



ISO/TC 197 **N 565**

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Draft Terms of Reference for Technical Advisory Board (TAB), Technical Programs (TP) and Technical Program Directors (TPD)

information to P-members, O-members and liaisons

to be discussed at the ISO/TC 197 plenary meeting under item 6.3 of the draft agenda (N 561 R1)

Dear members,

Please find attached draft Terms of Reference for Technical Advisory Board, Technical Programs and Technical Program Directors, in preparation for our upcoming ISO/TC 197 plenary meeting.

Yours sincerely,

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Bureau de normalisation du Québec
on behalf of the Standards Council of Canada

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Draft Terms of Reference

ISO/TC 197 Technical Advisory Board

The establishment of a Technical Advisory Board (TAB) is recommended “*to assist the chairman and secretariat in tasks concerning coordination, planning and steering of the committee’s work or other specific tasks of an advisory nature*” in line with and in the spirit of ISO/IEC Directives, Part 1, 2012, Clause 1.13.

The TAB shall have “*sufficient representation of affected interests while at the same time limiting its size as far as possible in order to ensure its efficient operation*”. (Ditto, Clause 1.13.2).

The TAB shall consist of the chair, secretary, vice-chair and four technical program directors. The vice-chair bears the primary responsibility for representing and outreaching to relevant stakeholders in developing countries. Technical program directors also bear regional representation as well as represent their respective technical programs (see Terms of Reference for TP and TPDs).

The TAB shall have regular communications and teleconference meetings on as needed basis, but no less than once every quarter, and will attempt to have at least one in-person meeting per year.

The Chair of the TC will act as the chair of TAB and the secretary of the TC will act as the secretary of TAB.

The TAB will assist the TC in making critical decisions such as:

- Review and approval of NWIP and the establishment of new working groups;
- Appointment of project leaders / conveners for new work items and in cases when a convener replacement is necessary
- Modification of scope or cancellation of work items
- Establishment and cancellation of liaisons
- Involvement in technical activities of other international organizations

The results of the TAB’s work shall be presented in the form of recommendations to the TC. (Ditto, Clause 1.13.4)

The internal documents of the TAB shall be distributed to its members only, with a copy to the secretariat and to the office of the CEO (ISO TMB). (Ditto, Clause 1.13.5)

To ensure continual improvement of the TAB’s performance:

- Feedback from ISO/TC 197 participants is encouraged: anyone may submit, via the secretariat, a suggestion, comment or concern and will receive a response from an appropriate TAB member within 30 days. EVERYONE HAS A VOICE!
- The Chair of the TC is subject to annual performance evaluation by P-members via a simple anonymous questionnaire starting September 2013.

These Terms of Reference are subject to approval by a simple majority of the TC. They shall be reviewed every three years, but may be reviewed annually at the request of a P-member of the TC.

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ISO/TC 197 Technical Programs

The establishment of Technical Programs within the body of technical work of ISO/TC 197 is recommended in the spirit of ISO Code of Conduct for the technical work of July 24, 2011 in order to improve:

- Technical coordination and collaboration within the TC in general and between the working groups with similar technical scope in particular.
- Technical quality of the committee's products.
- Technical coordination and collaboration with liaisons.

The establishment of the following technical programs is thus recommended:

- **Hydrogen components and vehicular applications:** this program will concentrate on development of **international standards** for components involved in operation and control of hydrogen flows primarily related to vehicular refueling including on-board of vehicles (including on-board storage containers). The scope under this program includes but not limited to connectors, regulators, pressure relief devices, hoses, dispensing equipment, means of communication between a vehicle and the station, on-board storage containers and other relevant components.
- **Built environment and safety:** this program will concentrate on development of **international technical documents** to assist stakeholders in deployment and commercialization of hydrogen infrastructure by providing them with science-based recommendations, guidance and guidelines. The scope under this program includes but not limited to state-of-the-art research in hydrogen safety, evidence-based and risk informed approaches to installation requirements such as separation distances, best practice options and recommended choices based on regional examples.
- **Hydrogen production, storage and handling:** this program will concentrate on development of **international standards** for hydrogen production, storage and handling technologies and options. The scope under this program includes but not limited to electrolyser, reformers, hydrogen handling technologies and options (purification and distribution), hydrogen storage technologies and options (except for on-board of vehicles covered under Hydrogen components and vehicular applications program).
- **Stationary and fuel cell applications:** this program will concentrate on development of **international standards** for all stationary and fuel cell applications that utilize hydrogen as an energy carrier and fuel. The scope under this program includes but not limited to hydrogen detection, fuel quality requirements for PEMFC road vehicles and stationary applications as well as other types of fuel cells and stationary applications as may become necessary, such as smart grids, co-generation, back-up power, peak shaving, distributed electricity generation and any other similar applications.

It is envisioned that the above four technical programs will cover the entire body of technical work within the TC for the foreseeable future.

Each technical program is led by a Technical Program Director (TPD) appointed by the TC as per recommendation of the chair and secretary of the TC.

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Anticipated benefits:

- Improved technical coordination and collaboration within the TC:
 - Leaders of the above programs – Technical Program Directors (TPDs) – are part of the Technical Advisory Board (TAB) and thus are in regular contact with each other to exchange information and work together on cross-cutting issues of the TC (see TAB Terms of Reference for details)
 - The above collaboration, in turn, helps to establish the culture of applying joint efforts towards the common goals of the TC, which should be an invaluable asset when the TC gets to the point of establishing sub-committees
- Improved technical coordination and collaboration between the working groups with similar technical scope:
 - Working Groups under the same program will benefit from a better use of similar elements of their standard documents such as definitions and approaches to achieve better consistency and avoid potential contradiction, for example:
 - Two standards on fuel quality for PEMFC applications (ISO 14687-2 and 14687-3)
 - Future WG17 work on PSA would benefit from the experience of ISO 16110 documents on reformer technologies
 - Documents related to built environment and safety such as ISO 20100 and ISO 15916 would need to be closer connected particularly in definitions and general approaches to safety
 - All hydrogen components work will need to be done under one plan to ensure consistency
- Improved technical quality of the committee's products:
 - By establishing coordination between the programs and working groups with similar scope, the TC will improve their efficiency and, thus, may reduce the documents production times while significantly improving consistency between the products.
- Improved technical coordination and collaboration with liaisons:
 - Involvement of a broad spectrum of relevant stakeholders in standard development activities is critical for development of international consensus documents. The broadness of this participation is ensured via liaisons with ISO and IEC technical committees as well as outside organizations. Division into programs will allow finding a “home” for every relevant and necessary liaison, which will be coordinated and supervised by a relevant technical program director thus ensuring a more productive input from liaisons participation and their satisfying experience.

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ISO/TC 197 Technical Program Director

Technical Program Directors are appointed by the TC as per recommendation by the TC chair and secretary to lead one of the technical programs within the TC's technical body of work (see Terms of Reference for Technical Programs for details).

Technical Program Directors are members of the Technical Advisory Board (TAB) (see TAB Terms of Reference for details), where they represent the interests of their respective technical programs. They also may be regional representatives as per request from the chair and the secretary.

Technical Program Directors do not have administrative responsibility over the working groups under their technical programs. Working groups administratively report to the TC via the secretary and the chair, as per ISO Directives.

Technical Program Directors, however, have technical advisory authority to assist working group conveners in managing technical content of their work items by guiding them to ensure that the technical content adequately meets the needs of broad spectrum of stakeholders and is technically consistent with the state-of-the-art within a given field and with other similar documents either published or under development.

The role of a Technical Program Director in relation to the working groups under his / her program can be defined as a "mentor".

Technical Program Directors should not serve as conveners of working groups; however, they are encouraged to serve as experts on the working groups of their respective programs so that they can carry out their mentorship roles more efficiently and effectively.

Any work item within the program of technical work of the TC should have an agreement between the working group and its technical program director to proceed to the next level. In case of a conflict, it will be elevated to the level of TAB for mediation.

Technical Program Directors also carry the following responsibilities:

- Diligently support technical coordination and collaboration within the TC in general and between the working groups with similar technical scope in particular.
- Develop plans for the future work under their programs and proactively encourage submission of NWIP to better meet the needs of a broad spectrum of stakeholders.
- Have the technical quality of the committee's products as their main priority.
- Diligently support technical coordination and collaboration with liaisons and encourage participation of relevant stakeholders within ISO/TC 197 standard development activities.

These Terms of Reference are subject to approval by a simple majority of the TC. They shall be reviewed every three years, but may be reviewed annually at the request of a P-member of the TC.