



ISO/IEC JTC 1
Standing Document
N 15

Liaisons

Fifth Edition, 2021

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Foreword

The purpose of this Standing Document is to explain the ISO/IEC JTC 1 policies concerning liaison relationships in JTC 1.

This Standing Document is to be used in conjunction with the Consolidated JTC 1 Supplement; and the information contained within is to be considered part of the operating rules of JTC 1. In case of conflict, the Consolidated JTC 1 Supplement takes precedence.

1. Scope

This document describes the duties of a Liaison Representative, describes the relationship of the different types of liaisons and the operating procedures for liaisons.

2. Definitions

Liaison: a cooperative or collaborative relationship between JTC 1 or a JTC 1 subgroup and one of the following entities: another JTC 1 subgroup, an ISO committee, an IEC committee or an external organization. It is conducted by individuals, called Liaison Representatives.

NOTE 1: In JTC 1 and this document the term “external organization” is used for “other organizations”.

NOTE 2: It is best practice not to name the same person to fulfil both the in-bound and out-bound liaison roles.

Liaison Representative: an individual appointed by JTC 1 or a JTC 1 subgroup to participate in a specific liaison.

NOTE 3: In JTC 1 and this document, the Liaison Organization that appoints Liaison represented is read by “Representative’s Appointing Liaison Organization”. The other organization in the liaison is read by “Representative’s Target Liaison Organization”.

Liaison Organization: Organization in liaison (e.g Liaison between JTC 1 or a JTC 1 subgroup and another JTC 1 subgroup, an ISO committee, an IEC committee or an external organization).

Internal Liaison: Liaison between JTC 1 or a JTC 1 subgroup and either another JTC 1 subgroup, an ISO committee, or an IEC committee.

External Liaison: Liaison between a JTC 1 or a JTC 1 subgroup and an external organization.

Enhanced Liaison: A liaison in which the Liaison Representative(s) have additional responsibilities.

NOTE 4: Additional responsibilities are defined in 4.2.1 and 5.1 of this document.

3. Responsibilities of Liaison Representatives

All Liaison Representatives have the following core responsibilities:

- Attend the meetings of the Target Liaison Organization whenever possible and as required by their Representative’s Appointing Liaison Organization (see also 4.2.2)
- Represent the interest of the Appointing Liaison Organization to the Target Liaison Organization;
- Report to the Appointing Liaison Organization on the items of interest or importance occurring in the Target Liaison Organization;
- Participate in the standards development work of the Target Liaison Organization within the scope and consistent with positions of the Appointing Liaison Organization;

- Participate in preparation of liaison statement from the Appointing Liaison Organization to the Target Liaison Organization;
- Share with the Appointing Liaison Organization documents of the Target Liaison Organization that are relevant to the Appointing Liaison Organization.

For further information see the Consolidated JTC 1 Supplement subclause 1.15.4.

4. Internal Liaisons

4.1. Liaison within JTC 1

For further information on Liaisons see the Consolidated JTC 1 Supplement 1.15.

JTC 1 subgroups working in related fields shall establish and maintain liaisons.

Upon direction from JTC 1 or JTC 1 subgroups, the establishment, termination and maintenance of such liaisons are the responsibility of the respective committee secretariats.

4.2. Liaison of JTC 1 or JTC 1 subgroups with other ISO and IEC Committees

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.15, the the following applies:

Arrangements for liaisons between JTC 1 or JTC 1 subgroups and technical committees or subcommittees of ISO and IEC are essential. Upon direction from JTC 1 or JTC 1 subgroup, secretariats are responsible for the establishment and termination of liaisons between their committees and other technical committees or subcommittees of ISO and IEC, but shall also inform the ITTF.

4.3. Enhanced Liaison

In case of a liaison within JTC 1 or between JTC 1 or a JTC 1 subgroup and an ISO committee or IEC committee there are times when a more extensive liaison, to be called an **Enhanced Liaison**, is needed. An Enhanced Liaison adds additional responsibilities to the Liaison Representative beyond those listed in section 3 of this document. When JTC 1 or a JTC 1 subgroup determines that an Enhanced Liaison is needed the Liaison Representative(s) have the following responsibilities in addition to those listed in section 3 of this document:

- Strengthen the connection between the organizations in liaison by presenting at the Target Liaison Organization's plenary meetings about their Appointing Liaison Organizations' program of work relevant to their Target Liaison Organizations;
- Propose opportunities for their Appointing Liaison Organizations to contribute to work in their Target Liaison Organizations;
- Propose plans, processes, and methodologies for working together on mutually strategic topics to both the Appointing and Target Liaison Organizations;
- Update their Appointing Liaison Organizations with what is happening in their Target Liaison Organizations that is relevant to the Appointing Liaison Organization and identify opportunities for the Appointing Liaison Organization to satisfy unmet needs for standards;

- Identify opportunities for collaboration such as JWG, joint, or co-located meetings;
- Work closely with Liaison Representative(s) appointed by their Target Liaison Organizations, when applicable.

Liaisons are declared as “Enhanced Liaisons” by JTC 1 or a JTC 1 subgroup via consensus agreement by a committee’s resolution.

4.4. Establishment of Internal Liaisons

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.15.1, the following applies:

To establish a Liaison JTC 1 or JTC 1 subgroup shall pass a resolution to approve the liaison and nominate the Liaison Representative(s). The committee secretariat upon approval of the resolution will inform the Target Liaison Organization of the request for liaison establishment and the Liaison Representative(s).

The requesting organization needs to specify the following:

- a) full or selective exchange of committee documents;
- b) regular or selective attendance of Liaison Representatives at meetings;
- c) necessity to set up a Joint Working Group (JWG).

4.5. Periodic Confirmation

In JTC 1 and its subgroups, liaisons shall be reviewed at least annually. The review includes determining that the liaison is still viable and the Liaison Representative role is fulfilled.

4.6. Liaison of JTC 1 or JTC 1 subgroups with IEC Systems Committees

In addition to the normal liaison relationship it is possible for JTC 1 or JTC 1 subgroups to interact with IEC Systems Committees in two different ways as contributing member (C-member) or in the pool of experts.

5. External Liaisons

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:

5.1. Enhanced Liaison with External organization

In case of a liaison between JTC 1 or a JTC 1 subgroup and an external organization, there are times when a more extensive liaison, to be called an **Enhanced Liaison**, is needed. An Enhanced Liaison adds additional responsibilities to the Liaison Representative beyond those listed in section 3 of this document. When JTC 1 or a JTC 1 subgroup determines that an Enhanced Liaison is needed the Liaison Representative(s) have the following responsibilities additionally to those listed in section 3 of

this document:

- Strengthen the connection between the organizations in liaison by presenting at relevant meetings about their Appointing Liaison Organizations' program of work relevant to their external organizations;
- Propose opportunities for their Appointing Liaison Organizations to contribute to work in their External Organizations;
- Propose plans, processes, and methodologies for working together on mutually strategic topics to both the Appointing and Target Liaison Organizations;
- Update their Appointing Liaison Organizations with what is happening in their External Organizations that is relevant to JTC 1 and detect opportunities for JTC 1 to satisfy unmet needs for standards;
- Be aware of opportunities for collaboration such as joint, or co-located meetings;
- Work closely with Liaison Representatives appointed by their Target Liaison Organizations, when applicable.

Liaisons are declared as "Enhanced Liaisons" by JTC 1 or a JTC 1 subgroup via consensus agreement by a committee's resolution.

5.2. Establishment of External Liaisons

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the the following applies:

To establish an External Liaison JTC 1 or JTC 1 subgroup shall pass a resolution to approve the liaison and nominate the Liaison Representative(s). The committee secretariat upon approval will inform the JTC 1 Secretariat of the request for liaison establishment and the Liaison Representative(s).

5.3. Periodic Confirmation

In addition to the requirements of the Consolidated JTC 1 Supplement subclause 1.17, the following applies:

The JTC 1 or JTC 1 subgroup secretariat shall request that organizations in external liaison confirm annually whether or not they wish to retain their liaison status. JTC 1 or JTC 1 subgroup shall review the liaison activity to ensure that the liaison group is actively participating in the Liaison Organization activities. The result of this review shall be forwarded through JTC 1 to ITTF for information.

5.4. Termination

In the event that either organization (JTC 1, the JTC 1 subgroup or the external organization) feels that the External Liaison should be terminated, this situation shall be immediately discussed with the other organization. If satisfactory solution cannot be obtained, either JTC 1, the JTC 1 subgroup or the external organization may unilaterally terminate the liaison.

6. Advisory and Ad Hoc Groups

Liaison Representative(s) from Liaison Organizations that are in External Liaison with JTC 1 or JTC 1 subgroups may participate in JTC 1 or JTC 1 subgroups' Ad Hoc Group and Advisory Group meetings as established within the terms of reference of the Ad Hoc Group or the Advisory Group. (See Standing Document 10 on Advisory Groups and Ad Hoc Groups).