

# ILS/ISAS TRAINING

*ASHRAE Winter Conference 2011*

*Las Vegas, Nevada*



# Standards Committee MOP

## 7.2.2 Intersociety Liaison Subcommittee (ILS)

ILS is comprised of no less than three members of the StdC, appointed by the StdC Chair. The ILS Chair is appointed by the StdC Chair. ILS is responsible for:

- maintaining all Intersociety Appointments and monitoring their representation of ASHRAE on committees of other standards-developing organizations, including candidate recommendations and recommending appropriate changes to the procedures governing their activities,
- maintaining and monitoring ASHRAE participation in ISO working groups including determining and recommending to the StdC the level of support ASHRAE shall give to individual working groups, and
- maintaining ASHRAE participation in standards prepared by other organizations using the canvass method.

# Standards Committee MOP

## □ 7.2.1 International Standards Advisory Subcommittee (ISAS)

Monitoring, reporting and submitting recommendation to ILS concerning ASHRAE's regional and international standards activities shall be the responsibility of the International Standards Advisory Subcommittee, following the procedures in StdC MOP Appendix J.

# StdC MOP – Appendix C1

## **C1 GENERAL**

The Intersociety Liaison Subcommittee (ILS) shall oversee the Society's participation in the following areas: standards work of other standards writing organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards.

# Intersociety Representatives

## C4.6 Organizations Identified

ILS shall determine those standards-writing committees of other organizations, ANSI Accredited Standards Committees, ANSI Boards and U.S. Technical Advisory Groups for which ASHRAE representation is in the interest of the Society and there is a cognizant ASHRAE committee.

# Intersociety Representatives

- Acoustical Society of America (ASA)
- Air-Conditioning , Heating, and Refrigeration Institute (AHRI)
- Association of Home Appliance Manufacturers (AHAM)
- Air Movement and Control Association (AMCA)
- Green Building Initiative (GBI)
- National Fire Protection Association (NFPA)
- Sheet Metal and Air-Conditioning Contractors' National Association (SMACNA)

# Intersociety Representatives

- ILS shall consider recommendations from cognizant committees for appointment to such outside committees and recommend to the Standards Committee Chair appointments of representatives or alternates or information representatives.
- The StdC Chair, with the additional advice of the PC Chair (if any) and the MOS and with the approval of the Coordinating Officer, shall make the appointment to represent the Society in a specific standard-related area.

# Intersociety Representatives

An ASHRAE intersociety representative shall:

- ▣ be a member of ASHRAE,
- ▣ have knowledge of standards procedures,
- ▣ have adequate experience in the subject of the other organization's committee work,  
and
- ▣ be willing to pay their own travel costs



# Intersociety Representatives

## Term

- Appointments are made annually with a maximum term of 4 years unless special circumstances are determined, in which case the appointment may be extended.
- The term of appointment shall be limited to the Society year, July through June.
- Re-appointment should be recommended in the interest of continuity when feasible.

# Intersociety Representatives

## Duties and Responsibilities

- ASHRAE Representatives shall represent the StdC. They shall attempt to present the views of ASHRAE and not their personal views or those of any other organization.
- A Representative should attend meetings of the committee to which the Representative is assigned whenever possible.
- ASHRAE Representatives shall be cognizant of any ASHRAE policies or position statements and standards or guidelines bearing upon the issues of any standard or guideline under consideration.
- Each Representative shall file an activity report no later than one month after each meeting.

# Support of ISO Working Groups

## C4.2 ASHRAE Support of ISO Working Groups

- ASHRAE shall provide general secretarial services for ISO Working Groups (WGs) where 1) ASHRAE holds the secretariat to the SC or the TC, 2) key ASHRAE standards are involved, and 3) the convener of the WG has requested such services.
- ASHRAE will assign staff to attend WG meetings if by so doing ASHRAE can more efficiently carry out our Secretariat responsibilities of preparing committee drafts, arranging for their circulation, and the treatment of the comments received (Section 1.9 of the ISO Directives, Part 1.)

# Support of ISO Working Groups

ILS and ISAS shall determine for each WG where ASHRAE holds the secretariat the level of staff support. Each WG shall be assigned one of the following three categories of staff support:

- Level 1: Provide secretariat duties per ANSI/ISO (track, monitor, support)
- Level 2: Attend meetings and provide additional support and guidance when requested by the working group convener
- Level 3: Provide recording secretary duties and/or additional staff or financial support.

# Support of ISO Working Groups

Level 2 and Level 3 support shall be given if the following criteria have been met as determined by MOS, AMOS-I and ILS/ISAS and approved by the StdC:

- A key ASHRAE standard is involved (e.g., Standard 15 or 34 for TC 86)
- The standard is in the Working Draft (WD) phase, is in the Committee Draft (CD) phase, the Draft International Standard (DIS) phase or is in the Final Draft International Standard (FDIS) phase (as in ISO 817 where fast track changes are common).

# Participation in Canvass Reviews

- ILS shall be responsible for ASHRAE participation in standards prepared by other organizations using the canvass method. ILS will be assisted by TCLS and SPLS.
- The MOS shall function as the contact for canvass solicitations and voting.
- ASHRAE responses to canvass ballots on standards closely related to the scope of an existing PC shall be voted by it. All other canvass ballots shall be voted by one or more cognizant TCs/TGs/TRGs.

# Participation in Canvass Reviews

## Informative Schedule for ASHRAE Response to Canvass Ballots

- 🕒 **Select cognizant committee and duplicate and mail draft standard and letter ballot committee** 7 days
  - 🕒 **Cognizant committee review and voting period** 14 days
  - 🕒 **Extend vote closing date while seeking votes not returned if quorum lacking** 7 days
  - 📄 **Re-circulate neg. votes & seek ILS concurrence** 7 days
  - 📄 **Std C letter ballot if ILS-member exception** 7 days
  - 📄 **MOS execution of ballot vote** 3 days
- TOTAL** 45 days

# Adoption of ISO/IEC Standards

- ASHRAE may adopt ISO and IEC standards that are currently published or standards that are at a point in the ISO or IEC process where no additional changes to the documents are allowed.
- ILS provides oversight for the adoption process in consultation with a cognizant technical committee or standard project committee.
- Joint adoption of international standards are possible through special agreement (e.g., ANSI/ARI/ASHRAE ISO Standard 13256-1/-2).



# StdC MOP – Appendix J1

## □ J1 ADVISORY SUBCOMMITTEE

The StdC Chair shall appoint, subject to approval of the Chair of Technology Council, the chair and members of an International Standards Advisory Subcommittee (ISAS). Each member of ISAS may vote on motions of ISAS and international-standards-related motions (only) of ILS, but may not vote on motions before the StdC unless the member is also an elected member of StdC

# ISAS - Duties

## J2 DUTIES

The responsibilities of the ISAS shall be to advise the ILS on ASHRAE's regional (e.g., North American) and international standards activities including, but not limited to:

- make recommendations concerning ASHRAE's acceptance of responsibility for administration of U.S. TAGs for ISO Committees and for operation of international secretariats of ISO Technical Committees (ISO/TCs) or Subcommittees (SCs) on behalf of ANSI. The recommendation shall include an estimate of costs to the Society.

# ISAS – Duties (cont.)

- reviewing and recommending changes to U.S. Technical Advisory Group (TAG) procedures for which ASHRAE serves as TAG Administrator.
- recommending appointment by StdC Chair of ASHRAE representatives to serve on ISO/IEC/TAGs or TAG Panels for which another organization is Administrator.
- monitoring and reporting semi-annually to StdC on the status of ASHRAE's regional and international standards activities,

# ISAS – Size and Tenure

## **J3 SUBCOMMITTEE SIZE**

- Membership of the ISAS shall include ILS members and not less than three nor more than five additional persons, including the Chair.

## **J4 TENURE**

- Members shall be appointed to staggered, three-year terms, subject to the annual reappointment of the Standards Committee Chair. The StdC Chair may, with approval of the Technology Council Chair, reappoint a member whose tenure has expired.

# ISAS – Qualifications

## J5 QUALIFICATIONS

It is desirable that qualifications for appointment include the following.

- ASHRAE membership, current or past service on a TAG for any country, experience serving as a nationally appointed delegate or secretariat staff to an ISO Technical Committee or Subcommittee, and experience serving as a member of an ASHRAE SPC.

# ISAS – Meetings / Reporting

## **J6 MEETINGS**

- The ISAS shall normally meet the same day as each regular meeting of ILS and shall also attend part of the ILS meeting at a prearranged time. Members will be reimbursed for “transportation (airfare) only,” if requested, for any regularly scheduled meetings and special meetings of the ISAS approved by the Chair of Technology Council.

## **J7 REPORTING**

- The ISAS Chair shall report on ISAS activities and present ISAS recommendations at each regular meeting of the ILS.