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REPORT TO THE ENVIRONMENTAL PROTECTION AGENCY ON:

THE WORKSHOP FOR THE DEVELOPMENT OF NEW PROCEDURES
FOR U.S. PARTICIPATION IN INTERNATIONAL STANDARDIZATION
IN ACOUSTICS, HELD 22-25 OCTOBER 1980 AT AIRLIE HOUSE, VIRGINIA

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Prepared by: The Acoustical Society of America, under contract to
the U.S. Environmental Protection Agency, Office of
Noise Abatement and Control

June 1981

Report to the Environmental Protection Agency on the workshop for the development of new procedures for U.S. participation in international standardization in acoustics, held 22-25 October 1980 at Airlie House, Virginia.

INTRODUCTION

A workshop for the analysis and potential revision of procedures for most effective U.S. participation in international standardization in acoustics was held at Airlie House, Virginia, from 22-25 October 1980.

Thirty-four (34) attendees selected on the basis of their particular expertise in various areas of developing standards or regulations in acoustics participated in the workshop (from both the voluntary and regulatory sector). (The list of attendees is attached (ATTACHMENT A.)

The workshop was first proposed by the Acoustical Standards Management Board (ASMB) of the American National Standards Institute (ANSI) and organized by the Acoustical Society of America (ASA) under contract to the Environmental Protection Agency (EPA).

BACKGROUND

Increasing numbers of governmental regulatory actions in the international community and concerns by both the private and governmental sectors about the imposition of technical barriers to trade through national standards and regulatory actions led in 1978 to an agreement to amend the General

Agreement on Tariffs and Trade (GATT) with a section on technical barriers to trade. The U.S. formally accepted this treaty amendment and initiated its implementation by enactment of the Trade Agreement Act of 1979. These actions impose through treaty obligations specific responsibilities on governments to act through internationally accepted voluntary standards organizations (such as ISO and IEC) prior to adopting standards for governmental regulations.

These actions place new responsibilities on governments and their national standards activities, and thus interactions of both with regard to their international standards activities.

OBJECTIVE

The workshop was held to assure that, in terms of the responsibilities of the Acoustical Society (ASA), which organization serves as the Technical Advisory Group via its national committees, for ISO/TC 43 Acoustics, and IEC/TC 29 Electroacoustics, procedures meeting the provisions of national and federal policies concerning standards' matters, are harmonized in mutually supportive fashion.

OPENING PLENARY SESSION SPEAKERS

At the opening plenary session, Dr. H.E. von Gierke, workshop co-chairman, gave the background, need, purpose and organization of the workshop followed by speeches by the individuals as listed below:

- o Jean-Marie Junger, International Standards - A multinational
Commission of European view (EEC)
Community, Brussels

- o David A. Steel, Dept. of International Standards - national
Industry, U.K. relationship - the U.S. experience (BSI)

- o William W. Lang, IBM International Standards - national
relationship - the U.S. experience (ANSI)

- o John C. Williams, U.S. GATT - U.S. implementation of Trade Agreements
Dept. of Commerce Act

- o Donald Abelson, Office of GATT - its impact on standards - why
Trade Representatives, section 4?
Executive Office of the
President

- o Paul Allmendinger, MVMA Private sector view of private and government
role in international standards

- o Henry Thomas, EPA Government view of private and government
role in international standardization

- o Donald F. Peyton, ANSI ANSI's role in international standardization

PRINCIPAL TOPICS

Discussion focused on four major topics during the workshop:

- o establishment of new organizational procedures
- o issues to be resolved prior to finalization of procedures
- o design of procedures with respect to document flow
- o financial implications of new procedures

The participants were respectively assigned to four working groups established to address these topics; a list of the initial work group assignments is attached (ATTACHMENT B).

The working groups convened on the afternoon and evening of Thursday, 23 October, and developed recommendations which were discussed within the other working groups and in plenary session. A summary of these recommendations was presented and discussed at the final plenary session on Saturday, 25 October 1980.

The results of the four working groups' deliberations, as reached during the final plenary session, are attached to, and part of, this report (see below).

A follow-up to this workshop, in the form of a U.S. Technical Advisory Group (TAG) meeting for ISO/TC 43 is planned for the fall of 1981.

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

1. Establishment of new organizational procedures

New TAG procedures were drawn up during workshop (see APPENDIX I).

The main difference between the procedures at present and those developed during the workshop is that the new procedures:

- (1) allow for broader involvement by different sectors, i.e. those directly and materially affected in the standardization process
- (2) enable the U.S. position on international documents to be truly representative of pertinent U.S. interest groups
- (3) ensure that the final U.S. position is adopted on consensus vote of all parties concerned

Finally, the TAG procedures as developed in the Airlie House workshop are to be forwarded to the relevant TAGs or Standards Committees for their consideration.

2. Details of document flow and time required for national processing and voting were considered and are submitted in APPENDIX II.

3. Special Issues arising from proposed modification of the existing procedures and their disposition were aired and the consensus of this discussion is given in APPENDIX III.

4. Financial implications

The greatest obstacle to the proposed ideal procedure for U.S. participation in international standardization in acoustics was seen in the increased funding requirements such procedural modification would require. A budget estimate based on present experience is presented in APPENDIX IV; ways of obtaining such funding are proposed.

In summary, the workshop fully and successfully completed its charge. The results presented in APPENDICES I-IV should be excellent bases for consideration and potential adoption by the appropriate standards' bodies.

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ATTACHMENT B

INITIAL WORKING GROUP ASSIGNMENTS

WORKGROUP: WRITING OF PROCEDURES CHAIR: Brenig
LOCATION: Meadow Room OVERALL CHAIR: Eldred
PARTICIPANTS: Galt Booth
Ken Feith
Daniel Flynn
Jeff Goldstein
Mario Pisciotta
Alice Suter

WORKGROUP: ISSUES CHAIR: Yost
LOCATION: West Room OVERALL CHAIR: Eldred
PARTICIPANTS: Samuel Feldman
Judith Follmann
Ira Hirsch
Lyle Luttrell
Samuel Lybarger
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Simone Yaniv

WORKGROUP: DESIGN OF PROCEDURES WITH
REGARD TO DOCUMENT FLOW CHAIR: Melnick
LOCATION: Blue Room OVERALL CHAIR: von Gierke
PARTICIPANTS: Robert English
Warren Kundert
Alan Marsh

WORKGROUP: IMPLEMENTATION -
FINANCIAL IMPLICATIONS CHAIR: Galloway
LOCATION: South Room OVERALL CHAIR: von Gierke
PARTICIPANTS: Paul Allmendinger
Henry Thomas

APPENDIX 1

REVISED DRAFT
NOVEMBER 1980

ASA procedures for U.S. Technical Advisory Groups (TAGs) participating in
ISO and/or IEC international standards' activities in acoustics

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REVISED DRAFT
NOVEMBER 1980

ASA PROCEDURES FOR U.S. TECHNICAL ADVISORY GROUPS (TAGs) PARTICIPATING IN
ISO AND/OR IEC INTERNATIONAL STANDARDS' ACTIVITIES IN ACOUSTICS

1. INTRODUCTION

The U.S. has an interest in actively participating in the development of international standards. The principal mechanism for developing such international standards is the Organization for International Standardization (ISO) and the International Electrotechnical Commission (IEC). The U.S. participates in these bodies through the American National Standards Institute (ANSI). ANSI delegates the responsibility for developing national positions for its presentation to ISO/IEC to bodies created for dealing with specialized areas in which the U.S. has an interest. These bodies are referred to as Technical Advisory Groups (TAGs). The TAGs are to be organized in accordance with ANSI policies and guidelines. The Acoustical Society of America has the responsibility for administering several TAGs in the area of acoustics and vibration. The Acoustical Society has placed responsibility for the administration of the TAGs with the Standards Secretariat of the Acoustical Society.

2. PURPOSE

The purpose of this document is to establish the organizations, functions and operating procedures for the TAGs.

3. GENERAL DESCRIPTION

The Technical Advisory Groups (TAGs) are the international counterparts to the national committees for standards development. Some differences between the national committee and TAG structures may exist because of the differences in scope and organization between the ISO/IEC Technical Committee/Subcommittee and the national committee. However, to the maximum extent practicable the national committee, TAG structure and membership of the national committee and its TAG counterparts are to be kept identical to ensure maximum harmony between U.S. development of national standard and U.S. actions on international standards of similar content or purpose.

The Acoustical Society undertakes its responsibilities as administrator of the TAGs through its Committee on Standards (ASACOS) and its Standards Secretariat. The Standards Secretariat is responsible for providing a wide range of direct supporting functions to the TAGs and carrying out all of the responsibilities assigned by ANSI to TAG administrators. The functions of the Standards Secretariat are monitored by the ANSI Acoustical Standards Management Board (ASMB), and any action or inaction by either the TAG or the Administrator may be appealed, first to the Standards Secretariat and second to the ASMB (see section 10).

The officers of the Technical Advisory Group are elected for three year terms. These officers: Chairman and Vice Chairmen, have the executive responsibilities for the TAG and are directly assisted administratively by the Standards Secretariat. The voting members of the TAG are persons (organizations and individuals) who may be directly and materially effected by the activities of the TAG.

The voting membership is subdivided into a number of specific interest categories and no one interest category shall dominate the voting membership. The SUB-TAG voting members of the TAG are self-selected to assist in the work on projects which are specifically in line with their expertise.

The TAG contains a number of Working Groups which have scopes directly parallel to those of the ISO/IEC Working Groups/Subcommittees for which they are established. These Working Groups are for the most part identical in composition to the equivalent national standards development working group. TAG voting members are appointed to these working groups, as appropriate to their specific interest. The committees formulate recommended U.S. positions on incoming international documents, develop working drafts for international submission, recommend individual delegates and provide instructions to delegates. Their recommended positions on documents are submitted to the TAG voting members who desire to participate in approving documents or other recommendations from that TAG working group. The procedures require resolution of negative ballots, reporting final results, including unresolved negative ballots or comments, to the entire TAG and/or distributing TAG working group recommendations to its members.

All appointments of TAG officers, TAG members, TAG working group chairmen, delegates and other subordinate committee memberships are subject to review by the TAG at intervals not exceeding two years. Provision is also made for individuals to seek appointments and numerous checks and balances are included to ensure the rights to full participation of all legitimate interests in an open process with rights for redress.

4. U.S. Technical Advisory Groups (TAGs)

4.1 General

The TAGs established and operating under these procedures are the TAGs for which the ASA has responsibility

4.2 Establishment

The Standards Secretariat shall establish TAGs as required to carry out the responsibilities of the ASA.

The Standards Secretariat shall have the continuing responsibility of contacting organizations and individuals who might reasonably be expected to be directly and materially affected by the activities of the TAG. Requests from organizations and individuals for membership in the TAG shall be addressed to the Standards Secretariat and shall contain an indication of interest in the activities of the TAG in terms of its potential direct and material effects on the requesting person. The Standards Secretariat shall consider such requests and take action on the requests for membership. In the case of requests for membership on the TAG after its initial establishment, the Standards Secretariat shall seek the advice of the TAG Chairman.

4.3 Scope

The scope of the TAGs shall parallel the scopes of the respective international standards bodies for which the ASA has responsibility either nationally or internationally. The original scope, and any modifications to it recommended by the TAG, shall be approved by the Standards Secretariat and submitted to ANSI's Acoustical Standards Management Board (ASMB) for its concurrence.

4.4 Organization

Elements of the TAG are members, a Chairman, Vice-Chairmen, heads of U.S. delegation(s), Working Groups, and other groups as required.

4.4.1 TAG membership

4.4.1.1 Criteria for Membership

Members of the TAG, with vote, shall consist of persons (e.g. organizations, companies, government agencies, individuals, etc.) who indicate to the Standards Secretariat that they are directly and materially affected by the activities of the TAG and who demonstrate a willingness to participate. Organizational members shall be domiciled within the United States, that is, established or incorporated under the laws of the United States or subdivisions thereof. Individual members shall be United States citizens.

Organizational members shall designate a representative and an alternate, as necessary; individual members shall be self-representative without alternate. No single individual shall represent more than one person (i.e. have more than one vote).

More than one subordinate unit of an organization may be accorded membership if the interest of the subordinate units are substantially different and the units provide to the Standards Secretariat evidence demonstrating that they are authorized to make independent decisions in the area of the activities of the TAG. (For example, a company representing primarily a buyer or user interest may be accorded separate representation from another company representing a producer or seller even though the two companies are affiliated (e.g., there is a significant degree of common ownership between them), otherwise affiliated companies shall have only one representative on a Technical Advisory Group.)

4.4.1.2 Classification of members

TAG members shall be classified into the following interest categories. No category shall dominate.

- o Producers
- o Consumer users
- o Industrial and/or commercial users
- o Government users
- o Government agency with regulatory responsibilities
- o Exposed public interest, labor groups, or citizens

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o General interest

4.4.1.3 Information Associates

Organizations, governmental bodies, companies and individuals may apply to the Standards Secretariat for acceptance as information associates of a TAG. Such members shall be kept advised of the activities of the TAG, may attend meetings at the discretion of the chairperson, and may offer advice and guidance. Information associates shall have no vote.

4.4.1.4 Fees

The Standards Secretariat shall charge an annual fee for TAG members and information associates in order to provide working documents and a subscription to Standards News, an Acoustical Society publication.

4.4.1.5 Membership Approval

The Standards Secretariat shall submit the initial list of TAG members to the ASMB for approval. Subsequently, the Standards Secretariat shall submit annually the membership list (see section 4.4.1.6) for ASMB approval and advise the ASMB at other appropriate times when organizations are added or deleted from the membership. The Standards Secretariat shall have the continuing responsibility of contacting organizations and individuals who might reasonably be

expected to be directly and materially affected by the activities of the TAG. Requests from organizations and individuals for membership in the TAG shall be addressed to the Standards Secretariat and shall contain an indication of interest in the activities of the TAG in terms of its potential direct and material effects on the requesting person. The Standards Secretariat shall also inform ASMB if it has not been successful in obtaining participation from persons it considers to be directly and materially affected by the activities of the TAG, particularly government agencies with regulatory authority in the TAG's areas of activity.

4.4.1.6 Membership List

The membership list of the TAG shall include the following:

- (1) Title and designation of the TAG and related ISO/IEC technical committees or subcommittees.
- (2) Scope of the ISO/IEC technical committees or subcommittees.
- (3) Standards Secretariat - organization and address.
- (4) Officers - names, addresses, business affiliations, and telephone numbers.
- (5) Organizations represented and their representatives and alternates - names, addresses, business affiliations, and telephone numbers.
- (6) Classifications of each voting representative, and a brief statement of interest.

- (7) Tally of classifications - total of voting representatives and subtotals for each classification.

4.4.1.7 SUB-TAG

The SUB-TAG shall consist of members of the TAG who evidence a willingness to participate in commenting and voting on documents and other matters pertaining to specific activities associated with the scope of a working group, including the formulation of U.S. positions on documents, standards, and other activities, as appropriate

The SUB-TAG members are self-selecting. Any TAG member may elect to become a member of any SUB-TAG by notifying the Standards Secretariat, or by replying to an annual questionnaire circulated by the Standards Secretariat

The tenure of each SUB-TAG member is determined on the basis of the member's demonstrated willingness to participate in the SUB-TAG activities. When a representative (and/or alternate) fails to respond to two consecutive requests for responses (ballots, solicited comments, etc.), the member organization or individual shall be removed from the SUB-TAG by the Standards Secretariat. Reinstatement may be considered upon formal request.

4.4.2 Officers

4.4.2.1 Terms of Office

The Chairman and Vice Chairmen of the TAG shall be elected by the TAG from its members. The terms of office shall commence immediately after the Spring meeting of the Acoustical Society following the election and shall continue for a period of three years. An individual may be re-elected Chairman or Vice Chairman for several terms provided that no more than two terms in any one office are consecutive

4.4.2.2 Nominations and Elections

Not later than the end of the Fall meeting of the Acoustical Society and every third year thereafter, the Standards Secretariat shall prepare a slate of nominations for respective officers within the TAG.

The Standards Secretariat shall notify the TAG no later than 31 December of its nominations. The membership of the TAG may also make nominations. Such nominations shall be submitted to the Standards Secretariat no later than 31 January of the following year. The Standards Secretariat shall mail to each member, within thirty days, a ballot containing names of all candidates, and their nominations. Ballots must be received by the Standards Secretariat within thirty (30) days from date of transmittal. The candidates receiving a plurality of the votes cast shall be elected.

4.4.2.3 Interim Officers

Upon the establishment of a TAG, the creation of a new elective office, or a vacancy of an elective office, the interim officers shall be appointed by the Standards Secretariat until the next annual election. The terms of office of respective interim officers shall end upon election of new officers

4.4.3 TAG Working Groups

4.4.3.1 Membership

The TAG Working Group Chairman shall be appointed by the TAG Chairman with the advice of the Standards Secretariat, and Vice Chairman where appropriate. The TAG Working Group members shall be appointed by the TAG Chairman with the advice of the TAG Working Group Chairman and the Standards Secretariat on the basis of interest in the scope of the TAG working group and evidenced desire to participate in its activities.

The members of the TAG working group may either be members or non-members of the TAG and shall have knowledge in its field of activity. To achieve the maximum harmonization between international and domestic standards every effort shall be made to ensure the composition of the TAG Working Group is identical to that of the U.S. national working group. Notification of these appointments shall be made by the Standards Secretariat to the individuals involved.

4.4.3.2 Term of Appointment

The term of appointment of the TAG Working Group Chairman and members shall be for a period of three years. The TAG Working Group Chairman and members shall be eligible for reappointment.

4.4.3.3 Application of Membership

TAG members desiring to participate on a TAG Working Group shall submit to the TAG Working Group Chairman and the Standards Secretariat a written statement of their interest, affiliation and qualifications.

4.4.3.4 TAG Review of Working Group Membership

The Standards Secretariat shall circulate annually to the TAG for its review a listing of all working group members and their chairmen. The list shall delineate the affiliation and purpose of appointment of each member.

4.4.4 Representatives to International Meetings

4.4.4.1 Head of Delegation

The head of delegation to a Technical Committee or Subcommittee meeting shall normally be the TAG Chairman or Vice Chairman, as appropriate. In the event that the appropriate officer is unable to carry out this duty, or in the event of special circumstances

involving more than one standards development organization, the Standards Secretariat shall, with the advice of the TAG officers, designate, an individual from the TAG to be head of the delegation.

4.4.4.2 Delegates to Technical Committees and Subcommittees

Prior to each Technical Committee or Subcommittee meeting, the Standards Secretariat, with the advice of the TAG Chairman and appropriate Vice Chairmen and TAG Working Group Chairman, shall recommend to ANSI a list of delegates to be accredited

4.4.4.3 Accredited Observers to ISO/IEC Working Group Meetings

Individuals desiring accreditation as observers to an ISO/IEC Working Group meeting shall submit such requests in writing to the Standards Secretariat at least three months prior to each meeting. The Standards Secretariat shall consider such requests, with the advice of the appropriate TAG officers and TAG Working Group Chairman. The Standards Secretariat shall submit its recommendations to ANSI for accreditation within thirty days of receipt of request

4.4.4.4 Instruction and Reporting Requirements

Each representative to international meetings is expected to present and support internationally the national position as developed and enunciated by the U.S. TAG (see section 6). Wherever possible these positions shall be prepared in writing under the responsibilities of the TAG Chairman. Meetings of SUB-TAG members shall be encouraged to arrive at a better consensus of a U.S. position.

4.4.4.5 TAG Review of Representatives

The Standards Secretariat shall circulate annually to the TAG for its review a list of all appointed representatives to international meetings. The list shall delineate the affiliation and purpose of appointment of each representative.

4.4.5 U.S. Members of ISO/IEC Working Groups

4.4.5.1 Selection Process

U.S. members and/or Convenors of ISO/IEC Working Groups shall be recommended by the Standards Secretariat with the advice of the TAG Chairman, appropriate Vice Chairman, and appropriate TAG Working Group Chairman. The recommended member shall be a member of the TAG Working Group and normally be the TAG Working Group Chairman.

4.4.5.2 TAG Reaffirmation of Representatives

The Standards Secretariat shall circulate annually to the TAG for its reaffirmation a listing of all U.S. representative members of ISO/IEC Working Groups including, in the event of special circumstances, individuals designated to cover standardization matters involving more than one standards' development organization. The list shall delineate the affiliation and the purpose of and initial date of appointment of each member.

4.4.5.3 Reporting requirements

Each U.S. member of ISO/IEC working groups shall submit to the Standards Secretariat a written summary of his/her activities at international meetings for distribution to the TAG. This report shall be submitted in a timely fashion and include advance warning of impending actions and copies of pertinent documents.

4.4.6 Other Required Subcommittees

When other subcommittees are required they shall be established by a majority vote of the TAG. Their chairmen and members shall be appointed by the TAG Chairman with the advice of the Standards Secretariat. These subcommittees are responsible to the TAG. Their membership, together with their affiliations and reason for appointment, shall be reviewed by the TAG at intervals of not greater than three years.

4.5 Functions of the TAG

4.5.1 General

Within its scope, and within time limits established by ISO/IEC, a U.S. TAG shall perform the following functions:

- (1) Review of TAG procedures
- (2) Recommend scopes of TAGS, and any modifications thereto, to be submitted to the Standards Secretariat for approval
- (3) make nominations for respective officers within the TAG and submit to the Standards Secretariat within stated time deadlines
- (4) Elect TAG officers and review all appointments
- (5) Review annually list of all working group members and their chairmen
- (6) Review annually list of all appointed U.S. representatives to international meetings
- (7) Reaffirm all U.S. representative members of ISO/IEC working groups
- (8) recommend registration of ANSI as a P Member of an ISO/IEC Technical Committee or Subcommittee and/or advise on any change in U.S. membership status in ISO/IEC Technical Committee or Subcommittee
- (9) Approve U.S. position on ISO/IEC Draft International Standards, Draft Technical Reports or Draft Proposals. Harmonize this position with existing and developing domestic standards, in so far as feasible.
- (10) Approve U.S. working drafts for submittal to ISO/IEC Technical Committees, Subcommittees or Working Groups for consideration as Draft Proposals. Harmonize all such drafts with existing or proposed domestic standards.

4.5.1 General (continued)

- (11) Approve U.S. proposals for new work items for an ISO/IEC Technical Committee or Subcommittee
- (12) Establish U.S. positions on ISO/IEC questionnaires, draft reports of meetings, etc. coordinating questionnaire responses with domestic standards.
- (13) Vote on exceptions to stated voting guidelines and submit such recommendation to Standards Secretariat through the TAG Chairman
- (14) Establish subcommittees of TAG where required
- (15) Review membership of TAG subcommittees at intervals of not greater than three years
- (16) Provide adequate U.S. representation of ISO/IEC Technical Committee, Subcommittee or Working Group meetings, and ensure compliance with the international guidelines for U.S. delegates to international meetings
- (17) approve U.S. positions for agenda items of Technical Committee, Subcommittee and/or Working Group meetings and advise the U.S. delegation of any flexibility it may have on these positions
- (18) Identify and establish close liaison with other U.S. technical advisory groups in related fields, or where ISO/IEC activity may overlap
- (19) Coordinate U.S. participation in ISO/IEC international standards activities with American National Standards activities
- (20) Harmonize national standards and ISO/IEC International Standards
- (21) Submit reports on status of work to the Standards Secretariat, at least annually

4.5.1 General (continued)

- (22) Recommend action by the Standards Secretariat concerning adoption of ISO/IEC Standards as American National Standards

4.5.1.1 SUB-TAG

The SUB-TAG (see 4.4.1.7) formulates U.S. positions by vote (the SUB-TAG consists of members of the TAG who evidence a willingness to participate in commenting and voting on documents and other matters pertaining to specific activities associated with the scope of a working group, including the formulation of U.S. positions on document, standards, and any other activities, as appropriate.)

4.5.2 Chairman and Vice Chairmen

The TAG Chairman shall carry out the following functions:

- (1) Appoint Chairman of TAG Working Group and members with advice of the Standards Secretariat
- (2) Advise the Standards Secretariat on requests of individuals desiring accreditation as observers to ISO/IEC working group meetings
- (3) Advise the Standards Secretariat as to U.S. members of ISO/IEC working groups
- (4) Serve as head of delegation where appropriate
- (5) Advise Standards Secretariat on appointments of heads of U.S. delegation(s) and U.S. delegates to be accredited for international meetings

4.5.2 Chairman and Vice Chairmen (continued)

- (6) be informed on all proposed U.S. positions on ISO/IEC documents and proposals for new work items/U.S. drafts
- (7) interact on U.S. positions with U.S. delegates and ISO/IEC Working Group members prior to meetings
- (8) formulate U.S. position in writing on all ISO/IEC documents submitted for either comment or vote
- (9) appoint Chairman and members of TAG subcommittees as required
- (10) Notify SUB-TAG and Working Group Chairman of approval of positions in comment documents
- (11) Approve document for ballot and transmit position to Standards Secretariat
- (12) Send document to Working Group Chairman for reworking of comments if unresolved
- (13) Resolve negative votes following ballot of TAG, with advice of Working Group Chairman, and transmit final position to Standards Secretariat
- (14) Request time extension on international documents, where required, from Standards Secretariat
- (15) notify of approval and furnish copies of comment positions to Working Group Chairman, SUB-TAG and Standards Secretariat

4.5.2 Chairman and Vice Chairmen (continued)

- (16) take action on the following items (with the assistance of the Standards Secretariat): close liaison with other U.S. TAGs; coordination of U.S. participation in ISO/IEC activities with national standards' activities; harmonization of national standards and ISO/IEC international standards; submittal of reports on status of work to the Standards Secretariat at least annually

The Vice Chairman shall have the same responsibilities as the Chairman; these functions will take effect upon the inability for any reason of the Chairman to serve. In the event there are more than one Vice Chairman, one will be designated as first Vice Chairman for this purpose. In addition, the Vice Chairman shall have the responsibility of advising the TAG Chairman on all matters under jurisdiction of the TAG Chairman.

4.5.3 Head of U.S. delegation

The head of the U.S. delegation shall coordinate the position of the U.S. in all areas which come under the purview of the main Technical Committee or Subcommittee of ISO/IEC for which he/she is technically responsible.

His/her functions shall include:

- (1) coordination of U.S. responses and presentation of a unified and agreed upon position of the U.S. in writing prior to an international

4.5.3 Head of U.S. delegation (continued)

meeting

- (2) presentation of the official U.S. position at an international meeting
- (3) presentation of a written report including the reports of the individual delegates to the Standards Secretariat and TAG Chairman following an international meeting for information and subsequent publication, as appropriate, in the TAG Status reports
- (4) Close attention to the national and international directives for carrying out the responsibility of the head of the U.S. delegation
- (5) Ensure that all delegates within the U.S. delegation properly prepare and present their positions internationally
- (6) Ensure that governmental positions and/or minority opinions in a particular field are presented both in writing and at the official international meeting of ISO/IEC
- (7) Harmonize international and national positions having regard to the U.S. position and any treaty agreements which may be in effect

4.5.4 TAG Working Groups

The TAG Working Group has the following functions:

- (1) Prepare in writing recommended U.S. positions on ISO/IEC documents, and develop proposals for new work items/U.S. draft for submission to the TAG
- (2) Review reports of actions at meetings

4.5.4.1 TAG Working Group Chairman

- (1) advise Standards Secretariat as to U.S. members of ISO/IEC working groups
- (2) advise Standards Secretariat on requests from individuals desiring accreditation as observers to ISO/IEC working groups
- (3) advise TAG Chairman on appointment of working group members
- (4) advise Standards Secretariat on delegates to be accredited
- (5) Send recommended U.S. position to TAG Chairman with information copies to SUB-TAG and Standards Secretariat, providing appropriate feedback to Working Group members

5. Standards Secretariat

5.1 General

The Standards Secretariat is the Acoustical Society of America, acting through its Committee on Standards (ASACOS).

5.2 Functions of the Standards Secretariat

- (1) Establish TAGs as required to carry out responsibilities of the Standards Secretariat and organize the TAG in close coordination with related domestic standards committee(s)
- (2) approve initial scope of TAG, as well as modifications thereto, and submit to ANSI
- (3) review and act on all requests for TAG membership

5.2 Functions of the Standards Secretariat (continued)

- (4) Submit initial list of TAG members of ASMB for approval and submit updated lists annually thereafter. Advise ASMB at other times of membership changes
- (5) periodically contact organizations and individuals who might reasonably be expected to directly and materially be affected by the activities of the TAG, and afford these persons an opportunity to participate
- (6) Appoint interim officers of the TAG until next election
- (7) prepare every third year for ballot of the TAG a slate of nominations for officers within the TAG
- (8) Determine that representatives on the TAG participate actively in TAG business and that all those having a direct and material interest in the activities of a TAG working group have the opportunity to be participating voting members on all actions or recommendations of that Working Group. This determination shall be based on members' responses requesting self-selection of activities for participation, or by direct request from a TAG member to the Standards Secretariat. Inform the ASMB if unsuccessful in obtaining adequate participation from persons directly and materially affected by the activities of the TAG, particularly government agencies with regulatory authority in the TAG's area of activity
- (9) approve Information Associates
- (10) form TAG Working Groups and advise the TAG Chairman on appointment of Working Group Chairmen and members of Working Group

5.2 Functions of the Standards Secretariat (continued)

- (11) circulate annually to the TAG a listing of:
 - (a) Working Group Members
 - (b) appointed representatives to international meetings
 - (c) U.S. members to ISO/IEC Working Groups
- (12) approve TAG membership of subordinate units of organization
- (13) carry out administrative work, including provision of secretarial services, arrangements for meetings, and timely preparation and distribution of documents related to the work of the U.S. TAG.
- (14) recommend U.S. members and/or convenors of ISO/IEC working groups as required, with advice of the TAG Chairman and appropriate Vice Chairmen and TAG Working Group Chairman.
- (15) Recommend to ANSI with the advice of the TAG Chairman and appropriate Vice Chairmen and Working Group Chairman, U.S. acceptance of Secretariats of ISO/IEC Technical Committees, Subcommittees or Working Groups; and invitations to host ISO/IEC Technical Committee, Subcommittee or Working Group meetings
- (16) assist the TAG Chairman in identification and establishment of close liaison with other TAGs
- (17) assist the TAG Chairman in coordination and harmonization of U.S. participation in ISO/IEC activities with national standards' activities
- (18) seek adoption of ISO/IEC Standards as national standards' on recommendation of the TAG

5.2 Functions of the Standards Secretariat (continued)

- (19) prepare ballots on U.S. positions on all documents, including Draft International Standards, Draft Technical Reports, Draft proposals, Working Group drafts, and proposals for new work items
- (20) circulate the TAG on registration of the U.S. Member Body as a P Member of an ISO/IEC Technical Committee or Subcommittee and/or change in membership status
- (21) circulate TAG on approval of procedures followed by the TAG
- (22) transmit U.S. proposals and U.S. positions, as developed and authorized by the U.S. TAG, to ANSI within specified time limits
- (23) Request time extensions on ISO/IEC documents where required
- (24) Appoint heads of delegation when TAG officers unable to serve
- (25) recommend to ANSI delegates to be accredited for international meetings
- (26) consider requests for status as accredited observers to ISO/IEC meetings and make recommendations to ANSI
- (27) brief delegation prior to meeting on ANSI guidelines for delegations, general ISO/IEC procedures and any special protocols
- (28) arrange for financial support required to meet the costs of technical and administrative participation, of secretariats (if held by the U.S.) and of meetings hosted by the U.S. domestically and elsewhere
- (29) ensure that opportunity is provided for all substantially affected parties to participate in development of positions and to comment prior to their approval for submission to ANSI
- (30) ensure compliance with ISO/IEC directives

5.2 Functions of the Standards Secretariat (continued)

- (31) notify TAG Members and invite participation in development of U.S. vote on ISO documents and IEC documents under the six months' rule
- (32) Send copies of documents to identified working groups SUB-TAG Members, TAG Chairman and other TAG members who indicate a desire to participate
- (33) Tally vote on position document and determine that voting criterion is met
- (34) if position is approved, submit position to ANSI
- (35) if position is not approved, return it to the TAG Chairman for resolution
- (36) furnish information copies of positions on voting documents to the TAG Chairman, SUB-TAG and Working Group Chairman
- (37) After appropriate warning note, remove TAG members when three consecutive ballots are not returned
- (38) inquire about the continued interest of TAG members when they consistently abstain from voting
- (39) remove SUB-TAG members where appropriate (see 4.4.1.7)
- (40) notify individuals of appointments to working groups and individual delegations
- (41) charge reasonable fees for documentation and mailing

6. Development and Approval of U.S. Position

Several kinds of ISO/IEC documents are submitted to ANSI for U.S. action. These documents are circulated to TAG members who participate in the SUB-TAG for the working group handling the documents. Documents are submitted for vote under the Six Months' (ISO and IEC) and Two Months' (IEC) Rules and as documents for comment only. Additionally, the U.S. may take the initiative of submitting draft proposals to an ISO/IEC Technical Committee or one of its Working Groups. Procedures for each case follow.

6.1 Vote on ISO Documents and IEC Documents under Six Months' Rule

6.1.1 Development of U.S. Position

The document is received by the Standards Secretariat who will:

- (1) Notify the appropriate TAG members and invite participation in the process of developing the U.S. position.
- (2) Send copies to the identified Working Group(s), SUB-TAG members, TAG Chairman, and other TAG members who indicate a desire to participate.

The Working Group is responsible for developing a U.S. position with input from the SUB-TAG. The U.S. position may be affirmative, negative, or an abstention. No matter what the vote, comments explaining the reasons for the U.S. position and suggested changes to the document may be submitted.

6.1.2 Approval of U.S. Position

The Working Group Chairman transmits the recommended U.S. position to the TAG Chairman with information copies to the SUB-TAG and the Standards Secretariat. The TAG Chairman may approve the document for vote or return it to the Working Group Chairman with suggestions for further work. After approval for vote, the TAG Chairman transmits the position document to the Standards Secretariat where a ballot will be prepared and sent to the members of the SUB-TAG for vote. With the majority of the SUB-TAG having voted (yes, no or abstain), the U.S. position is considered approved by a two-thirds or greater vote of those who vote yes or no. The Standards Secretariat tallies the ballot results and determines whether the voting criterion has been met.

6.1.3 Submittal of U.S. Position

If the U.S. position is approved, it is immediately sent to ANSI. Information copies are furnished to the TAG Chairman, SUB-TAG, and Working Group Chairman. If not, it is returned to the TAG Chairman for resolution of negative votes, with the advice of the Working Group Chairman. Assuming resolution, the TAG Chairman then returns the document to the Standards Secretariat for transmittal to ANSI. In case the number of approval votes cannot be increased to the required two-thirds, a time extension may be requested and the document returned to the Working Group Chairman for further work.

6.1.3 Submittal of U.S. Position (continued)

If a document concerns matters of direct interest to a government agency with regulatory authority in its areas, comments by that agency relative to regulatory aspects of the document shall be forwarded together with the official U.S. position for transmittal to ISO/IEC.

6.2 Vote on IEC Two Months' Rule Documents

The procedure for handling an IEC Two Months' Rule document is identical to that for an IEC Six Months' Rule document (see section 6.1) except that the U.S. position is drafted by the TAG Chairman. The TAG Chairman, in drafting the U.S. position, may seek the advice of the Working Group Chairman.

As part of the U.S. position, the TAG Chairman prepares a written description of substantive differences between the voting document and the previously circulated IEC Six Months' Rule document.

6.3 Guidelines for Voting

6.3.1 U.S. Affirmative Vote

The U.S. should vote in the affirmative, if:

- (1) There is an existing national standard (a standard generally accepted within the U.S.) not in conflict with the proposed international document; or

6.3.1 U.S. Affirmative Vote (continued)

- (2) Any conflict between the international document and an existing national standard is small, and the national standard could be modified to conform at an early date; or
- (3) No U.S. document exists, and the international document is technically acceptable and could be used to develop national standards; or
- (4) A national standard exists which differs from the international document only because the national standard includes additional or more stringent requirements, and the U.S. has not advocated inclusion of those more stringent requirements in the international document. In such a case, the U.S. vote should be accompanied by comments pointing out that additional requirements must be met to satisfy the U.S. standard.

6.3.2 U.S. Negative Vote

The U.S. should vote in the negative if:

- (1) The international document is in clear conflict with an existing national standard; or
- (2) A national standard exists which differs from the proposed international document only because it includes additional or more stringent requirements, and the U.S. has unsuccessfully advocated inclusion of those requirements in the international document.
- (3) The proposed international document is not technically acceptable.

6.3.3 U.S. Abstention

The U.S. should abstain only if the U.S. intent not to participate in the development of a particular international document has been placed on record with the concerned ISO/IEC Technical Committee Secretariat and the ISO/IEC Central Secretariat in advance.

6.3.4 Exceptions

Exceptions to the above stated voting guidelines should be based on a recommendation voted by the TAG and submitted through the TAG Chairman to the Standards Secretariat.

6.4 Preparation and Submittal of Comments on ISO/IEC Documents

The procedure for handling comments on ISO/IEC documents is identical to that for the ISO voting documents and IEC Six Months' Rule documents (see section 6.1) except that the formal step of voting an approval is omitted.

The Working Group is responsible for developing a U.S. position with input from the SUB-TAG.

6.4 Preparation and Submittal of Comments on ISO/IEC Documents (continued)

The Working Group Chairman transmits the recommended U.S. position to the TAG Chairman with information copies to members of the SUB-TAG and Standards Secretariat. The TAG Chairman may approve the recommendation or return it to the Working Group Chairman with suggestions for further work. After approval, the TAG Chairman transmits the recommended position to the Standards Secretariat for submittal to ANSI. Simultaneously, the TAG Chairman shall notify the members of the SUB-TAG and Working Group Chairman of the approval.

6.5 Submittal of U.S. Draft Documents to ISO/IEC

When deciding on submittal of a U.S. working draft to an ISO/IEC Technical Committee, Subcommittee, or Working Group for consideration as a draft proposal, the U.S. TAG shall ensure that:

- (1) The document to be submitted is an approved or proposed American National Standard, where one exists, or
- (2) If there is no approved or proposed American National Standard, the document to be submitted is generally accepted within the U.S.; and
- (3) The document to be submitted is in conformance with international guidelines for preparation of international standards or technical reports.

7. Procedures for registration and/or change in status in ISO/IEC Technical Committees or Subcommittees and approval of procedures for TAG and other matters

Approval of the following actions shall be by written ballot or by equivalent formal recorded method at a meeting and shall require at least two-thirds affirmative vote of those voting, a majority of the voting membership having returned affirmative ballots or having voted affirmative at a meeting: The entire TAG is circulated with the ballot. Other matters are by simple majority vote or by letter ballot of the whole TAG or by meeting.

- (1) registration of ANSI as the U.S. Member Body as a P Member of an ISO/IEC Technical Committee or Subcommittee
- (2) Change in membership status in ISO/IEC Technical Committees or Subcommittees
- (3) Approval of procedures followed by the TAG
- (4) U.S. proposal for a new work item for an ISO/IEC Technical Committee or Subcommittee

In deciding whether the U.S. should register as a P member of an ISO/IEC Technical Committee or Subcommittee, a TAG shall consider the following factors:

- (1) The need for U.S. participation
- (2) Whether there is sufficient indicated support from those substantially concerned and competent to ensure effective U.S. participation

8. Issuing Invitations and Conducting Meetings of ISO/IEC Technical Committees, Subcommittees and Working Groups in the U.S.

8.1 General

A meeting of an ISO or IEC Technical Committee or Subcommittee is called by the respective central organizations when the secretariat concerned considers this necessary for the proper progress of the work. The date and place of such meetings are subject to an agreement between the central organization and the secretariat concerned. A meeting of an ISO/IEC Working Group is called by the secretariat (or convenor) of the Working Group. As the U.S. member body of ISO/IEC, ANSI may invite an ISO/IEC Technical Committee, Subcommittee or Working Group to meet in the United States upon the advice of the Standards Secretariat.

8.2 Tentative Invitations

The U.S. head of delegate to a meeting of an ISO/IEC Technical Committee, Subcommittee or Working Group may extend a tentative invitation to host a future meeting in the U.S. In such cases, the chief delegate shall clearly state that the invitation is subject to confirmation by the Standards Secretariat and ANSI. Immediately following any meeting at which such a tentative invitation has been extended, the chief delegate shall notify the Standards Secretariat and ANSI of the invitation and ensure that a written request to host the meeting is submitted in accordance with established international procedures.

8.3 Formal Invitation

Formal requests to host ISO/IEC meetings in the U.S. shall be approved by the Standards Secretariat and ANSI, after arrangements have been made to bear all meeting costs.

8.4 Administrative Services at Meetings

Administrative services, interpretation services and social functions shall be arranged according to international protocols.

9. Voting Obligations

Each representative and alternate shall exercise his voting privilege within prescribed time limits. An alternate's vote shall be counted only if the representative's vote is not returned. Failure to execute and return ballots shall be considered as a lack of willingness to participate. When a representative and his alternate fail to return three consecutive ballots when due, the member organization or individual member shall be informed that they are subject to removal from the TAG. If they continue to demonstrate a lack of participation, they shall be removed from the TAG by the Standards Secretariat after appropriate note. In case of organizational and individual members who consistently abstain from voting, the Standards Secretariat shall inquire about their continued interest.

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10. Appeals

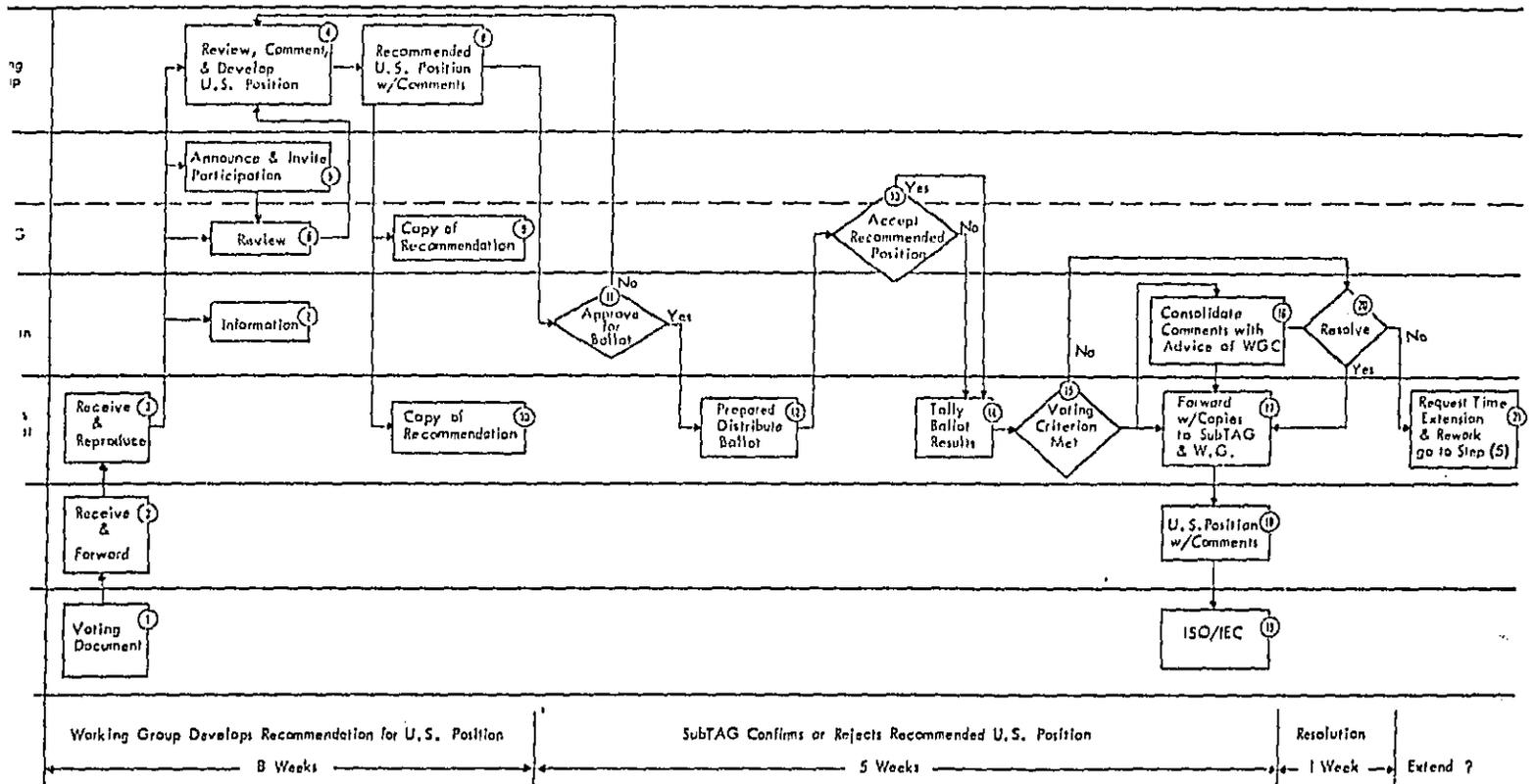
Any action or inaction of the TAG, its officers or the Standards Secretariat may be appealed by any person to the Appeals Body of the Standards Secretariat.

The Appeals Body shall be appointed by the Standards Secretariat, and be composed of at least three individuals knowledgeable as to the policy or other concerns related to the appeal. Such individuals must not have demonstrable real or apparent conflicts of interest with the subject of the appeal or the person filing the appeal.

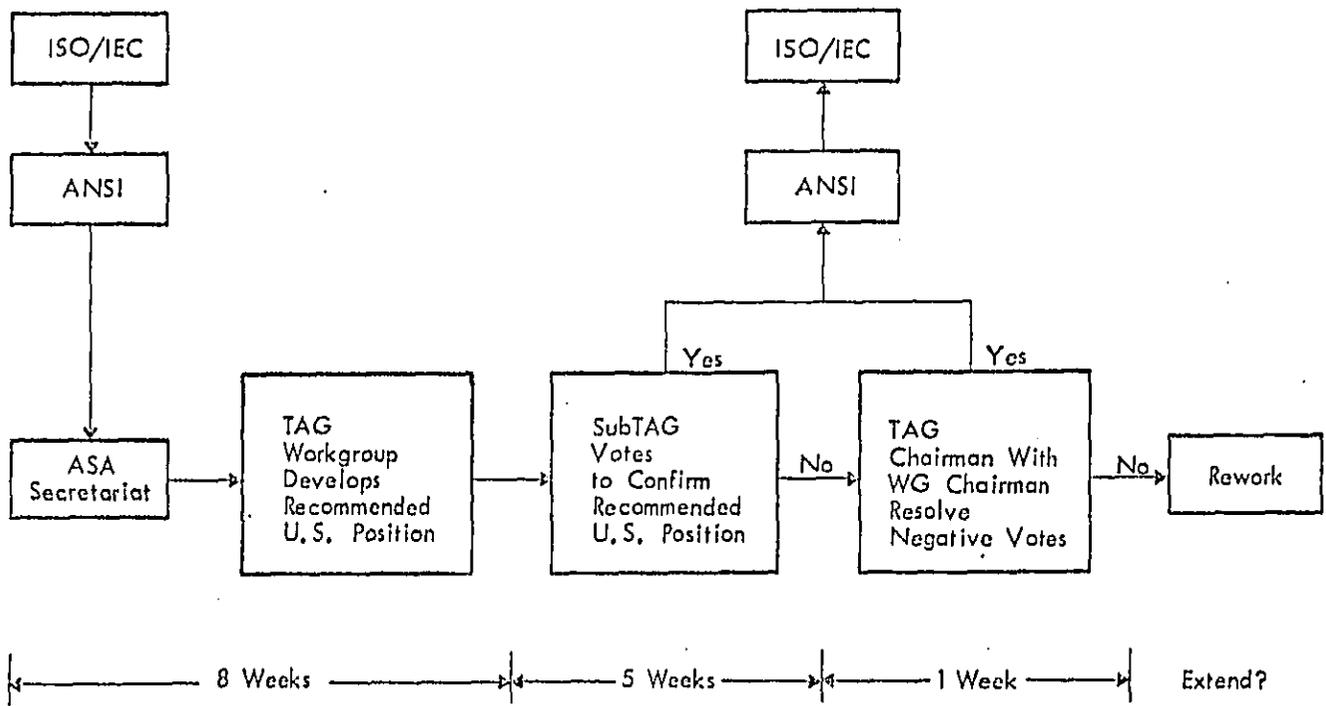
The appeal must be filed in writing to the Standards Secretariat with a copy to the ASMB. A summary of the nature of the appeal and the decision and rationale therefor, shall be reported to the TAG by the Standards Secretariat.

The decision of the appeals body may be appealed to the ASMB. Such appeals shall be in writing with a copy to the Executive Standards Council of ANSI.

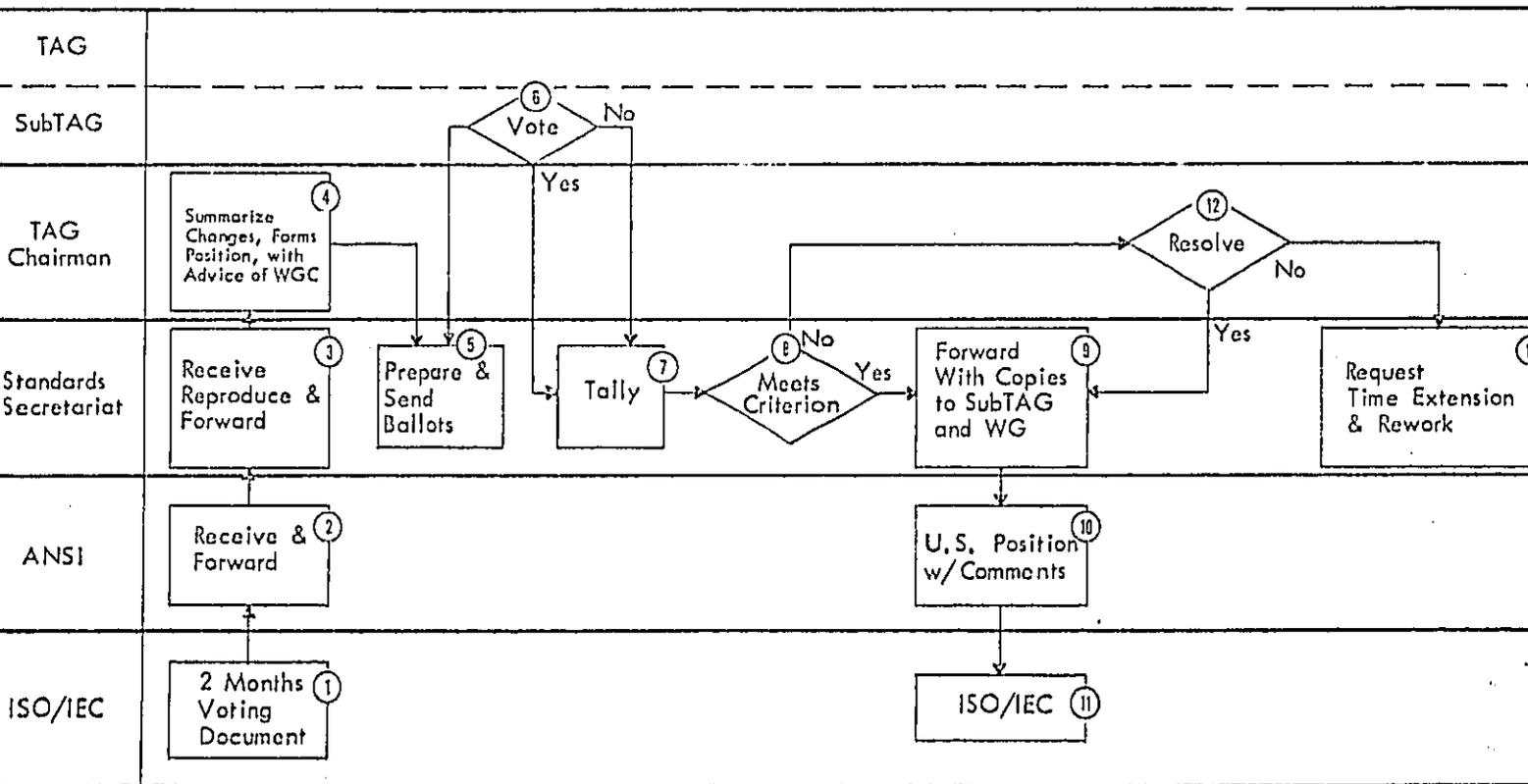
VOTE ON ISO DOCUMENTS AND IEC DOCUMENTS UNDER THE SIX MONTHS RULE



SIX MONTH VOTING PROCEDURE



VOTING DOCUMENT 2 MONTH RULE



REPORT OF THE "ISSUES COMMITTEE"

The issues concerning International Acoustic Standardization were divided into two lists; one a list of issues which could most likely be resolved by the "strawman," by financial considerations or by document flow diagrams, and two, a list of issues which could not be solved by these other committees.

The first seven (1-7) issues were submitted to the other committees (committee listed).

1. National-International Harmony. Where U.S. technology permits, every effort should be made to achieve commonality or agreement between ISO/IEC standards and relevant American National Standards. (Strawman)

2. Feedback. To adequately inform working group and TAG members on actions taken on international documents:

a. Copies of consensus comments as sent to the central secretariat or central office are to be supplied to working group members.

b. Copies of votes, with or without comments, as sent to the central secretariat or central office, are to be supplied to TAG and working group members.

c. Publication of actions taken on international standards are to be made as appropriate. (Strawman - document flow)

3. Memberships and Personnel

a. Who is selected for national Working Groups, and for voting membership in standards committees (TAGs)?

b. Can we ensure that a proposed member for an ISO/IEC Working Group is an active member of the national working group?

c. Should ISO/IEC delegation be restricted to U.S. individual members of International Working Groups?

d. How can we ensure continuity of U.S. members of International working groups and U.S. delegations, at least during the development of a given standard?

e. How can we assure balance and representatives in the standards committee or TAG? (Strawman)

4. Other National Working Groups. Procedures should provide a vehicle for comment on the national standards being developed in other countries when an international standard does not exist, as required by GATT 2.5. (Strawman)

5. Trade. Working Groups, TAG members and resource committee members should be cognizant of impact of trade considerations in preparing U.S. position on international standards and in harmonizing national and international documents. (Strawman)

6. Planning. How do we establish need for standards? The initiation of standards may be generated by various sources:

- TAG
- Working Groups
- Industry Groups
- Government
- Other

How does Administrator review the need for such standards?

How does Administrator coordinate with other Groups?

Does Administrator establish a Planning Document or Long-range Planning Group?

How do we place the planning into the international planning as well as to coordinate this planning with the national planning? (Strawman)

7. Resources. In addition to administrative and travel support, support for research, engineering trials and similar technical work should be sought. (Financial)

The remaining issues were discussed and some solutions suggested.

8. Resources. Funds and resources are now non-existent or insufficient to accomplish:

a. Administrative support and travel for delegation meetings prior to international meetings of ISO/IEC, and the international meetings themselves.

b. Relevant continuing participation by qualified experts in particular international projects.

c. Research, engineering trials and similar technical work in connection with proposed standards, which might be partially met by the assistance from National Laboratories dealing with acoustics. We recommend that continuing funds be made available for direct participation, and short-term funds for related research -- probably most appropriately from:

(1) The Department of Commerce, in collaboration with other interested Departments and Agencies, and

(2) Private sources with direct interests in these standards.

9. Harmony of National and International Standardization. Careful attention should be given to the National Acoustics Standards activity as described by Operating rules of the Committee on Standards, and to the organization of the International Acoustics Standards activity as described by the "revised strawman" in order to insure an effective and efficient program to develop, comment on, and vote on National and International Standards.

This effort should be undertaken by the common Administrator of the national and international acoustical activity (e.g. ASACOS).

The following observations are offered as guidelines for this organizational effort.

a. With respect to ISO TC 43, and ISO TC 43/SC1, we recommend that ASA not assign the TAG for those international committees to standards committees S-1 and S-3, either separately or in combination. We suggest that the office of TAG chair and standards committee chair be separate, though both offices might be occupied by the same person. The TAG will be composed largely of S-1 and/or S-3 members, but such memberships again are not synonymous.

b. That clear lines of information flow are established among the TAG chairs and S committee chairs.

c. Attention should be paid to activities in the domain of the TAGs or S committees which overlap with other TAGs or ANSI Standard Committees (e.g. ISO/TC 43/SC2 "Building Acoustics").

d. A means be provided for setting priorities for a working group (resource committee) when it is receiving input or instructions from more than one source (e.g. from an S committee chair and a TAG chair).

APPENDIX IV

SUMMARY REPORT - FINANCIAL IMPLICATIONS

1. Costs of operations are dependent upon:
 - a. Number of working groups
 - b. Level of participation desired (intensity)
 - c. Diversity of TAG interest groups (extensity)
 - d. Complexity of operating procedures

2. Present status:

Between TC 29, TC 43, and TC 108:

- a. 57 international working groups
- b. 128 voting members of TAGs consisting of:
65 organizational plus 32 individual members
- c. Organizational members are almost equally split between industrial, governmental, and scientific/professional interest groups
- d. Current operating costs, exclusive of publications and member travel:

62K (National)	approximately \$900/Working Group
<u>33K</u> (International)	approximately <u>\$800</u> /Working Group
95K TOTAL	\$1700/Working Group

NOTE: International working group must be supported by national working group in parallel if input is to be meaningful.

3. Effect of revised procedures: (assuming same number of TAG members)
 - a. No change in national working group costs
 - b. Increase in international working group costs

BASIS: (International current costs are 0.35 of total costs)

	<u>CURRENT</u>	<u>INCREMENTAL INCREASE</u>	<u>TOTAL</u>
Secretariat labor	18.6K	12K	30.6K
Facilities*	4.7	3	7.7
Telephone	1.8	1	2.8
Duplicating	2.8	2	4.8
Postage	2.3	4	6.3
Secretariat Travel **	2.1	5	7.1
Miscellaneous	<u>1.0</u>	<u>1</u>	<u>2.0</u>
	33.3	28	61.3

* Word processor, essential to operation, absorbed in Secretariat costs assigned to publication, not charged here

** Includes funds for one head of delegation to each plenary TC and SC meeting.

4. Distribution of costs:

- a. Assume scientific/professional organizations cannot assume assessment
- b. Approximately 90% of working groups have two or more, each, industrial and government organizations who have direct or indirect interest (most organizations have at least three).
- c. If each organization shared equally, the cost per organization is approximately \$4000.

5. Recovery potential:

- a. Not plausible to expect recovery on average basis. Recovery is dependent upon each organization's measure of concern on specific issues (intensity) and span of interests (extensity). Current level - some pay none, some pay 10K. In end, must average 4K per organization.
- b. ASA can be expected to assume current level of risk - an average of 2K per working group.

6. Travel to international meetings:

- a. Goal: one person per working group
- b. Yearly expense: 57K per year - current status: 40K per year now covered external to ASA resulting in 17K shortfall. If TAG insists on complete control of working group representatives expenses might increase to the total requirement of 57K.
- c. If new procedures require TAG meetings prior to international meetings, estimate total travel increases to 1.5 times existing requirements. If 70% of this is still covered external to program, an additional 8K required, for a total of 25K shortfall. This total averages approximately \$500 per working group per year.

7. Recommendations:

- a. Secretariat should submit a proposal to Department of Commerce/EPA for "seed money" to cover government portion of new costs.
- b. A lead government agency should be identified (and convinced) to accept role of coordinator of all government agency financial support.
- c. ASA should appoint a finance committee to solicit industrial organizations to generate their support.
- d. New procedures should be instituted when 50 percent of external fund requirements are assured for a three-year period (either annually or in a lump sum that covers this period).

10. Delegation Effectiveness. U.S. delegation members often lack effectiveness in presenting a unified U.S. position. Our credibility and influence should be improved by:

a. Careful selection of technically qualified individuals who will be able to serve continuously on delegations or working groups throughout work on a particular standards activity,

b. Technical and administrative support in preparation of the U.S. position, and

c. Communication with all persons in the U.S. known to have an interest in the subject area.

11. Balance. Since ANSI procedures require that the TAG be balanced with respect to different interest groups, we recommend that voting members of the TAG (and, at the national level, the corresponding standards committee) be chosen in such a way as to avoid the possibility of domination by any one such interest group.

Similarly, although the principal criterion for selecting members of the Technical Resource committee (and, at the national level, the Working Group) will continue to be technical competence in the particular subject, the Standards Committee Chairman or TAG Chairman should attempt to involve persons beyond a dominant interest group.

12. Consensus Review. International standards actions should not require final review within ANSI to verify national consensus provided that the following conditions are met:

a. Comments and recommended vote by a coordinator.

b. Vote by the entire TAG based on a sample of at least 50% of the TAG.

c. Examination of the votes by the TAG Chairman.

d. There is an appropriate appeal procedure within the TAG and within ANSI.

13. U.S. Government Positions. The U.S. position on international documents is a consensus openly arrived at by participation of interested groups, including agencies of the U.S. Government. That position may, in some instances, be inconsistent with decisions taken by certain Agencies of the U.S. Government in carrying out their responsibilities

(e.g. regulation). Even though there is an issue of communication in international circles that requires a distinction between the "U.S. (ANSI) position" and the "position of the U.S. Government," the latter is not a part of the international standards activity. We do not recommend structural changes except as they might increase participation by Government Agencies.

14. Participation in Standards Activities. Participation in international standards activity is not widely recognized and is limited to individuals who have the resources and interest to be active in certain subject areas. Future international standards activity will require active participation by more persons with diverse interests.

We recommend that ASACOS establish a means of:

a. Recognizing the participation in international standards activity by individuals and their sponsors, and

b. Communicating the new importance of such participation due to implications of the GATT agreement with the objective of increasing diversification and motivation of participants and their sponsors.

15. Information Flow. At the present time we do not adequately inform the ANSI standards Committees as well as the pertinent U.S. Government, industrial and consumer agencies on the current status of international documents which are in preparation, revision, and point of publication. In the future we should make a concerted effort to provide such information through the many communication channels available to us. We recommend, (1) careful attention be made to insure that ANSI provide such information in the ANSI News and reports; (2) that ASA report international standards activity in the Journal of Acoustical Society, which could be adequately handled by the ASACOS subcommittee on publications, and (3) that publishing is attempted in other forms as is appropriate.

16. Response to Comments. When an individual requests to receive an international document for comment, the individual should be asked to transmit a comment to the organizer, even if the individual has no objection to the document.

A variety of the issues and their solutions could be addressed in the preface to a procedural document as policy statements. The committee recommends that the following issues be considered for this purpose: 3b-e, 5, 6, 9a-d, 11, 14, and 15.

The committee expected that there might be some follow-up on those issues given to the other committees.