TAM, GMM and TS are invited as observers. For the AGM meeting, AGS members are invited as observers. The Chairman or Secretariat can invite any experts to attend. Others wishing to attend should consult the Chairman or Secretariat.

7.3 TA meetings

7.3.1 Organization of meeting

The technical secretary should organize a TA meeting only if there is a real need for a meeting (physical or virtual). In cooperation with the TAM such a meeting should be planned and prepared. In the event of a physical meeting it should preferably be planned in conjunction with a TC 100 plenary meeting.

7.3.2 Attendance of meeting

A TA is a coordination group within a specified area. Meetings should help in coordinating the work in the relevant project teams and the involved groups outside the TA having interest in the subject.

In this view TA meetings should in principle be attended by its members only. In addition to those members guests can participate in meetings of the TA on invitation of the TAM. The TC 100 chairman and secretariat are entitled to be present at TA meetings as observers.

In case a TA meeting is held in conjunction with a TC 100 plenary meeting representatives of National Committees can attend the TA meeting as observers. NC representatives can obtain meeting documents by means of the electronic distribution system used for that meeting.

In case a TA meeting is held independently from TC 100 plenary meeting, the TA meeting notice should be distributed to all national committees one month before the meeting date. The notice shall be distributed as a TC 100 informative document. The representatives of National Committees can attend the meeting as an observer by the invitation of the TAM.

7.3.3 Agenda of meeting

The agenda of a TA meeting should at least contain the following items:

1. Opening
2. Roll call
3. Minutes of the former meeting
Only if any
4. Developments in market covered by TA
To look for new work items in addition to present work.
To evaluate the cooperation with other organizations (liaisons)
To evaluate the need for the existence of the TA
5. Report from PTs and MTs
To know the state of art of every project within the responsibility of the TA
6. Programme of Work
To be compiled from the reports from PT/MT and to be reported to TC.
The report should also contain forthcoming maintenance work within the responsibility of the TA..

7.3.4 Minutes of meeting

The technical secretary is responsible for the minutes of the meeting. The meeting minutes should be circulated to the members as well as attendees and TC 100 chairman and secretary within two months after the meeting was held.

7.4 GMT meetings

For the GMT the same rules are applicable as for the technical area, where on the meeting agenda the developments in the market should be replaced by review of forthcoming maintenance work.

7.5 Virtual meetings

Planning and organizing virtual meetings is in principle like physical meeting with special attention for some items.

Some guidelines for organizing virtual meetings:

- Plan your meeting as much as possible like you do for a physical meeting
- Start your meeting with drafting of an agenda or discuss the issued agenda

- a virtual meeting can take several weeks (one day of a physical meeting corresponds to one week in a virtual meeting)
- to start a discussion a discussion paper is needed
- enough time should be planned for the PL to compile contributions and to proceed in the discussion.

8 Reporting

8.1 TA report to TC

The report to the TC 100 chairman differs from the minutes of a meeting. Most reports will be written following a TA meeting. The report describes the present situation of and within the TA and the current status of ongoing projects. Using the information of the latest report, it should be possible for the TC 100 secretariat to inform the SMB about the current situation of any project.

The TAM should make a report to the TC 100 chairman in plenary meetings or on request.

The report should contain the following items and should be written using the template as given in Annex E:

- Last meeting data and next meeting data
- Questions/remarks to be brought to TC 100 or TC 100/AGM
- Programme of Work and state of art of projects
- Maintenance forthcoming year
- Developments and expectations in market covered by TA
- Requests for new/modified liaisons, if any

8.2 GMT report to TC

For the GMT the same rules are applicable as for the technical area, where developments and expectations in market covered by GMT are not relevant in the report.

8.3 Other reporting within TC 100

For others reporting within TC 100, a similar report from PT to TA or MT to GMT, the same rules and availability used in 8.1 and 8.4 apply.

8.4 Availability of reports

In general reports to the TC 100 chairman should be available at least one week before the meeting and circulated to the TC 100 secretariat.

In the event that a meeting will be held in conjunction with a TC 100 plenary meeting, the report to the TC 100 chairman should be made available to the TC 100 secretariat, by means of diskette or the local network, at least two hours before the beginning of that plenary meeting.

9 Documents

9.1 Special standard documents

For the information exchange within TC 100 and to the National Committees a number of standard documents were drafted. For those documents a Word template is available on request from the TC 100 secretariat. Examples of the documents are given in Annex E

The following special standard documents are defined:

- **Terms of reference of TA/GMT**
Form to be used for the announcement to the National Committees of the establishment of a TA.
- **TC 100 New work item proposal (General NP)**
Form to be used for the circulation of general NP to the National Committees.
- **TC 100 New work item proposal (TC 100 Fast Standardization Procedure Only)**
Form to be used for the circulation in TC 100/AGM of a new work item proposal in the TC 100 fast procedure. See 10.4
- **Result of assessment on TC 100 new work item proposal applying TC 100 Fast Standardization Procedure**
Form to be used for the publication of the result of a new work item proposal (results from TC 100/AGM as well as the nomination of experts by the NCs) in the TC 100 fast procedure. See 10.4
- **Result of voting on TC 100 new work item proposal following general NP**
Form to be used for the publication of the result of a new work item proposal in case the TC 100 acceptance procedure is valid. See 10.2
- **TC 100 CDV**
Form to be used for the circulation of the balloting by the NCs on a project in the TC 100 fast procedure. See 10.4
- **TC 100 Results on voting on CDV**
Form to be used for the circulation of the balloting results on a CDV issued in the TC 100 fast procedure. See 10.4
- **Report to TC 100 chairman**
Form to be used for the TA/GMT reporting to TC 100 chairman. See 8.1 and 8.2.
- **Liaison report to TC 100**
Form to be used for the liaison report to TC 100.
- **Liaison report to TA**
Form to be used for the liaison report to TA.

9.2 Document numbering

9.2.1 Official TC 100 documents

The number sequence of those documents is controlled by IEC/CO.

100/xxx/yyy

where

xxx is the number from number sequence controlled by IEC/CO.

yyy is the document classification indicated by the originator and controlled by IEC/CO

For the purpose to easily recognize which TA the document belongs to, the indication of the TA should be given at the end of the document title of the form in parenthesis . In case of a project directly under TC 100, the indication should be "(TC 100)."

9.2.2 TC 100 advisory groups document

The number sequence of those documents is controlled by the relevant secretary.

100/AGa(xxx)yyy

where

a is **M** for Management or **S** for Strategy

xxx is an identification of the originator assigned by the relevant secretary (the originator could be e.g. secretariat, chairman, TA 1)

yyy is the number from number sequence controlled by the relevant secretary.

9.2.3 Technical Area and General Maintenance Team document

The number sequence of those documents is controlled by the relevant technical secretary.

100/nnn(xxx)yyy

where

nnn is the identification of the relevant technical area (TA 1, TA 2, etc.) or of the General Maintenance Team (GMT)

xxx is an identification of the originator assigned by the relevant technical secretary (the originator could be e.g. TAM, TS, PT 62866)

yyy is the number from number sequence controlled by the relevant technical secretary.

9.2.4 Project team or maintenance team document

The number sequence of those documents is controlled by the relevant project leader or technical secretary.

100/cTn(xxx)yyy

where

c is **P** for project team or **M** for maintenance team

n is the number of the relevant project team or maintenance team

xxx is an identification of the originator assigned by the relevant PL or technical secretary (the originator could be e.g. PL, TS, expert name)

yyy is the number from number sequence controlled by the relevant PL or technical secretary.

9.2.5 Meeting document

The number sequence of these documents is controlled by the secretary responsible for the meeting.

100/nnn(ppp/xxx)yyy

where

nnn is the group holding its meeting e.g. TA 1, GMT, AGS, PT 21645 (not in use for or in conjunction with TC 100 plenary meeting)

ppp is the meeting place

xxx is an identification of the originator assigned by the National Committee hosting the meeting and/or the secretary responsible for the meeting (the originator could be e.g. secretariat, TAM, PL, TS, expert name)

yyy is the number from number sequence controlled by the National Committee hosting the meeting and/or the secretary responsible for the meeting.

9.3 Document flow

Where there is a separation regarding the responsibility of TC secretary and technical secretary it has to be clear to all parties involved who is responsible for what part of the standardization process and who executes what action.

The document flow is given in Annex D

10 Special procedures

10.1 Value of special procedures

The special procedures mentioned in this clause are working procedures of TC 100 in addition to the procedures of the standardization process as mentioned in the ISO/IEC Directives. All special procedures have been submitted for permission to the Standardization Management Board. The Standardization Management Board allowed TC 100 to use those procedures for a certain trial period and related decision and trial period are mentioned in this clause. After five years past from the implementation, TC 100 asked SMB to approve those special procedures as TC 100 regular rule presenting the good result of those procedures. SMB approved TC 100 to use those special procedures continuously only limiting in TC 100. (SMB/2888/QP, SMB/2888A/RV)

10.2 Acceptance of new work

Proposal: CA/1368/R

Acceptance: CA/1414/RV

TC 100 follows the following different rules from the Directives for acceptance of NPs:

- in case a simple majority of P-members voting is in favour of the new project the existing rules should be applied,
- in case of more than two-third of the P-members voting is in favour the 25% rule is replaced by:
In addition to the PL, there should be nominated at least one expert from a different P-member country. The PL should be convinced that the target dates for the project could be met.

It should also be recognised that many new work item proposals are accompanied by complete specifications hardly needing any technical discussion. When products, based on these specifications, are already in the market place changes are counter-productive, as incompatibilities would occur.

The above-mentioned derogation is limited to TC 100 and their application shall be regularly reviewed by the Standardization Management Board. If their effectiveness is confirmed, they may be considered for general application and for inclusion in the ISO/IEC Directives.

The acceptance criteria for New Work are dependent on the availability of a well-developed draft, as described. Otherwise, the normal acceptance procedure will be applicable.

10.3 Circulation of CDV, FDIS and IS in English only

Proposal: CA/1368/R

Acceptance: CA/1414/RV

TC 100 circulate CDV, FDIS and IS, without delay, in English only in order to produce new standards as well as standards submitted to TC 100 as PAS document and/or in fast track, in the most efficient manner and shortest period of time. Giving the French National Committee the possibility to translate only these documents for which a French version is appropriate later on.

The above-mentioned derogation is limited to TC 100 and their application shall be regularly reviewed by the Standardization Management Board. If their effectiveness is confirmed, they may be considered for general application and for inclusion in the ISO/IEC Directives

10.4 TC 100 fast standardization procedure

10.4.1 Description of procedure

Proposal: CA/1368/R

Acceptance CA/1414/RV

This approved derogation is limited to the TC 100 and their application shall be regularly reviewed by the Standardization Management Board. If their effectiveness is confirmed, they may be considered for general application and for inclusion in the ISO/IEC Directives

10.4.2 Introduction

TC 100 carries out the following new fast standardization procedure:

One of the tasks of TC 100/AGS is the examination of a “new accelerated process” for efficient and timely documentation of standards.

This is based on the premise that TC 100 was encouraged by the Standardization Management Board to propose methods for the expeditious processing of standards.

It must be noted that the work culture in the area of standardization needs to change with the use of electronic distribution of documents. This is especially true in the evolution to management and project teams.

10.4.3 Level One Management of projects

10.4.3.1 Description of Level One Management of projects

Membership	Two-Members maximum appointed by each (P) member National Committee.
Qualifications	Members must have a technical oversight of Multimedia Technology and familiarisation with the business community and an understanding of the standardization process. This would become a permanent committee for management of projects.

A proposer of a new work item submits a work statement form that lists the specific objectives for the preparation of a new draft standard. It is recommended that along with the initiation of work a first draft standard proposal is submitted.

The criteria for standardization are examined. The criteria for standardization shall include:

1. International potential for usage
2. non-contrary/conflict with other existing international documentation
3. draft document content (only items essential for interchange included)
4. proprietary items (of concern to more than one organisation/proposer and are non-proprietary)

The initial draft standard is submitted with a work statement ([similar to Form NP](#))

1. The statement lists the time limit for the standard/work to be completed.
2. A [recommendation](#) is made on the composition of membership for an international project team composed of National Committee members and forwarded to level two.

TC 100/AGM acts as level one for this procedure

Completion of task for level one is: 1 month

10.4.3.2 Practical implementation of Level One Management

To limit the time needed for the standardization process and to describe the document flow the following should be taken into account:

- On receipt of a new project the TC 100 secretary issues two documents
 - an AGM document to proceed in accordance with 10.4.3.1 using the [form TC 100 New work item proposal](#). Target date: 4 weeks after submission of the AGM document.
 - a TC 100 informative document containing the AGM document for information and a request to the National Committees for nomination of experts. Target date: 4 weeks after circulation of the DC document.
- Based on the comments received on the AGM documents, the TC 100 secretariat decides about the continuation and the allocation of the project in consultation with TC 100/AGM. The results are published in a [TC 100 informative document](#). Target date: 2 weeks after the decision of the TC 100 secretariat.

10.4.4 Level Two (Project Teams)

10.4.4.1 Description of Level Two (Project Teams)

Membership: One PL and three members minimum

Qualifications: Expertise in the project area.

With work statement and initial draft standard presented the project team reviews the draft standard (electronically distributed) for technical adequacy.

Project teams have only one objective, to work on the draft until completion.

When the PL, after review of the document feels comfortable that the proposed draft standard is ready, it is [sent for ballot](#) to the Central Office.

Balloting Process:

The draft standard it is circulated to all National Committees simultaneously for ballot as currently stated in the directives.

Completion of task: 5 months

10.4.4.2 Practical implementation of Level two (Project Teams)

- PL and experts prepare a draft of CDV document in accordance with the level two activities (10.4.4.1). Target date: 8 weeks after the circulation of the above TC 100 informative document.
- TS sends the TC 100 CDV document with the editorial status of an FDIS to IEC CO for circulation to the National Committees. . Target date: 2 weeks from the submission of the draft CDV document.
- NCs vote on the CDV. Target date: 5 months after circulation of the CDV.

10.4.5 Level Three

10.4.5.1 Description of Level Three

TAM, TS and the PL examine the [ballot results](#).

Upon approval the PL co-ordinates with the Central Office till publication of the standard.

Completion of task: 2 months

10.4.5.2 Practical implementation of Level Three

- Based on the comments received on CDV a voting report is drafted and distributed as a [TC 100 RVC](#). Target date: 2 weeks after closing of the CDV vote.
- The approved International Standard is published. Target date: 7 weeks after distribution of the TC 100 RVC.

10.4.6 Transfer of an established project to TC 100 fast standardization procedure

In case that the TC 100 fast standardization procedure is applied to an already established project, the project should fulfil the requirements of Level One and Two. An AGM document explaining the background to transfer to fast standardization procedure must be circulated to AGM members at latest one month before the approval of AGM.

- - - - -

Annex A

Abbreviations and acronyms

A.1 Abbreviations and acronyms

AC	Administrative circular
AG	Advisory Group
AGM	Advisory Group on Management
AGS	Advisory Group on Strategy
CC	Compilation of comment
CD	committee draft
CDV	committee draft for vote
CO	IEC Central Office
FDIS	final draft International Standard
GMT	General Maintenance Team
GMM	General Maintenance Manager
INF	Information document
IS	International Standard
MT	Maintenance Team
NC	National Committee
NP	new work item proposal
O-member	Observing member
P-member	participating member
PL	Project Leader
PT	Project Team
RM	Report of meeting
SMB	Standardization Management Board
TA	Technical Area
TAM	Technical Area Manager
TC	Technical Committee
TR	Technical Report
TS	Technical Secretary
WD	Working Draft
WG	Working Group

Annex B

TC 100 D-liaisons and submitted PAS

B.1 Approved D-liaisons

TC	Liaison Organization	QP to SMB RV on voting	Date
TC 100	AES: Audio Engineering Society DVD: Digital Video broadcasting SMPTE/V 16 AIIM: Association for Information and Image Int™	Established through TC 100 Reports: 02/952/RCA	1996
TC 100	IEEE: Institute for Electrical & Electronic Engineers ARIB: Association of Radio Industries and Business ATSC: Advanced Television Systems Committee DAVIC: Digital Audio Visual Council NPL: National Physical Laboratory NRSC: National Radio Systems Committee T1: Telecommunication Industry Association TIA: Telecommunication Industry DVD-Forum/WG 4	Established through TC 100 Reports: CA/1368/R	1998
TC 100	VESA: Video Electronics Standards Association CIE/Division 2/TC 2-42: Physical Measurement of Light and Radiation: The Colorimetry of Visual Displays ICC: International Colour Consortium NIDL: National Information Display Laboratory (USA) NPL: National Physical Laboratory (UK) VESA/FPDM: Video Electronics Standards Association: Flat Panel Display Measurement Workgroup	02/1130/RCA approved CA/1181/RV	1998-01-31 1998-02-26
TC 100	HAVi: Home Audio Video Interoperability	CA/2100A/QP approved CA/2128/RV	2001-10-26
TC 100	EICTA-TAC	CA/2131A/QP approved SMB/2167/RV	2001-12-20
SC 100C	1394TA: 1394 Trade Association AES: Audio Engineering Society	02/1121/RCA approved 02/1150/RV	1997-11-30 1997-12
SC 100C/ WG 11	DVD - Forum/WG 4	CA/1368/R	1999-02-08/09
SC 100C	SMPTE Society for Motion Picture and TV engineers	CA/1368/R	1999-02-08/09

B.2 Approved PAS submission

Agreements concerning IEC/PAS with:	Publications:	TC/SC	Term:	Notes:
1394 Trade Association, USA	IEC/PAS 61883-6 (1998-06): Consumer audio/video equipment - Digital interface – Part 6: Audio and music data transmission protocol IEC/PAS 61883-7 (2001-08) Consumer audio/video equipment – Digital interface - Part 7: Transmission of Rec. ITU-R BO.1294 System B Transport 1.0	100	2000-10-06 Ongoing.	Product or “WORKS”: “Transmission of Rec. ITU-R BO.1294 System B Transport 1.0.”
European Information, Communications and Consumer Electronics Technology Industry Association (EICTA) – formerly EACEM, Belgium	IEC/PAS 62298 (2002-01) TeleWeb Application Profile 1 Reference Decoder	100	2001-08-10 Ongoing.	Product or “WORKS”: “TELEWEB: Combined TR-045- r01, TR-046-r02, TR-047-r01 and TR-048-r01.”
	IEC/PAS 62297 (2002-01) Proposal for introducing a trigger mechanism into TV transmissions	100	2001-08-10 Ongoing	Product or “WORKS”: “TRIGGERS: Combined TR-037- r01 and TR-038-r01.”
Society of Motion Picture and Television Engineers (SMPTE)	IEC/PAS 62292 (2001-12) Draft SMPTE Engineering Guideline SMPTE XXX OE Declarative Data Essence	100	2001-07-18	Product or “Works”: Declarative Data Essence
	IEC/PAS 62261 (2001-07): Television – Metadata Dictionary Structure	100	2001-02-13	Product or “Works”: IEC-SMPTE Metadata

PAS Projects in progress 2002-06-01

Project	Current stage	Committee
PT 62458	PAS published	TC 100
PT 62459	PAS published	TC 100

Annex C Terminology

C.1 Introduction

From the beginning TC 100 had the intention to start a terminology procedure to manage all terms and definition used in TC 100 publications and not incorporated in the IEV. Up to now that intention was not really executed.

Today it is the IEC intention to put together a new IEC "glossary" comprising the terms and definitions clause of each IEC publication, which would be made available to the whole standards development community. TC 1's role would be to use this glossary as the raw material to produce the formal vocabulary.

In practice all the terms and definitions would be in a single database, the main difference being that TC 1 approved terms would be labelled accordingly and could therefore be distinguished from the "glossary" terms.

Due to these developments TC 100/AGM decided stop further working on the terminology procedure and to join the IEC intention is to put together a new IEC "glossary".

For the terms used in the TC 100 documents, it is recommended to refer to the IEV and IEC "Glossary" on IEC website.

Annex D

Document routing and responsibility

Type of document	Responsibility and control	Document drafted by	Routing of document	Remarks
NP	TC 100 secretariat and IEC/CO	Originator and completed by TC 100 secretariat	<ul style="list-style-type: none"> • Originator to IEC/CO • IEC/CO to TC 100 secr • TC 100 secr to IEC/CO • IEC/CO to NCs 	In case it is clear to which TA the NP belongs or which TS should handle the project, TC 100 secretariat involves the relevant TS in the process. Responsibility and control can be transferred to that TS
RVN	TC 100 secretariat, TS and IEC/CO	IEC/CO and completed by TC 100 secretariat or technical secretary	<ul style="list-style-type: none"> • IEC/CO to TC 100 secr • TC 100 secr. to TS • TC 100 secr or TS to IEC/CO • IEC/CO to NCs 	In case TS is known for the project, TS takes responsibility and control in stead of TC 100 secretariat
DC, CD, CDV, FDIS	TS and IEC/CO	PL and TS	<ul style="list-style-type: none"> • PL to TS • TS to IEC/CO • IEC/CO to NCs 	TC 100 secretariat is not involved in case the project is allocated to TA.
CC, RVC, RVD	TS and IEC/CO	IEC/CO and completed by PL and TS	<ul style="list-style-type: none"> • IEC/CO to TS • TS to PL and back • TS to IEC/CO • IEC/CO to NCs 	TC 100 secretariat is not involved in case the project is allocated to TA.
Q	TC 100 secretariat and IEC/CO	Originator and completed by TC 100 secretariat	<ul style="list-style-type: none"> • Originator to TC 100 secr • TC 100 secr to IEC/CO • IEC/CO to NCs 	
RQ	TC 100 secretariat and IEC/CO	IEC/CO and completed by TC 100 secretariat	<ul style="list-style-type: none"> • IEC/CO to TC 100 secr • TC 100 secr to IEC/CO • IEC/CO to NCs 	TC 100 secretariat informs originator
MCR	GMM and IEC/CO	GMM and/or TS	<ul style="list-style-type: none"> • TS to GMM • GMM to IEC/CO • IEC/CO to NCs 	TC 100 secretariat is not involved
INF	TC 100 secretariat and IEC/CO	Originator and completed by TC 100 secretariat	<ul style="list-style-type: none"> • Originator to TC 100 secr • TC 100 secr to IEC/CO • IEC/CO to NCs 	In case a TS or TAM wants to publish a TC 100 informative document the draft should be sent to TC 100 secretariat
R, SPS	TC 100 secretariat and IEC/CO	TC 100 secretariat	<ul style="list-style-type: none"> • TC 100 secr to IEC/CO • IEC/CO to SMB and NCs 	

Type of document	Responsibility and control	Document drafted by	Routing of document	Remarks
TA documents	TAM or TS	Originator and completed by TAM or TS	<ul style="list-style-type: none"> • Originator to TAM/TS • TAM/TS to TA members 	<p>TAM and TS have to decide who controls the documents</p> <p>In case TAM/TS wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as an TC 100 informative document</p>
GMT document	GMM	Originator and completed by GMM	<ul style="list-style-type: none"> • Originator to GMM • GMM to GMT members 	In case GMM wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as an TC 100 informative document
AGS documents	AGS secretary	Originator and completed by AGS secretary	<ul style="list-style-type: none"> • Originator to AGS secr • AGS secr to AGS members 	In case AGS wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as an TC 100 informative document
AGM documents	AGM secretary	Originator and completed by AGM secretary	<ul style="list-style-type: none"> • Originator to AGM secr • AGM secr to AGM members 	In case AGM wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as an TC 100 informative document
PL document	PL or TS	Originator and completed by PL or TS	<ul style="list-style-type: none"> • Originator to PL/TS • PL/TS to PT members 	<p>PL and TS have to decide who controls the documents</p> <p>In case PL/TS wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as an TC 100 informative document</p> <p>In case PL/TS wants to inform the TA also, the document has to be sent to the relevant TAM/TS for publication as TA document</p>
MT documents	PL or TS	Originator and completed by PL or TS	<ul style="list-style-type: none"> • Originator to PL/TS • PL/TS to MT members 	<p>PL and TS have to decide who controls the documents</p> <p>In case PL/TS wants to inform the NCs also, the document has to be sent to the TC 100 secretariat for publication as a TC 100 informative document</p> <p>In case PL/TS wants to inform the TA or GMT also, the document has to be sent to the relevant TAM/TS or GMM for publication as TA or GMT document</p>
TA/GMT Reports	TAM/GMM	TAM/GMM	<ul style="list-style-type: none"> • Originator to TC 100 chair +TC 100 secr • TC 100 secr to IEC/CO • IEC/CO to NCs 	<p>Reporting of TA/GMT is to TC 100, but can also be requested by TC 100/AGM</p> <p>During plenary meeting TC 100 secr can decide to publish a meeting document.</p>
TS Reports	TS	TS	<ul style="list-style-type: none"> • TS to TC 100 Secr 	TS reporting can be used for TC 100, TC 100/AGM or TA
PT/MT Reports	PL or TS	PL or TS	<ul style="list-style-type: none"> • Originator to TS • TS to TA members 	Reporting of PT/MT is to TA/GMT, but can also be requested by TC 100

Type of document	Responsibility and control	Document drafted by	Routing of document	Remarks
Meeting documents	Secretary responsible for meeting	Originator and completed by the secretary responsible for meeting	<ul style="list-style-type: none">• Originator to Meeting secr• Meeting secr to participants	Meeting secretary can also be the National Committee hosting the meeting
Meeting minutes	Secretary of meeting	Secretary of meeting	<ul style="list-style-type: none">• Secretary to participants	For reports to other groups see relevant document

Annex E
TC 100 forms

The following forms are available for the use within TC 100

form TC 100 TA	Establishment of a new TA	Page 42
form NP	New work item proposal in general rule	Page 44
form NP TC 100	New work item proposal in TC 100 fast standardization procedure	Page 46
Form RVN TC 100	Result of a new work item proposal (results from TC 100/AGM as well as the nomination of experts by the NCs) in the TC 100 fast procedure	Page 48
Form RVN General	Result of a new work item proposal in case of the TC 100 acceptance procedure of new work	Page 50
Form CDV TC 100	Balloting by the NCs on a project in the TC 100 fast procedure	Page 52
Form RVC TC 100	Balloting results on a CDV issued in the TC 100 fast procedure	Page 53
Form TC 100 report	TA/GMT report to TC 100 chairman	Page 54
Form TC 100 Liaison report	Questions regarding liaison matters and liaison report to TC 100	Page 55
Form TA Liaison report	Questions regarding liaison matters and liaison report to TA	Page 56



[Document reference]

Terms of reference of TA/GMT

IEC/TC 100 TA	Secretariat Japan	Date
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Title of TA

A. Scope

B. Justification

C. Officers
B.1 Technical Area Manager (TAM) Nominated by the TC 100 Secretariat for appointment by TC 100 chairman Proposed by _____ Technical Area Manager
B.2 Technical Secretary (TS) Nominated by the TC 100 Secretariat for appointment by TC 100 chairman NC Technical Secretariat _____ Technical Secretary

D. Work programme
Allocated projects and milestones: See annex

E. Liaisons
Liaisons:
A liaisons:
B liaisons:
D liaisons:

Name or signature of the secretary

Work programme for TC 100/



[Document reference]

NEW WORK ITEM PROPOSAL

	Proposer	Date of proposal
	TC/SC	Secretariat Japan
Classification according to IEC Directives Supplement, Table 1	Date of circulation	Closing date for voting

A proposal for a new work item within the scope of an existing technical committee or subcommittee shall be submitted to the Central Office. The proposal will be distributed to the P-members of the technical committee or subcommittee for voting, and to the O-members for information. The proposer may be a National Committee of the IEC, the secretariat itself, another technical committee or subcommittee, an organization in liaison, the Standardization Management Board or one of the advisory committees, or the General Secretary. Guidelines for proposing and justifying a new work item are given in ISO/IEC Directives, Part 1, Annex C (see extract overleaf). **This form is not to be used for amendments or revisions to existing publications.**

The proposal (to be completed by the proposer)

Title of proposal		
<input type="checkbox"/> Standard	<input type="checkbox"/> Technical Specification	<input type="checkbox"/> Publicly Available Specification
Scope (as defined in ISO/IEC Directives, Part 2, 6.2.1)		
Purpose and justification , including the market relevance and relationship to Safety (Guide 104), EMC (Guide 107), Environmental aspects (Guide 109) and Quality assurance (Guide 102) . (attach a separate page as annex, if necessary)		
Target date	for first CD	for IS
Estimated number of meetings	Frequency of meetings: per year	Date and place of first meeting:
Proposed working methods	<input type="checkbox"/> E-mail	<input type="checkbox"/> ftp
Relevant documents to be considered		
Relationship of project to activities of other international bodies		
Liaison organizations	Need for coordination within ISO or IEC	
Preparatory work Ensure that all copyright issues are identified. Check one of the two following boxes <input type="checkbox"/> A draft is attached for vote and comment <input type="checkbox"/> An outline is attached We nominate a project leader as follows in accordance with ISO/IEC Directives, Part 1, 2.3.4 (name, address, fax and e-mail):		
Concerns known patented items (see ISO/IEC Directives, Part 2) <input type="checkbox"/> yes If yes, provide full information as an annex <input type="checkbox"/> no		Name and/or signature of the proposer

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Comments and recommendations from the TC/TA officers
1) Work allocation <input type="checkbox"/> Project team
2) Draft suitable for direct submission as <input type="checkbox"/> CD <input type="checkbox"/> CDV <input type="checkbox"/> Publication as a PAS
3) General quality of the draft (conformity to ISO/IEC Directives, Part 2) <input type="checkbox"/> Little redrafting needed <input type="checkbox"/> Substantial redrafting needed <input type="checkbox"/> no draft (outline only)
4) Relationship with other activities In IEC In other organizations
Remarks from the TC/TA officers

Elements to be clarified when proposing a new work item

Title

Indicate the subject matter of the proposed new standard.

Indicate whether it is intended to prepare a standard, a technical report or an amendment to an existing standard.

Scope

Give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions.

Indicate whether the subject proposed relates to one or more of the fields of safety, EMC, the environment or quality assurance.

Purpose and justification

Give details based on a critical study of the following elements wherever practicable.

- The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
- The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
- Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?
- Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
- Urgency of the activity, considering the needs of the market (industry, consumers, trade, governments etc.) as well as other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
- The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
- If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed, the purpose and justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

Relevant documents

List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments), indicate this with appropriate justification and attach a copy to the proposal.

Cooperation and liaison

List relevant organizations or bodies with which cooperation and liaison should exist.

Preparatory work

Indicate the name of the project leader nominated by the proposer.



[Document reference]

TC 100 NEW WORK ITEM PROPOSAL TC100 Fast Standardization Procedure only

Document will be discussed in the TC 100/AGM meeting on _____, agenda item _____	Proposer	Date of proposal
	TC	Secretariat Japan
Classification according to IEC Directives Supplement, Table 1	Date of circulation	Comments before

In accordance with the rules for a new standardization procedure this proposal is sent to the members of TC 100/AGM for approval and to the National Committees for nomination of experts. All correspondence regarding the subject should be addressed directly to the TC 100 secretary. **This form shall be used for the TC 100 fast procedure only.**

The proposal (to be completed by the proposer)

Title of proposal		
<input type="checkbox"/> Standard	<input type="checkbox"/> Technical Specification	
Scope (as defined in ISO/IEC Directives, Part 2, 6.2.1)		
Purpose and justification , including the market relevance and relationship to Safety (Guide 104), EMC (Guide 107), Environmental aspects (Guide 109) and Quality assurance (Guide 102) . (attach a separate page as annex, if necessary)		
Target date	for first CD	for IS
Estimated number of meetings	Frequency of meetings: _____ per year	Date and place of first meeting:
Proposed working methods	<input type="checkbox"/> E-mail	<input type="checkbox"/> ftp
Relevant documents to be considered		
Relationship of project to activities of other international bodies		
Liaison organizations	Need for coordination within ISO or IEC	
Preparatory work Ensure that all copyright issues are identified. Check one of the two following boxes <input type="checkbox"/> A draft is attached for vote and comment <input type="checkbox"/> An outline is attached We nominate a project leader as follows in accordance with ISO/IEC Directives, Part 1, 2.3.4 (name, address, fax and e-mail):		
Concerns known patented items (see ISO/IEC Directives, Part 2) <input type="checkbox"/> yes If yes, provide full information as an annex <input type="checkbox"/> no		Name and/or signature of the proposer

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Comments and recommendations from the TC/TA officers	
5) Work allocation	<input type="checkbox"/> Project team
6) Draft suitable for direct submission as	<input type="checkbox"/> CD <input type="checkbox"/> CDV <input type="checkbox"/> Level two TC 100 fast procedure
7) General quality of the draft (conformity to ISO/IEC Directives, Part 2)	<input type="checkbox"/> Little redrafting needed <input type="checkbox"/> Substantial redrafting needed <input type="checkbox"/> no draft (outline only)
8) Relationship with other activities	In IEC In other organizations
Remarks from the TC/TA officers	

Elements to be clarified when proposing a new work item

Title

Indicate the subject matter of the proposed new standard.

Indicate whether it is intended to prepare a standard, a technical report or an amendment to an existing standard.

Scope

Give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions.

Indicate whether the subject proposed relates to one or more of the fields of safety, EMC, the environment or quality assurance.

Purpose and justification

Give details based on a critical study of the following elements wherever practicable.

- h) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
- i) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
- j) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?
- k) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
- l) Urgency of the activity, considering the needs of the market (industry, consumers, trade, governments etc.) as well as other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
- m) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
- n) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed, the purpose and justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

Relevant documents

List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments), indicate this with appropriate justification and attach a copy to the proposal.

Cooperation and liaison

List relevant organizations or bodies with which cooperation and liaison should exist.

Preparatory work

Indicate the name of the project leader nominated by the proposer.



[Document reference]

RESULT OF ASSESSMENT ON TC 100 NEW WORK ITEM PROPOSAL APPLYING TC 100 FAST STANDARDIZATION PROCEDURE

	IEC/TC or TA	Date of circulation
	Allocated project number	
Reference number of the proposal	Title of the TC or TA concerned	

Title of proposal: (Indicate Tax or TC 100 at the end of title in parenthesis)

Result of assessment

The New Work Item is introduced according to the TC 100 Fast procedure as approved by the Standardization Management Board (see CA/1414/RV)

The Advisory Group on Management of TC 100 approved the New Work Item during its meeting of . The project will be allocated to TA :

- The proposal is supported by the TC 100/AGM At least 3 P-members have nominated or confirmed the name of an expert

Under the voting criteria for the acceptance of new work items according to the TC 100 fast procedure

- the proposal is not approved**
- the proposal is approved and the new work item has been introduced in the programme of work under the following title:**

(Titre F):

The project is assigned to	project team/TA no.	name of project leader	
Draft attached to Form NP TC 100 will be	<input type="checkbox"/> discussed by E-mail correspondence	<input type="checkbox"/> distributed as a CDV (one step procedure)	
Proposed target date for submission of a	CDV:	IS:	
The date and place of the first PT or TA meeting are: or arrangements for electronic operations are annexed <input type="checkbox"/> .			
The list of experts nominated is annexed <input type="checkbox"/> .			
Proposals for further modifications are given in annex A <input type="checkbox"/>			

Secretariat	Name or signature of secretary
-------------	--------------------------------

Membership of Project Team

Task :

Project Leader :

Members :

NAME

COUNTRY



[Document reference]

RESULT OF VOTING ON NEW WORK ITEM PROPOSAL

IEC/TC or TA		Date of circulation	
Allocated project number			
Reference number of the proposal		Title of the TC or TA concerned	
Title of proposal: (Indicate TAX or TC 100 at the end of title in parenthesis)			
Voting results see printout attached			
Number of P-members approving the new work item proposal	Number of P-members not approving the new work item proposal	Number of P-members having nominated or confirmed an expert and approving the new work item proposal	Number of P-members in the committee

- The proposal is supported by a simple majority of the P-members voting
 In addition to the Project Leader at least 1 P-members, has nominated or confirmed the name of an expert **and** approved the new work item proposal

Under the voting criteria for the acceptance of new work items (see ISO/IEC Directives, Part 1, 2.3.5 and the modified rules for TC 100 under certain circumstances accepted by the Standardization Management Board in CA/1414/RV)

- the proposal is not approved**
 the proposal is approved and the new work item has been introduced in the programme of work under the following title:

(Titre F):

The project is assigned to	project team/TA no.	name of project leader	
Draft attached to Form NP will be	<input type="checkbox"/> distributed as a CD	<input type="checkbox"/> discussed (with comments annexed) on [Date]	<input type="checkbox"/> distributed as a CDV
Proposed target date for submission of a CD:	CDV:	FDIS:	IS:
The date and place of the first PT or TA meeting are: or arrangements for electronic operations are annexed <input type="checkbox"/> .			
The list of experts nominated is annexed <input type="checkbox"/> .			
Proposals for further modifications are given in annex A <input type="checkbox"/>			

Secretariat Japan	Name or signature of secretary or technical secretary
----------------------	---

Membership of Project Team

Task :

Project Leader :

Members :

NAME

COUNTRY



[Document reference]

TC 100 COMMITTEE DRAFT FOR VOTE (CDV)

Project number		
IEC/TC or TA:	Date of circulation	Closing date for voting (Voting mandatory for P-members)
TC/TA Title:		
Secretary:		
Also of interest to the following committees	Supersedes document	
Functions concerned		
<input type="checkbox"/> Safety	<input type="checkbox"/> EMC	<input type="checkbox"/> Environment <input type="checkbox"/> Quality assurance

THIS DOCUMENT IS STILL UNDER STUDY AND SUBJECT TO CHANGE. IT SHOULD NOT BE USED FOR REFERENCE PURPOSES.

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Title : (Indicate TAx or TC 100 at the end of title in parenthesis)

Introductory note

This document is processed as the new fast standardization procedure which was approved by the Standardization Management Board on request of TC 100. (see annex D of CA/1369/R and CA/1414/RV).

The New Work Item Proposal was approved by TC 100/AGM during its meeting in .

The draft is now circulated for a five months ballot.
If the result is positive, the next step is the publication of the standard.

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[Document reference]

TC 100 RESULT OF VOTING ON CDV

Project number:	Reference number of the CDV
IEC/TC or TA	Date of circulation
Title of the TC or TA concerned	

Title of the committee draft: (Indicate TAX or TC 100 at the end of title in parenthesis)
The above-mentioned document was distributed to National Committees with a request that voting take place for approval for publication as an International Standard. This according to the approval by the SMB of a fast standardization procedure of TC 100.
Voting results see printout attached
Comments received – see annex ¹⁾ In the case that the approval criteria for acceptance have been met, <i>a</i> <input type="checkbox"/> The committee draft for vote (CDV) will be published as an International Standard by (date) <i>b</i> <input type="checkbox"/> The committee draft for vote (CDV) will be published as a Technical Specification <input type="checkbox"/> or Report <input type="checkbox"/> by (date) DECISION OF THE CHAIRMAN (in cooperation with the secretariat), in the case that the approval criteria for acceptance have not been met <i>c</i> <input type="checkbox"/> A revised committee draft for vote (CDV) will be distributed by (date) <i>d</i> <input type="checkbox"/> A revised committee draft (CD) will be distributed by (date) NOTE In the case of a proposal <i>c</i> or <i>d</i> made by the chairman, P-members objecting to such a proposal shall inform the Central Office with copy to the secretary in writing within 2 months of the circulation of this compilation (see ISO/IEC Directives, Part 1, 2.6.5). <input type="checkbox"/> The comments will be discussed at the next meeting of the on (date)

Name or signature of the Secretary or Technical Secretary	Name or signature of the Chairman or TAM
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1) to be collated on Form Comments and annexed.



[Document reference]

REPORT TO TC 100 Audio, video and multimedia systems and equipment

TA	TAM	Technical Secretary	Date
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Please ensure this form is sent to the TC 100 Secretariat at least one week before the TC 100 or TC 100/AGM meeting by sending it by e-mail.

In the event that a TA meeting will be held in conjunction with a TC 100 plenary meeting, the report to the TC 100 Chairman shall be made available to the TC 100 Secretariat, by means of diskette or the local network, at least two hours before the beginning of that plenary meeting.

Title of TA

Reference of last report submitted	Date of last report submitted
Place of meeting held since	Date of meeting held since
Place of future meeting	Date of future meeting

A. Questions to TC 100 or TC 100/AGM on which a decision is required

B. Developments and expectations in market covered by the TA (other than those included in D and E), such as expected new work, limiting / expansion scope, life time of TA.

. Requests for new/modified liaisons needed for efficient and effective working in the TA at present or future projects..
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D. Programme of Work and state of art of projects overview of projects within the responsibility of the TA and the target date which can be expected (also maintenance work for which an MCR has been issued).

E. Maintenance forthcoming year possible maintenance projects, which need a decision in the forthcoming year regarding reconfirmation, modification or withdrawal due to the validity date.
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Name or signature of the technical area manager	Name or signature of the technical secretary
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[Document reference]

LIAISON REPORT TO TC 100

Liaison Body	Name of the reporter	Date
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Please ensure this form is sent to the TC 100 Secretariat at least one week before the TC 100 or TC 100/AGM meeting by sending it by e-mail.

Title of Liaison

Reference of last report submitted	Date of last report submitted
Place of liaison body's meeting held since	Date of liaison body's meeting held since
Place of liaison body's future meeting	Date of liaison body's future meeting

A. Questions to TC 100 on which a decision is required

B. Report

Name or signature of the liaison representative to TC 100	Name or signature of the liaison representative from TC 100
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**[Document reference]****LIAISON REPORT TO TA**

Liaison Body	Name of the reporter	Date
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Please ensure this form is sent to the TC 100/TA Technical Secretary at least one week before the TC 100/TA meeting by sending it by e-mail.

Title of Liaison

Reference of last report submitted	Date of last report submitted
Place of liaison body's meeting held since	Date of liaison body's meeting held since
Place of liaison body's future meeting	Date of liaison body's future meeting

A. Questions to TC 100/TA on which a decision is required
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B. Report

Name or signature of the liaison representative to TC 100	Name or signature of the liaison representative from TC 100
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