Operating Procedures for the U.S. Technical Advisory Group (U.S. TAG) to ISO/TC 67

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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 U.S. 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 U.S. 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 U.S. 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.
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. TC 67’s scope is 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 (see ISO/TC 8).

2 Normative References

API Procedures for Standards Development

ANSI Procedures for U.S. Participation in the International Standards Activities of ISO

ISO/IEC Directives, Part 1, Procedures for the technical work

3 Terms, Definitions, and Abbreviations

3.1 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1.1 Policy Technical Advisory Group (TAG)
A committee with the responsibility for establishing U.S. policy and position decisions relating to ISO TC 67 technical activities.

NOTE Position decisions on specific standards can be delegated to subject-area TAGs.

3.1.2 subject-area technical advisory group (TAG)
A committee with the responsibility for establishing U.S. position decisions relating to ISO TC 67 technical activities.

3.1.3 U.S. national interested party
An entity that is directly and materially affected by the relevant standards activity to include the following:

--- an individual representing a corporation or an organization domiciled in the U.S. (including U.S. branch offices of foreign companies authorized to do business in one or more states as defined by the relevant State's Corporation law within the U.S.);

--- an individual representing a U.S. federal, state or local government entity;

--- a U.S. citizen or permanent resident.
3.2 Abbreviations

ANSI  American National Standards Institute
CD    committee draft
CSOEM Committee on Standardization of Oilfield Equipment and Materials
CRE   Committee on Refinery Equipment
DIS   draft international standard
ExSC  ANSI Executive Standards Council
FDIS  final draft international standard
ISO   International Organization for Standardization
NP    new work item proposal
O-member observing member of an ISO technical committee
P-member participating member of an ISO technical committee
WD    working draft
WG    work group
SC    subcommittee
TAG   technical advisory group
TC    technical committee

4 Functions and Responsibilities

The functions and responsibilities of the U.S. TAG are as follows.

a) Recommend registration of ANSI as a P- or O-member on an ISO committees, recommend a change in ANSI membership status on an ISO committee or recommend termination of membership as a P- or O-member on an ISO committee.

b) Initiate and approve U.S. new work item proposals (NP) or submission by ANSI for consideration by an ISO committee.

c) Initiate and approve U.S. working drafts (WD) for submission by ANSI to ISO committees (and, where appropriate, working groups (WGs)) for consideration as committee drafts (CDs).

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

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

f) Determine U.S. positions on agenda items of ISO committee meetings and advise the U.S. delegation of any flexibility it may have on these positions.

g) Nominate U.S. technical experts to serve on ISO WGs.

h) Provide assistance to U.S. secretariats of ISO committee, upon request, including resolving comments on DISs, DTRs, and CDs.
i) 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.

j) Recommend to ANSI the acceptance of secretariats for ISO committees.

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

l) Recommend to ANSI U.S. candidates for the chair of ISO committees and U.S. conveners of ISO WGs.

5 U.S. TAG Administrator Responsibilities

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:

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

b) Determining that the members of the U.S. TAG participate actively.

c) 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.

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

e) Transmitting to ANSI U.S. a list of delegates for all ISO meetings.

f) Establishing and implementing a procedure to hear appeals of actions or inactions of the U.S. TAG.

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

h) Ensuring compliance with applicable ANSI and ISO procedures.

i) Completing mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO.

j) Upon request by an interested party, making available the roster of the TAG including each member’s name (or if membership is by organization, the name of the organization with a point of contact), affiliation, and interest category.

k) Establishing a written antitrust policy reflecting the TAG’s practice to conduct all business and activity in compliance with applicable antitrust laws (see Section 15)).

l) Paying all relevant fees to ANSI.

m) Providing to ANSI three (3) months prior written notice if the organization that serves as the TAG Administrator is unable to continue to serve and intends to relinquish this role.
6 Structure of the U.S. TAG

6.1 General

The U.S. TAG shall consist of a Policy TAG and the subject-area TAGs. Members of the Policy TAG and members of the subject-area TAGs comprise the full membership of the U.S. TAG to ISO/TC 67. See Section 8 for information on TAG membership.

6.2 ISO Central Secretariat eCommittees (ISOTC) Access

ANSI is responsible for issuing and creating user names and passwords for access to the ISO Central Secretariat eCommittees global directory system. Positions within the U.S. TAG that should have access are as follows:

— U.S. Policy TAG Chair;
— U.S. Policy TAG Vice-chair;
— U.S. TAG Administrator;
— U.S. ISO WG Convenors;
— U.S. members of ISO WGs (U.S. experts).

API shall be responsible for forwarding names and contact information to ANSI for addition to the ISO Global Directory.

7 Membership and Organization of the Policy TAG

7.1 General

The Policy TAG develops U.S. TAG positions on policy issues in accordance with 10.5. Position decisions on specific standards may be delegated to subject-TAGs.

7.2 Membership of the Policy TAG

7.2.1 Officers of the Policy TAG

The Policy TAG chair shall be the chair of the API Upstream Committee on Standardization of Oilfield Equipment and Materials (CSOEM), 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 Vice-chair to serve as chair in the event that the TAG Chair is unable to fulfill the duties of the position. The Policy TAG Vice-chair 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.

7.2.2 Other Members of the Policy TAG

The Policy TAG shall consist of the following members:

a) API Committee on Standardization of Oilfield Equipment and Materials (CSOEM) Vice-Chair;

b) API Drilling and Production Operations Subcommittee (DPOS) Chair or designee;
c) API Committee on Refining Equipment (CRE) Chair or designee;
d) API Pipeline Standards Committee Chair or designee;
e) Petroleum Equipment Suppliers Association (PESA) representative;
f) International Association of Drilling Contractors (IADC) representative;
g) Association of Well Head Equipment Manufacturers (AWHEM) representative;
h) Bureau of Safety and Environmental Enforcement representative;
i) other representatives as determined by the Policy TAG Chair to facilitate adequate industry representation.

7.2.3 Alternates

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

7.2.4 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.

7.2.5 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 a) of Section 5).

7.2.6 Membership Obligations

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

7.2.7 Review of Membership

The Policy TAG administrator shall review the membership list annually with respect to the criteria in 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.

8 Membership and Organization of Subject-area TAGs

8.1.1 General Organization

The subject-area TAGs develop the U.S. positions on technical issues by reviewing appropriate ballot documents to provide comments on documents out for review, including those documents listed in 10.7.

8.1.2 Officers of Subject-area TAGs

Subject-area TAG chairs shall be the chair of the equivalent API committee, subcommittee, or task group, when such a comparable group exists.

The Subject-area TAG Chair may appoint a Subject-area TAG Vice-chair to serve as chair in the event that the TAG chair is unable to fulfill the duties of the position. The Subject-area TAG vice-chair 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.

### 8.1.3 Membership of Subject-area TAGs

Subject-area TAGs shall be comprised of individuals participating on API standards committees with expertise in the particular subject-area of the document under consideration. In most cases, the subject-area TAG is the API standards committee. However, exceptions to this provision apply to those ISO/TC 67 documents where there is no API voting group. In these situations, voting groups in other organizations such as NACE may be more appropriate to serve as the subject-area TAG.

Membership of subject-area TAGs shall be open to all U.S. national interested parties (organizations, companies, government agencies, individuals, etc.) who are directly and materially affected by the activities of the subject-area TAG. Participation shall not be conditional upon membership in any organization or unreasonably restricted based on technical qualifications or other such requirements. There shall be no undue financial restrictions on participation as a subject-area TAG member.

### 8.2 Application for Membership on Subject-area TAGs

#### 8.2.1 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 actively participate. If the applicant is a representative of an organization, company, or government agency, an alternate may be designated if desired.

#### 8.2.2 Membership Recommendations

In recommending appropriate action on applications for membership, the subject-area TAG administrator shall consider

- the appropriateness of the involvement of each interest in the work of the subject-area TAG,
- the potential for dominance by a single interest, and
- 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 the number of subject-area TAG participants.

#### 8.2.3 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.

#### 8.2.4 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.

#### 8.2.5 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.

8.2.6 Representation of Interests

All directly and materially affected U.S. national interested parties (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” can 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 by request of members of the Policy TAG, if determined as necessary to facilitate an adequate technical review and industry representation.

8.2.7 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 b) of Section 5).

8.2.8 Membership Obligations

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

8.2.9 Review of Membership

The subject-area TAG administrator shall review the membership list annually with respect to the criteria in 8.3. 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.

9 TAG Meetings

9.1 General

Meetings of the Policy TAG, subject-area TAGs, and the U.S. delegates to ISO meetings should be scheduled to respond to ISO activities. TAG meetings shall be held, as determined by the appropriate TAG chair/TAG administrator or by petition of a majority of its members.

9.2 Policy TAG Meetings

There shall be one regularly scheduled meeting of the Policy TAG each year in preparation for the main TC plenary meeting. A delegate planning to attend the plenary meeting shall be appointed at that TAG meeting as the Head of Delegation and the TAG Administrator shall submit the appropriate delegate nomination form to ANSI.

9.3 Subject-area TAG Meetings

Meetings of the subject-area TAG shall be open to all members and others having a direct and material interest and represent a U.S. entity. Notice of meetings shall be issued by the TAG administrator to the directly and materially affected interests as soon as reasonably possible to allow
delegates to make travel plans. The notice shall describe the purpose of the meeting and should 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.

9.4 Conducting Meetings of ISO Committees and Working Groups in the U.S.

9.4.1 General

The date and place of ISO technical committee and subcommittee meetings shall be subject to an agreement between the chair and the secretariat of the committee and the national body acting as host. In the case of a subcommittee meeting, the subcommittee secretariat shall consult with the secretariat of the parent TC in order to ensure coordination of meetings. Only API may invite an ISO/TC 67 committee to meet in the United States. An invitation for a working group to meet may be extended by the U.S. convener or appointed U.S. expert, subject to prior consultation with and approval of API and ANSI.

When an ISO TC 67 meeting is held in the U.S., API is the official host and is responsible for the effective and efficient conduct of the meeting and shall coordinate with other involved hosting organizations as needed. During each meeting, API may send professional staff or an ANSI-designated protocol officer to ensure that meetings are conducted in an effective manner and in accordance with applicable procedural requirements.

9.4.2 Meeting Invitations

The U.S. Head of Delegation to a meeting of an ISO/TC 67 committee may propose to host a meeting in the U.S. with the proviso that the actual invitation is subject to confirmation by ANSI, upon recommendation from API and the TC 67 U.S. TAG Administrator. Immediately following any meeting at which such a proposed invitation has been extended, the Head of Delegation shall notify API and the U.S. TAG of the proposed invitation and ensure that a written request to host the meeting is submitted to ANSI.

ANSI shall consider any written request to host an ISO meeting in the U.S. Such requests shall state that the U.S. TAG or other sponsoring organization(s) shall bear the meeting costs. In addition, such requests shall include proposed meeting dates, location and a point of contact for meeting arrangements.

After approving a written request to host an international meeting, API shall issue an invitation to the secretariat of the committee concerned, with a copy to ANSI and the ISO Central Secretariat.

9.4.3 Participants from U.S. Sanctioned Entities

Individuals or companies from countries subject to sanctions issued by the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC) are not permitted to attend or participate in ISO technical committee and working group meetings held in the U.S. Additional information on U.S. trade sanctions can be found at www.treasury.gov/resource-center/sanctions.

10 TAG Voting

10.1 General

The TAG develops the U.S. position on ISO issues by voting and commenting on ballots issued by ISO. The TAG Administrator shall disseminate the results of the vote to the TAG Chair, TAG Vice-chair and the API staff member associated with that particular committee to be validated as needed. The TAG Administrator is responsible for submitting all U.S. votes for ISO/TC 67 to ANSI.

The ISO ballot is sent to the appropriate subject-area TAG for comment and their recommended U.S. voting position. At least 10 working days prior to the ISO due date of the ballot item, the ballot results
should be 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 TAG is also responsible for identifying and securing a commitment to participate from a U.S. expert(s), if required. The proposed expert’s name and contact information is then included on the NP response form.

Subject-area TAG voting procedures shall be in accordance with Annex A.

10.2 Vote

Each member shall submit a vote in accordance with 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 to resolve the objection);
— abstain.

10.3 Vote of Alternate

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

10.4 Voting Period

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

10.5 Actions Requiring Policy TAG Approval by Two-thirds of Those Voting

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

a) Approval of officers appointed by the administrator or nominated by members of the U.S. TAG.

b) Formation of a subgroup, including its procedures, scope and duties.

c) Disbandment of a subgroup.

d) Addition of new Policy TAG members.

e) Approval of minutes.

f) Adoption of TAG procedures, categories of interests, or revisions thereof.

g) Approval of recommendation to change the TAG scope.

h) Approval of recommendation of appointment of the U.S. TAG administrator.

i) Approval of recommendation to terminate the TAG.

j) Approval of the U.S. position on NPs, CDs, DISs, FDISs, and National Adoptions of all uncategorized standards, until which time they are placed in the proper subject-area TAG.
k) Other actions required of the U.S. TAG not specified elsewhere.

Policy TAG members may comment on NPs (in conjunction with the NP 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).

10.6 Actions requiring Subject-area TAG Approval by Two-thirds of Those Voting

ISO-related matters requiring a member body vote shall be approved by the subject-area TAG by at least two-thirds of those voting, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, if a majority of the TAG is present. If a majority is not present, the vote shall be confirmed by ballot.

10.7 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 web/teleconference, correspondence, or at a face-to-face 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.

10.8 Report of Final Ballot

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

10.9 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.

10.10 Information Submitted

The information supplied to ANSI shall include the following:

a) title and designation of the document,

b) 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.),

c) status of any appeal action related to approval of the proposed U.S. position (see Section 13),

d) a summary of the voting and TAG responses

e) identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution.
11 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 10.6, 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 ISO activity. Also, if the U.S. serves as secretariat, the announcement shall state that the U.S. will resign as 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.

12 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 when appropriate:

a) TAG roster;
b) ballot results, both at the TAG level and ISO level;
c) resolutions from ISO/TC 67 meetings and the annual TC 67 Secretariat report;
d) notice when an ISO/TC 67 standard is published;
e) rosters of ISO/TC 67 SC and WGs.

U.S.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.

13 Appeals

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

The appeals process shall be in accordance with 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, shall terminate the appeal process.
14 Parliamentary Procedures

On questions of parliamentary procedures not covered in these procedures, the latest edition of Robert's Rules of Order\cite{4} may be used to expedite due process in meetings.

15 Antitrust Policy

It is the policy of the API to comply strictly with the antitrust laws. Responsibility for such compliance rests with every committee member, officer and employee of API.

To assist in identifying situations that may have antitrust implications, the API Office of General Counsel has prepared an Antitrust Compliance Guide. This Guide is intended to provide a general understanding of antitrust law, but is not a substitute for the advice of counsel. The Office of General Counsel should be immediately contacted whenever a situation is encountered that might have antitrust implications for API.
Annex A
(normative)
Procedures for the Subject-area TAGs

A.1 Establishing a U.S Voting Position

Consensus for a U.S. position is established when substantial agreement has been reached by the appropriate U.S. TAG that are directly and materially affected by the proposed ISO standard. ISO new work item proposals (NPs), committee drafts (CDs), draft international standards (DISs), final draft international standards (FDISs), and other ISO documents are distributed by the U.S. TAG secretary. The development of a U.S. position with regard to voting on ISO documents

A.2 Submitting New Work Item Proposals (NPs)

A new work item proposal (NP) is a proposal for development of a new ISO standard or a revision to an existing standard.

New work item proposals shall be within the scope of TC 67 or one of its subcommittees and shall be presented in accordance with the ISO Directives, Part 1.

The proposer(s) of a new work item proposal should

— make an effort to provide a first working draft for discussion, or provide an outline of such a working draft, and

— nominate a project leader.

A copy of the NP shall be sent to the TAG administrator and subject-area or Policy TAG chair for review. The TAG administrator shall distribute the NP to the relevant TAG members after review by the subject-area or Policy TAG chair.

A new work item proposal shall be approved by a majority vote of those participating in the TAG meeting.

A.3 ISO Committee Drafts (CD), Draft International Standards (DIS), Final Draft International Standards (FDIS)

ISO ballot draft is sent to the subject-area TAG using the API balloting system. All comments shall be returned via the API balloting system for compilation. At least 10 working days 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.
Bibliography

[1] API Antitrust Compliance Guide
[2] ANSI Operating Procedures of the ANSI Executive Standards Council