Task Group Chairman & Technical Contact Responsibilities

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Objectives

At the end of this module, you will be able to serve effectively as a Task Group Chair and Technical Contact by:

✓ Handling administrative responsibilities
✓ Conducting an effective task group meeting
✓ Preparing items for Sub and Main Committee ballots
✓ Resolving negative votes on the website
✓ Utilizing available resources at ASTM Headquarters
Being an Effective Task Group
Chairman / Technical Contact
What is a Task Group?

Task Groups are formed for:

- Technical Discussions
  - Creating new standards
  - Reviewing and revising existing standards

- Administrative Work
  - Promote membership/publicize activities
  - Plan a symposium
Responsibilities of Task Group Chairman

✓ Establish missions and goals of task group
✓ Assign a small working group with experience and expertise
   ➢ Ensure key players of industry are involved
✓ Assign tasks with deadlines
✓ Organize meetings
   ➢ Use face to face or virtual meetings
✓ Coordinate task group reports at subcommittee meetings
Scheduling a Virtual Meeting

- Easy scheduling through your staff manager or MyASTM
- Virtual meetings and conference calls in between face-to-face meetings help accelerate the standards development process
# Scheduling a Virtual Meeting

## MyCommittees

### Committee C24 on Building Seals and Sealants
- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee D12 on Soaps and Other Detergents
- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee D31 on Leather
- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee E17 on Vehicle - Pavement Systems
- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee F06 on Resilient Floor Coverings
- Ballots
- Minutes
- Rosters
- Meetings & Symposia
- Agendas
- Committee Documents
- Standards Tracking

### Committee F09 on Tires

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Effectively Running a Meeting

Before the Meeting:

✓ Prepare agenda/presentation/TG report
   ➢ Include ballot results, if any

✓ Review ballot results, correspondence with negative voters, any action items from previous meeting

✓ For subcommittee meetings, contact subcommittee chairman with meeting requirements
Effectively Running a Meeting

During the Meeting:

✓ Start on time

✓ Review the agenda and revise as necessary

✓ If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools

✓ Recognize attendees who wish to speak

✓ Maintain Order
Task Group Reports

Written report to be included in subcommittee meeting minutes

➢ Report(s) should include:
  ✓ The status of the project, including projected timeline for milestones
  ✓ A recommendation on items for ballot
  ✓ A recommendation for disposition of negative votes
  ✓ Requests for data, review or assistance from ILS
Responsibilities of the Technical Contact

➢ Main author of new draft standard or revision

➢ Should be very familiar with standard

➢ Practice good communication skills

➢ May be asked to address technical questions about the standard, but cannot provide official interpretations

➢ Consider revisions needed based on customer inquiries
Responding to Inquiries on Standards

➢ ASTM membership and staff are prohibited from offering official interpretation of standards

➢ Official responses must follow Section 16 of the ASTM Regulations

➢ Inquiries may be handled informally by Subchairs and technical contacts

➢ Be clear that the response is a personal opinion

➢ Do not use ASTM stationery for the response
Leading the Balloting Process

- Gain approval of subcommittee chairman for work item registration
- Register work item via MyASTM
- ASTM requires the following items for registration:
  - Rationale for the activity
  - Scope, keywords, target ballot date
- Write the draft standard or revision
- Submit draft to ballot online with rationale / cover letter
Registering a Work Item

MyCommittees

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Registering a Work Item

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

1. **I need to register a Work Item for a Revision or New Standard.** Work item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - [Ballot Item Submittal](#).

2. **I need to Submit an Item to Ballot.** For Revisions and New Standards, please have a Work Item number. Go To Option 1 - [Work Item Registration](#) if WK registration is needed.

3. **I need to Edit an existing Work Item or Update the Target Date.**
Registering a Work Item

MyASTM / Ballot & Workitems

1. TYPE  2. COPYRIGHT  3. TARGET  4. DATA  5. SUMMARY  6. CONFIRM

Work Item registration is required for New Standards and Revisions to Existing Standards.

What type of Work Item are you submitting?
- Proposed New ASTM Standard
- Revision(s) to an Existing ASTM Standard.

Note: to submit a ballot item for reapprovals, withdrawals, or reinstatements go to "Submission of Ballot Items". Work Item Registration not required.

Select the Main Committee and Subcommittee sponsoring the Work Item:

Please Select a Committee
Please Select a Subcommittee...

CONTINUE
Registering a Work Item

Work Item Registration
Please select one of the following choices regarding this Work item.

- I am submitting original material (i.e. it is not copyrighted, patented, pending patent, or published elsewhere)
- I am not submitting original material (i.e. it is copyrighted, patented, pending patent, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with ASTM International’s Intellectual Property Policy. I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard or similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I agree not to reproduce or circulate or quote, in whole or in part, this document outside of ASTM Committee/Society activities or submit it to any other organization or standards bodies (whether national, international, or other) except with the approval of the Chairman of the Committee having jurisdiction and the written authorization of the President of the Society.

BACK | AGREE
Registering a Work Item

MyASTM / Ballot & WorkItems

1. TYPE
2. COPYRIGHT
3. TARGET
4. DATA
5. SUMMARY
6. CONFIRM

Work Item Registration - D03.01

What is the target date for Subcommittee or Concurrent Ballot?

Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chairman?

- Yes  
- No

Select authorization date: 09 2019

Does this Work Item respond to an emergency situation, regulatory requirement or other special circumstance?

- Yes  
- No

Does this Work Item include a patented or pending patent material, product, system or service?

- Yes  
- No

What is the expected target date for approval of the Work Item?  3 - 6 months

Who will be the Technical Contact for this Work Item?

- I will.
- A Member of Committee D03 will.  Please select the member

CONTINUE
Registering a Work Item

1. Type
2. Copyright
3. Target
4. Data
5. Summary
6. Confirm

Work Item Registration - New Standard - D03.01

Note: Fields marked with an asterisk are required.

What is the type of Standard?*

What is the Title?* (Do not repeat the type of Standard selected above (i.e. 'specification for'))

What is the Proposed Scope?*

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<th>MyASTM / Ballot &amp; Workitems</th>
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<tbody>
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<td>MyChoices</td>
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<td>MyCommittees</td>
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<td>MyAccount</td>
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<td>Invite A Colleague</td>
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<td>Join Additional Committees</td>
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<td>Drop Subcommittees</td>
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<td>FAQs/Help</td>
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<td>Co-Workers</td>
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<td>Ballots</td>
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<td>Meetings</td>
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<td>Work Items</td>
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</table>
Registering a Work Item

**Work Item Registration - New Standard - D03.01**

Do you want to open an online collaboration area for this work item so members may collaborate online?
- Yes
- No  [What is a Collaboration Area?]

**Work Item Type:** New Standard  
**Copyright:** Yes, authorized to submit material  
**Sponsoring Subcommittee:** D03.01  
**Technical Contact:** Milewski Brian - bmilewski@astm.org  
**Standard Type:** Specification For  
**Proposed Title:** Gaseous Fuels  
**Proposed Scope:**  
**Keywords:** test  
**Target Ballot Date:** 9/2020  
**Authorization Date:** 9/2019  
**Emergency Response:** No  
**Target Completion Date:** 3/2021 to 9/2021  
**Explanation for Item:** test  
**Existing Standard:**  
**Notify Other:**

---

By submitting this form, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.

Please review the Data Summary and print or save this screen for your personal records. Click **Submit** to register the new Work Item for D03.01. The Work Item will be posted on the ASTM web site within five business days.
Collaboration Area
ASTM Collaboration Area

Collaboration area features include:

- A central location for draft documents
  - Add comments, start a new discussion
- File repository
  - Add related files, images, tables, etc.
- Task group member list
  - Easily send email to individuals or entire task group
- History
  - See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date
My Collaboration Areas

MyCommittees

Committee C24 on Building Seals and Sealants
Ballots  Minutes  Rosters  Meetings & Symposia  Agendas  Committee Documents  Standards Tracking

Committee D12 on Soaps and Other Detergents
Ballots  Minutes  Rosters  Meetings & Symposia  Agendas  Committee Documents  Standards Tracking

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Committee F06 on Resilient Floor Coverings
Ballots  Minutes  Rosters  Meetings & Symposia  Agendas  Committee Documents  Standards Tracking

Committee F09 on Tires
**Work Item Description**

The proposed changes reflect changes to the IEC documents referenced. A revised footnote explains the changes within the document as follows: The naming convention for IEC 61215 has changed since the initial publication of this standard. IEC 61215 is now split into several parts. The first edition of IEC 61215-2 will supersede the second edition of both 61215 and 61646 upon publication but those historical standards will remain referenced in this standard. A Method D is added to address the longer test time described in the new edition of IEC 61701-2. Only the changes noted are being balloted at this time.
Submitting a Ballot Item

ASTM Work Item Registration and Ballot Item Submittal

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.
  For Reapproval, Withdrawal or Reinstatement ballot actions; go to Option 2 - Ballot Item Submittal (Work Item registration not required)

- I need to Submit an Item to Ballot.
  For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration is needed.

- I need to Edit an existing Work Item or Update the Target Date.

[Continue]
Submitting a Ballot Item

Step 1: Select Authorization and Ballot Type

To ballot a new standard, revision or reapproval with editorial change you will be required to upload a document, including a ballot rationale statement, at the end of the submittal process. Please have your item ready before you proceed.

Select the Main Committee and Subcommittee sponsoring the Ballot Item:

Please Select a Committee

Select an action:
- New Standard
- Revision
- Reapproval
- Withdrawal
- Reinstatement

What Ballot Level are you submitting?
- Subcommittee Ballot
- Concurrent Subcommittee/Main Committee/Society Review

Has the Ballot Item been authorized at a Subcommittee meeting or by the Subcommittee Chairman?
- Yes
- No

Continue
While the Item is on Ballot

- Email notification will be sent when a negative vote or comment has been received
- Ability to monitor ballot input when received
- Can view, print and download negatives and comments
- Communicate with negative voters
After the Ballot Closes

➢ Review ballot results, comments and negatives

➢ Contact negative voter(s) prior to subcommittee meeting

➢ Communicate with subcommittee chairman to determine if a virtual meeting, time during the subcommittee meeting, or both are needed to address ballot results

➢ Inform negative voters of the outcome of vote consideration
Reviewing Ballot Results and Resolving Negative Votes
Reviewing Negatives & Comments

The ballots listed below contain items for which you are the technical contact, subcommittee chair or section chair.

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot remain open due to either unresolved negative votes, an open Society Review, or a dependency on another ballot item. Note: For convenient reference, resolved items will continue to appear for a period of 6 months.

**B09 (12-02)** Closing August 29, 2012

**B09 (13-01)** Closing March 13, 2013

**B09 (13-02)** Closing September 3, 2013

**B09.01 (13-01)** Closing April 19, 2013

**B09.02 (13-01)** Closing September 27, 2013

**B09.03 (12-02)** Closing January 16, 2013

**B09.03 (13-01)** Closing April 8, 2013

**B09.04 (13-01)** Closing September 23, 2013
# Reviewing Negatives & Comments

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<thead>
<tr>
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<tr>
<td>001</td>
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**TECHNICAL CONTACT:**
James A Farny

**WORK ITEM:** WK30440

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<td>Abstain</td>
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<td>%Affirmative</td>
<td>77.77</td>
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**NEGATIVE VOTERS:** (all subcommittee member negatives must be considered)

- H James Bayles
- Harold J Legate
- John Hickel
- Larry T Alexander
- Randall L Delashmitt
- Walter W Rowe

**NON-OFFICIAL VOTING MEMBER:** # INDICATES SUB

**COMMENTS:**
Reviewing Negatives & Comments

Negative

Date: 12/20/2011
Ballot Number: C01.22 (02-11)  Close Date: JANUARY 19, 2012
Item Number: 001  Test Method For Measurement of Cement Paste Consistency Using a Mini-Slump Cone WK27311 (REFERENCE Z5842Z)

TECHNICAL CONTACT: Ella Shkolnik
eshkolnik@wje.com
(847) 753-7262

Member’s Name: Mark Niemuth
Address: Lafarge North America
810 Crescent Centre Drive
Suite 180
FRANKLIN TN 37067

Phone Nr: 9186253140  Fax Nr:
Email Address: MARK.NIEMUTH@LAFARGE-NA.COM

File Attachment:
Statement:
Section 6.5
The cone should be of sufficient weight so the cone is not lifted off the surface when filled with paste.
### Resolving Negative Votes Online

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**TECHNICAL CONTACT:**

James A Farny

**WORK ITEM:** WK30440

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**NEGATIVE VOTERS: (all subcommittee member negatives must be considered)**

- H James Bayles
- Harold J Legate
- John Hickel
- Larry T Alexander
- Randall L Delashmitt
- Walter W Rowe

**Enter Disposition**

**NON-OFFICIAL VOTING MEMBER: # INDICATES SUB**

**COMMENTS:**
Resolving Negative Votes Online

MyASTM / Ballot Negatives and Comments / Ruling

Support Desk | Return to List of Ballots | Return to Ballot Negative and Comments | Return to MyCommittees

MAIN COMMITTEE BALLOT C01 (11-03)
ITEM 001 - REVISION OF C0150/C0150M-2011

Submit disposition of Paul D Tennis negative vote. Click here to view negative.

- **PERSUASIVE** - (Any part of the negative vote was found persuasive; Item removed from ballot)
- **WITHDRAWN** (Entire negative vote was withdrawn without editorial changes)
- **WITHDRAWN WITH EDITORIAL CHANGES** (Entire negative vote was withdrawn with editorial changes)
  Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document.
- **NOT PERSUASIVE** (Entire negative vote was found not persuasive or there is a combination of not persuasive and withdrawn dispositions)
- **NOT RELATED** (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)

[Buttons: Clear Resolution, Submit, Cancel]
Resolving Negative Votes Online

MyASTM / Ballot Negatives and Comments / Ruling

Support Desk | Previous Page | Return to Ballot Negative and Comments | Return to MyCommittees

MAIN COMMITTEE BALLOT C01 (11-03)
ITEM 001 - REVISION OF C0150/C0150M-2011

Paul D Tennis
Was there a single vote to find this negative Not Persuasive or Not Related?

Yes  No
Resolving Negative Votes Online

Submit disposition of **Paul D Tennis** negative vote. Click [here](#) to view negative.

Provide rationale, vote count (affirmative, negative, abstaining) and date of action.

Please indicate if any portions of this negative have been withdrawn by the negative voter.

**Rationale**

<table>
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[Save and Return Later] [Submit Resolution] [Cancel]
Resolving Negative Votes Online

MAIN COMMITTEE BALLOT C01 (11-03)
ITEM 001 - REVISION OF C0150/C0150M-2011

Submit disposition of Paul D Tennis negative vote. Click here to view negative.

You have chosen to submit multiple dispositions for a
Not Persuasive or Not Related action on the Negative Vote

- Attach a document that specifies the motion (not persuasive or not related), rationale, vote count (affirmative, negative, abstaining) and date of action for each separate point, as illustrated in the example below.

- Enter the document’s file location using the Browse button and upload the document by selecting Submit.

Example of how to submit multiple resolutions to a
Main Committee negative vote or a Subcommittee negative vote

[Files Browse...]

Submit  Cancel
Available Tools

**ASTM assistance provided for the following:**

- Standard Templates
- Form & Style
- ASTM Process/Regulations
- Interlaboratory Studies Program (ILS)
- Editorial Assistance
- Symposium & workshop
- Administrative Assistance
- Setting up Webex meetings
- Collaboration Areas
Questions?
THANK YOU FOR YOUR ATTENTION!

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