

International participation in ISO

Working Group Expert

Each ISO technical or sub-committee that develops standards is made up of Working Groups (WG). Each WG can be assigned a single or multiple projects within a sub-topic area of the TC or SC area of responsibility. The members of the working group are considered to be experts from the countries listed as Participating countries (P) of the technical committee. The WG experts do not represent their country but rather their expertise on the topic. A WG is required to have a minimal representation of the P nations serving to develop or revise international standards. This provides that the standard is developed for the broadest global application.

WG Convenor

Each WG is led by a Convenor appointed by the committee Secretariat (Country holding the uppermost level of administration of a technical or sub-committee). The Convenor is responsible for managing the various projects assigned to the WG through communication with the project leaders, and with the WG experts. The Convenor acts as a facilitator and schedules meetings, reserves online conference rooms and posts notifications to the WG experts. The Convenor will also provide the conduit of communication to the Secretariat and provide reports to the greater committee during the plenary meetings.

WG Project Lead

The Project Lead is responsible for gathering the WG experts assigned to the project and managing the timeline and progress of the individual project. This person will take responsibility for draft revisions and documentation of iterations and WG comment resolutions. The Project Lead is often an expert who has put forth a proposal for a project or revision and is assigned by the WG Convenor.

International Committee Chair

The International Committee Chair is usually appointed from the country holding the Secretariat. The International Chair will oversee the Convenors and assist with the planning of the plenary as well as the moderation of the meeting and oversight of communication and documentation to the full committee.

ISO Delegate

Any member of the U.S. TAG or mirror committee attending an ISO meeting is considered a delegate. Registration to attend posted meetings is required. ASABE as administrator of a number of U.S. TAGs is required to be notified of your planned attendance to an ISO Committee plenary meeting. ASABE will notify ANSI approximately six weeks in advance of the meeting. ANSI will register all delegates with ISO.

Head of Delegation

The Head of Delegation is usually the U.S. TAG Chair in attendance at the plenary meeting. The Head of Delegation speaks on behalf of the entire country delegate group and all other delegates are silent during the proceedings. The Head of Delegation is required to file a [report](#) with ANSI following the plenary meeting.

ISO WG Expert and meetings

Working groups can hold meetings any time during the year either in person or via conference or internet call. All WG experts are required to register online at this [ISO portal](#) for each individual meeting they plan to participate in. You will only see those WGs of which you are a registered member. To be added as a registered member, contact the ASABE administrator for that WG. (Find out who the administrator is [here](#) at the bottom of the page.) Directions for navigating the registration page are [here](#).