**INTERNATIONAL
ELECTROTECHNICAL
COMMISSION**

IEC UPDATE
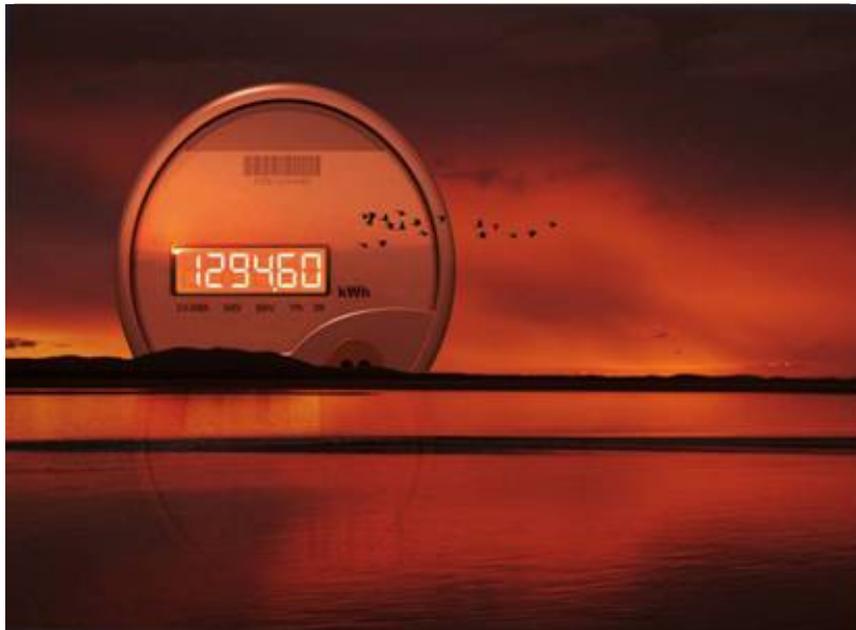
**Dennis Chew
Officer in Charge
IEC-APRC**

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- **IEC Global Reach**

- **Directives**

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- **Calendar of IEC General Meetings**

IEC Global Reach

81 Members   **81 Affiliates**
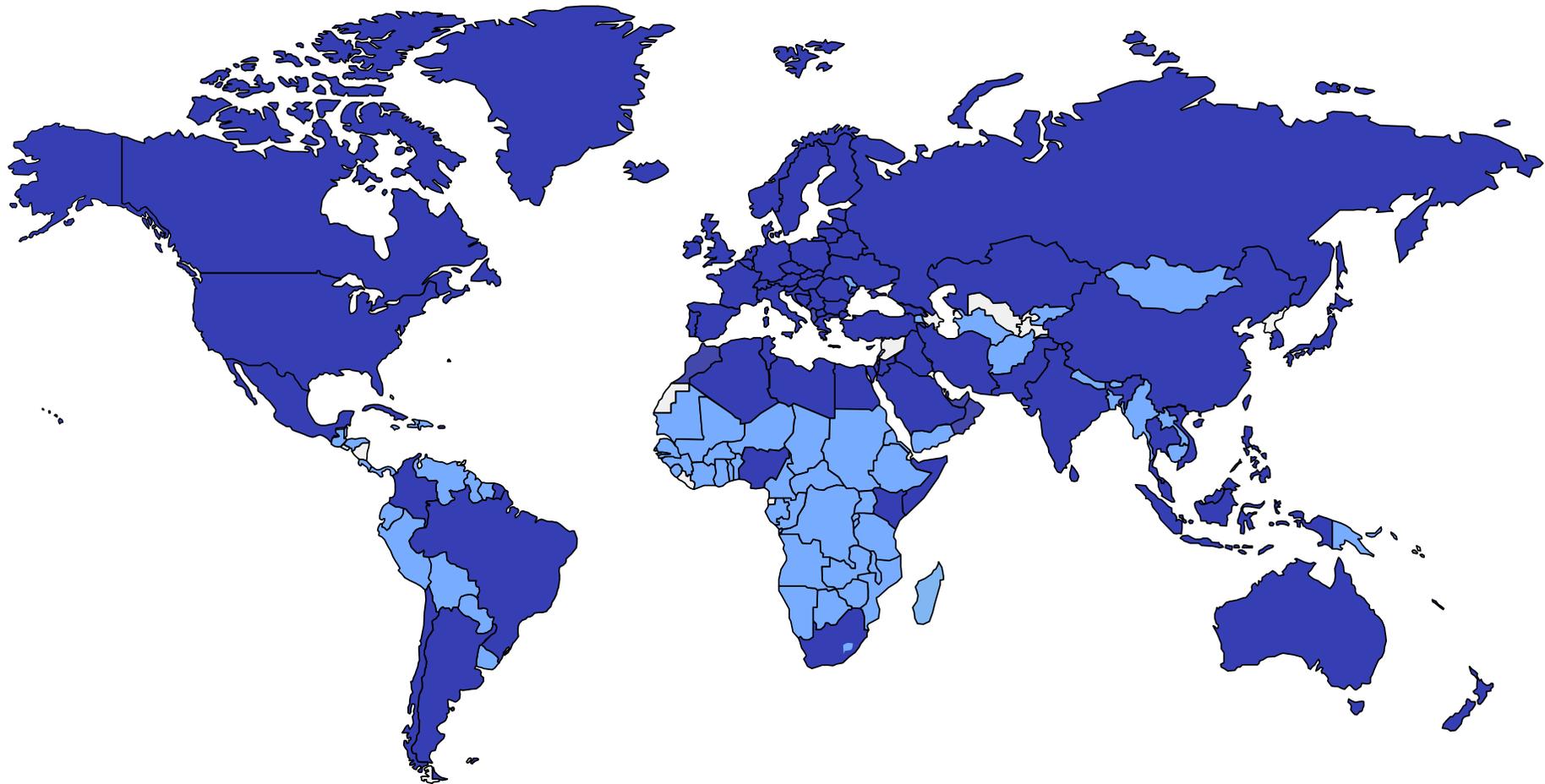
IEC Global Reach

- **IEC family (2010-12-10)**
  - Full Members – 59
  - Associate members – 22
  - Affiliates – 81

- **Regional centres**
  - Boston, USA – 2 Technical Officers + 2 Assistants
  - Singapore – 1 Officer in Charge + 2 Technical Officers + 2 Assistants + 1 Editor
  - Sao Paulo, Brazil – 1 Regional Manager + 1 Assistant
  - Sydney, Australia - IECEx

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New edition of ISO/IEC Directives, Part 1 – Procedures for the technical work (AC/13/2009)

- **Seventh edition issued in 2009-04**

- **Major changes:**

    - additional recommendations on the formulation of scopes of TCs and SCs

    - expanded clause on chairmen's and secretariat's responsibilities

    - adopted Strategic Business Plan (SBP) – to replace Strategic Policy Statement (SPS)

    - increased flexibility at committee stage (CD) – commenting period 2, 3 or 4 months

New edition of ISO/IEC Directives Supplement – Procedures specific to IEC (AC/5/2010, AC/8/2010)

- **Fifth edition issued in 2010-01**

- **Major changes:**

    - maintenance procedures reviewed

    - inclusion of the use of "Collaboration tools" for meeting documents at TC meetings, thus eliminating the need for "green documents"

    - addition of IEC TC 100's specific procedures and organizational structures

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Review and maintenance procedures : Major changes (AC/6/2010)

- "Stability period" and "Stability date" replace "Maintenance cycle" and "Maintenance result date"

- Extended the minimum stability period from 2 to 3 years

- FormMCR replaced by FormRR (review report) recording TC/SC decisions

- Allocating decision making to P-members

- TCs/SCs may advance review / stability dates, where there is an urgent need without requesting SMB approval

Review and maintenance procedures: Recommended procedures (AC/6/2010, FAQ)

- Circulate a DC document in advance of the meeting requesting P-members' comments on usage of publications up for review, technical comments, recommendations for withdrawal, confirmation or maintenance.

- This information should be compiled and circulated as an INF document.

- A recommendation from the WG/MT responsible for the publication should be made at the meeting leading to a decision by the P-members.

- When the decision is to confirm, then there is no need to issue the FormRR as the information will be minuted in the RM document.

- If the decision is to withdraw, then it is recommended always to issue the FormRR as other TC/SCs could be effected by the eventual withdrawal of a publication.

- Otherwise decisions will have to be made by correspondence.

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Tools to take part in IEC work

- All tools available from IEC website: www.iec.ch

- Up-to-date information on all TC/SC projects

- Access to all IEC working documents

- Electronic voting / commenting

- Template for forms and drafting standards

- IEC Experts Management System (EMS)

- Collaboration tools

- Online registration for IEC TC/SC meetings

- Web-conferencing

Expert Management System (EMS): Improvements (AC/24/2008, AC/9/2009)

- Personal information: experts maintain own details (e-mail, address, telephone number)

- New e-mail notifications: personal changes – to relevant TC/SC officers and convenors

- Title: mandatory field limited to Mr, Mrs, Ms

- Statistics: experts by NC; experts by WG-MT

- Access to membership information: extended to WG/MT experts

- Extraction to Excel: committee titles and statistics included

Collaboration Tools Suite (AC/37/2007)

- Upload and distribution of working documents, discussion forum, tasks and issues, E-mail notifications

- Current username and password required to access this service

- To be used within Working Groups, Project Teams, Maintenance Teams and other well-defined groups within one TC / SC

- To be used also for distributing documents at TC / SC meetings (AC/30/2009)

IEC Meeting registration system
(AC/16/2009, AC/7/2010)

- All future TC/SC meetings shall make use of this system

- Allows full management of TC/SC meetings:

  - registration of delegates

  - information concerning the meeting

  - management and allocation of meeting rooms

  - information concerning accommodation

  - a "check-in" function to manage attendance of delegates to the meeting

- Access by IEC username / password – http://meetings.iec.ch

- Open 4 months to 2 weeks before meeting

- Guidance for use available on the IEC website.

Webconferencing facilities offered by the IEC ([AC/18/2010](AC/18/2010))

- Webconferencing facilities for use by WG/PT/MT

- Product being used - GoToMeeting

- Voice conferencing and sharing of desktop screens by participants (up to 15, including the host)

- Convenor to contact the responsible TO (preferred date and time, subject of the meeting, list of participants with e-mail addresses)

Webconferencing facilities offered by the IEC (AC/18/2010) (cont.)

- CO to schedule the meeting and send invitations to participants with link and information to connect to the meeting

- Participants to install a small piece of software (further information available at http://gotomeeting.com)

- Connection using VoIP (using a headset directly connected to your computer) or dial-in using a normal phone

- The host will initially run the meeting, but may pass control to other participants

Other ACs of interest

- **AC/35/2010** – IEC Guides

- **AC/22/2010** – New consolidated IEC Publications

- **AC/17/2010** – Improvements in the procedures for Category A and B liaisons

- **AC/15/2010** – IEC Adoptions Database

- **AC/4/2010** – IECSTD TEMPLATE – NEW - Version 4 for Microsoft Word 2002, 2003 and Word 2007 in Compatibility Mode

- **AC/37/2009** – Revision of the foreword of IEC publications

- **AC/24/2009** – Guidelines on the use of colour in IEC documents

- **AC/3/2009** – On-line eTraining

Calendar of IEC General Meetings

- **2011-10-24/28 – Melbourne, Australia**

- **2012-10-1/5 – Oslo, Norway**

- **2013 – New Delhi, India**

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Thank you.
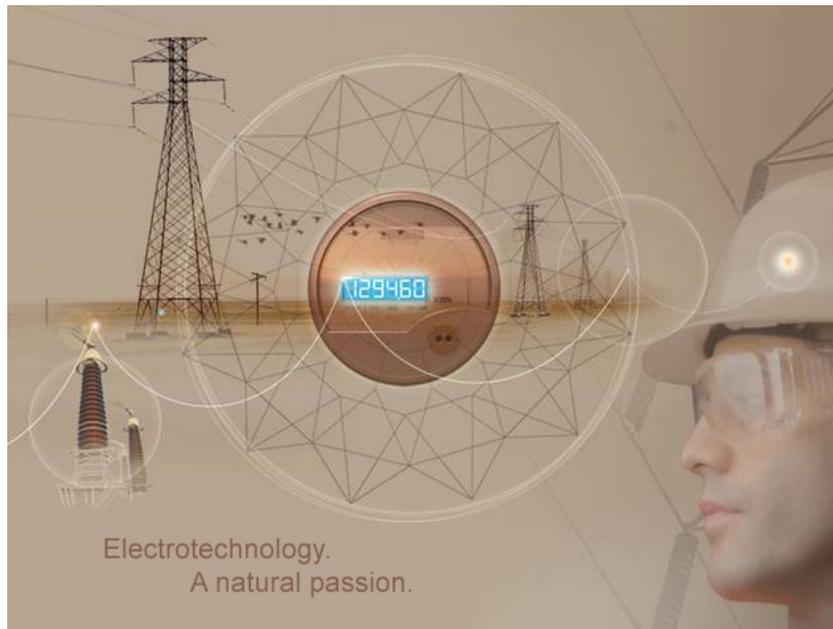
Electrotechnology.
A natural passion.

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