**TC67/SC6 Ad-Hoc Group - Scope and Terms of Reference**

**Background**

TC67/SC6 Resolution 369 (London, 2004) stated:

Further to API-ISCC chairman presentation, ISO/TC67/SC6 decides to form an Ad-Hoc Group in order to improve API-CRE/ISO coordination. The convenor will be Paul Eichamer. SC6 P-members are requested to nominate individuals to the SC6 secretariat by 30th June 2004. The 1st task of this AH Group will be to propose its scope, and terms of reference. This proposal should be transmitted to the SC6 secretariat by end October 2004 for ballot by SC6 members.

The members of the Ad-Hoc Group are:

- Paul EICHAMER (Convenor) (USA)
- Bernardo FRYDMAN (Brazil)
- David SAILE (NL)
- Graham THOMAS (UK)
- Gilles TRICAN (France)
- Valérie MAUPIN (Secretariat of ISO/TC 67 SC6)
- David SOFFRIN (API Staff) (USA)

**Actions Taken to Date**

On October 25, 2004 at the API Fall Refining Conference, four of the six members of the Ad Hoc Group formed in accordance with Resolution 369 (London 2004) met to discuss the scope and terms of reference for the group. This was not a formal meeting but was done in conjunction with the API-CRE International Standards Coordinating Committee (ISCC) that took place at the conference.

Members present included Paul Eichamer, Graham Thomas, David Saile and David Soffrin. Unfortunately due to travel and other commitments the entire group had not previously had any formal communications.

Preliminary discussion by the four members present focused on several areas including the need for additional guidance on process flow and editing along with a detailed review of N435 and the best practices in the ISCC report that had been codified in various forms. Experiences gained thus far from the CRE-ISCC deliberations indicate that the key to success is to provide straightforward information to the participants and ensure adequate information flow on update and revisions.

- Process flow and overall chart
- Responsibility and accountability during co-branding process
- Resolve delays and problems for co-branding identified in ISCC report
Obtain editing resources
Changes to N435 with ISCC report recommendations
Agreements between SC6 and CRE chairs
Best practices from ISCC report

On March 9, 2005 the ad-hoc group met via conference call to review the draft scope and terms of reference. The group’s objective was agreed-upon and the draft tasks were reviewed. On March 14, 2005 the group again met via conference call to revise and further refine the subtasks shown below. The ad-hoc group also met in conjunction with the API Spring Refining Conference in New Orleans, on April 18, 2005 with two members on teleconference and all other members present.

**Objective**

Provide a process guide, for the endorsement of the API-CRE and ISO TC67/SC6 for the purposes of (1) facilitating the development and maintenance of one set of internationally acceptable standards, and (2) minimizing the number of standards published separately or out-of-sync by API and ISO.

Define metrics to demonstrate the effectiveness of these measures.

**Tasks**

1. *Develop a process guide to align API subcommittees and ISO work groups*

   a. Develop a process guide utilizing the following resources to (1) maintain an efficient communications process, (2) resolve specific delays, and (3) determine priorities for limited resources –API staff

      - API "Rules" to facilitate the efficient conversion of API standards into ISO standards.
      - API "Punch Points" to assist with clarification of the issues and development of common solutions
      - API Policy and Procedures
      - API Guidance on dual references
      - ISO Templates
      - TC67 "Teched Network Learnings and Solutions"
      - TC67 Technical Authors and Editors Homepage
      - TC67 Golden Rules for Authoring and Editing
      - TC67 Pilot Project with API for selected standards
      - TC67 Best Practices

   b. Incorporate and codify best practices previously accepted by all participants –API staff.
c. Create a standards development flow chart - Ad Hoc Group

- Align ISO and API process steps to ensure joint review of drafts and balloting, and simultaneous publication of the co-branded API-ISO and the ISO documents (where “simultaneous” has already been defined by the API-CRE as “within six months”).

2. **Design a website as a knowledge based system that will serve as a single-point resource for all API-CRE subcommittees and ISO work groups**

a. Create a website with links to other sites to access all relevant guidance documents and information sources.

3. **Secure an agreement by API-CRE and ISO TC67/SC6 to apply the developed processes**

a. API-CRE and ISO/TC67/SC6 to (1) approve the process guide, and (2) agree to apply the requirements and mutual understandings of the process guide.

b. API-CRE will manage the nine CRE subcommittees. TC67/SC6 will manage the coordination with relevant joint working groups and their parent committees including TC115/SC3, TC118/SC1, TC153/SC1, TC192, and TC60.

c. Joint CRE task groups-ISO work groups and their management committees need to work to the agreed-upon processes when developing co-branded standards.

4. **Define the metrics for measurement of success for cooperation between SC6 and API-CRE**

a. Quantify effectiveness via key performance indicators, for example

- Number of “co-branded” documents
- Percentage co-branded documents versus those available for co-branding
- Number of “simultaneous” ISO/API and ISO publications
- Percentage of simultaneous publications versus those where simultaneous publication should be expected/targeted.