

NTAG OPERATING PROCEDURES

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1 BACKGROUND

The function of the U.S. Nuclear Technical Advisory Group (NTAG) is to coordinate the United States participation on Technical Committee-85 (TC-85) on *Nuclear Energy* of the International Organization for Standardization (ISO). The scope of ISO/TC-85 is “*Standardization in the fields of peaceful applications of nuclear energy and of the protection of individuals against all sources of ionizing radiations*”.

NTAG can also assist ISO/TC-85 in identifying and developing nuclear technology and safety consensus standards having value to international organizations, such as IAEA and OECD NEA.

The purpose of U.S. government and industry participation in the development of international consensus standards is to reduce barriers to the acceptance of nuclear products and services in the international marketplace. The development and recognition of standards that can be accepted by national regulatory authorities can facilitate this acceptance. This can include 1) the development of ISO standards (or other international standards such as IEC) and 2) the development of a framework for acceptance of national standards in the international marketplace.

ISO/TC-85 comprises three Subcommittees and a number of Working Groups. Subcommittee-2 (ISO/TC-85/SC2) *Radiation Protection*, led by France, has 11 active Working Groups. Subcommittee-5 (ISO/TC-85/SC5) *Nuclear Fuel Technology*, led by the United Kingdom, has 7 active Working Groups. Subcommittee-6 (ISO/TC-85/SC6) *Reactor Technology*, led by the United States has 2 active Working Groups. Two additional Working Groups report directly to the TC-85 Secretariat: WG1 *Terminology, Definitions and Symbols*, led by Argentina, and WG3 *Dosimetry for Radiation Processing*, led by the United States. ASTM International administers NTAG on behalf of the American National Standards Institute (ANSI), which is the official United States representative to ISO/TC-85.

NTAG is a federation of U.S. experts (“technical experts”) who interact directly with experts from other countries within the various Working Groups. Chairmen and convenors run subcommittees and Working Groups of TC-85, respectively, most of who are from other countries. In general, technical experts on a Working Group act in their personal capacities and not as the official representatives of their own countries or employers. However, ISO recommends that the technical experts keep in close contact with their own host organization, employer, and/or sponsor, in order to inform them about the progress of the work and of the various opinions within the Working Groups or Subcommittees. The United States technical expert Working Group also keeps the appropriate U.S. Overall Advisor informed of the activities of the Working Group or Subcommittee. The U.S. Overall Advisor is responsible to obtain consensus among U.S. experts on the text of standards and/or new work items proposals, and to provide the NTAG Administrator with a recommendation on the votes that should be cast by ANSI as the United States representative to ISO.

2 NTAG MEMBERSHIP

Any U.S. Citizen with the proper qualifications who is interested in participating in the development of international standards on nuclear energy may participate as a member of NTAG. This includes participation as technical experts, officers of the NTAG Executive Committee, members of the NTAG Management Team, key individuals representing organizations who provide financial support to NTAG, as well as some leaders of other U.S. groups and organizations who indicate an interest in the activities of NTAG and who have the necessary background to contribute to the activities of NTAG and ISO. An

NTAG Membership Contact List is distributed periodically to all members, and is available on the NTAG website as described in Section 8.

3 RESPONSIBILITIES OF NTAG MEMBERS

Below is a summary of the responsibilities of the elected and appointed officers and members of NTAG, and a description of the process by which they are elected or appointed. The detailed duties of NTAG members and other contributors developing and maintaining ISO standards in the nuclear energy field are described in Appendix A: “Responsibilities of Elected Officers, Members of NTAG and Selected ISO Positions”. Appendix B is a table of NTAG and ISO positions and the designated appointment and approval authorities.

3.1 NTAG Chair. The NTAG Chair has the overall responsibility for leading and managing NTAG in its efforts to coordinate the U.S. interactions with ISO/TC-85 on nuclear energy-related matters. The NTAG Chair is also the Chair of the NTAG Executive Committee, and coordinates the effort to obtain financial support from government and industry for the administration of NTAG. The NTAG Chair is appointed by the NTAG Administrator, subject to approval by a majority vote of the NTAG membership, and serves until a successor is selected and ready to serve.

3.2 NTAG Vice-Chair. NTAG Vice-Chairs serve on the NTAG Executive Committee, and are responsible for fulfilling the responsibilities of the NTAG Chair on a temporary basis when the Chair is unable to do so, and for specific responsibilities delegated by the Chair. The four Vice-Chairs also participate in the efforts to obtain financial support from industry for the administration of NTAG. The NTAG Vice-Chairs are selected by a Nominating Committee and elected by a majority vote of the NTAG membership.

3.3 NTAG Secretary. The NTAG Secretary serves on the NTAG Executive Committee, helps the NTAG Chair organize and arrange Executive Committee and other NTAG meetings, and prepares agendas and meeting minutes. The NTAG Secretary is appointed by the NTAG Administrator, subject to approval by a majority vote of the NTAG membership.

3.4 NTAG Administrator. The NTAG Administrator serves on the NTAG Executive Committee, manages NTAG’s financial affairs, maintains NTAG records, oversees the balloting process and the NTAG website, distributes ISO documents and brings ASTM expertise to the NTAG processes. The NTAG Administrator is appointed by ASTM International which administers NTAG on behalf of ANSI.

3.5 U.S. Overall Advisor. TC-85 Subcommittee NTAG is responsible to select a U.S. Overall Advisor for each TC-85 Subcommittee who coordinates the U.S. technical positions for that Subcommittee. Overall Advisors should be experts in the Subcommittee’s area of interest. They are selected by a Nominating Committee and elected by a majority vote of the NTAG membership.

3.6 Deputy Advisor For each ISO/TC85 (international) subcommittee, NTAG has a corresponding US Overall Advisor to coordinate the US technical representation for that subcommittee. Overall Advisors should be experts in the subcommittee’s area of interest, and are selected by a Nominating Committee and elected by a majority vote of the NTAG membership.

3.7 NTAG International Liaison. The NTAG International Liaison advises and assists NTAG with its interactions with other international organizations such as the International Atomic Energy Agency (IAEA) and the International Electrotechnical Commission (IEC). In the case of IAEA, these efforts must be coordinated with the appointed TC-85 Liaisons with IAEA. The NTAG International Liaison is appointed by the NTAG Chair and approved by the NTAG Administrator.

3.8 Deputy NTAG International Liaison. The Deputy NTAG International Liaison assists the NTAG International Liaison with NTAG-related responsibilities, fulfills the responsibilities of the NTAG International Liaison on a temporary basis when the liaison is unable to do so, and exercises specific responsibilities delegated by the NTAG International Liaison. The Deputy NTAG International Liaison is appointed by the NTAG Chair, subject to approval by the NTAG Administrator.

3.9 NTAG Federal Liaison. The NTAG Federal Liaison serves on the NTAG Executive Committee, coordinates any financial agreement between the U.S. Government and NTAG Administrator, and represents the U.S. Government on NTAG. The NTAG Federal Liaison would normally be named in such an agreement.

3.10 Technical Expert. NTAG technical experts serve on Working Groups assisting the (ISO-appointed) Working Group Convenors in the development of international standards within the context of ISO rules and the expert's technical expertise. U.S. technical experts on a given Working Group will interact directly with each other and with the technical experts from other countries by correspondence, by telephone, and/or with meetings or virtual meetings organized by the Working Group Convenor. Technical experts on a Working Group act in their personal capacities and not as the official representatives of their own countries or employers. However, ISO recommends that the technical experts keep in close contact with their own host organization, employers, and/or sponsor, in order to inform them about the progress of the work and of the various opinions of the Working Group or Subcommittees.

Technical experts also assist in the technical resolution of any conflicts between the international standard under development and existing guidance, including U.S. standards. NTAG technical experts are expected to assist the U.S. Overall Advisor in developing recommended U.S. positions for balloting international documents. This assistance includes notation of any potential conflicts with U.S. policy or practice. The NTAG Administrator (through ANSI) officially nominates the U.S. technical experts to the Secretariat of TC-85 and to the Secretariat of the ISO Subcommittee involved. This procedure is also followed for replacement of U.S. technical experts. The complete duties of NTAG technical experts are given in Appendix A.

3.11 Observing Member. An organization providing financial support to NTAG may request that an employee participate as an Observing Member. An Observing Member is a non-voting member of TC-85 who will be informed of NTAG activities, may attend meetings, and may submit comments on documents or matters brought before the committee. The observing member may not vote on technical or administrative matters.

3.12 Reviewer. A Reviewer is a U.S. expert in a specified field of nuclear energy who is not a member of NTAG but who, with the approval of the U.S. Overall Advisor, may assist in the activities of the U.S. technical experts. Such individuals are selected because of their knowledge of issues in a specific technical area, or because of their familiarity with U.S. regulations or standards in that area.

3.13 Observer. An Observer is a non-voting expert who may attend and participate in meetings on NTAG but is not considered a member of the NTAG. Observers may also participate in TC-85 Working Group and Subcommittee meetings, subject to approval by the Convenor of the Working Group or the Chairman of the TC-85 Subcommittee. Observers may participate in the technical discussions at the meetings, but may not vote.

4 NTAG EXECUTIVE COMMITTEE.

An Executive Committee exists within NTAG to act on administrative matters and programmatic needs. The Executive Committee consists of the NTAG Chair, the Vice-Chairs, the NTAG Secretary, the NTAG Administrator and the NTAG Federal Liaison. Specific responsibilities include advising the NTAG Chair on matters concerning NTAG, voting on important or controversial matters, and appointing a Nominating

Committee. Executive Committee meetings are held as needed to conduct the business of NTAG, but not less than one time per calendar year. The meetings may be conducted by telephone, as virtual meetings or in person. A simple majority of the NTAG Executive Committee is required for a quorum and for a deciding vote.

5 NTAG MANAGEMENT TEAM

The NTAG Management Team is composed of the NTAG Chair, the Vice-chairs, the NTAG Secretary, the NTAG Administrator, the U.S. Overall Advisors, the Deputy Advisors, the Liaisons and the Deputy Liaisons. This team is responsible for managing all aspects of NTAG operations. All members of the NTAG Management Team should receive all documents that pertain to the management and operations of NTAG, such as minutes of NTAG Executive Committee meetings. Members of the NTAG Management team are also responsible for seeking new U.S. technical experts to serve on the various Working Groups.

6 NOMINATING COMMITTEE

The Nominating Committee is composed of the NTAG Chair, the NTAG Secretary and two NTAG members appointed by the NTAG Administrator. The Nominating Committee meets as required to nominate new NTAG officers. Their nominations shall be submitted to the general NTAG membership for a vote.

7 PARTICIPATION IN MEETINGS

7.1 Technical Meetings. Before an individual agrees to serve as a U.S. technical expert, he/she should understand that while much of the Working Group's work will be carried on by mail, e-mail, fax, telephone and by virtual meetings, international meetings are sometimes held at critical points in the project's development. U.S. technical experts are urged, but not required, to attend these meetings if at all possible, and to obtain their own independent financial support for that participation. Working Groups frequently conduct their meetings in conjunction with the ISO/TC-85 biennial meetings.

7.2 ISO/TC-85 Biennial Meetings. All NTAG Officers should participate in the official ISO/TC-85 meetings, which are held at various international locations approximately every 2–2½ years. In addition, technical experts should try to attend if their Working Group is meeting during the TC-85 meeting.

7.3 NTAG Meetings. NTAG meetings have been held from time to time at approximately 2-year intervals to discuss and develop an NTAG strategic direction and overall U.S. policy positions. In general, the NTAG Chair organizes the meeting and members of the NTAG Management Team are expected to participate, either in person or by telephone hookup. Individual U.S. technical experts may attend, but because most of them are from different Working Groups, they have little in common, and therefore benefit more by attending the technical meetings.

8 NTAG WEBSITE

ASTM International administers NTAG, the U.S. TAG for ISO/TC-85. The NTAG website is located on the ASTM International website. There is a public area that is accessible to everyone, and a restricted area that requires a password.

8.1 Public Area of NTAG Website.

The public area of the NTAG website is located on ASTM International's website at: <http://www.astm.org/> under *Technical Committees - - 085 TAG on ISO/TC-85 on Nuclear Energy*. The direct URL for the public area (home page) is: <http://www.astm.org/cgi-bin/SoftCart.exe/COMMIT/COMMITTEE/085.htm?L+mystore+ldnn7992>

This area of the website contains the document "*What is NTAG?*" as well as the present document "*NTAG Operating Procedures*". This area also provides information about the three TC-85 Subcommittees and all the Working Groups, a listing of the organizations that support NTAG financially, copies of recent NTAG semiannual reports and links to other websites, including a link to the full texts of the *ISO/IEC Directives Parts 1 and 2* and the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO*.

8.2 Access to Restricted Area of NTAG Website.

ASTM International provides all NTAG members with account numbers and passwords for gaining access to the restricted portion of the NTAG website. The link for accessing the restricted area is as follows: <http://myastm.astm.org/>. Users may also login from the ASTM International homepage: (www.astm.org) by clicking on the red "login" box in the upper left corner.

Upon clicking on the "Login Here" button and supplying an e-mail address, the user will receive an e-mail message with an ASTM member number and a generic password. Then the user can login to the restricted area with the use of the ASTM member number as the username and the generic password. After initial login, users may personalize their password by clicking on the "Change Password" link. For all subsequent logins, users will be required to enter their username and password. Users may choose, however, to have their computer remember their password if so desired by clicking on the "Remember my password" check box during login.

8.3 Contents of the Restricted Area of NTAG Website. The restricted portion of the NTAG website contains all active ISO/TC-85 draft standards and work items, the NTAG Membership Address List, minutes of NTAG meetings, upcoming meeting information and other NTAG-related documents.

Under the option: "Documents for Review", a set of document tracking tables, maintained by the NTAG Administrator, provide a quick, consistent source of information on the status of all active ISO/TC-85 work items. All active draft ISO standards and other ISO and TC-85 documents are sorted by SC and WG with a row of information for each item. Each row has seven columns containing: 1) the ISO Subcommittee and Working Group numbers, 2) the stage of the work item, 3) the document designation number, 4) the date posted, 5) a description or title of the work item, 6) the name of the responsible U.S. Overall Advisor, and 7) the deadline date when the completed action is due to the NTAG Administrator. The reader may access a document and its associated forms by clicking on the document designation number in Column 3.

9 NTAG REPORTS

The NTAG Chair, with input from the Management Team, is responsible for preparing periodic NTAG reports as part of the financial agreement between the U.S. Government and ASTM International. These reports are currently prepared for NIST on a semiannual basis and include a summary and updates on all of the NTAG-supported Subcommittees. After the reports are forwarded to NIST and ANSI, they are distributed to the entire NTAG membership, and are displayed in the public area of the NTAG website.

10 FINANCIAL SUPPORT FOR THE ADMINISTRATION OF NTAG

The administration of NTAG is funded by a grant from the U.S. Government and by contributions from U.S. industry. After a formal limited competition in 2004, ASTM International and NIST executed a new 5-year Cooperative Agreement for ASTM International to continue to administer NTAG. The U.S.

Department of Energy, the U.S. Nuclear Regulatory Commission and NIST continue to provide the funding for this grant, but the release of the funds is conditional on ASTM International securing a 25% industry “cost share” contribution. This requirement is being partially met by ASTM International donating its normal 15% indirect costs while at the same time the nuclear industry is being asked to provide or renew past financial contributions.

ASTM International develops and administers a budget for NTAG ensuring that all financial obligations are properly handled and met. Members of the NTAG Executive Committee are responsible each year for obtaining the necessary contributions from industry.

11 SUBCOMMITTEES WITHIN ISO/TC-85

The main purpose of NTAG is to coordinate the United States technical participation on ISO/TC-85 on *Nuclear Energy*. The U.S. involvement with TC-85 is critical because it allows direct U.S. influence in the development of international nuclear energy-related ISO standards that govern many aspects of our business activities both at home and overseas. Ongoing activities are aimed at developing standards of high quality and technical performance within the nuclear industry, which will not only enhance the industry's viability, but also promote the safety of nuclear workers and the public, and protect the environment.

ISO/TC-85 currently has three Subcommittees, each with a number of Working Groups, and two Working Groups that report directly to TC-85:

- **SC2 Radiation Protection**. Standards for radiation protection for humans, including internal and external dosimetry, reference radiations, air monitoring, contamination control, remote manipulations, instrument calibration, medical radiation protection and dosimetry.
- **SC5 Nuclear Fuel Technology**. Standards for the nuclear fuel cycle, including nuclear fuel technology, analytical chemistry for the fuel cycle, criticality safety, validation of plutonium content, qualifying and testing nuclear shipping casks, etc.
- **SC6 Reactor Technology**. Standards for research and power generation reactors, including technical specifications for research reactors and decay heat power in light-water nuclear reactors. Future areas might include emergency preparedness at nuclear generating stations, operator training, seismic hazard design guidelines, nuclear facility siting.
- **WG1 Terminology, Definitions, Units, and Symbols**. Development and maintenance of an International Nuclear Glossary (terminology, definitions, units, symbols, etc.)
- **WG3 Dosimetry for Radiation Processing**. Standards for radiation measurements (including radiation processing of food, sterilization of health care products, administration of the ISO/ASTM Pilot Project, etc.)

It is intended that the U.S. will benefit from increased involvement, including playing a leadership role, in several of these areas. The overall objective of NTAG and the U.S. participation in these ISO activities is to ensure that the standards developed by TC-85 are technically accurate and compatible with the interests of U.S. organizations, and to prevent the development of standards deleterious to U.S. interests.

12 SEVEN STAGES OF DEVELOPMENT OF ISO STANDARDS

ISO Technical Committee-85 (ISO/TC-85) on *Nuclear Energy* has 17 participating member countries (P-members) and 3 observing member countries (O-members). The United States is a P-member. A current listing of the P- and O-member countries may be found on ISO documents announcing ballot results. Any country that is a member of ISO/TC-85 may propose the development or adoption of a standard related to nuclear energy, as long as enough countries actively support the effort. If such an

action is approved, the early development stages are handled by individual experts from the interested countries working together in a Working Group in their capacities as technical experts.

Once the experts agree on a draft standard, their further input to the process may be limited, depending on their country's mechanism for developing their country's vote during various ballot stages. First, the draft standard is distributed to the member countries as a Committee Draft (CD) for comments, then it is distributed as a Draft International Standard (DIS) for ballot, and finally as a Final Draft International Standard (FDIS) for ballot. Again, each country has its own method for determining who should be contacted within the country and how the country will vote. Sometimes a country's process for determining its vote does not involve contacting the designated technical experts from that country. In the United States, NTAG has developed a vote-determination mechanism whereby the U.S. technical experts in a given Working Group are contacted by the U.S. Overall Advisor who develops a consensus on what the vote should be. This vote is then transmitted, along with any technical or editorial comments, through the NTAG Administrator, to ANSI, which is the official U.S. member on all ISO technical committees, and finally to the TC-85 Secretariat and/or the ISO Central Secretariat (ISO/CS), as appropriate.

Detailed procedures giving all the steps required to develop and maintain ISO standards are published by ISO in the *ISO/IEC Directives, Parts 1 and 2*, and need to be followed rigorously. The latest editions of these directives are available on the public part of the NTAG website. There are seven stages, each having time limits and target dates. The main components of these stages are summarized as follows:

12.1 Preliminary Stage. This is when the possibility of developing a new or revised ISO standard is discussed and draft new work item proposals (NWIPs) are initiated. There are no target dates. Any NTAG member may recommend to the NTAG Executive Committee the formation of a new Subcommittee or Working Group to develop a new standard or group of standards. If the NTAG Executive Committee approves the recommendation, it will be transmitted to the NTAG Administrator for submission to the ISO/TC-85 Secretariat for consideration. Subcommittees are established by a two-thirds majority of the P-members of TC-85.

12.2 Proposal Stage. A new work item proposal (NWIP) is generated for a new standard, a new part of an existing standard or for a revision of an existing standard. The originator usually provides a working draft, or at least an outline of it, completes the NWIP form, and nominates a project leader. The TC-85 Secretariat then circulates the NWIP form, along with the draft, to all TC-85's participating member countries (P-members) for ballot, and to all TC-85's observing member countries (O-members) for information, with a 3-month deadline. Acceptance of the NWIP requires approval by a majority of the P-member countries, and requires 5 P-member countries committing to participate actively in the project, including nominating technical experts.

12.3 Preparatory Stage. The preparatory stage covers the preparation of a working draft (WD) conforming to the ISO/IEC Directives, Part 2. When an NWIP is accepted, a Working Group is created and the project leader (convenor) works directly with the technical experts nominated by the P-members during the NWIP approval process. Other P-members and liaison organizations may also nominate experts. The convenor is responsible for the development of the project, and normally convenes and chairs any meetings of the Working Group. This stage ends when a WD is ready for circulation to the TC-85 member countries as a committee draft (CD).

12.4 Committee Stage. The committee stage is the principal stage during which comments from the national bodies are taken into consideration to reach a consensus on the technical content. As soon as it is available, the TC-85 Secretariat circulates the CD to all P- and O-members of TC-85 for comment, with a 3-month deadline. After consultation with the Subcommittee chair and the convenor, the TC-85 Secretariat circulates all comments to all member countries of TC-85, along with a proposal either to discuss the CD at a meeting, to circulate a revised draft, or to proceed to the enquiry stage. There are

various options if agreement is not reached. In general, further CDs incorporating decisions taken at meetings are distributed, again with a 3-month time limit, until a consensus of the P-members is obtained or a decision to abandon or defer the project is made. The committee stage ends when all the technical issues have been resolved and an enquiry draft (DIS) with text conforming to the ISO/IEC Directives, Part 2 is sent to the ISO Central Secretariat (ISO/CS) with a copy to the TC-85 Secretariat.

12.5 Enquiry Stage. At the enquiry stage, ISO/CS circulates a Draft International Standard (DIS) to all P- and O-member countries of TC-85 for a 5-month vote. An affirmative vote may be accompanied by editorial or technical comments, but a negative vote must provide technical reasons. A DIS is approved if two-thirds of the P-members vote affirmative and no more than one-quarter of the total votes cast are negative. Abstentions and negative votes without technical reasons are not counted. When the approval criteria are met, a Final Draft International Standard (FDIS), as modified to accommodate the comments, is sent to the ISO Central Secretariat (ISO/CS) with a copy to the TC-85 Secretariat. Ballots that have received 100% approval at the enquiry (DIS) stage may proceed directly to publication [skipping the approval (FDIS) stage]. If the approval criteria are not met, a revised DIS would normally be circulated, this time for a voting period of 2 months.

12.6 Approval Stage. At the approval stage, the FDIS is distributed by ISO/CS to all P- and O-member countries for a 2-month vote. Affirmative votes may not be accompanied by comments. An FDIS is approved if two-thirds of the P-members vote affirmative and no more than one-quarter of the total votes cast are negative. Abstentions and negative votes without technical reasons are not counted. If the FDIS is approved, it proceeds to the publication stage. If the FDIS is not approved, it is referred back to TC-85 and the appropriate Subcommittee for reconsideration in light of the technical reasons submitted in support of the negative votes. The committee may then decide to resubmit a modified draft as a CD, DIS or FDIS. The approval stage ends with the circulation of the FDIS voting status report.

12.7 Publication Stage. Within 2 months of the voting report, ISO/CS corrects any errors indicated by the TC-85 Secretariat, and then prints and distributes the International standard.

13 DISTRIBUTION OF DOCUMENTS

One of the main functions of NTAG is to make sure working drafts of new or revised ISO standards and other technical documents are put into the hands of appropriate US technical experts on a timely basis. This is being handled in several different, and sometimes overlapping ways.

13.1 Interactions by Technical Experts. During the early development stages of a standard (especially the *preliminary*, *preparatory* and *committee* stages) the drafts are usually distributed by the Working Group's convener directly to all the technical experts on the Working Group. The technical experts, in turn, communicate their comments directly with the other technical experts and with the convener. It is the responsibility of the technical experts to keep their country's ISO representatives apprised on what is going on, especially if the standard is going in a direction that the expert does not like. In the United States, the U.S. Overall Advisor and Deputy Advisor should stay in close contact with U.S. technical experts who are involved with active Working Groups.

13.2 Formal Distributions by ISO and TC-85. In the *proposal*, *committee* and later stages, the distribution of draft standards is usually done on a more formal agency-to-country basis. In general, the TC-85 Secretariat and the ISO Central Secretariat (ISO/CS) distribute documents to the member countries of ISO/TC-85 by placing the documents on their own websites. These documents include NWIP announcements and forms, draft standards and their ballot forms, compilations of results of voting, announcements of meetings, administrative letters, TC-85 Business Plans, and lists of completed standards, etc. The TC-85 Secretariat uses the Association Française de Normalisation (AFNOR)

document management website; ISO/CS has a separate document management website, but both websites have restricted access that require passwords not available to most NTAG members.

In the case of Subcommittee reports such as meeting announcements, meeting minutes and planning documents, the Subcommittee secretariat usually sends the report to the TC-85 Secretariat for further distribution and posting.

When a document is posted on their website, the TC-85 or ISO Central Secretariats notifies each member country. This notification goes to the official representative in each country that handles ISO affairs, and sometimes to additional key individuals who have expressed an interest in receiving such materials. In the United States, the National Member Body to ISO, the American National Standards Institute (ANSI) receives all the notifications. As a courtesy, the TC-85 Secretariat also directly notifies the NTAG Administrator and NTAG Chairman whenever they distribute a document, usually attaching the document to their notification.

13.3 Internal Distribution in the U.S. Each country has its own method of document distribution. In the United States, ANSI is the official representative to ISO, and when notified by TC-85 or ISO, ANSI locates the document and places it on its own website. ANSI then announces the posting to designated U.S. contacts, including the NTAG Administrator and NTAG Chairman, each of whom has been given password access to the appropriate parts of the ANSI website.

The NTAG Administrator is responsible for getting the documents into the right hands within the United States. Upon notification by ANSI, the NTAG Administrator accesses the ANSI website, takes the new document and examines it to determine the responsible Subcommittee and Working Group. If this information is not obvious from the document, the NTAG Administrator quickly obtains this information from the ISO/TC-85 Secretariat.

The NTAG Administrator then sends the document to a predetermined list of names. If the document is a draft standard, the list will include all the U.S. technical experts on the relevant Working Group so that they may begin the review process and coordination of the U.S. position. The list will also include the U.S. Overall Advisor and appropriate Deputy Advisor for the Subcommittee, and appropriate members of the NTAG Management Team who so request. The cover letter accompanying the document should give the designation and title of the document and the response deadline, if there is one. The same mode of delivery will be used for general ISO, TC-85 and NTAG documents such as membership address lists, semiannual reports, etc., except they will usually be sent to the entire NTAG membership.

13.4 Placement on NTAG Website. At the same time the NTAG Administrator distributes documents within the U.S., he/she places them on the restricted part of the NTAG website, described in Section 8. On the website, the documents that require action are placed, along with due dates, in the document tracking tables.

13.5 Follow-Up Reminders. If no response has been received from the U.S. Overall Advisor or Deputy Advisor at approximately one month before the due date, the NTAG Administrator sends a “reminder” letter to the same predetermined list of names that was used for the original distribution. As with the original, the letter should give the designation and title of the document and the response deadline.

13.6 Distribution of Responses. Technical responses to early drafts of standards are handled informally by the U.S. technical experts contacting the international convenor of the Working Group, with “information” copies to the U.S. Overall Advisor and appropriate Deputy Advisor for the Subcommittee.

The U.S. is obligated to respond to all ballots. It is the U.S. Overall Advisor’s responsibility to obtain a consensus among the U.S. experts on the text of draft standards and new work items, and to provide the

NTAG Administrator with voting instructions and comments on how the U.S. (through ANSI) should vote. A copy of these instructions should also be sent to the appropriate Deputy Advisor and to the NTAG Chair. As the U.S. National Member Body to ISO, ANSI communicates the U.S. position on ballot items to the TC-85 or to the appropriate Subcommittee secretariat.

APPENDIX A

RESPONSIBILITIES OF ELECTED OFFICERS, MEMBERS OF NTAG AND SOME SELECTED ISO POSITIONS

A1 PURPOSE

This appendix describes the duties of the membership of the U.S. Nuclear Technical Advisory Group (NTAG), which coordinates the U.S. participation in the International Organization for Standardization (ISO) Technical Committee-85 (ISO/TC-85) on *Nuclear Energy*. The American National Standards Institute (ANSI) is the official United States representative to ISO/TC-85, but ANSI has appointed ASTM International to be the Administrator of NTAG. This document also discusses work contributions from individuals who are not members of NTAG. The United States (through ANSI and ASTM International) is also responsible for chairing one of the Subcommittees of TC-85 and for convening several ISO/TC-85 Working Groups. Some information about these ISO responsibilities is also provided in this document. Appendix B describes each of the NTAG and ISO positions and their appointment and approval authorities. In addition, Section A4 gives the current secretariats for the various ISO/TC-85 activities. A general reference to ISO in the text of this document may refer to functions performed by one or more of these secretariats.

A2 NTAG MEMBERSHIP

The NTAG Membership consists of the Chair, Vice-Chairs, Secretary, Administrator, Federal Liaison, U.S. Overall Advisors, Deputy Advisors, International Liaison, Deputy International Liaison, Technical Experts and Observing Members. All members have a vote, and a simple majority of the NTAG members voting on a particular subject is sufficient to approve appointments of members or pass resolutions.

NTAG is designed to allow U.S. experts (Technical Experts) to interact directly with experts from other countries in Working Groups of several Subcommittees of ISO/TC-85. Subcommittees and Working Groups of TC-85 are run by Chairs and Convenors, respectively, who are from ISO Member Countries. In general, Technical Experts on a Working Group act in their personal capacities and not as the official representatives of their own countries. However, ISO recommends that the Technical Experts keep in close contact with their own host organization and sponsor, in order to inform them about the progress of the work and of the various opinions in the Working Group. To the extent that an NTAG member has government regulations governing his/her participation in a Working Group, it is the responsibility of that member to observe those regulations. In addition, members shall notify the NTAG Chair when regulatory or employment requirements may conflict with their technical activities. In the case of the United States, the Technical Expert on a Working Group keeps the appropriate U.S. Overall Advisor, Deputy Advisor and the NTAG Chair informed of the activities of their TC-85 Working Group. It is the Overall Advisor's responsibility to obtain a consensus among the U.S. members on the text of draft standards and new

work items, and to provide the NTAG Administrator with voting instructions and comments on how the U.S. (through ANSI) should vote.

A2.1 NTAG EXECUTIVE COMMITTEE. An Executive Committee exists within NTAG to act on administrative matters and programmatic needs. The Executive Committee consists of the NTAG Chair, the NTAG Vice-Chairs, the NTAG Secretary, the NTAG Administrator and the NTAG Federal Liaison. Specific responsibilities include:

- Advising the NTAG Chair on matters concerning NTAG.
- Voting on important or controversial matters. A simple majority of the NTAG Executive Committee is required for an affirmative vote.
- Appointing a Nominating Committee to recommend candidates for NTAG Vice-Chair and Overall Advisor positions.
- Approving Observing Members to be members of NTAG.

A2.2 NTAG CHAIR. The NTAG Chair has the overall responsibility for leading and managing NTAG in its efforts to coordinate the U.S. interactions with ISO/TC-85 on nuclear energy-related matters. The NTAG Chair is appointed by the NTAG Administrator, subject to approval by a majority vote of the NTAG members voting, and shall serve until a successor is selected and ready to serve. Specific responsibilities include:

- Serving as the Chair of the NTAG Executive Committee.
- Ensuring, in cooperation with the NTAG Administrator, that NTAG upholds ANSI procedures (see *“ANSI Procedures for U.S. Participation in the International Standards Activities of ISO”*) and ISO rules (see *ISO/IEC Directives, Parts 1 & 2*).
- Developing strategic direction and a plan of action for NTAG in consultation with the NTAG Executive Committee and the U.S. Overall Advisors.
- Soliciting and maintaining outside financial support to cover the costs of administration of NTAG from U.S. industry and government organizations that have an interest in the development or revision of international nuclear energy standards and the transformation of U.S. nuclear-related standards into ISO standards. This effort will be conducted with major participation of the NTAG Vice-Chairs.
- Keeping U.S. industry and government organizations informed about NTAG strategies and plans on a continuing basis.
- Leading NTAG in the development and maintenance of international nuclear energy-related standards, and facilitating U.S. technical and policy positions in a manner consistent with appropriate ANSI and ISO procedures.
- Developing and implementing a strategy for adoption of U.S. nuclear energy-related standards as ISO standards.
- Working with the NTAG Secretary to revise and update the NTAG Operating Procedures, including defining the responsibilities of the elected officers and members of NTAG.

- Ensuring that all officers, appointees and Technical Experts are active and are fulfilling their responsibilities.
- Serving as the Head of the U.S. Delegation at ISO/TC-85 meetings, ensuring accurate representation of U.S. positions formulated by NTAG.
- Interacting with ANSI and the TC-85 Secretariat, and, with the concurrence of ANSI, the ISO Central Secretariat (CS) and other bodies (e.g. the International Atomic Energy Agency (IAEA)).
- With advice from the respective U.S. Overall Advisor, appointing Deputy Advisors to help the Overall Advisor lead the U.S. representation on the Working Groups of the appropriate ISO Subcommittee.
- Helping the NTAG Secretary develop agendas with input from the NTAG Vice-Chairs and U.S. Overall Advisors, and chairing NTAG meetings.
- Preparing an annual report describing in summary narrative form the NTAG activities during the previous year. Input covering NTAG's involvement with the ISO Subcommittees and their Working Groups will be provided by the Overall Advisors. The report shall be submitted to ANSI no later than January 31 of the following year.
- Encouraging U.S. Overall Advisors and Deputy Advisors to conduct small group or electronic meetings of U.S. Technical Experts in order to expedite the generation or review of new standards, or the adaptation or revision of existing standards.
- Overseeing the development and implementation of a plan where the NTAG officers and U.S. Overall Advisors aggressively recruit new members having institutional or corporate sponsorship who will be prepared to write and/or review standards.

A2.3 NTAG VICE-CHAIR. The NTAG Vice-Chairs are responsible for fulfilling the responsibilities of the NTAG Chair on a temporary basis when the Chair is unable to do so, and for specific responsibilities delegated by the Chair. The NTAG Vice-Chairs are selected by a Nominating Committee (which is appointed by the NTAG Executive Committee) and elected by a majority vote of the NTAG members voting. They shall serve until successors are selected and ready to serve. Additional responsibilities include:

- Serving as a member of the NTAG Executive Committee.
- Assisting the NTAG Chair in fulfilling his/her responsibilities and in promoting the overall effectiveness and success of NTAG.
- As described under the Chair's responsibilities, taking an active part in obtaining funds to cover the cost of administration of NTAG.
- Actively participating in the development and implementation of a strategic plan of action.
- Performing annual reviews of the NTAG operating procedures and recommending appropriate changes.
- Assisting the NTAG Chair and U.S. Overall Advisors in finding Technical Experts, making work assignments and identifying delegates for international meetings.

- Making recommendations to the NTAG Chair, or proposing corrective action when ANSI and/or ISO rule infractions are noted or rule modifications are needed.

A2.4 NTAG SECRETARY. The NTAG Secretary is appointed by the NTAG Administrator, subject to approval by a majority vote of the NTAG members voting, and shall serve until a successor is selected and ready to serve. Specific responsibilities include:

- Serving as a member of the NTAG Executive Committee.
- Actively participating in the development and implementation of a strategic plan of action.
- Helping the NTAG Chair organize and arrange Executive Committee or other NTAG meetings, and prepare agendas.
- Circulating attendance rosters at meetings, collecting proxies in cooperation with the NTAG Administrator, identifying voting members and taking minutes.
- Preparing the minutes of the Executive Committee and other NTAG meetings and sending the minutes to the NTAG Chair for approval and forwarding to the NTAG Administrator for distribution by the deadline established. Attendance lists should be attached. The minutes should contain an accurate summary of the decisions and conclusions reached at the meeting, the assignments and appointments that were made, the follow-up actions required, and a summary of the conclusions. Timely preparation and distribution is important (within 2 - 3 weeks of the meeting) so that members will have a record of the meeting to compare with their own records and have time to resolve any differences about promised actions.
- Working with the NTAG Chair to revise and update the NTAG Operating Procedures, including defining the responsibilities of the elected officers and members of NTAG.
- Working with the NTAG Chair and Vice-Chairs in their annual review of the NTAG Operating Procedures.
- Working with the NTAG Administrator to prepare descriptive material designed to make NTAG goals, processes and activities transparent and readily available to others, for posting on the NTAG website.

A2.5 NTAG ADMINISTRATOR. The NTAG Administrator is appointed by ASTM International which administers NTAG on behalf of ANSI. The responsibilities of the NTAG Administrator include:

- Serving as a member of the NTAG Executive Committee.
- Managing the financial affairs of NTAG, as well as collecting and disbursing funds for agreed-upon purposes.
- Maintaining accurate NTAG records, including making sure that the NTAG Chair, the Vice-Chairs, the NTAG Secretary, and all appropriate individual members receive copies of important correspondence.
- Setting deadline dates for ballot responses and fully utilizing electronic measures to forward ballot materials received from ANSI, ISO/TC-85, AFNOR and ISO to the appropriate NTAG members.

- Keeping track of outstanding items being balloted and deadline dates, and reminding NTAG members of these dates approximately 1 month before they occur.
- Working closely with the NTAG Secretary in distributing minutes, keeping track of assignments, commitments and appointments.
- Communicating with the Overall Advisors to obtain the U.S. vote and comments on items being balloted, and forwarding this material to ANSI, to the ISO/TC-85 Secretariat, and, if appropriate, to the ISO Central Secretariat (ISO CS) before the due date.
- Taking overall responsibility for handling membership issues for NTAG, including generating, maintaining and distributing a current and complete roster of all the members of NTAG, their NTAG positions or Working Group affiliations, their addresses, phone and fax numbers, and up-to-date e-mail addresses. This roster must be submitted to ANSI on an annual basis for review by the Executive Standards Council or its designee, and to the Secretariat of TC-85.
- Applying ASTM International's electronic expertise to minimize the administrative costs of supporting the U.S. participation on ISO/TC-85. The ASTM International website will have an area devoted to NTAG with links to ISO/TC-85, the ISO Central Secretariat (ISO/CS), the Health Physics Society (HPS), the American Nuclear Society (ANS), etc. and will be used to post and distribute minutes, meeting notices, correspondence, and draft standards. The website will contain informative material assembled by the NTAG Secretary to make NTAG goals, processes and activities transparent and readily available to others.
- Distributing ISO and ANSI documents (draft standards for comment, ballots, meeting notices and reports, requests for participation in standards activities, etc.) to the appropriate NTAG members, other U.S. organizations and individuals by mail, e-mail and by the use of the NTAG website.
- Notifying the NTAG membership of upcoming meetings, meeting agendas, meeting reports, and other relevant events, action plans, TC-85 Business Plans, position papers and other documents and information of significance, and post this information on the NTAG website.
- Transmitting U.S. delegates' lists for all international meetings to ANSI.
- Ensuring that all directly and materially affected U.S. national persons (organizations, companies, government agencies, individuals, etc.) have the opportunity for fair and equitable participation without dominance by any single interest. Note: There are procedures to categorize members into different interest groups, but these are implemented only if complaints about dominance are received.
- Reviewing the membership list annually. Members are expected to participate actively by fulfilling attendance and/or document reviewing, voting, correspondence, and other obligations. Where a member is found in default of these obligations, the NTAG Administrator shall direct the matter to the Executive Committee for appropriate action, which may include termination of membership.
- Establishing a procedure to hear appeals of actions or inactions of NTAG officers and members.
- Submitting reports to NIST (semiannual) and ANSI (annual) describing, in summary narrative form, NTAG activities, as prepared by the NTAG Chair and the U.S. Overall Advisors. The annual report shall be submitted to ANSI no later than January 31 of the following year. Details of what should be included in the annual report to ANSI are given in Section 2.5.5.2 of the *ANSI Procedures for U.S.*

Participation in the International Standards Activities of ISO, available in the public area of the NTAG website.

A2.6 U.S. OVERALL ADVISOR. For each ISO/TC-85 (international) Subcommittee, NTAG has a corresponding U.S. Overall Advisor to coordinate the U.S. technical representation for that Subcommittee. Overall Advisors should be experts in the Subcommittee's area of interest. They are selected by a Nominating Committee (which is appointed by the NTAG Executive Committee) and elected by a majority vote of the NTAG members voting. They can be replaced by a majority vote of the NTAG members voting. The responsibilities of an Overall Advisor include:

- Coordinating the involvement of the U.S. Technical Experts and Reviewers (who are not members of NTAG) in their interactions with the corresponding ISO Subcommittee and its Working Groups for the purpose of developing international standards.
- Overseeing or following the U.S. Technical Experts' and Reviewers' working-group-related activities and coordinating these efforts with other NTAG activities through close communication with the NTAG Chair, Vice-Chairs and with the other U.S. Overall Advisors.
- Identifying U.S. standards or standards activities that could be candidates for ISO standards and, conversely, identifying ISO standards that could be adopted or adapted by the U.S. nuclear energy-related community.
- Identifying and recommending a well-rounded U.S. representation on each of the active Working Groups making up the ISO Subcommittee. This will involve recruiting Technical Experts representing all U.S. interests, including members of related standards development organizations (SDOs) but who are not presently participating in ISO/TC-85. This will also include recruiting Technical Experts from U.S. Industry, academia and government organizations that have, or should have, an interest in the development of standards in the fields of nuclear energy and its peaceful applications. Participation shall be open to all U.S. national interested parties who are directly and materially affected by the activity in question, but the process of developing U.S. positions shall provide an opportunity for fair and equitable participation without dominance by any single interest. Details on openness and balance are given in Sections B4.1 and B4.2, respectively of the *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO*.
- Actively seeking U.S. organizations that have a potential interest in the activities of each Working Group Working Group and encouraging them to provide direct financial support for NTAG as well as support for someone to participate on that Working Group as a Technical Expert.
- Advising the NTAG Chair on appointing Deputy Advisors to help the Overall Advisor lead the U.S. representation on the Working Groups.
- Approving the appointment of Reviewers who assist with the work of the U.S. Technical Experts but who are not members of NTAG.
- Establishing and maintaining close contact with the Chairman and Secretariat of the corresponding ISO Subcommittee.
- Working with the Deputy Advisors to coordinate the technical input and output, conduct U.S. meetings if appropriate, and define a U.S. position on ISO draft standards, reports, and new work item proposals.

- Assuming the added duties of Technical Expert in cases where the Overall Advisor has the necessary expertise and has not designated a U.S. Technical Expert to participate on a given active Working Group.
- Serving as a U.S. delegate and Head of the U.S. Delegation at ISO/TC-85 Subcommittee meetings, which are held periodically at various international locations.
- Preparing and providing copies of internal U.S. technical meeting agendas, minutes and progress reports to the NTAG Administrator for appropriate distribution and website posting.
- Preparing (in summary narrative form) accomplishments and the status of NTAG's involvement with the relevant ISO Subcommittee for the previous year. This must be forwarded to the NTAG Chair and the NTAG Administrator for NTAG's semiannual and annual reports.
- Annually monitoring and assessing the performance and effectiveness of U.S. Technical Experts to ensure that they are actively participating in their Working Group and/or Subcommittee activities. If a Technical Expert is found in default of the stated obligations, the Overall Advisor will bring the matter to the attention of the Executive Committee for appropriate action, which may include termination of membership.
- Working to obtain consensus among the U.S. Technical Experts on all Subcommittee draft standards and position papers while assuring that minority positions are duly considered and their proponents are appropriately advised of the consensus position.
- Tallying and summarizing, well before the published deadline date, the U.S. responses to all Subcommittee-related ballots, and forwarding this information to the NTAG Administrator who will report the U.S. position to ANSI, to the TC-85 Secretariat and, if appropriate, to the ISO Central Secretariat. This will include explaining U.S. negative ballots and explaining how consensus was achieved.

A2.7 DEPUTY ADVISOR. Deputy Advisors are appointed by the NTAG Chair with guidance from the U.S. Overall Advisor to help lead the U.S. representation on the Working Groups. A Deputy Advisor might lead the U.S. representation on one or more of the Working Groups on behalf of the Overall Advisor. The responsibilities of a Deputy Advisor include:

- Assisting the U.S. Overall Advisor with Subcommittee-related responsibilities, and fulfilling the responsibilities of the Overall Advisor when he/she is unable to do so.
- Taking specific responsibilities delegated by the Overall Advisor.
- Identifying U.S. standards that may be of interest to the international community and, in those cases where U.S. participation can be identified, assist in the development of New Work Item Proposals (NWIPs).
- Reviewing standards within his/her technical area, and assisting the Overall Advisor to identify Technical Experts and Reviewers for the Working Groups under his/her technical purview.
- Assisting the Overall Advisor in actively seeking U.S. organizations that have a potential interest in the activities of each Working Group and encouraging them to support someone to participate on the Working Group as a Technical Expert.

- Assisting the Overall Advisor to resolve conflicting comments from reviewers and help generate a consensus U.S. position on voting, new work item proposals, and on other technical matters.
- Assuming the added duties of Technical Expert in cases where the Deputy Advisor has the necessary expertise, and where the Overall Advisor has not designated a U.S. Technical Expert to participate on a given active Working Group.
- Initiating activities to assure continuous improvement in the NTAG operating procedures, and in the quality of the resulting standards.

A2.8 TECHNICAL EXPERT. For each ISO Subcommittee and Working Group, ISO invites ANSI to name official experts. To accomplish this, the NTAG Overall Advisor for the particular area then recommends Technical Experts representing all U.S. interests, including industry, academia and government, who have an interest in the Working Group's activities. The NTAG Administrator (through ANSI) officially nominates the Technical Experts to the Secretariat of TC-85 and to the secretariat of the ISO Subcommittee involved. This procedure is also followed for replacement of U.S. Technical Experts.

In general, Technical Experts act in a personal capacity and not as an official representative of the United States. Before an individual agrees to serve as a U.S. Technical Expert, he/she should understand that while much of the Working Group's activities will be carried on by mail, e-mail, fax and telephone, international meetings are held at critical points in the project's development. U.S. Technical Experts are expected to attend these meetings if at all possible, and to obtain their own independent financial support for that participation. Neither NTAG, ASTM International nor ANSI has the financial resources to support Technical Experts.

ISO recommends that Working Groups be limited to a reasonable size. The ISO technical committee or Subcommittee may therefore decide upon the total number of experts and also upon the maximum number of experts appointed by each participating country (P-member).

The responsibilities of a Technical Expert include:

- Assisting the (ISO-appointed) Convenor in the development of the best international standard within the context of ISO rules and the expert's technical expertise, and assisting in the technical resolution of any conflicts between the standard under development and existing guidance, including U.S. standards.
- Assisting the U.S. Overall Advisor and NTAG in developing recommended U.S. positions on international documents within the purview of the Working Group and within the time limits established by ISO. This includes highlighting any potential conflicts with U.S. policy or practice.
- Expeditiously carrying out any work that may be assigned by the Working Group.
- Coordinating with the U.S. Overall Advisor the expert's attendance at Subcommittee or TC-85 meetings at which Working Groups will meet, so that official U.S. Delegations to such meetings can be recorded.
- Participating actively by mail or in person, where possible, in Working Group activities managed by the Convenor. Work might include preparing and/or reviewing draft standards, writing comments and participating in any necessary meetings. Working Group members are encouraged to utilize means such as teleconferencing, facsimile, and interactive standards development forums to accomplish this work.

- Informing the U.S. Overall Advisor and NTAG Chair at the earliest possible stage about the progress of the work and about the various opinions in the Working Group. Furthermore, to the extent that a Technical Expert has Government regulations governing his/her participation in a Working Group, it is the responsibility of that Technical Expert to observe those regulations. In addition, Technical Experts shall advise the U.S. Overall Advisor and/or the NTAG Chair when regulatory or employment requirements may conflict with his/her Working Group technical activities.
- Identifying Reviewers (who are not members of NTAG but who must be approved by the Overall Advisor) who agree to assist in the Technical Expert's work. The work might include reviewing or helping review all or part of a document or standard. In some instances it may be advantageous for a Reviewer to attend a Working Group meeting, although such attendance would be subject to approval by the Convenor of the Working Group and confirmation by the U.S. Overall Advisor.

A2.9 OBSERVING MEMBER. An organization providing financial support to NTAG may request that an employee be allowed to become a member of NTAG, but to participate as an Observing Member. To accomplish this, a written request must be made to the NTAG Administrator, who will present it to the NTAG Executive Committee, where a simple majority is required for approval. An Observing Member may, but does not have to participate in the technical work of NTAG in order to remain a member in good standing.

- An Observing Member shall be informed of NTAG activities, may attend meetings, and may submit comments for consideration, but shall not vote on technical matters.

A2.10 NTAG INTERNATIONAL LIAISON. The NTAG International Liaison is appointed by the NTAG Chair, subject to approval by the NTAG Administrator. The activities of the NTAG International Liaison with respect to the International Atomic Energy Agency (IAEA) shall be coordinated with the TC-85 Liaisons with the IAEA. The TC-85 liaison activity with IAEA currently consists of several IAEA representatives appointed by the IAEA to various nuclear-related IAEA committees, and several TC-85 members asked by the IAEA and appointed by the TC-85 Secretariat to provide their expertise to the same IAEA committees. Responsibilities of the NTAG International Liaison include:

- Developing and maintaining liaison on IAEA document development activities between the TC-85 Liaisons with IAEA, and appropriate U.S. Government agencies and national standards development organizations (SDOs). This includes explaining the U.S. position on nuclear-related matters.
- Interacting with NRC, DOE and U.S. industry in the development and maintenance of IAEA nuclear documents, and presenting the U.S. position to the appropriate TC-85 Liaisons with IAEA.
- In coordination with NTAG's U.S. Overall Advisors and TC-85 liaisons to IAEA committees, identifying areas where implementing standards could usefully be developed. The IAEA develops guides and technical documents providing generic guidance on specific subjects, but leaves the details to ISO and standards development organizations.
- Identifying existing U.S. standards that implement guidance provided in IAEA guides.

A2.11 NTAG DEPUTY INTERNATIONAL LIAISON. The NTAG Deputy International Liaison is appointed by the NTAG Chair, subject to approval by the NTAG Administrator. Responsibilities of the NTAG Deputy International Liaison include:

- Assisting the NTAG International Liaison with his/her NTAG-related responsibilities, and fulfilling the responsibilities of the Liaison when he/she is unable to do so.
- Taking specific responsibilities delegated by the NTAG International Liaison.

A3 POSITIONS THAT SUPPORT NTAG WORK

The following two positions describe activities that are occasionally useful and needed to support NTAG work. Individuals fulfilling these positions are not members of NTAG, do not vote on any NTAG matters, and are not listed in the NTAG membership roster.

A3.1 REVIEWER. A Reviewer, as defined here, is a U.S. expert who is not a member of NTAG but who, with the approval of the U.S. Overall Advisor, assists in the work of the U.S. Technical Experts. Such individuals are selected because of their knowledge of the technical issues, of the U.S. regulations in that area, or of related U.S. standards.

The responsibilities of a Reviewer include:

- Promptly notifying the U.S. Overall or Deputy Advisor of his/her interest or lack of interest in reviewing the announced standard.
- Assisting NTAG by reviewing a document or draft standard, or by reviewing a specific technical area of a document or standard. An example might be where a statistician, who has no interest in the other activities of NTAG, agrees to review a statistical treatment section of a document.
- Where appropriate, identifying to the Overall Advisor the names of other associates who have specific expertise in the subject area.
- Providing comments before the announced deadline and identifying any critical technical issues, conflicts with U.S. standards or inconsistencies with U.S. practice early enough to allow coordination of comments by other reviewers before the deadline.

A3.2 OBSERVER. An Observer, as defined here, is an expert who attends a meeting but who is not a member of NTAG.

- NTAG meetings shall be open to all members and others (“observers”) having direct and material interest.
- Observers may participate in ISO Working Group and Subcommittee meetings, subject to approval by the Convenor of the Working Group or the Chairman of the ISO Subcommittee, as well as confirmation by the U.S. Overall Advisor and by the Head of the U.S. delegation.
- Observers may participate in the technical discussions at the meetings, but may not vote.

A4 ISO POSITIONS AND RELATED INFORMATION

The following summary ISO position descriptions are included here so that NTAG members have an idea about the structure of the ISO groups with which they interact. Precise descriptions and responsibilities of the positions are given in Sections 1 and 2 of the *ISO/IEC Directives, Part 1*, available in the public area of the NTAG website.

At the time of writing these procedures (2006), the ISO Central Secretariat is located at ISO/IEC Headquarters in Geneva, Switzerland, and the TC-85 Secretariat is AFNOR, the French standards development institute, located in Paris, France. The Subcommittee-2 Secretariat is also held by AFNOR in France. The Subcommittee-5 Secretariat is held by the British Standards Institute (BSI), and the Subcommittee-6 Secretariat is held by the American National Standards Institute (ANSI), which has delegated the administration to ASTM International. ANSI is also responsible for a Working Group (WG3) which reports directly to TC-85, but which is administered by ASTM International.

A4.1 SUBCOMMITTEE CHAIR Subcommittees are established and dissolved by the parent technical committee (ISO/TC-85), subject to ratification by the ISO Technical Management Board (TMB). A Subcommittee may be established only on condition that a national body has expressed its readiness to undertake the secretariat, and at least 5 members (countries) of the parent technical committee having expressed their intention to participate actively. The program of work of a Subcommittee comprises all projects allocated to that Subcommittee, including maintenance of published standards. Precise descriptions and responsibilities of the position of Subcommittee Chairman are given in Sections 1 and 2 of the *ISO/IEC Directives, Part 1*. In general, the responsibilities of a Subcommittee Chair include:

- Developing a program of work that includes requests for international standards initiated by sources outside the technical committee (TC-85).
- Acting in a purely international capacity, divesting himself/herself of a national point of view; thus he/she cannot serve concurrently as the delegate of a national body in his/her own Subcommittee.
- In developing standards, the Subcommittee Chairman must follow the procedures specified in the *ISO/IEC Directives, Part 1*. In particular, all the requirements for draft documents entering the Preliminary Stage are given in Section 2.2, the Proposal Stage (2.3), the Preparatory Stage (2.4), the Committee Stage (2.5), the Enquiry Stage (2.6), the Approval Stage (2.7), and the Publication Stage (2.8).
- Establishing, for each project on the Subcommittee's program of work, target dates for the completion of each of the following steps: 1) completion of the first working draft (in the event that only an outline of a working document has been provided by the originator of the new work item proposal); 2) circulation of the first committee draft; 3) circulation of the enquiry draft (DIS); 4) circulation of the final draft (FDIS); and 5) publication of the International Standard.
- These target dates shall correspond to the shortest possible development times, taking into account the need to produce international standards rapidly, and shall be reported to ISO/CS, which distributes the information to all national bodies. For establishment of target dates, see the Supplements to the *ISO/IEC Directives*. All target dates shall be kept under continuous review and amended as necessary, and shall be clearly indicated in the program of work.
- Managing all projects in the program of work of the Subcommittee, including monitoring progress against the agreed-upon target dates. If target dates are not met and there is insufficient support for the work, the committee shall cancel the work item.
- Guiding the secretariat of that Subcommittee in carrying out secretarial duties.

- Conducting person-to-person or electronic meetings with a view to reaching consensus on committee drafts.
- Ensuring at meetings that all points of view expressed are adequately summed up so that they are understood by all present.
- Ensuring at meetings that all decisions are clearly formulated and made available in written form by the Subcommittee Secretariat for confirmation during the meeting.

A4.2 SUBCOMMITTEE SECRETARIAT. Once the secretariat of a Subcommittee has been allocated to a national body, the latter shall appoint a qualified individual as Secretary. The national body to which the secretariat has been allocated shall ensure the provision of technical and administrative services to its Subcommittee. The secretariat is responsible for monitoring, reporting, and ensuring active progress of the work, and shall use its utmost endeavor to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence. A detailed description of the Subcommittee Secretariat is given in Section 1.9 of the *ISO/IEC Directives, Part 1*. In general, the responsibilities of a Subcommittee Secretariat include:

- Preparing committee drafts (CDs), arranging for their distribution and the treatment of the comments received.
- Preparing Subcommittee meetings, including establishing the agenda and arranging for its distribution, arranging for the distribution of all documents on the agenda, including reports of Working Groups, and indicating all other documents which are necessary for discussion during the meeting; preparing compilations of comments on documents which appear on the agenda; recording decisions taken in a meeting and making these decisions available in writing for confirmation during the meeting; preparing minutes of the meetings; preparing reports to the parent committee (TC-85 secretariat); and preparing enquiry drafts (DIS) and final draft International Standards (FDIS).
- The secretariat of a Subcommittee is responsible for ensuring the equivalence of the English and French texts, if necessary with the assistance of other national bodies that are able and willing to take responsibility for the language versions concerned.
- In all circumstances, each secretariat shall work in close liaison with the Chairman of TC-85.
- A secretariat shall act in a purely international capacity, divesting itself of a national point of view.
- The secretariat of a Subcommittee shall maintain close contact with the Secretariat of TC-85 and as necessary with the office of the ISO Central Secretariat (ISO/CS). It shall also maintain contact with the members of the Subcommittee regarding its activities, including those of its Working Groups.
- The secretariat of a Subcommittee shall update, in conjunction with the ISO/CS, the record of the status of its membership and maintain a register of the membership of its Working Groups.
- The secretariat shall communicate the names and addresses of the Convenors of the Working Groups, with identification of the projects concerned, to ISO/CS.
- An Annual Report shall be made to the technical committee (TC-85).

- In developing standards, the Subcommittee Secretariat must follow the procedures specified in the *ISO/IEC Directives, Part 1*. In particular, all the requirements for entering the Preliminary Stage are given in Section 2.2, the Proposal Stage (2.3), the Preparatory Stage (2.4), the Committee Stage (2.5), the Enquiry Stage (2.6), the Approval Stage (2.7), and the Publication Stage (2.8).

A4.3 WORKING GROUP. According to ISO rules, technical committees or Subcommittees may establish Working Groups for specific tasks. A Working Group reports to its parent Subcommittee (SC), and sometimes directly to the technical committee (ISO/TC-85) through a Convenor appointed by TC-85. A Working Group comprises a restricted number of experts individually appointed by the participating member (P-member) countries and by liaison organizations, brought together to deal with the specific task allocated to the Working Group. The experts act in a personal capacity and not as the official representative of the country or organization by which they have been appointed. However, ISO recommends that they keep close contact with that country or organization in order to inform them at the earliest possible stage about the progress of the work and about the various opinions in the Working Group. ISO also recommends that Working Groups be reasonably limited in size. The technical committee or Subcommittee may therefore decide upon the total number of experts and also upon the maximum number of experts appointed by each country. Once the decision to set up a Working Group has been taken, P-members and liaison organizations shall be officially informed in order to appoint expert(s). Precise details may be found in Section 1.11 of the *ISO/IEC Directives, Part 1*.

A4.4 CONVENOR (PROJECT LEADER). The secretariat may propose to the technical committee or Subcommittee, either at a meeting or by correspondence, to create a Working Group. The technical committee or Subcommittee shall then define the tasks and set the target dates for submission of drafts to the technical committee or Subcommittee. When a committee has decided to set up a Working Group, a Convenor (also referred to as a Project Leader) or acting Convenor shall immediately be appointed and shall arrange for the first meeting of the Working Group to be held within 3 months. This information shall be communicated immediately after the committee meeting to the P-members of the committee and the liaison organizations, with an invitation to appoint experts within 6 weeks. The composition of a Working Group (names, addresses, phone and fax numbers and e-mail addresses) shall be made available by the TC-85 Secretariat to the Working Group Convenor before the first meeting of the Working Group. The names of the members may also be made available to the other members and the members of TC-85. In responding to the proposal to set up a Working Group, those P-members having agreed to participate actively shall each confirm their technical expert(s). Other P-members or liaison organizations may also nominate expert(s). Again, precise details may be found in Section 1.11 of the *ISO/IEC Directives, Part 1*.

The responsibilities of a Convenor are to follow the procedures specified in the *ISO/IEC Directives, Part 1*. In particular, all the requirements for entering the Preliminary Stage are given in Section 2.2, the Proposal Stage (2.3), the Preparatory Stage (2.4), the Committee Stage (2.5), the Enquiry Stage (2.6), the Approval Stage (2.7), and the Publication Stage (2.8).

The responsibilities of the Convenor include:

- For the development of each project, a Convenor (project leader) is appointed by the Subcommittee, taking into account the nomination made by the originator of the new work item proposal. The Convenor must have access to appropriate resources for carrying out the development work.
- When a new project is accepted, the Convenor shall work with the experts nominated by the P-member countries during the approval process.
- The Convenor reports to the committee concerned.

- The Convenor is responsible for the development of the project and will normally convene and chair any meetings of the Working Group. He/she may invite a member of the Working Group to act as its secretary. National bodies shall fully brief their delegates on the national position before meetings.
- The Convenor shall act in a purely international capacity, divesting himself/herself of a national point of view.
- The Convenor should be prepared to act as consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage.
- The Convenor shall ensure that the work undertaken remains within the scope of the balloted work item.
- Periodical progress reports to the technical committee shall be made by the Working Groups.

APPENDIX B

Table of NTAG and ISO Positions and their Appointment and Approval Authorities

Position	Appointed By:	Approval Authority:
NTAG Chair	NTAG Administrator	NTAG Membership
NTAG Vice-Chairs	NTAG Nominating Committee	NTAG Membership
NTAG Secretary	NTAG Administrator	NTAG Membership
NTAG Administrator	ASTM International	ASTM International
Overall Advisor	NTAG Nominating Committee	NTAG Membership
Deputy Advisor	U.S. Overall Advisor	NTAG Chair
Technical Expert	U.S. Overall Advisor	Secretariat of ISO/TC-85
Observing Member	NTAG Administrator	NTAG Executive Committee
NTAG International Liaison	NTAG Chair	NTAG Administrator
NTAG Deputy Int'l Liaison	NTAG Chair	NTAG Administrator
NTAG Federal Liaison	NIST	NIST
Reviewer	Overall Advisor	Overall Advisor
Observer	Working Group Convenor	Subcommittee Chair
Subcommittee Chair	ISO/TC-85	ISO/TC-85
Subcommittee Secretariat	ISO/TC-85	ISO/TC-85
Subcommittee Secretary	NTAG Chair (if U.S. chairs the SC)	NTAG Administrator
Working Group Convenor	ISO/TC-85 Subcommittee	ISO/TC-85

Acting Chairman, NTAG
September 25, 2006