Foreword

Participation in international standards activities of interest to members of the American National Standards Institute (ANSI) requires membership in two international nontreaty standardization organizations, namely the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). ANSI's participation in these organizations provides US interests with the opportunity to participate in the work of the ISO and IEC toward the development on international standards. ANSI provides administrative support for overall US ISO and IEC membership together with management leadership.

As the U.S. member body of ISO, ANSI is responsible for participation in those technical areas of work where U.S. interests have indicated their support. Participation is accomplished through the establishment of U.S. technical advisory groups (TAGs) for each ISO technical committee (TC) or subcommittee (SC).

To assure that the positions presented to ISO are representative of U.S. interests, a mechanism must exist for the development and coordination of such positions. These procedures provide for such a mechanism. Reference should also be made to the “Criteria for Development and Coordination of US Positions in the International Standardization Activities of the ISO and IEC.”

ANSI normally looks to the body which develops national standards in a particular standards area to determine the U.S. position in a similar international standardization activity. Such bodies are designated by ANSI as U.S. TAGs for specific ISO activities. API has been accredited by ANSI as U.S. TAG Administrator to develop U.S. positions for activities in ISO/TC 67.
# Table of Contents

Contents.......................................................................................................................... 31
Scope.................................................................................................................................. 42
Functions and responsibilities............................................................................................. 43
U.S. TAG Administrator......................................................................................................... 54
Structure of the U.S. TAG...................................................................................................... 55
Membership and Organization of the Policy TAG................................................................. 66
Membership and Organization of Subject Area TAGs......................................................... 77
Meetings............................................................................................................................... 98
Voting.................................................................................................................................. 99
Termination of the TAG ....................................................................................................... 1210
Communications.................................................................................................................. 1211
Appeals............................................................................................................................... 1212
Parliamentary Procedures ................................................................................................... 13
ANNEX A Internal Voting Procedures for the Subject Area TAGs Under API Committee on Refinery Equipment (CRE)........................................................................................................ 13
ANNEX B Internal Voting Procedures for the U.S. TAG under API Pipeline Standards Committee 15
ANNEX C Internal Voting Procedures for the Subject Area TAGs Under API Executive Committee on Standardization (ECS) ........................................................................................................ 16
Operating Procedures for the U.S. Technical Advisory Group (U.S. TAG) to ISO Technical Committee 67

1 Scope

The role of the U.S. Technical Advisory Group (TAG) to ISO Technical Committee (TC) 67 is to represent the U.S. in the activities of ISO/TC 67 which has as its scope: to develop standards on the materials, equipment and offshore structures used in drilling, production, refining and the product transport by pipelines and processing of liquid and gaseous hydrocarbons within the petroleum, petrochemical, and natural gas industries.

Excluded from the scope are aspects of offshore structures subject to International Maritime Organization (IMO) regulations (ISO/TC 8).

2 Functions and responsibilities

The functions and responsibilities of the U.S. TAG are to:

1. Recommend registration of ANSI as a P-or O-member on an ISO TC or subcommittee (SC), recommend a change in ANSI membership status on an ISO TC or SC or recommend termination of membership as a P-or O-member on an ISO TC or SC.

2. Initiate and approve U.S. proposals for new work items (NWI) or submission by ANSI for consideration by an ISO TC or SC. See Annex B for a detailed outline of the work flow.

3. Initiate and approve U.S. working drafts (WD) for submission by ANSI to ISO TCs or SCs (and, where appropriate, working groups (WGs)) for consideration as committee drafts (CD).

4. Determine the U.S. position on an ISO draft International Standard (DIS), draft technical report (DTR), CD, ISO questionnaires, draft reports of meetings, etc.

5. Provide adequate U.S. representation to ISO TC or SC meetings, designate heads of delegation and members of delegations, and ensure compliance with the ANSI Guide for US Delegates to IEC/ISO Meetings (including preparation and submission of a Head of Delegation report by the designated Head of Delegation).

6. Determine U.S. positions on agenda items of ISO TC or SC meetings and advise the US delegation of any flexibility it may have on these positions.

7. Nominate U.S. technical experts to serve on ISO WGs.

8. Provide assistance to U.S. secretariats of ISO TCs or SCs, upon request, including resolving comments on DISs, DTRs, and CDs.

9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO or IEC activities that may overlap the U.S. TAG’s scope.

10. Recommend to ANSI the acceptance of secretariats for ISO TCs or SCs.

11. Recommend that ANSI invite the ISO TCs or SCs to meet in the United States (see 1.4 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO).

12. Recommend to ANSI U.S. candidates for the chair of ISO TCs or SCs and U.S. conveners of ISO WGs.
3 U.S. TAG Administrator

The administration for the U.S. TAG to ISO/TC 67 has been assigned to API by the ANSI Executive Standards Council (ExSC). The TAG Administrator’s responsibilities are as follows:

1. Organizing the U.S. TAG and applying to ANSI for approval of the TAG administrator and initial TAG membership list and accreditation of the TAG.

2. Submitting the U.S. TAG membership list and annual report to ANSI on an annual basis for review by the ExSC or its designee.

3. Determining that the members of the U.S. TAG participate actively.

4. Providing for administrative services, including arrangements for meetings, timely preparation and distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate records, including minutes of meetings and results of letter ballots.

5. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to ANSI.

6. Transmitting to ANSI U.S. delegates lists for all international meetings.

7. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG.

8. Complying with the requirements associated with ANSI oversight and supervision of activities of the U.S. TAG and its administration in accordance with 2.5.5 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.


4 Structure of the U.S. TAG

4.1 General Structure

The US TAG shall consist of a Policy TAG and the Subject Area TAGs. Members of the Policy TAG and all members of the Subject Area TAGs comprise the full membership of the US TAG to ISO TC 67.

4.2 ISO Central Secretariat Live Link Access

ANSI is responsible for issuing and creating user names and passwords for access to the ISO Central Secretariat Live Link global directory system. Positions within the US TAG that require access to Live Link are:

- TAG Coordinator (i.e. Policy TAG Coordinator, see 5.2)
- TAG Administrator
- ISO WG Convenors
- members of ISO WG (U.S. Experts)

- U.S. TAG Chair (i.e. Policy TAG Chair, see 5.2)
API will be responsible for forwarding names and contact information to ANSI for addition to the ISO Global Directory.

5 Membership and Organization of the Policy TAG

5.1 General Organization
The Policy TAG develops U.S. TAG positions on policy issues in accordance with Section 8.6.

5.2 Membership of the Policy TAG

5.2.1 Officers of the Policy TAG
The Policy TAG chair shall be the chair of the API Upstream Executive Committee on Standardization of Oilfield Equipment and Materials (ECS), and shall vote on all Policy TAG matters. The Policy TAG chair also serves as the U.S. TAG Chair.

The Policy TAG chair may appoint a Policy TAG coordinator to serve as chair in the event that the TAG chair is unable to fulfill the duties of the position. The Policy TAG coordinator is usually a member of the Policy TAG.

Officers serve until a successor is selected and is prepared to serve.

The Policy TAG administrator shall be a non-voting secretary.

5.2.2 Other Members of the Policy TAG
The Policy TAG shall consist of the following members:

- ECS Vice-Chair;
- API Executive Committee on Drilling and Production Operations (ECDPO) Chair or designee;
- API Committee on Refining Equipment (CRE) Chair or designee;
- API Pipeline Standards Committee Chair;
- Petroleum Equipment Suppliers Association representative
- International Association of Drilling Contractors representative
- Association of Well Head Equipment Manufacturers representative
- Minerals Management Service representative
- other representatives as needed to ensure adequate industry representation

5.2.3 Alternates
Policy TAG members may name an alternate to the Policy TAG.

5.2.4 Observers
Individuals and representatives of organizations having an interest in the Policy TAG’s work may request listing as observers in order to receive Policy TAG correspondence. Observers shall be advised of the Policy TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote.
5.2.5 Membership Roster
The Policy TAG administrator shall maintain a membership roster for the Policy TAG and annually submit it to ANSI for review (see item 2 of Clause 3).

5.2.6 Membership Obligations
Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

5.2.7 Review of Membership
The Policy TAG administrator shall review the membership list annually with respect to the criteria in Clause 5.2. Where a member is found in default of the obligations, the Policy TAG administrator shall direct the matter to the Policy TAG for appropriate action, which may include termination of membership.

6 Membership and Organization of Subject Area TAGs

6.1 General Organization
The Subject Area TAGs develop the U.S. positions on technical issues by reviewing appropriate ballot documents in order to provide comments on documents out for review including DIS and FDIS ballots in accordance with Section 8.7.

6.2 Officers of Subject Area TAGs
Subject Area TAG chairs shall be the chair of the equivalent API committee, subcommittee, or task force, when such a comparable group exists.

Subject Area TAG chairs shall appoint Subject Area TAG coordinators to serve as chair in the event that the TAG chair is unable to fulfill the duties of the position. The Subject Area TAG coordinator is usually a member of the Subject Area TAG.

Officers serve until a successor is selected and is prepared to serve.

The Subject Area TAG administrator shall be a non-voting secretary.

6.3 Membership of Subject Area TAGs
Subject Area TAGs shall be comprised of individuals representing the ECS, CRE and Pipeline Committees with expertise in the particular subject area of the document under consideration. In most cases, the subject area TAG will mirror the API standard committee. However, an exception to this applies for ISO/TC 67/WG 7 documents, for which NACE acts as the subject area TAG.

Membership of Subject Area TAGs shall be open to all U.S. national persons (organizations, companies, government agencies, individuals, etc.) who are directly and materially affected by the activities of the Subject Area TAG, after being informed concerning Subject Area TAG working procedures and scope of activities. Participation shall not be conditional upon membership in any organization or unreasonably restricted on the basis of technical qualifications or other such requirements. There shall be no undue financial restrictions on participation as a Subject Area TAG member.

6.4 Application for Membership of Subject Area TAGs

6.4.1 Requests to Subject Area TAG Administrators
A request for membership shall be addressed to the Subject Area TAG administrator, and shall indicate the applicant’s direct and material interest in the Subject Area TAG’s work and willingness to participate
actively. If the applicant is a representative of an organization, company, or government agency, an alternate may be designated if desired.

6.4.2 Recommendations
In recommending appropriate action on applications for membership, The Subject Area TAG administrator shall consider:

1. The appropriateness of the involvement of each interest in the work of the Subject Area TAG,
2. The potential for dominance by a single interest, and
3. The extent of interest expressed by the applicant, and the applicant’s willingness to participate actively.

The Subject Area TAG chair may consider reasonable limits on Subject Area TAG size.

6.4.3 Diverse Interests
If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the areas of the activity of the Subject Area TAG, each may apply for membership.

6.4.4 Combined Interests
When appropriate, the Subject Area TAG administrator may recommend that the applicant seek representation through an organization that is already represented by a member who represents the same or similar interests.

6.4.5 Observers
Individuals and representatives of organizations having an interest in the Subject Area TAG’s work may request listing as observers in order to receive Subject Area TAG correspondence. Observers shall be advised of the Subject Area TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote.

6.4.6 Representation of Interests
All directly and materially affected U.S. national persons (organizations, companies, government agencies, individuals, etc.) shall have the opportunity for fair and equitable participation without dominance by any single interest. When an API committee or subcommittee constitutes a U.S. Subject Area TAG, it is possible that members of that group are non-U.S. Non-U.S. TAG members shall be advised that they may return their response to their national standards body.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase “without dominance by a single interest” normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominated the standards activity, to the exclusion of fair and equitable consideration of other viewpoints, no test for dominance is required.

Other Subject Area TAG representatives may be included per request of members of the Policy TAG, if determined as necessary to ensure adequate technical review and industry representation.

6.4.7 Membership Roster
The Subject Area TAG administrator shall maintain a membership roster for the Subject Area TAG and annually submit it to ANSI for review (see item 2 of Clause 3).
6.4.8 Membership Obligations
Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

6.4.9 Review of Membership
The Subject Area TAG administrator shall review the membership list annually with respect to the criteria in Clause 6.3. Where a member is found in default of the obligations, the Subject Area TAG administrator shall direct the matter to the Subject Area TAG for appropriate action, which may include termination of membership.

7 Meetings

7.1 General
Meetings of the both the Policy TAG and Subject Area TAGs and of the US delegates to international meetings should be scheduled to respond to international activities. TAG meetings shall be held, as determined by the appropriate TAG chair/TAG administrator or by petition of a majority of its members.

7.2 Policy TAG Meetings
There will be one regularly scheduled meeting of the Policy TAG each year in preparation for the main TC plenary meeting. A delegate to the plenary meeting will be appointed at that TAG meeting and the TAG Administrator will submit the appropriate delegate nomination form to ANSI.

7.3 Subject Area TAG Meetings
Meetings of the Subject Area TAG shall be open to all members and others having direct and material interest and represent U.S. companies. Notice of meetings shall be given by the TAG administrator to reach directly and materially affected interests as is feasibly possible. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest.

8 Voting

8.1 General
The TAG develops the U.S. position on ISO issues by voting and commenting using the API electronic balloting system. The TAG Administrator will disseminate the results of the vote to the TAG Chair, TAG Coordinator and the API staff member associated with that particular committee to be validated as needed. The TAG Administrator is responsible for submitting all US votes for ISO/TC 67 to ANSI. Responsibilities regarding voting of the Policy TAG and Subject Area TAGs are discussed in 8.5 and 8.6

8.2 Vote
Each member shall vote one of the following positions:

- affirmative;
- affirmative with comment;
- negative with reasons, (the reason(s) for a negative vote shall be provided and if possible should include specific wording or actions which would resolve the objection);
• abstain with reason.

8.3 Vote of Alternate

An alternate’s vote is counted only if the principal representative fails to vote.

8.4 Voting Period

The voting period for electronic ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the chair or administrator when warranted.

8.5 Authorization of Electronic Ballots

A ballot may be authorized by:

• the chair,
• the TAG administrator, or
• majority of those present at the TAG meeting.

8.6 Actions requiring Policy TAG Approval by Two-thirds of Those Voting

The following actions must be approved by the Policy TAG by at least two-thirds of those voting by electronic ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the TAG is present. If a majority is not present, the vote shall be confirmed by ballot.

1. Approval of officers appointed by the administrator or nominated by members of the US TAG duties
2. Formation of a subgroup, including its procedures, scope and duties
3. Disbandment of a subgroup
4. Addition of new Policy TAG members
5. Approval of minutes
6. Adoption of TAG procedures, categories of interests, or revisions thereof
7. Approval of recommendation to change the TAG scope
8. Approval of recommendation of appointment of the US TAG administrator
9. Approval of recommendation to terminate the TAG
10. Approval of the U.S. position on NWIPs, CDs, DISs, FDISs, and National Adoptions of all uncategorized standards, until which time they are placed in the proper Subject Area TAG
11. Other actions required of the U.S. TAG not specified elsewhere
Policy TAG members may comment on NWIPs (in conjunction with the NWIP ballot to the appropriate Subject Area TAG).

Policy TAG members may vote on a specific standard(s) provided they notify the appropriate TAG Administrator and request voting privileges on the specified standard(s).

8.7 Actions requiring Subject Area TAG Approval by Two-thirds of Those Voting

The following actions must be approved by the Subject Area TAG by at least two-thirds of those voting by electronic ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the TAG is present. If a majority is not present, the vote shall be confirmed by ballot.

1. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NWIPs, CDs, DISs, FDISs)

8.8 Consideration of Views and Objections on Ballots

The administrator of the TAG shall forward the views and objections received to the chair of the TAG, or designee. The chair, or designee, shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on the draft international standard (DIS) listing in ANSI’s Standards Action. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the TAG members to afford all members an opportunity to respond, to reaffirm, or to change their position within appropriate time limits.

8.9 Report of Final Ballot

The final result of the voting shall be reported to the TAG.

8.10 Submittal of U.S. Position

Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position shall be submitted to ANSI by the TAG administrator.

8.11 Information Submitted

The information supplied to ANSI shall include:

1. Title and designation of the document,
2. Indication of the type of action requested (for example, approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.),
3. Status of any appeal action related to approval of the proposed US position (see section 11),
4. A summary of the voting and TAG responses
5. Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.
9 Termination of the TAG

A proposal to terminate the U.S. TAG may be made by directly and materially affected interests. The proposal shall be submitted in writing to ANSI and to the U.S. TAG administrator and shall include the reasons why the U.S. TAG should be terminated. The U.S. TAG shall take action in accordance with 8.6. Information regarding the termination of the TAG shall be promptly provided to the secretariat of the ISO TC or SC. In the event that the U.S. holds the secretariat for an ISO TC or SC for which the U.S. TAG is considering termination, the organization serving as secretariat shall be informed promptly and shall submit their position regarding termination of the TAG to ANSI and to the TAG administrator.

As a result of action taken in accordance with 8.6, should termination of the TAG be approved, notification of such action shall be announced in Standards Action. The announcement shall note that dissolution of the TAG will result in the U.S. relinquishing its P-(participant) membership in the international activity. Also, if the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as international secretariat. The appropriate notification(s) shall be sent to ISO Central Secretariat regarding the change in status, and the relinquishment of the secretariat, if applicable.

10 Communications

External communication such as inquiries relating to the TAG, should be directed to the TAG administrator (API), and members should so inform individuals who raise such questions. Correspondence should clearly show that it concerns TAG matters. All replies to inquiries shall be made through the TAG administrator.

The following information shall be forwarded to all TAG members of the appropriate TAG by the TAG Administrator:

1. TAG roster (annually or when revised);
2. ballot results, both at the TAG level and ISO level;
3. resolutions from ISO/TC 67 meetings and the annual TC 67 Secretariat report;
4. notice when an ISO/TC 67 standard is published;
5. rosters of ISO/TC 67 SC and WGs (biannually); and
6. report of all ISO meetings represented and attended by US members.

U.S. representatives at committee, SC and WG meetings and corresponding/liaison members to ISO/TC 67 groups have the responsibility of alerting the TAG of potential problems, issues or other information that may influence the U.S. position and ultimate vote on ISO/TC 67 matters.

11 Appeals

Directly and materially affected U.S. national persons who believe they have been or will be adversely affected by an action of the TAG or its administrator shall have the right to appeal.

The appeals process shall be in accordance with Section 7.7 of the API Procedures for Standards Development. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the U.S. TAG administrator to the ExSC. (See the Operating Procedures of the ANSI Executive Standards Council for details regarding appeals.)
API encourages settlement of disputes at any time if the settlement is consistent with the objectives of these procedures. Any settlement to which the parties agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

12 Parliamentary Procedures

On questions of parliamentary procedures not covered in these procedures, Robert's Rules of Order (latest edition) may be used to expedite due process in meetings.
Annex A

Internal Voting Procedures for the Subject Area TAGs under API Committee on Refinery Equipment (CRE)

A.1 Foreword

These procedures are specific to the Subject Area TAGs under the API CRE and must be approved by letter ballot of the CRE prior to their implementation or modification.

A.2 Membership

See clause 6 for membership and organization of Subject Area TAGs.

A.3 Voting procedures

A.3.1 General

ISO new work item proposals (NWIPs), committee drafts (CDs), draft international standards (DISs), and final draft international standards (FDISs) are provided to the CRE secretary by the ISO/TC 67 or SC U.S. TAG secretary.

A.3.2 ISO New Work Item Proposals (NWIPs)

If a comparable API standard exists, the CRE Chair, the appropriate subcommittee chair, or task force chair, will request that API issue electronic ballots to determine the U.S. position on all ISO NWIPs. The NWIP is concurrently sent to the Policy TAG for comment.

The voting group is also responsible for identifying and securing a commitment to participate from a U.S. expert, if required. The proposed experts name and contact information shall be included on the NWIP response form.

A.3.3 ISO Committee Drafts (CDs), Draft International Standards (DISs), and Final draft international standards (FDISs)

CDs may be circulated for comment by the ISO SC in lieu of a formal ballot. In such cases, the CRE chair shall decide if the U.S. position is determined by ballot or by circulation for comment.

CDs, DISs, and FDISs shall be distributed to the designated API CRE SC, CRE TF and CRE U.S. experts. All comments shall be returned via the API electronic balloting system for compilation. Summary results will then be provided to the CRE SC chair and TF chairs to determine the U.S. position, which is provided to the U.S. TAG secretary at API, for submission to ANSI.

A.3.4 Exceptions

For cases where there is no relevant API CRE subcommittee to comment on or ballot the ISO NWIP or draft, the CRE chair shall determine the API CRE group to receive the TAG ballot, otherwise ballot will go to the Policy TAG.
Annex B

Internal Voting Procedures for the U.S. TAG under API Pipeline Standards Committee

B.1 Foreword

These procedures are specific to the Subject Area TAGs under API Pipeline Standards Committee SCs and TFs, and must be approved by letter ballot of the Pipeline Standards Committee prior to their implementation or modification.

B.2 Membership

See clause 6 for membership and organization of Subject Area TAGs.

B.3 Voting Procedures

B.3.1 General

ISO new work item proposals (NWIPs), committee drafts (CDs), draft international standards (DISs), and final draft international standards (FDISs) are provided to the Pipeline Standards Committee secretary by the ISO/TC 67/SC 2 U.S. TAG secretary.

B.3.2 ISO New Work Item Proposals (NWIPs)

ISO NWIP is sent to the TAG using the API balloting system. At least 2 weeks prior to the ISO due date of the ballot item, the ballot results are reviewed and approved by the TAG chair or designee, after which the vote is submitted to ANSI as the proposed U.S. position. The NWIP is concurrently sent to the Policy TAG for comment.

The voting group is also responsible for identifying and securing a commitment to participate from a U.S. expert, if required. The proposed experts name and contact information is then included on the NWIP response form.

B.3.3 ISO Committee Drafts (CDs), Draft International Standards (DISs), and Final Draft International Standards (FDISs)

ISO ballot draft is sent to the TAG using the API balloting system. All comments shall be returned via the API electronic balloting system for compilation. At least 2 weeks prior to the ISO due date of the ballot item, the ballot results are reviewed and approved by the TAG chair or designee, after which the vote is submitted to ANSI as the proposed U.S. position.
Annex C

Internal Voting Procedures for the Subject Area TAGs Under API Executive Committee on Standardization (ECS)

C.1 Foreword

These procedures are specific to the Subject Area TAGs under API ECS, and must be approved by letter ballot of the ECS prior to their implementation or modification.

C.2 Membership

See clause 6 for membership and organization of Subject Area TAGs.

C.3 Voting Procedures

C.3.1 General

ISO new work item proposals (NWIPs), committee drafts (CDs), draft international standards (DISs), and final draft international standards (FDISs) are distributed to the API staff person associated with the appropriate ECS SC by the U.S. TAG secretary.

C.3.2 ISO New Work Item Proposals (NWIPs)

ISO NWIP or draft is sent to the appropriate Subject Area TAG using the API balloting system. At least 2 weeks prior to the ISO due date of the ballot item, the ballot results are reviewed and approved by the Subject Area TAG chair or designee, after which the vote is submitted to ANSI as the proposed U.S. position. The NWIP is concurrently sent to the Policy TAG for comment.

The voting group is also responsible for identifying and securing a commitment to participate from a U.S. expert, if required. The proposed experts name and contact information is then included on the NWIP response form.

C.3.3 ISO Committee Drafts (CDs), Draft International Standards (DISs), Final Draft International Standards (FDISs)

ISO ballot draft is sent to the Subject Area TAG using the API balloting system. All comments shall be returned via the API electronic balloting system for compilation. At least 2 weeks prior to the ISO due date of the ballot item, the ballot results are reviewed and approved by the Subject Area TAG chair or designee, after which the vote is submitted to ANSI as the proposed U.S. position.

Note that negative votes shall be submitted with a written reason. An attempt may be made to resolve negative comments prior to transmitting the ballot to ANSI.