IEC ACADEMY WEBINAR Q&A

Best practices for IEC WG Convenors & Project leaders, 8 April 2020

Questions	Answers
COLLABORATION PLATFORM	
How can we get the updated list of emails of all members in a working group from the collaboration platform?	There is no email list in the Collaboration Platform, you can send notifications and share documents, discussions and tasks by using the notification function of the Collaboration Platform.
How to send Outlook invitations for meetings directly (i.e. without sending an .ics file that team members have to download) using the Collaboration Platform?	Outlook meeting information cannot be sent directly from the Collaboration Platform. Not all IEC experts are using the product Microsoft Outlook. Meetings, especially TC/SC Plenary meetings are organized by the IEC Meeting Registration System
Can you explain how to use the Collaboration Platform?	You may find recorded webinars and slides about the Collaboration Platform on www.iec.ch/academy and click on "past webinars"
What happens when the Collaboration Platform (CP) is not working whatever the reasons?	Should you have difficulties connecting to the CP, contact the IT Helpdesk (helpdesk@iec.ch) directly.
Do we need to use the Collaboration Platform for storing documents related to TC or SC documents? I am aware that the documents that should be circulated withing the TC and SC should be sent to IEC CO who then upload them to the system and notify the members. Also, do Secretaries need to use CP for any other purpose?	All documents of the type "TC/XXX/TYPE" like "44/248/INF" are posted on the IEC Website for the information of all the TC/SC P-members and all the stakeholders having received the access right to open these documents. The Collaboration Platform is a "private" storage area. The working group workspaces can be accessed only by the registered members of the WG (plus chair, secretary, and technical officer). This workspace is expected to archive all documents related to the work of the WG. The TC/SC meeting workspaces are expected to archive the plenary meeting documents which were not officially posted on the IEC Website together with the agenda.
DOCUMENTS	
Who can inform Convenors or Project Leaders of the official format to be used for a revision or an amendment?	Please contact the IEC Central Office, the support mail address for the Editing Team. See the details here: https://www.iec.ch/standardsdev/resources/draftingpublications/contact/
In case of a PT having an approved NP but in the needs to exceed the originally indicated target date for submission of the CD [e.g. due to running more than one Round Robin], how long can be extended the originally indicated CD's target date/how to request the extension period ?	The directives provide a maximum time for the delivery of the CD which is 12 months after circulation of the RVN. Any exception to the Directives shall be approved by the SMB. In principle, there is no limit for an extension, as long as the SMB approves it. A request for an extension of a target date can be made during a plenary meeting. Then the TC/SC Secretary will report it to the SMB together with the plenary meeting report

	and this will be approved by the SMB together with the report as well. There is another possibility: before each SMB meeting, the Central Office is requested by the SMB to track late projects and contact the secretaries for justifications and new target dates. As a convenor, you may receive such requests from your secretary and have the opportunity to provide extended target dates for approval by the SMB.
Can the CC be changed to Excel?	The common IEC/ISO form is a table in Word format, and this is expected to stay like this by default. For your own use, you may convert he Word table into an Excel table using the appropriate import/export functions.
CC is under the responsibility of the WG convenor not the secretary?	As per the Directives, the secretary is formally responsible for the content of the comments resolution in the CC. He/she is also responsible for providing the CC on time to the IEC Central Office. In practice, this is of course the role of the Convenor to bring the WG to a consensus for the resolution of the comments and to provide the CC to the Secretary.
Normally we have DC before CD or CDV. Why is DC not shown in this presentation?	DCs are documents expected to be used to seek the position of the P-Members about matters not related to projects. Posting DCs before a CD or a CDV is not good practice and should be avoided.
Could the editor officer help to edit the CDV？	The Editor is expected to edit the CDV during the CDV ballot and send it back to the secretary at the closing of the CDV ballot. This means that the CDV submitted for ballot is the one received from the secretary. If specific help is needed by the WG to edit a CDV while it is being developed inside the WG, the Editor of the IEC Central Office will help you with pleasure. Please contact your Technical Officer or directly the editor of your TC. You will find his name on the TC dashboard.
I noticed that after some time documents are removed from the project tab (especially for DTRs). What is the time limit for a document to remain accessible in the project tab?	FDISs, DTSs, DTRs and DPAs are removed from the project tab at the end of the voting period. When approved at the ballot closing, the delay for the publication is usually one month.
It seems that we cannot access documents from www.iec.ch only national body secretaries can. Is this correct?	The access rights to the documents on the IEC Website are provided by your National Committee (NC). This is their decision. You may see which documents your NC has granted you access in your Expert Management System profile (http://www.iec.ch/dyn/expert), under the "IEC Perms" tab. The "IEC Roles" tab lists the membership you have in IEC working groups. Membership to a working group automatically gives you access to the corresponding Collaboration Platform workspace.
What is the IEC document to be circulated to the NC for a co-convenor nomination?	The process for the nomination of a Co-convenor is the same as for a Convenor, and the document to be circulated is a "Q". A decision at a plenary meeting is another option.
After a CD2 is created how do we decide whether to go for CD2 or CD3, CD4, etc.?	The CD stage is the key stage for the consensus building process. Formally, this is a decision made by the Chair in consultation with the Secretary upon recommendation from the working group. In practice, the decision depends on the

	maturity of the CD. If the CD 1 receives a lot of comments and the resolution process shows a low consensus within the WG, then another CD can be circulated if needed.
In ISO the CD is also a ballot (to agree to move to DIS/CDV), as well as a National Body commenting stage. Is it not a ballot in IEC too? (in ISO you can choose to do a CD 'for comment only')	No, there is no vote for approval on CDs in IEC. This is a difference between ISO and IEC. In IEC, the CD stage is the key stage for the consensus building process and to ease consensus building, a formal vote is not asked at the CD stage.
On RVNs, CCs, RVC, etc. does the Convenor/Secretary also need to publish a document with the responses to the comments received from the NCs?	No for RVNs, yes for CC and RVCs.
What is the voting threshold for an NP to pass?	The first is the two thirds majority. The other is the number of P-Members providing an expert. The minimum number of experts is 4 when there are less than 16 P-Members and 5 when there are more. If these numbers are not reached, the Secretary has 1 month to nominate experts. Only experts provided by P-Members having approved the NP are (before the end of the voting period) considered.

What is the procedure if an FDIS fails to pass vote?	Several options are possible:
	
	  − Return back to CD or CDV
	  − Convert to a TS
	  − Cancel the project
	
	This is a committee decision.

On Slide 7 of the presentation, can you go over the conditions for skipping the FDIS stage?	It is possible to skip the FDIS stage and publish directly an approved CDV when no technical changes are needed in the document during the process of resolving the comments.

PROJECTS	
Process shows International Standard (IS). Please explain the role of a Technical Standard (TS).	A TS is a Technical Specification and you may find its definition on the IEC Website through: https://www.iec.ch/standardsdev/publications/ts.htm
Where can I find information about the timing for a TS? Is there an overview about the development of a TS like the one given on slide 7 about the development of a standard (7 stages of Standard development)?	The NP is optional for a TS. When the TS project goes for an NP, the project plan milestones are provided in the RVN. The Directives do not provide time limits for the development of TSs.
Are SRDs going to continue to be called TS as per Standard Numbering System?	This is expected to change in the future. This requires development work by the IEC Central Office IT team. The request has been made but no date has been set yet as to the delivery of this new workflow.
Should a revision of an existing Standard also start with an NP?	The NP is intended for new projects as the form requests also a market relevance justification and offer the possibility to establish a new WG. The maintenance is initiated by the RR form (review report) which offers the option to develop a new edition, an amendment, or to withdraw the publication.
Can standards be published with ffs in it? How to proceed?	IEC publications do not include "For Further Study (ffs)" information in their text. If a TC/SC wants to provide such information within a standard, a possible option could be to add an informative annex about this topic.

I understand that DTS can be used for new technology. However if the preparation of a DTS takes several years (>7 years), at what point is the reason for a DTS to no longer be valid and be replaced by an IS?	The approval of a TS requires a lower level of consensus than for an IS. A TS project could be converted into an IS project by a committee decision. If the TS did not go through an NP, the conversion into an IS would require going back to the NP stage.
When should a project for DTS, not IS, be started?	A TS is intended for situations where the technology is not mature enough for an IS or when the level of consensus is not high enough for an IS.
Who would be responsible for the drafting of the standard?	The WG or the MT are responsible for drafting it.

LIAISON

Have the Liaison A partners/member the right to vote in the plenaries or in the working groups?	A Liaison A cannot vote during a TC/SC plenary meeting and on documents formally circulated in a committee. The Liaison A is expected to provide comments. In a WG, a Liaison A is a full member, i.e. like a member nominated by a National Committee.
Who will decide the liaison type A or D?	This is a decision by the liaison organization to submit a request for an A or C (Liaison D was renamed liaison C in 2018) liaison. The TC/SC secretary should inform the liaison organization about the differences between these two types of liaison.
If the experts in liaison do not come to meetings, how do they explain their position?	The "no show" question is the same for all experts of a WG: if they do not participate, they miss the opportunity to contribute. Persistently inactive experts should be reported to the Secretary. The Secretary together with the Technical Officer may contact the National Committee or liaison organization to resolve this issue.
According to the Directives the specific clause on liaison A, level liaison, is only valid for external organizations out of IEC, for example, for IEC/TCxx, its A level liaison can only be organizations like ISO/TCxx, but not another IEC TC. Is the understanding correct?	Yes, Liaison A is only for international organizations.
Slide on page 6 mentions: • Liaisons "A" can nominate Experts in WGs The Experts are expected to bring their own experience and knowledge • Liaisons "D" can nominate an Expert in WGs The Expert is expected to represent the position of the organization in liaison • … However, according the ISO/IEC Directives, Part 1:2019 + IEC Supplement:2019, there is only category C liaison defined for liaison at the working group level. There is no further sub-categorization defined (yet). Are the liaisons mentioned on slide 6, a subset of categories of the liaison category C from the Directives? And if yes, in what (SMB?) document can this be found in? And if applicable, is sub-categorization effectuated by immediate effect?	Sorry, this was a typo. Please read "liaison C" instead of "liaison D" in slide 6. Note: "Liaison D" were renamed "Liaison C" two years ago (i.e. 2018) - harmonization with ISO and with IEC Annex SP about systems

MEETINGS

Is there a good way of WG meeting under the current epidemic (Covid-19) situation?	It is recommended to hold virtual meetings. The IEC provides Zoom licences to Chairs, Secretaries and Convenors.

Is there a recommended timing that WG convenors should follow for online meetings?	It is recommended to convert an 8-hour (day) meeting into four sessions of two hours held on four consecutive days. Then the convenor should discuss with the members attending about the timing organization which fits them best. Recently, people have become more used to virtual meetings and can adapt to longer sessions.
On slide 11, it shows that online meetings shall be announced 4 weeks in advance, which was decided in SMB on January. Could you show the document number of SMB that shows this?	"The minimum announcement time for online WG/MT/PT meetings remains unchanged at 4 weeks (as per clause A.11 in SMB/6945A/RV)." See also SMB/6945/R and AC/16/2020
Should all WG meetings get registered in the meeting platform? If so, should the Secretary inform IEC CO asking to register WG meetings?	No, it is not an obligation to register a WG or PT meeting through the MRS. WG & PT meetings are under the responsibility of the Convenor and Leader, so it is up to them to decide and organize their meetings. Should they decide to then they should indeed contact their dedicated IEC Central Office staff, SPA (or possibly TO), who will create the meeting in the MRS. However a WG meeting/group of WG meetings held in conjunction with a TC/SC Plenary meeting will be recorded in the MRS. In any case do not hesitate to contact IEC CO for any support related to meetings.
Should a WG member happen to host the WG meeting, is it compulsory to use the Meeting Registration System or is the MRS only for the case when National Committees host the meeting?	The use of MRS is optional for WG meetings, whoever the host is.
Could you tell us about/give recommendations for meetings between 2 or more WGs?	Joint meetings between two or more WGs are not usual. They may happen when a specific common topic needs to be discussed. These meetings should be organized in collaboration between the convenors of the WGs concerned. When the topic under discussion is general and common to all the WGs, a global consensus is needed. When the topic is about a project assigned to a specific WG, the responsibility remains within the WG to which the project is assigned.
Is there a minimum timeframe for sending draft resolutions, the agenda or other documents, to WG members ahead of a WG meeting for preparation?	There is no minimum time required by the Directives. However it is recommended to provide the documents related to a WG meeting four weeks in advance.
When should the meeting minutes be circulated to all members after WG meetings?	There is no limit time required by the Directives. However it is recommended to provide the minutes within 2 weeks after the closing of the meeting.
What is the procedure to form an online meeting?	The procedure is different for TC/SC plenary meetings and WG/MT meetings. See the Directives which address in details the TC/SC plenary meetings. A WG/MT meeting shall be announced at least four weeks in advance. The announcement should be done on the Collaboration Platform workspace of the group. The agenda and meeting documents should also be uploaded on the Collaboration Platform (CP). After the meeting, the minutes and the resulting documents should also be uploaded on the CP.
Can zoom meetings be recorded?	Yes, ZOOM meetings can be recorded. It is shown in the ZOOM guide.

	IMPORTANT: the Convenor/Project Leader must inform meeting participants in advance that the meeting is being recorded
Is training towards the establishment and running of Zoom meetings available?	ZOOM has some very good training videos: https://support.zoom.us/hc/en-us/articles/360029527911 and the IEC CO will be glad to offer any further support. Please contact the IT Helpdesk, helpdesk@iec.ch
As MT PL do I have the duty to report word by word what was said during the meeting or am I authorized to summarize the situation?	There is no formal requirement related to this in the Directives. A good working practice, which will also ensure full transparency of the project operation, is to upload on the Collaboration Platform a short summary of the decisions made and the documents resulting from the meeting.
The WG convenor can invite guests for individual meetings according to specific rules. Could MT convenor invite guests for individual meetings according to specific rules too?	The same rules apply for WG and MT meetings.
In accordance with ISO/IEC directives part1, Clause 1.12.2, WG convenor can invite a specific guest to participate in a single meeting (individual meetings mentioned in your slide), whereas experts not registered to the WG in ISO GD or IEC EMS (Expert Management System) shall not participate. Does the clause mean that any guests shall always be either ISO or IEC experts? Or can the convenor invite a guest to participate (or observe) who can contribute to the WG although not a registered member in ISO or IEC at present (assuming he/she may consider future participation in ISO or IEC after the guest attendance)?	Guests are any person not registered as a member of the WG. This includes other IEC Experts from other WGs (already registered in IEC or ISO information systems) and external guests (not registered in the IEC information system). Note: external guests are usually not registered in the IEC information system. Registration via MRS requires being registered in the IEC information system, EMS, i.e. having an IEC username. If the meeting registration is made using MRS, inviting guests is more complicated. Please contact your Technical Officer for help.
Thank you for this presentation - very informative. An early slide noted a Chair (is that a working group Convenor?) can invite a guest. Does the guest need to be an IEC member (of a TC for example), or can the guest be anyone from an industry that has some particular expertise useful to the working group?	A guest can be anyone.
Does the convenor hold the final say for whether a meeting should be face-to-face or online? Quite often there are members who want it online but convenors who would rather not.	Like for developing standards, agreeing on the meeting format is a matter of consensus. But the convenor has the responsibility to run the WG (voted and approved by the P-Members), and thus can make the decision about the meeting's organization.
Are there any plans to establish a registration system for online meetings? This would be helpful to know in advance how many members plan to attend.	The MRS now offers the option for online meetings and also for online participation in the case of meetings where some members attend face-to-face and others attend online.
This year many WG, PT, ahG meetings for F2F have been cancelled and will be replaced with Zoom, which will probably be very difficult to be managed within 2 hours each session. In addition a big time zone difference among Asia, Europe and US regions will interrupt setting the Zoom meetings at appropriate time slots for everyone, and therefore, the same WG/PT/ahG meeting may have to be repeated more than once, for separate participations, like today's webinar. In this constraint, do you have any advice to develop a consensus properly?	Effectively the time slots for the meetings should be the most adequate possible. First is to consider the time zones of the people planning to participate. But I agree that there is no ideal solution. At the Geneva Central Office, we have two approaches: 1 - We hold meetings from 12:00 to 14:00, which is equally demanding for American and Asian participants. 2 - We hold sessions alternatively in the morning and in the afternoon. Then, this is convenient alternatively for the American and Asian participants.

In light of the Covid-19 pandemic, will F2F meetings be phased out in favour of online meetings?	The decision is up to the Convenor in consultation with the WG members. IEC strongly invites the WG to continue moving forward the projects using virtual meetings.

OTHER	
What to do in case the Members and Experts use their company signature instead of the IEC one?	In Working Groups, experts are expected to bring their personal expertise.
	Directive Part 1, Clause 1.12.1: "*The experts act in a personal capacity and not as the official representative of the P-member or A-liaison organization by which they have been appointed.*"
	Of course, "personal capacity" means that they are not expected to represent their employer.
	There is an exception for Liaisons C, where the Expert is expected to represent the organization in liaison.
What can we do with Members that never participate in meetings and do not actively work?	Persistently inactive experts should be reported to the secretary. The secretary together with the technical officer may contact the National Committee or liaison organisation to resolve this issue. After some time (6 months), if the situation does not improve, the Central Office will request the National Committee to remove the Expert.
You mention the page on ITNet, itnet.iec.ch/zoom-com. The page asks for a password and email, which email and password do I use there?	Sorry, I was informed after the webinar that the access to ITNet is not provided to the whole IEC Community.
	Since then, we have updated the brochure "Guidance for Virtual meetings" which can be accessed by the whole community.
	Link: https://www.iec.ch/tools/pdf/zoom_guide.pdf
How could the scope of the WG be changed?	This is a decision by the P-Members of the committee. The convenor should discuss/agree with the Secretary and Chair. The Secretary will then circulate a Q document asking the P-Members to approve the new scope. Once approved, IEC Central Office will update the IEC website accordingly.
Convener or convenor?	"convenor" the IEC spelling is based on UK spelling.
	If in any doubt we would invite you may refer to the IEC Style guide: https://basecamp.iec.ch/download/iec-style-guide/
Experts nominated in all TC categories, are they nominated and selected from the main TC (?) or could they be from outside the TC or SC?	The nomination of experts in Working Groups (WG or MT) is to the responsibility of the P-Members. The nomination is for a specific individual group. The nomination in several groups in the same TC or in a SC of the TC shall be made for each group.
	The nomination of delegates at plenary meetings is specific for each meeting and is under the responsibility of the P-Members.
	A WG member brings her/his personal expertise to the group while a delegate at a plenary meeting represents her/his country and should report a consensus position previously agreed at the national level.

In my capacity as secretary may I nominate one of my experts identified in the TC as a member in the PT, MT or WG, or can I nominate a new one from outside our National Committee?	The nomination of experts in PTs, MTs, WGs can only be done by the P-Members. Please contact the P-Member of the country of the expert to be nominated.
The list of the members with addresses and affiliation seems somehow to be hidden. How can it be quickly accessed by a convenor of a WG?	The list of email addresses is hidden due to privacy regulations enforced in most of the IEC country members (GDPR, etc.).
	Members list: it is available on the TC dashboard under the "Structure" tab, then "Subcommittee(s) and/or Working Group(s)" tab. When clicking on the Excel icon, you will be able to open an Excel table with the members list.
	Email addresses: you will not find the email addresses of the members of a WG, but on the Collaboration Platform, it is possible to send a "Notification" to all the WG members. This is the same as sending a short email. The notification will be sent to all the WG members using the latest members list and email address provided by the member in the IEC EMS.
Where can I find the names of committee members (WG members, SC members, etc.) on the IEC website?	You can find this information in the TC or SC dashboard.
I am convenor of TC 91/WG 10, how can I get the Zoom license?	IEC will provide an IEC user account for the people with the following roles in the Expert Management System (EMS):
	•Active Secretaries and Assistant Secretaries of committees (TC, SC, SyC and AC).
	•Active Convenors for all Groups (WG, MT and AG)
	•Active Project Leaders for all Project Teams (PT)
	•Active Technical Area Managers, Technical Area Secretaries and Assistant Secretaries for TAs.
	The licence usage will be only for IEC purposes and not for any personal use. The LOGIN is personal and should not be shared with a third party. Note that new eligible people will be assigned a licence when their position is registered in the IEC.
	For any questions please contact the IEC Helpdesk (helpdesk@iec.ch).
What are the rules for JAHG if they cannot get an agreement?	The convenor should report the different positions to the Secretary of the TC having the administrative lead. The Secretary may seek the P-Member's position by vote via a Q or DC document.
If a new TC is established will the old TC transfer the IS which is not in its scope to the new one?	Any standard development in a TC shall be within the scope of the TC. If this is not the case, this is an exception which shall be approved by the SMB.
PT: can it be kept if a standard is going for immediate revision?	No, a PT is intended for the development of new standards. It is disbanded automatically at the publication of the standard. When maintenance is needed, the work should be done in an MT, either assigned to an existing one or to a new one. Establishing a new MT requires a committee decision. In such a case, I recommend to include in the MT establishment request submitted for approval to the P-Member, the request to keep the project leader as Convenor for the new MT and to move the members of the PT to the new MT.
To whom ideas for improvements to the IEC Code of Conduct must be sent?	Please send any suggestions to Pierre Sebellin, Head of Technical Department to me, pse@iec.ch. Thanks in advance for your contribution.

Could you advise how to deal with an expert who is rude and disrespectful of the convenor/PL and other experts in the WG/PT?	The WG convenor /PT leader should first discuss with the expert, provide him with the "Code of Conduct" and request him to respect the rules from this code. If the issue cannot be solved, this should be escalated to the secretary. The secretary will discuss the matter and will contact the disrespectful expert to request the respect of the code of conduct. If this has no effect, the Secretary and Technical Officer will escalate the matter to the Secretary of the P-Member having nominated the expert requesting the National Committee discuss with the expert. If no improvement is observed, this may lead to removing the expert from the WG.
What is a P-Member?	A P-Member is a participating member, a country participating in a Technical Committee or Sub-Committee who has decided to actively participate having the obligation to vote at all stages and to contribute to meetings.
Are there other types of members other than P-members?	Yes. There are O-Members. See the Directives Part 1 Clause 1.7. The Systems Committees can also have R-Members. See the IEC Supplement of the Directives, Annex SP.
How do you select experts from countries especially developing countries like India?	Experts are nominated by the National Committees. An Indian expert should contact the Secretary of the Indian National Committee (Bureau of Indian Standards) and express her/his interest to contribute to the IEC work.
I am a member of IEC TC 82/WG 2. WG 2 seems to function like a MT. Can you explain the difference between MTs and WGs some more?	WGs are groups developing one or a set of new publications. WGs are expected to be disbanded when the IS is completed. The SMB requests the IEC Central Office to monitor inactive WGs and report to the SMB. Inactive WGs may be disbanded at the request of SMB. MTs are groups responsible for the maintenance of one or several standards. Maintenance is a never-ending work. The activity of MTs is not monitored, and inactive MTs may not be disbanded by the SMB.
Could you discuss the structure of MTs and WGs and how they compare to SCs and WGs in ISO?	The operation of SCs, WGs, and MTs is the same in ISO and IEC except minor differences documented in the IEC Supplement and ISO Supplement. One of them is that IEC differentiates a WG, which develop new standards, from a MT, which focuses on the maintenance of standards. In ISO there are only WGs which are responsible for new developments and maintenance. See my answer above about the differences between WGs and MTs in IEC.
If the work period of a WG convenor is about to expire (normally the work period for the WG convenor is 3 years, but it could be extended), what should the convenor do to extend the work period: hold a (voting) meeting, submit application\forms to TC\board to where/to whom, or anything else? And how long before the convenor applies for the extension?	The approval for the extension of the terms of office of a WG convenor is made by the P-Members. This is a standing agenda item of the TC/SC plenary meetings and this is usually decided at this meeting. As a convenor reaching the end of your term, you may inform the TC/SC Secretary that you wish your term to be extended. This should be done about 2 months before the plenary meeting at which the extension is to be approved.
Can you confirm that an ahG cannot produce a standard?	Yes, ahGs cannot develop standards. Directives Part 2 1.14 Ad hoc groups Technical committees or subcommittees may establish ad hoc groups the purpose of which is to study a precisely defined problem on which the group reports to its parent committee at the same meeting or at the latest at the next meeting. The parent committee shall also appoint a convenor. The membership of an ad hoc group shall be chosen from the delegates present at the meeting of the parent committee supplemented if necessary by experts appointed

	by the committee. An ad hoc group shall be automatically disbanded at the meeting to which it has presented its report. - so an ahG is creating a report for the next meeting but not a standard."
How is the convenor informed/handled with regards complaints to him/her what is the procedure?	Complaints about a convenor should first be directly discussed with the concerned convenor. If the matter cannot be solved, this should be escalated to the TC/SC secretary.
In Slide 4 you did not mention Joint Working Groups (JWG) with ISO and how the rules, especially with regard to disbanding of a JWG, are applied,	Like for a WG, a JWG should be disbanded when it has completed its work. Otherwise, disbanding a JWG is a decision of the P-Members of the committee holding the administrative lead.
Which online collaborative document editing system does the IEC offer? It is very inconvenient and annoying to send Microsoft Word files back and forth, where the file names always get longer and longer!	Currently we use the MS Word template to be found here: https://www.iec.ch/standardsdev/resources/draftingpublications/ IEC and ISO started developing a common project based on FontoXML, a tool for collaborative online authoring which could be used to develop standards in the future and thus replace MS Word in the long run.
Why is the IEC not supporting LaTeX as a document mark-up language? It is a quasi-standard for scientific writing, offers excellent possibilities to insert formulas, graphs, tables and other technical content. It is also open-source and can be used free of charge. It enables version control and collaborative online edition through only a browser via the Overleaf online editor.	IEC and ISO have been closely following the evolutions of LaTeX. LaTeX was considered when looking for a future XML compatible/based authoring tool. Despite its recognized qualities, this was not the tool selected by the IEC and ISO country members.
As a project leader may I share documents under work partly or in whole with experts not nominated by IEC, e.g. experienced persons in a particular field of expertise just to get their opinion?	Guests do not have access to the WG workspace on the Collaboration Platform. In theory, they are observers and should not receive documents related to ongoing IEC work. But guests are expected to contribute to the work of the WG so you may share with them only the specific documents they need to properly contribute to the work.
What is the workflow to start working on revisions of a regulation?	IEC is not publishing regulations. IEC is publishing voluntary standards which some countries may use for regulation purposes. A maintenance work is expected to start approximately 2 years before the stability date of the publication. The Secretary will circulate a DC to seek the opinion of the P-Members about the maintenance work to be done. The DC may contain the input from the WG. Once the answers from the P-Members are received, the Secretary circulates a Review Report (RR) which initiates the maintenance project.
When several PTs were created which relate to a larger topic, could a WG be created after the PTs?	Yes, a WG or an MT can be created after a PT.
If a project cannot be assigned to an existing WG, and was developed in a PT, after the PT is disbanded (following the publication), which group is responsible for the maintenance of the publication?	The maintenance can be assigned to an existing MT or else a new MT can be established.
Shall milestones be defined in a MT committee as it is in WGs? If yes, when are they defined?	Yes. Milestones for the maintenance projects shall be defined as well. They are recorded in the Review Report form (RR).
How to behave as a nominated expert to a WG?	Please see the "Code of Conduct". Engaging as Expert in a WG is a unique experience to exchange and share within a group of high level people having the same technical field interest. An Expert in a WG is expected to bring her/his personal knowledge and experience. She/he is not expected to defend the interests

	of her/his employer or country. So be opened and ready to make concessions.
Are there any rules/criteria for a MT in terms of the number of experts and distribution of countries (P and O-members)?	For requirements related to maintenance teams (MTs), the procedures for working groups apply (see the ISO/IEC Directives, Part 1). To answer the question there are no rules and quantified limitations regarding WG (MT) membership. The best would be to have a structure which matches as close as possible the reality of the active stakeholders on the market. A few WGs reach around 250 members and operate efficiently. This is all about management and the time/efforts the Convenor is ready to put into it. It is possible to limit the size of a WG (maximum total size or the maximum number of Experts per country) by a committee decision. The Directives (Part 1 Clause 1.12.1) state that " It is recommended that working groups be reasonably limited in size. The technical committee or subcommittee may therefore decide upon the maximum number of experts appointed by each P-member and liaison organizations."
Is it possible to use the IEC logo on the different documents used in our IEC activity such as business card, agendas, presentations, meeting memos, etc.?	IEC TC/SC officers, convenors, project leaders and experts, may use the IEC logo on IEC related work and also, for example, on business cards. Please contact the IEC Communications coordinator & graphic designer, Ms Vanesha Rajkomar (vra@iec.ch),.