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The InterNational Committee for Information Technology Standards INCITS

INCITS Overview

February 2020

This tutorial is for training purposes only and subject to change without notice. The INCITS Organization, Policies and Procedures is the authoritative document and takes precedence over any information contained in this tutorial.

INCITS' Accreditation/Structure

INCITS is a standards development organization (SDO) accredited by the American National Standards Institute (ANSI) to develop Information, Communication and Technology (ICT) standards.

The INCITS Executive Board (EB) is the Consensus Body:

- Ultimate responsibility for all standards developed and approved by INCITS.
- Responsible for advancing the interests of the ICT sector.
- Delegates TAG assignments and responsibilities to many INCITS/TCs, who serve as U.S. Technical Advisory Groups (TAGs) to JTC 1/Subcommittees and ISO Technical Committees for the development of U.S. positions.
- Recommends to ANSI assignment of Subcommittee TAG responsibilities within the U.S. JTC 1 community.
- Responsible for maintaining a viable, level playing.

The INCITS program of work is segmented into "projects":

- Each project is related to a specific standard, technical report (TR), or technical specification (TS).
- Projects are assigned upon approval of the project proposal (for national work) or upon initiation of the adoption of an international standard or registration of a TR or TS.

Reference Documents

JTC 1 Reference Documents (<http://isotc.iso.org>)

- ISO/IEC Directives Part 1 – Consolidated JTC 1 Supplement – Procedures specific to JTC 1
- JTC 1 Standing Documents
- JTC 1 Templates

ISO Reference Documents (<http://www.iso.org>)

- ISO/IEC Directives, Part 1, Consolidated ISO Supplement – Procedures specific to ISO
- ISO/IEC Directives, Part 2, Rules for the structure and drafting of International Standards, 6th Ed.

ANSI (www.ansi.org)

- ANSI Essential Requirements
- ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO
- Guide for U.S. Delegates to Meetings of ISO and the IEC

Reference Document & Templates

INCITS Organization, Policies and Procedures

This document is posted at www.incits.org/policies and is structured into organized sections:

1. Introduction
2. Useful References
3. Organization and Structure
4. Policies
5. Procedural Items (general)
6. National Processing
7. International Processing
8. Other

Templates/Guides:

Additional templates and guides (such as the Project Proposal Template, Annual Report Template, Officers' Guide) can be found in the public shared documents section of [ICMS](#) which can be accessed from each committee homepage.

INCITS procedures always take precedence and Robert's Rules are not used in international meetings.

Chairman

Section 3.3.4.1 Chair and INCITS Officer's Guide

Ensure the 'Program of Work' is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies, and procedures of INCITS. This officer position is a three-year term.

- Preside at meetings
- Announce duly called meetings (meeting notices on calendar, posting/distributing agenda)
- Review calls posted on the Action Items portal in ICMS and act on the calls as requested
- Ensure meeting minutes are prepared, submitted and distributed according to the INCITS procedures
- Notify the INCITS Secretariat of changes in the committee membership
- Send timely jeopardy/warning letters on endangered memberships; this letter should be numbered and posted to the document register in ICMS
- Ensure all officers of the committee attend required training sessions and their duties are accomplished
- Satisfy reporting requirements (i.e., Annual Report, HoD Reports)
- Ensure that the committee is fulfilling its responsibilities as a US TAG
- Represent INCITS to other committees and organizations
- Attend required training session given by the INCITS Secretariat

Chair Appoints:

Vice Chair, Secretary, International Representative, Treasurer, Project Editor(s), Liaisons, and Head of Delegation for international meetings.

Vice Chairman

Section 3.3.4.2 Vice-chair and INCITS Officer's Guide

- Performs the duties of the Chair in their absence
- Acts as committee administrator and responsible for administrative duties
- Registers and distributes documents related to committee work using ICMS
- Records meeting attendance in ICMS and notifies the Chair of any organization requiring membership jeopardy notice
- May prepare and distribute meeting notices and agendas in consultation with the Chair
- May notify the INCITS Secretariat of changes in the committee membership
- May review documents prior to posting in ICMS for legibility, clarity, and accuracy
- Attends required training session given by the INCITS Secretariat

Secretary

Section 3.3.4.3 Secretary and INCITS Officer's Guide

- Records and transcribes meeting minutes
- Submits the meeting minutes to the INCITS Secretariat for review and approval within two-weeks of adjournment of the committee meeting
- Upon approval, distributes meeting minutes to the committee
- Attends required training session given by the INCITS Secretariat

Meeting minutes shall be approved by the INCITS Secretariat prior to distribution to the committee.

International Representative

Section 3.3.4.4 International Representative (IR) and INCITS Officer's Guide

The IR is a best practice for an IOE that has US TAG responsibilities.

The IR is responsible for providing the ongoing interface between the INCITS committee and its related JTC 1/WG or JTC 1/SC and may serve as Head of Delegation (HoD) or advisor to the U.S delegation for an international meeting, if not attending the international meeting.

- Receive and ensure distribution of international documents to the subgroup using ICMS
- Report status of international work to the committee at each meeting
- Submit a list of approved delegates to International meetings to the Secretariat
- Prepare, or arrange to have prepared, all comments using the ISO Comments Template, responses and contributions
- Ensure that U.S. offers to host international meetings comply with INCITS requirements
- Review JTC 1, JTC 1/SC meeting resolutions or JTC 1/WG recommendations, and documents that may require committee action

Head of Delegation (HoD)

Section 7.15.2.1 Head of Delegation (HoD) and INCITS Officer's Guide

- **Leads the US Delegation and serves as chief spokesperson for the US at JTC 1/SC or ISO/TC meetings:**
 - Leads the US delegation immediately prior to, during and directly after an international meeting
 - Holds U.S. caucuses as required
 - Represents the US at HoD/Convener meetings
 - Maintains working knowledge of issues and US positions, requires good negotiating skills
 - Ensures delegates have their assignments (e.g., drafting committee)
 - Ensures that US requested topics and contributions are included on the final draft agenda of the meeting
- **It is useful to generate a single document for US delegates which contains all U.S. positions for the meeting (possibly organized by agenda items) – this document is known as “Delegates’ Instructions”.**
- **US Delegates shall support US positions/contributions at the SC/TC level.**
- **Contributions raising new issues or for which final agreement at the meeting is desired shall be received by the SC/TC Secretariats four weeks prior to the meeting.**
- **HoD Reports are submitted within one month of the SC plenary adjournment.**

Membership Agreement

Membership Agreement

The purpose of the Agreement is to:

1. document and formalize rules that INCITS has been following operationally for many years;
2. clarify and update other rules; and
3. confirm that Members are legally bound to these rules in order to bring more consistency, transparency, and efficiency to the INCITS standards development process and thereby provide more protection and certainty to the INCITS stakeholders.

The Membership Agreement is signed once by an authorized individual and applies to all participants from the organization and for all INCITS committees that the organization participates. Must be signed prior to access to the committee.

INCITS Committee Management System (ICMS)

The INCITS Committee Management System (ICMS) is the tool used by INCITS to manage its work. This includes:

- Document repositories
- Calendar for meetings
- Balloting
- Email distribution list and archives
- Action items
- Comment tracking
- Project tracking
- Membership
- Roster/Global Directory updates
- Invoicing
- Attendance and ballot jeopardy



Meetings

Section 5.1.2 Meeting Notice and Draft Agenda

- A duly called meeting is one for which the meeting notice and draft agenda are issued.
- A meeting notice shall be distributed no later than four weeks before the meeting (posting event on the ICMS calendar and emailing notice to members satisfies this requirement).
- The agenda is distributed no later than two weeks before the meeting. Agendas shall include a standing item for review of the INCITS IPR information (Anti-trust Guidelines, Patent Policy, Patent Declaration Form), also available at <http://www.incits.org/standards-information/legal-info>.
- Documents should be distributed as soon as received or at least two weeks prior to the meeting.

Meetings

5.1.3 Documents for Action (Two-Week Rule)

- Note that this provision is intended to provide a means for discussing the document and progressing the work; it is not intended to permit the introduction of new or unrelated material.
- For national processing, documents sent later than two weeks prior to the meeting may be considered, but final action may only be taken in the absence of objection by any voting member present; otherwise, they must be acted upon by letter ballot or deferred until the next meeting.
- Documents may be revised during the meeting and still be considered to have met the two-week rule if the original document met this requirement.
- Project Proposals (for national processing) shall meet the two-week rule or be acted upon by letter ballot or deferred until the next meeting.

The two-week rule shall not be applied to actions required to meet international processing deadlines.

Meetings

Section 5.1.4 Membership and Quorum

For TCs, TGs and SGs...

- A duly called meeting shall count in determining the members' attendance record.
- Quorum for the INCITS TCs and TGs is defined as one third of the voting membership with at least four voting members present. The chairman shall determine at the beginning of the meeting if quorum requirements are met.
- When a quorum is not met at a duly called meeting or when there are fewer voting members present than the number of voting members required to approve an action, the members present may draft proposed actions for submission to the entire membership by letter ballot or for action at the next meeting.

Meetings

Section 5.1.5 Minutes

All IOEs, except Ad Hocs, are required to produce minutes of their meetings.

- IOE draft minutes shall be submitted to the INCITS Secretariat within two weeks of the adjournment of the meeting. **Minutes shall not be posted in ICMS nor distributed to the committee until accepted by the INCITS Secretariat.**
- Minutes need to include a section for Ad Hocs that includes all created or reconstituted ad hocs with a list of the ad hoc participants and organizations.
- Shall be distributed to members within four weeks after the adjournment of the meeting.
- Individual remarks or detailed transcripts need not to be recorded; however, any specific statement should be recorded when requested by the Chair, group, or a member. Records of discussions and actions taken pertaining to any topic for which attendance is restricted shall not be included in the minutes, except to record that a position was developed.
- IOEs are encouraged to use the minutes template, as provided by the Secretariat, to produce their meeting minutes.

Voting

Section 5.2.2.1 Definition of Criteria for Approval

Majority Rule **by Letter Ballot**

- a majority is defined as approval by more than half of the members eligible to vote, (i.e., the committee voting membership)
 - abstentions are excluded when determining whether a majority has been satisfied

Majority Rule **at a Meeting**

- a majority is defined as approval by more than half of the members voting
 - abstentions are excluded when determining whether a majority has been satisfied

Voting

Section 5.2.2.2 Definition of Criteria for Approval

Two-Thirds Voting Rule (two-part criteria):

- Approval by at least 2/3 of those voting YES or NO, **and**
- Approval by a majority of the entire voting membership.

That is the threshold is not affected by the number of members present at the meeting for a meeting vote.

Voting

Section 5.2.1.1 Types of Voting Responses

- Yes
- No
- Abstain

No and Abstention votes shall include the reason for not taking a position.

For purposes of determining a member's voting record, negative and abstention votes cast without reasons shall be counted as non-responses and may place the member in jeopardy for failure to vote, if the letter ballot is non-accelerated.

Voting

Motions at Meetings

The general elements of a formal motion are:

Making and seconding the motion

- Person making the motion recognized by the Chair.
- Motion must be seconded by another voting member or Chair (if voting) before discussion can take place
 - Person seconding the motion does not necessarily have to vote for it
 - If no second, there is no discussion and the motion dies

Discussion on the motion

- Once motion has been made and seconded, discussion can begin.
- Chairman should give everyone ample opportunity to speak to the motion, but may limit the discussion, if necessary.

Voting on the motion

- Chairman asks members to vote on the motion in accordance with the required approval criteria for the motion.
- All motions (pass or fail) shall be recorded in the minutes with the names of the motion makers.

International Activity

Stages of International Processing

00 - Preliminary Stage – PWI (Preliminary Work Item) for Socialization

10 - Proposal Stage – NP/NWIP (New Work Item Proposal)

20 - Preparatory Stage – WD (Working Draft)

30 - Committee Stage - CD/PDAM/PDTS/PDTR (Committee Draft, Proposed Draft Amendment, Proposed Draft Technical Specification, Proposed Draft Technical Report)

40 - Enquiry Stage – DIS/DAM (Draft International Standard, Draft Amendment)

50 - Approval Stage – FDIS/FDAM (Final Draft International Standard, Final Draft Amendment)

60 - Publication Stage

Development of US Positions

Prior to conducting a vote during any stage of processing (except WD), the Secretariat issues a Call for Comments/US Position to the committee to develop consensus, which will be subsequently approved.

Development of a US position via meeting vote

As documents become available, ICMS Action Items are created and members should begin developing their positions and comments for discussion during a meeting

Member should attempt to submit their comments on documents for inclusion on the agenda

The consensus of the members forms the US position. The vote, position and any comments* shall be forwarded to the INCITS Secretariat for further processing

Development of a US position via a TC Ballot

As documents become available, ICMS Action Items are created and members should begin developing their positions and comments for discussion during a meeting

- Sets a default position for ballot in case there is no response to the call
- The position for US vote or recommendation is the consensus of responses provided (i.e., majority of the committee's responses)
- In response to a call for comments/position, it is important to remember to include your proposed position along with any comments you may have
- The Secretariat issues the ballot
- [Consensus Development Guidance](#)

***Comments are required to be submitted in the ISO Comments Template**

Submission of US Positions/Votes

For SC level ballots [Committee Stage] CD/PDAM/PDTS/PDTR

- TC submits their approved meeting votes for US position/vote to the INCITS Secretariat for further processing to the appropriate SC.

For JTC 1 level ballots [Enquiry Stage] DIS/DAM/DTS and Approval Stage FDIS/FDAM and Systematic Reviews

- TC submits their approved meeting votes for recommendation for the US National Body position/vote to the INCITS Secretariat.
- A 14-day Executive Board ballot is initiated. If any NO votes are cast, a Resolution Meeting will be held. As a result of the RM, the US position/vote may be changed noting the Executive Board is the US TAG to JTC 1.
- The INCITS Secretariat forwards the US position/vote.

Working Group Level Meetings

Section 7.15.1 Participation in International Working Groups and Study Groups

US experts that attend WG meetings or who want to submit expert contributions are required to be registered in the Global Directory.

Delegations do not exist for WG/SG meetings – individuals are participating as experts.

Some WGs may circulate a registration form for meetings. The registration is the responsibility of the individual experts.

Note: When a Comment Resolution Meetings (CRM) not held in conjunction with a WG meeting, a delegate's list is required for the CRM and a Head of Delegation is identified.

Hosting International Meetings

Section 7.12 U.S. Hosting of International Meetings

US Hosting of International Meetings

- Tentative offers to host a meeting may be given

The INCITS Secretariat administers all JTC 1/SC and JTC 1/WG meetings held in the US. Approval is required from INCITS for the appropriate activity (for SC/WG meetings) before an invitation is made to host an international meeting in the US.

Eight months advance notice to the INCITS Secretariat is required for all SC Plenaries.

INCITS Subgroup Annual Reports

Section 5.3.1 Technical Activity Annual Reports

All INCITS Technical Committees, Study Groups and externally held TAGs shall produce an Annual Report in the specified format. These reports should contain information regarding the progress of the work program and identify any significant problems that are impacting the work program's objectives.

The template and instructions for preparation of the annual report is posted in ICMS.

The Annual Report covers the period from the previous report to the date of the current report. It is a requirement for the Chairman (or other committee officer) to attend the annual Officer's Symposium to share their experiences, as well as important aspects within the Annual Report.

Questions?