ISO/TC 249 NEWSLETTER

DECEMBER 2020

VOL.12 ——

Dear ISO/TC249 colleagues and friends,

As the year of 2020 is about to conclude and the new year is just around the corner, I would like to extend my best wishes to all our colleagues for your excellent contributions and constant support to ISO/TC249, especially working tirelessly at this difficult time.

The pandemic has changed our lives and brought difficulties to the committee's work. Under ISO CS's guidance, we regrettably cancelled the physical 11th plenary meeting which was previously scheduled in the Netherlands. During the crisis, we have to adjust strategies and adopt measures to ensure the technical work is performed properly. Thanks to the convenors and all experts' dedicated efforts and professionalism, we are able to make a steady progress by successfully holding 11 WG sessions. The annual Secretariat report has been circulated to committee members in this October which covers the recent and major developments.

It is a joyful moment to share with you that 65 international standards have been officially published and 30 projects are under development. Our committee has enlarged 6 new member bodies since the last plenary meeting and we have broadened the involvement with 45 member bodies in a total which promotes the global use of TCM and related health systems, particularly in the fight against the epidemic across many countries and regions.

The call for new work item proposals begun for the new year of 2021. As always, the committee is committed to developing high quality international standards to promote healthcare more scientific, safe, and effective and enhance international trade and commerce.

More than ever, we truly hope you are staying healthy and safe. Wishing you and your family a prosperous and happy new year with all the blessings.

Yours sincerely,

SHEN Yuandong ISO/TC249 Chair



10th teleconference of the Chair's Advisory Group 2

The 10th teleconference of the ISO/TC 249 CAG2 was held by teleconference on 25 March 2020. The attendees included ISO TPM, TC 249 chair, committee manager, secretariat support team and convenors and secretaries of each Working Group. The following agenda items have been discussed,

- 1) Discussion on the arrangements of TC 249 11th plenary meeting in 2020.
- Report on the progress of WG. The representatives of each Working Group provided an update of the status of projects and identified some issues.
- 3) Discussion on the new projects which include unassigned ones submitted to the 11th plenary meeting.

Virtual meetings of TC249 WGs in 2020

Allocation of NWIPs to WGs in 2020

In the early 2020, the secretariat received submissions of 33 new work item proposals from 5 member bodies and 1 liaison organization. The allocation to each working group was decided after careful reviewing and communicating with leadership of WGs. As in December of 2020, 8 new proposals were resolved to NP ballot.

Working Group	Number of submission	Number proceed to NP ballot
WG1	15	3 * 3 NWIPs were discussed and the others have been scheduled for discussion in 2021 meetings.
WG2	2	0
WG3	1	1
WG4	5	2
WG5	2	1
JWG1	2	1
Unassigned	6	All fall into the domain of service standards which will be discussed later.

Summary of WG virtual meetings from June to December 2020

The following 11 virtual sessions of Working Groups were held from June to December 2020.

WG	Meetings held	Number of participants
WG1	June 1, 2020	78
	December 7, 2020	58
WG2	June 3, 2020	42
WG3	June 9, 2020	38
	August 18, 2020	35
WG4	June 3, 2020	50
	June 10, 2020	47
WG5	June 2, 2020	53
	June 8, 2020	44
JWG1	July 15, 2020	36
	September 29, 2020	29

The active participation reflects the importance and need that members place on the work of ISO/TC 249. After validating each recommendation out of WG online meetings, the TC 249 secretariat has circulated 4 sets of draft resolutions to the committee for approval and is now progressing the technical work of each WG in accordance with the approved resolutions. The next WG meetings have been scheduled as below:

WG	Meetings scheduled in 2021
WG1	Feburary15
	March 15
	April 12
	May 10
WG2	March 11
WG3	January 26

Updated information of ISO/TC 249 in 2020

Welcome New Member Bodies to TC249 family



Updated Strategic Business Plan

The committee conducted a review of the SBP from Aug 15 to Oct 12, 2019. After incorporating comments and suggestions from members, the secretariat submitted the revised SBP of TC 249 to ISO CS in Feb 2020.

ISO/TC 249 WG Convenors and Secretaries

ISO Directives states that Working Group convenors shall be appointed by the committee for up to three year terms ending at the next plenary session of the parent committee following the term. The convenor may be reappointed for additional terms of up to three years. There is no limit to the number of terms.

The term for the convenors including WG1, 2, 3 and 4 was from 2018-2020. After checking with Working Group convenors whether they wished to continue in their roles, the secretariat recommended to extend the terms of the current convenors of WG1, 2, 3and 4 for another 3 years and launched a CIB which ends on Jan 6, 2020 to seek the approval from the full committee. Warm welcome to the new secretaries as indicated in the table!

Working Group	Convenor(s)	Secretaries	National body
1	LIU Liang	ZHOU Hua	SAC
2	Sven SCHRÖDER	Cansu TUMAY	DIN
3	ZHAO Hong	WANG Li	SAC
4	CHOI Sun-mi	LEE Yujung	KATS
5	KOH Byung-hee	LEE Juyeon(KATS); SONG Meng (SAC)	KATS
JWG1	LI Haiyan	CUI Meng	SAC

Progress on

projects

New publications of ISO/TC249 in 2020

INTERNATIONAL STANDARD

ISO

18615

ISO 18615:2020 Traditional Chinese medicine — General requirements of electric radial pulse tonometric devices

Traditional Chinese medicine — General requirements of electric radial pulse tonometric devices This document specifies the general requirements for basic safety and essential performance of electric radial pulse tonometric devices.

This document does not apply to the accuracy of differential diagnosis or interpretation of the diagnostic data obtained from the use of such devices.

This document applies to pressure-based radial pulse tonometric devices.

ISO link to purchase at https://www.iso.org/standard/71491.html?browse=tc

Reference matcher ISO 1864 5 2420(1) e 150 2020

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Traditional Chinese medicine — Vocabulary — Part 2: Processing of Chinese Materia Medica Médecine traditionnelle chineire — Vocabulaire —

> Reference number ISO 18662-2:2020[E]

> > e 150 2020

ISO 18662-2:2020 Traditional Chinese medicine — Vocabulary — Part 2: Processing of Chinese Materia Medica

This document defines terms for the theory, technology and methods of Chinese Materia Medica processing. It is not applicable to Kampo medicine.

ISO link to purchase at <u>https://www.iso.org/standard/71024.html?browse=tc</u>

ISO

ISO/TS 20498-3:2020 Traditional Chinese medicine — Computerized tongue image analysis system — Part 3: Colour chart

This document specifies the colour character and appearance of the colour chart used in a computerized tongue image analysis system (CTIS). This document excludes diagnostic or clinical comparison to the colour chart.

ISO link to purchase at https://www.iso.org/standard/70794.html?browse=tc



ISO/TS 20498-4:2020 Traditional Chinese medicine — Computerized tongue image analysis system — Part 4: Peripheral visual instruments

This document specifies the performance criteria of peripheral visual instruments in the computerized tongue image analysis system (CTIS), including colour reproduction, distortion and resolution.

ISO link to purchase at

https://www.iso.org/standard/70795.html?browse=tc



INTERNATIONAL STANDARD	ISC 21292
	First editio 2020-0
Traditional Chinese medic Electric heating moxibusti equipment	
Médecine traditionnelle chinoise — Équipemen chauffage électrique	ts de moxibustion par
Æ	Reference numbe ISO 21292:2020[E
ISO	9 [50 202]

ISO 21292:2020 Traditional Chinese medicine — Electric heating moxibustion equipment

This document specifies general requirements for electrical heating moxibustion equipment. It is not applicable to infrared moxibustion equipment covered by ISO 20493 and smokeless moxibustion devices covered by ISO 21366.

ISO link to purchase at https://www.iso.org/standard/70470.html?browse=tc

ISO/TS 21310:2020 Traditional Chinese medicine — Microscopic examination of medicinal herbs

This document specifies the methods for microscopic examination of medicinal herbs. It covers the equipment, sampling, preparation and observation methods. This document is applicable to medicinal herbs used in traditional Chinese medicine, including Chinese materia medica (whole medicinal materials) and decoction pieces derived from plants. It is not applicable to medicinal materials derived from animals or minerals.

ISO link to purchase at https://www.iso.org/standard/70514.html?browse=tc

ISO/TS

21310

TECHNICAL SPECIFICATION

ISO

raditional Chinese medicine licroscopic examination of

tana ang ang ang ang ang ang ang ang ang	ISO 22213:2020 Traditional Chinese medicine — Glass cupping device
Traditional Chinese medicine — Glass cupping device	This document specifies the requirements for the glass cupping device applying negative pressure created by a heat source placed in its inner cavity.
	This document includes the requirements for configuration, material, performance, packaging and labelling, as well as appropriate test methods.
	This document applies to single-use and multiple-use glass cupping devices.
	This document does not apply to the air extraction cupping device covered by ISO 19611.
500000 100000 1000000 1000000 1000000000	ISO link to purchase at <u>https://www.iso.org/standard/72884.html?browse=tc</u>
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Lizarad Is 6011249 Secretariat / Jag Li (tyted:150)gynal.com) (5) Ster Orler: 01-041197 Constituted: 200-0-11	
INTERNATIONAL ISO STANDARD 22217	ISO 22217:2020
First edition 2020-07	Traditional Chinese medicine —Storage requirements for raw materials and
	decoction pieces
Traditional Chinese medicine — Storage requirements for raw materials and decoction pieces	
les mattières premières et les désections	This document specifies the general storage requirements for raw materials and decoction pieces. It is applicable to the storage of raw materials and decoction pieces used in traditional Chinese
	medicine.
	ISO link to purchase at https://www.iso.org/standard/72894.html?browse=tc
Reference number too 2221/2008(0) 0.150 2000	

© ISO 2020

ISO 22236:2020 Traditional Chinese medicine — Thread-embedding acupuncture needle for single use

This document specifies the safety requirements for the thread-embedding acupuncture needle. It is applicable to only the needle part of thread-embedding acupuncture needles and excludes medical thread.

ISO link to purchase at https://www.iso.org/standard/72919.html?browse=tc



INTERNATIONAL 22256 STANDARD

ISO

First edition 2020-07

Reference number ISO 22256:2020(E)

0 150 2020

Traditional Chinese medicine -Detection of irradiated natural oducts by photostimulated

ISO

ISO 22256:2020 Traditional Chinese medicine — Detection of irradiated natural products by photostimulated luminescence

This document specifies a method using photostimulated luminescence (PSL) to detect the radiation status of natural products. It can be used to identify whether raw and traditionally processed Chinese medicinal materials and solid forms of manufactured product made from these materials have been irradiated by ionizing radiation (gamma, X-ray or beam). It is not applicable for use in testing liquid dosage forms or partially solid extracted dosage forms that do not contain directly crushed medicinal materials.

ISO link to purchase at https://www.iso.org/standard/72985.html?browse=tc

INTERNATIONAL	
STANDARD	
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Pirst edition 2020-07

Reference number

0 150 2020

ISO 22283

> First edition 2020-08

Reference numbe ISO 22283:2020(E

9 ISO 2020

ISO

Traditional Chinese medicine — Determination of pesticide residues in natural products by gas chromatography

ecine traditionnelle chinoise — Détermination des résidu esticides dans les produits naturels par chromatographie en gazeure ISO 22258:2020 Traditional Chinese medicine — Determination of pesticide residues in natural products by gas chromatography

This document specifies the method of determination of pesticide residues in natural products used in traditional Chinese medicine (TCM) by gas chromatography (GC), including Chinese materia medica (whole medicinal materials) and decoction pieces derived from plants.

ISO link to purchase at https://www.iso.org/standard/72987.html?browse=tc

ISO 22283:2020 Traditional Chinese medicine — Determination of aflatoxins in natural products by LC-FLD

This document specifies the methods for the determination of aflatoxins (AFB1, AFB2, AFG1, AFG2) in natural products using LC-FLD.

It is applicable to the analysis of aflatoxins in raw materials and manufactured products, including decoction pieces derived from plants and animals.

ISO link to purchase at https://www.iso.org/standard/73030.html?browse=tc

ISO

ISO

INTERNATIONAL

Traditional Chinese medicine –

Determination of aflatoxins in natural products by LC-FLD

STANDARD

ISC	ISO 22590	INTERNATIONAL STANDARD
pro	First edition 2020-11	
Thi Chi	lioxide in ion	Traditional Chinese medi Determination of sulfur c natural products by titrat Médecine traditionnelle chinoise – Dosage d les produits naturels par titrage
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ISC	Reference number ISO 22590:2020(E)	
	© 150 2020	ISO

ISO 22590:2020 Traditional Chinese medicine — Determination of sulfur dioxide in natural products by titration

This document specifies the determination method of sulfur dioxide in natural products used in traditional Chinese medicine, which includes the requirements of the device, chemicals, operational procedures and formula.

It is applicable to natural products of traditional Chinese medicine, including Chinese materia medica (whole medicinal materials) and decoction pieces derived from plants or animals. It is not applicable to minerals used in traditional Chinese medicine.

SO link to purchase at https://www.iso.org/standard/73513.html?browse=tc

ISO 22894:2020 Traditional Chinese medicine — Pulse waveform format

This document specifies the application, in the context of traditional Chinese medicine practice, of medical waveform format encoding rules (MFER) to pulse condition waveform as measured in physiological laboratories, hospitals, bed-wards, pharmacies, clinics, community health centres and home care check-ups using pulse condition devices.

ISO link to purchase at https://www.iso.org/standard/74088.html?browse=tc



ISO

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And a set of the control of the cont	ISO 22988:2020 Traditional Chinese medicine — Astragalus mongholicus root
Traditional Chinese medicine — Astrogalus mongholicus voot Mongholicus	This document specifies the quality and safety requirements of <i>Astragalus mongholicus</i> root [root of <i>Astragalus membranaceus</i> (Fisch.) Bge. var. <i>mongholicus</i> (Bge.) Hsiao]. This document applies to <i>Astragalus mongholicus</i> root that is sold and used as natural medicine in international trade, including Chinese materia medica (whole medicinal materials) and decoction pieces derived from this plant. ISO link to purchase at https://www.iso.org/standard/74288.html?browse=tc
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First edition 2020-12

Reference numl SO/TS 23030:2020

raditional Chinese medicine linical document specification for rescription of traditional Chinese

ISO

ISO/TS 23030:2020 Traditional Chinese medicine — Clinical document specification for prescription of traditional Chinese medicine decoction pieces

This document provides a referenced entry-level implementation template for traditional Chinese medicine decoction piece prescriptions based on HL7 CDA® Release 2.0 to support the data collection, transmission, storage and exchange of decoction piece prescriptions for electronic records. This document focuses on the description of core data of traditional Chinese medicine decoction piece prescriptions which constitute the 'medication administration' section of the clinical document body. This document does not specify the detailed content of the clinical document header or other sections and entries of the clinical document body.

ISO link to purchase at https://www.iso.org/standard/74354.html?browse=tc

ISO 23191:2020 Traditional Chinese medicine — Determination of selected Aconitum alkaloids by high-performance liquid chromatography (HPLC)

This document specifies methods for the determination of the selected Aconitum alkaloids, including aconitine, mesaconitine, hypaconitine, benzoylaconine, benzoylmesaconine, benzoylhypaconine, yunaconitine, deacetyl-yunaconitine and crassicauline A.

ISO link to purchase at https://www.iso.org/standard/74849.html?browse=tc



INTERNATIONAL STANDARD 23193 Jure additional Traditional Chinese medicine — Lycium Darbarum and Lycium chinense fruit Mateicae multinumle chineme – Maie de gait (base de Lycium barbarum e de Lycium chineme)

ISO

Reference numbe ISO 23193-2020(E

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ISO 23193:2020 Traditional Chinese medicine — *Lycium barbarum* and *Lycium chinense* fruit

This document specifies the minimum requirements and test methods for *Lycium barbarum* and *Lycium chinense* fruit, which is derived from the plant of *Lycium barbarum* L. or *Lycium chinense* Mill. It is applicable to *Lycium barbarum* and *Lycium chinense* fruit that is sold and used as herbal raw materials in the international trade, including unprocessed and traditionally processed materials.

ISO link to purchase at https://www.iso.org/standard/74851.html?browse=tc

Projects under development

		Current
Reference	Document title	stage
ISO/WD 4154	Traditional Chinese Medicine — Sinomenium acutum stem	20.00
ISO/WD 4564	Traditional Chinese Medicine — Scutellaria baicalensis Georgi root	20.00
ISO/WD 5227	Traditional Chinese Medicine — Safety controls of cupping device	20.00
ISO/AWI 19609-3	Traditional Chinese medicine — Quality and safety of natural materials and manufacturing products made with natural materials — Part 3: Part 3: Testing of the absence of contaminants	20.00
ISO/AWI 19609-4	Traditional Chinese medicine — Quality and safety of natural materials and manufacturing products made with natural materials — Part 4: Part 4: Testing of Preservatives and non wanted compounds	20.00
ISO/AWI 22585		20.00
ISO/WD 22587	Traditional Chinese Medicine-Acupoint Magnetotherapy Plaster	20.00
ISO/AWI 23965	Traditional Chinese Medicine—Bupleurum chinense and Bupleurum scorzonrifolium root	20.00
ISO/WD 23964	Traditional Chinese Medicine — Saposhnikovia divaricata root and rhizome	20.00
ISO/WD 4754	Traditional Chinese Medicine — Fermented Cordyceps Powder	20.99

		Current
Reference	Document title	stage
SO/WD 4904	Traditional Chinese Medicine — inner pack of decoction pieces	20.99
ISO/CD 23958-1	TCM- Dermal Needle for single use — Part 1: Tapping type	30.20
SO/CD 23958-2	TCM- Dermal Needle for single use — Part 2: Roller Type	30.20
SO/CD 22586	Traditional Chinese Medicine-Paeonia lactiflora root – White peony root	30.60
	Traditional Chinese medicine — General requirement of manufacturing procedure and its quality	
SO/CD 23419	assurance for granules	30.60
SO/CD 23956	Traditional Chinese medicine — Determination of benzopyrene in processed natural products	30.60
	Traditional Chinese Medicine — General requirements for the basic safety and essential	
SO/CD 24571	performance of electro-acupuncture stimulator	30.60
	Traditional Chinese Medicine — Requirements for process traceability system of Chinese materia	
SO/CD 23963-1	medica and decoction pieces — Part 1: components	30.99
	Traditional Chinese Medicine — Requirements for process traceability system of Chinese materia	
SO/CD 23963-2	medica and decoction pieces — Part 2: electronic labelling	30.99
	Traditional Chinese Madiaine 7 in item (Cisingle chinese	10.00
ISO/DIS 23972	Traditional Chinese Medicine — Zingiber officinale rhizome	40.00

		Current
Reference	Document title	stage
ISO/DIS 23961-1	Traditional Chinese Medicine — Vocabulary for Diagnostics — Part 1: Tongue	40.20
ISO/DIS 23961-2	Traditional Chinese Medicine — Vocabulary for Diagnostics — Part 2: Pulse	40.20
SO/DIS 22466	Traditional Chinese medicine- Laser acupoint device	40.60
SO/DIS 22467	Traditional Chinese medicine — Determination of microorganism in natural products	40.60
SO/DIS 23190	Traditional Chinese medicine — Determination of aristolochic acids in natural products by HPLC	40.60
ISO/DIS 23723	Traditional Chinese Medicine — General requirements for herbal raw material and materia medica	40.60
ISO/DIS 23959	Traditional Chinese Medicine — Glehnia littoralis root	40.60
ISO/DIS 23962	Traditional Chinese Medicine — Processed Aconitum carmichaelii lateral root	40.60
	Traditional Chinese medicine — Quality and safety of raw materials and manufacturing product	
ISO 19609-1	made with raw materials — Part 1: General requirements	60.00
	Traditional Chinese medicine — Quality and safety of raw materials and manufacturing product	S
ISO 19609-2	made with raw materials — Part 2: Identity testing of constituents of herbal origin	60.00

Liaisons' activities

ISO/TC 215 Plenary Meetings in 2020

As the representative of ISO/TC 249 secretariat, Ms. Ivy Lee joined the ISO/TC 215 Health Informatics 33rd, 34th and 35th online plenary meetings from March - November of 2020. This year JWG1 has developed 4 international standards in areas of mutual interest and to fully use the expertise of TC 215 in health information structure and of TC 249 in domain content, including:



- ISO 22894:2020 Traditional Chinese medicine Pulse waveform format (TC249 led)
- ISO/TS 23030:2020 Traditional Chinese medicine Clinical document specification for prescription of traditional Chinese medicine decoction pieces (TC249 led)
- ISO/TS 21831:2020 Health informatics Information model of Chinese materia medica processing (TC215 led)
- ISO/TS 23303:2020 Health informatics Categorial structure for Chinese materia medica products manufacturing process (TC215 led)

ISO/TC 314 Plenary Meetings in 2020



ISO/TC 249 reached consensus during 10th plenary meeting in Thailand that at current stage, TC 249 will acquire and share information with TC 314, reviewing its projects and Business Plans, seeking common part for both TC. ISO/TC 314 held 2 plenary meetings this year. As the representatives of ISO/TC 249 secretariat, Ivy Lee and Huang Yiran took part in 5th and 6th plenary meetings of ISO/TC 314 and submit liaison reports. These two meetings took place virtually on July 3 and November 23.

TC 314 now has three active work items:

Ageing Societies -- Framework for Dementia-inclusive communities Ageing Societies -- guidelines for an inclusive work force Carer-inclusive and accommodating organizations

The committee also discussed 4 new potential proposals during the plenary meetings:

Home-based healthcare for seniors and persons with disabilities--General requirements for products, related services and environments

Multigenerational neighborhoods

Age-inclusive digital economy/communities

Design criteria for response times required in automated services



WFAS 2020 International Symposium on Acupuncture-Moxibustion



WFAS 2020 International Symposium on Acupuncture-Moxibustion & 10th Anniversary of the Inscription of Acupuncture and Moxibustion of Traditional Chinese Medicine in UNESCO Representative List of Intangible Cultural Heritage of Humanity was held from 29 -30 November 2020. There were over 700 participants joined, 5 keynote speeches and 195 oral presentations delivered, 117 papers collected. More than 10 million people participated and watched this symposium online.

The Chair of ISO/TC249, Prof Shen Yuandong was invited to attend the symposium and gave a keynote speech titled "Current status and considerations of international standardization on Traditional Chinese Medicine in ISO/TC 249". It is very important to enhance cooperation and mutual recognition between ISO/TC249 and WFAS on developing international standards in order to assist countries to be able to ensure the quality control of products and services for TCM and related medical systems.

Standardization work of WFAS

The WFAS Standardization Working Committee launched 16 international projects related to acupuncture-moxibustion, e.g. "Acupuncture and Moxibustion Technical Operation Specification-General Principles".

WFAS Work related to Covid-19

In the process of fighting against Covid-19, WFAS built the international academic exchange platform of Covid-19 and opened up international online consultations, to share the TCM experience, and offer suggestions to member societies in the world. 6 international sharing sessions and 10 online consultations with more than 20 countries were organized.

World Federation of Chinese Medicine Societies Issued 8 Standards in 2020



WFCMS issued 6 international standards and 2 committee standards during the year of 2020. These standards are in the fields of product, service, medical device, and clinical practice. WFCMS also initiated 24 international standards and 5 committee standards in 2020.

A technical report, Operation of Scraping Treatment for Rehabilitation Period of COVID-19, drafted by the Special Committee of Scraping and Cupping Therapies of WFCMS, was issued to help people more convalescent patients to improve symptoms and recover from COVID-19.

WFCMS had conducted an international survey for future standards among its members in about 20 countries and regions to acknowledge the global demands for different Chinese medicine therapies. ISO Training Programs and important updates

" ISO online training sessions

In 2020, ISO/TC 249 Secretariat participated in series of online training programs convened by ISO concerning,

- COVID-19: Support to committees (2020-03-30)
- New changes for ISO/IEC Directives: 2020 (2020-04-23)
- New ISO Documents platform (2020-10-29)





Key changes in ISO/IEC Directives 2020

2020 edition of the ISO/IEC Directives Part 1 and its ISO supplement has been released from 1 May. All the relevant files as well as a helpful PowerPoint presentation summarizing the changes are accessible here: <u>https://isotc.iso.org/livelink/livelink?func=ll&objId=4230452&objAction</u> <u>=browse&sort=subtype</u>

There are several key changes relevant to working procedures of committees and WGs in ISO/IEC Directives Part 1:

- **Procedure for the establishment of a liaison**: Modification in **clause 1.17.** and subclauses to clarify that the procedure for the establishment of a liaison is applicable to all liaison categories, not only categories A and B.
- Working Group meeting notice: Modification in clause 4.2.2.1 to clarify the advance notice for a fully remote meeting versus a physical meeting (i.e. 4 weeks vs. 6 weeks).





Key Changes in ISO Supplement

- Removal of standards development track SDT48: Removal of standards development track SDT48
- **Final review before publication stage**: Modification in **clause 2.8.1** in the ISO Supplement to clarify that there is a final review just before publication.
- Amendments: Modification in clauses 2.3.1, 2.9.1, 2.9.3.2, 2.9.3.3 to clarify that amendments are only applicable to International Standards.
- **Minor revisions**: Modification in **clause 2.9.1** to clarify that a minor revision only applies to an International Standard.
- Meeting minutes: Modifications in Annex SQ (clause SQ.3.2.4) and Annex SK (clause SK.4) to clarify that meeting minutes are mandatory and the delay by which they shall be published (i.e. within 4 weeks after the meeting).



New Forms are available

In order to reflect the changes introduced in the Directives, new forms are now available to ISO committees:

- Forms 4 New work item proposal
- Form 6 Result of voting on new work item proposal
- Form 21 Result of systematic review of an ISO Standard

A new revision of ISO/IEC Directives Part 2 will be released in 2021.



New ISO Documents platform This year, ISO released a new platform for all committee and working group documents. ISO Documents represents one of the pillars of the entire ISO standards development environment. The following links provide more detailed information for all users.

- The ISO Documents Knowledge Base provides supporting material for ISO Documents at <u>https://helpdesk-docs.iso.org/category/463-getting-started</u>
- Quick Guide for experts and delegates: <u>https://helpdesk-docs.iso.org/article/478-quick-guide-for-experts-and-delegates</u>
- ISO Documents recorded training session: <u>https://www.youtube.com/watch?v=CljDsBSsBmQ&feature=youtu.be</u>



International Organization for Standardization Organisation internationale de normalisation Международная организация по стандартизации

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Sergio Mujica Secretary-General TO CEOS OF ISO MEMBERS, STANDARDS DIRECTORS, CHAIRS, COMMITTEE MANAGERS AND CONVENORS

COVID-19 2020-12-11

INFORMATION REGARDING ISO GOVERNANCE AND TECHNICAL MEETINGS – EXTENSION OF MEASURES TO 31 MARCH 2021

Dear Members,

Following my letter dated 12 November 2020, regarding the measures in place for ISO governance and technical meetings during the COVID-19 crisis, I would like to inform you that it has been decided, with the support of the ISO President's Committee, that the measures to hold all meetings virtually be **extended to 31 March 2021**.

The extension of these measures will continue to be reviewed, according to the agreed <u>criteria</u>, and communicated on a monthly basis. The three-month rolling window of virtual meetings only does not however prevent any Technical Committee from planning virtual meetings over a longer timeframe. This is actually recommended by the TMB due to the remaining uncertainties related to the COVID-19 crisis.

I would like to reiterate that these decisions are taken based on safeguarding the health and wellbeing of people in the ISO community, to ensure the business continuity of our Organization, and provide certainty and clear guidance to the community regarding meetings that have been planned for the upcoming months. Detailed guidance in order to implement this decision is available from https://connect.iso.org/x/fZVHCw. The ISO Council and Technical Management Board (TMB) have been duly informed. The TMB will update their exceptional policy measures accordingly.

I also take this opportunity to update you that the ISO Central Secretariat (ISO/CS) offices are closed in accordance with local authority health and safety recommendations. Staff are teleworking full-time until further notice, remaining available to support ISO members and the technical community.

Best regards,

Sergio Muiica

Cc. President Vice-President (policy) Vice-President (finance) President-elect in 2021 Vice-President (technical management) Treasurer



INFORMATION REGARDING ISO GOVERNANCE AND TECHNICAL MEETINGS – EXTENSION OF MEASURES TO 31 MARCH 2021



The 11th Plenary Meeting of ISO/TC 249

Meeting schedule

The next plenary meeting of ISO/TC 249 will be held virtually starting from 1 June 2021. The closing session will be held on 29 June. Please finish the online meeting registration before <u>May 18, 2021</u> via <u>https://sd.iso.org/meetings/74633</u>.

Date	Meeting Schedule
1 June, 2021	Opening of plenary meeting
29 June, 2021	Closing of plenary meeting

Deadlines of posting committee documents for the 11th plenary meeting in 2021

The cutoff dates for posting papers for preparation of the 11th plenary meeting in 2021 are:

- <u>1st February 2021</u> for major documents including NWIPs to be discussed during the meeting
- <u>16th April 2021</u> for other papers
- <u>24th May 2021</u> for the final agenda and minor papers

Please note that for those major documents including NWIPs (new work item proposals) to be discussed during the meeting, members are requested to submit them to the Secretariat at mscsh2009@gmail.com by 20^{th} January 2021 to allow processing time for the 1st February 2021 cutoff date.





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