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|  | **HEAD OF DELEGATION**  **(HoD) REPORT** |

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| **U.S. Member Body of the International Organization for Standardization (ISO)** |  | **U.S. National Committee of the International Electrotechnical Commission (IEC)** |

**Please return this report within one month of the completion of the international meeting and submit it to the appropriate ANSI Department as follows:**

**ISO USNC**

[**ISOT@ansi.org**](mailto:ISOT@ansi.org)[**USNC@ansi.org**](mailto:USNC@ansi.org)

**HoD reports can be used for a variety of purposes. For example:**

* **To report results of a TC/SC meeting to the related TAG**
* **To publicize the work of the TC/SC to the related US constituency via ANSI On-line, USNC News and Notes, or other media**
* **To suggest areas for possible development of featured articles**
* **To address specific challenges and concerns that the HoD may bring to the attention of related ANSI and/or USNC/IEC management**

**PLEASE REMEMBER: Your HoD report is NOT filed as a confidential, password protected document and, therefore, may have broad, unintended distribution. Keep this in mind when preparing the report and, if appropriate, use a more secure form of correspondence to call attention to any sensitive issues.**

**Completed by:**

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| **Head of Delegation:**  (Please print) |  |
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| **Telephone/Telefax:** |  |
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| **Email:** |  |
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| **Date:** |  |

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| **Meeting of ISO/TC (Designation/Title)** |
| **Date(s)** |
| **Location** |

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| **1. MEETING ATTENDANCE** |
| Please indicate, if available, both the number of delegates and the countries represented  at the Meeting:    \_\_Meeting attendance roster and meeting resolutions attached, if available  Please comment on significant or unusual attendance issues (e.g., new member bodies, regular members not in attendance, new Chairman or Secretariat, non-accredited U.S. persons, etc.). |

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| **MEETING OBSERVATIONS** |
| **2. Overall, how well did the U.S. meet its objectives on policy or technical matters?** |
| **\_\_ Very Successful -- U.S. positions were accepted in whole  \_\_ Successful -- Compromises were reached which are acceptable to the U.S.**  **\_\_ Not Successful -- U.S. positions were not accepted** |
| **3. Please comment on any issues of significance which might have an impact upon**  **materially affected or interested U.S. parties.** |
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| **4. Was there any discussion for which the United States was unprepared? (e.g., late**  **document distribution, addition of new items, etc.)** |
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| **5. Did the U.S. extend an offer to assume any new TC/SC Secretariat or management**  **positions?** |
| **\_\_ Yes \_\_ No**  **(If yes, please indicate which position and provide Officer contact information.)** |
| **6. Did the U.S. extend an offer to host any future TC/SC meetings?** |
| **\_\_ Yes \_\_ No**  **If yes, please identify:** |
| **7. Were any new issues raised which require, or might involve, coordination with**  **other U.S. bodies? (Include coordination items with other U.S. TAGs, ANSI policy-level**  **committees (AIF, AIC, the USNC TMC and/or Council, etc.)** |
| **\_\_ Yes \_\_ No**  **If yes, please identify:** |
| **8. Did the U.S. put forth/agree to put forth any New Work Items?** |
| **\_\_ Yes \_\_ No**  **If yes, please identify:** |
| **9. Was there any evidence of irregular voting by participating countries?** |
| **\_\_ Yes \_\_ No**  **If yes, please identify any significant issues or concerns:** |
| **10. Are work items in the TC or SC being affected by related work in regional**  **standards bodies (e.g., CEN, CENELEC, ETSI, PASC, NAFTA, COPANT, etc.)?** |
| **\_\_ Yes \_\_ No**  **\_\_ No related regional activity**  **If yes, please explain:** |
| **11. Were any new issues raised which require, or might involve, coordination with**  **emerging market countries?** |
| **Yes \_\_ No**  **If yes, please explain:** |
| **12. Were any issues raised which relate to or impact existing U.S. regulatory matters?** |
| **\_\_ Yes \_\_ No**  **If yes, please explain:** |
| **13. Please identify any IMMEDIATE U.S. TAG actions which will be required as a**  **result of this international meeting.** |
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| **14. Please identify specific decisions which the U.S. delegation believes to be noteworthy for**  **publication, publicity and/or development of a future article. If there are any, would you**  **be willing to help develop an article for publication?** |
| **\_\_ Yes \_\_ No** |
| **15. What might be done to further promote the ANSI Federation’s goal of “global**  **standards that reflect U.S. interests?” (Consider such issues as how might the U.S.**  **further promote acceptance of related American National Standards in international**  **and, where applicable, regional fora?)** |
| **Nothing noted** |
| **16. Has this report been provided to your TAG Administrator for US TAG distribution?** |
| **\_\_ Yes \_\_ No** |
| **17. Other Comments** |
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