



ISO/IEC JTC 1
Standing Document
N 15

Cross-domain Cooperation and
Collaboration (including
Liaisons)

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Foreword

The purpose of this Standing Document is to explain how ISO/IEC JTC 1 interacts with other committees and organisations including liaison relationships.

This Standing Document is to be used in conjunction with the latest 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. An example collaboration timeline is included at Annex A.

1 Scope

This document describes the particular JTC 1 considerations for cross-domain cooperation and collaboration within JTC 1 subcommittees and other committees. It includes the duties of a Liaison Representative, describes the relationship of the different types of liaisons, and covers the operating procedures for liaisons.

2 Definitions

Cooperation

exchange of liaison representatives and information among groups and agreement on a division of work, accomplished by entering into a liaison relationship, either normal or enhanced.

Collaboration

form of joint development, which may be accomplished by entering into a liaison relationship, either normal or enhanced, or may be accomplished by formation of a joint group.

Liaison

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

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

Note 2 to entry: It is best practice not to name the same person to fulfil both the in-bound and out-bound liaison roles (in the IEC this is referred to as “Outgoing Liaison”). The other organization in the liaison is written as “Representative’s Target Liaison Organization” (in the IEC this is referred to as “Incoming Liaison”).

Liaison Organization

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

Liaison Representative

individual appointed by JTC 1 or a JTC 1 committee to participate in a specific liaison.

Note 3 to entry: In JTC 1 and this document, the Liaison Organization that appoints Liaison Representatives is written as “Representative’s Appointing Liaison Organization”.

Liaison Coordination Group

an entity that is used to review an identified project in an Appointing Liaison entity.

Internal Liaison

liaison relationship between JTC 1, or a JTC 1 subcommittee, and either another JTC 1 subcommittee, an ISO committee, or an IEC committee.

External Liaison

liaison relationship between a JTC 1 or a JTC 1 subcommittee and an external organization.

Enhanced Liaison

liaison relationship in which the Liaison Representative(s) have additional responsibilities.

Note 4 to entry: Additional responsibilities are defined in sections 5.2.4 and 5.3.2 of this Standing Document.

Cross-domain

a relationship between two or more ISO, IEC or JTC 1 subcommittees based on a within-scope common interest in the subject matter of a committee deliverable.

3 Considerations for JTC 1 and/or its subcommittees in cooperation and/or collaboration with ISO and IEC committees

According to ISO/IEC Directives Part 1, Annex B, ISO/IEC procedures for liaison and work allocation, there are five working modes of cooperation or collaboration. Cross-domain cooperation and collaboration apply equally to new projects (NP) and updates to existing standards and other publications from other committees. These working modes are used depending on the involvement required between ISO and IEC committees. The following observations apply to JTC 1:

— Mode 1 – Informative relation

A liaison relationship would be an effective method for the organization undertaking the project to keep the other organization(s) informed. See below 5.2 and 5.3 (Liaison relationships), and 5.2.4 and 5.3.2 (Enhanced liaisons).

— Mode 2 – Contributive relation

A liaison relationship would be an effective method for the organization(s) having an interest in the project to contribute to the organization undertaking the project. See below 5.2 and 5.3 (Liaison relationships), and 5.2.4 and 5.3.2 (Enhanced liaisons).

— Mode 3 – Subcontracting relation

A liaison relationship would be an effective method for the organization undertaking the subcontracted portion of the project to convey progress and results to the organization responsible for the project. See below 5.2 and 5.3 (Liaison relationships), and 5.2.4 and 5.3.2 (Enhanced liaisons).

— Mode 4 – Collaborative relation

A liaison relationship is essential to allow the organization(s) having an interest in the project to collaborate by contributing and actively participating in the meetings of the organization undertaking the project in a more significant relation than the Contributive relation. See below 5.2 and 5.3 (Liaison relationships), and 5.2.4 and 5.3.2 (Enhanced liaisons).

— Mode 5 – Integrated liaison

In JTC 1, a Joint Working Group (JWG) formed between interested organizations is expected to be the typical implementation of Mode 5, Integrated liaison. The process for establishment, approval and operation of a JWG is specified in the ISO/IEC Directives Part 1 subclause 1.12.7. A liaison relationship is no longer applicable because the JWG will comprise experts from the participating organizations.

NOTE: In parallel, there is the possibility of creating other joint groups such as joint ad hoc groups and joint advisory groups. However, please note that these groups cannot develop standards and are used for doing preliminary evaluation and providing recommendations on a particular subject.

4 Core principles of cooperation and collaboration

4.1 General

Based on the review of cross-domain collaboration mechanisms in use in JTC 1 and the working modes described in Clause 3, the following principles are defined to ensure that JTC 1 fully realizes the benefit of cross-domain cooperation and collaboration to deliver the JTC 1 Business Plan.

The committees within the scope of these principles are JTC 1 subcommittees and other ISO and IEC subcommittees.

4.2 During project initiation

It is the responsibility of the committee leadership to:

- evaluate what method of cooperation or collaboration is appropriate prior to initiating a ballot on a new project;
- consult with the leadership of other relevant committees as appropriate when conducting the evaluation;
- make recommendations to the committee on the method of cooperation or collaboration that may be used for a project or area of the work program.

When a JTC 1 committee identifies a need for a deliverable or receives a new proposal (NP) the JTC 1 committee Chair should conduct an investigation to identify:

- any existing ISO, IEC or JTC 1 SC committees whose scope is likely to include the proposed NP;
- any existing standards or other publications under development that are likely to overlap with the proposed NP;
- any Horizontal Standards and their source that should form a contribution to an NP.

If a proposed new standard appears to be in scope for multiple ISO, IEC or JTC 1 committees or represents a potential overlap with an existing standard or standard under development, then cross-domain collaboration should be agreed and coordinated between the two (or more) committees involved to determine the work allocation and the working mode of cooperation and collaboration.

If one of the working modes of cooperation or collaboration is agreed, then the success of the project is in defined ownership for a project and an agreed understanding of accountability. Ownership shall be clearly defined for the project, and which JTC 1 committee or subcommittee will lead the project. Collaboration with the partner committees shall be agreed.

See ISO/IEC Directives Part 1 subclause 1.12 for the definition of the role of Convenors, and subclause 1.11 for the definition of the roles of editors and editing group members.

4.3 Determining work allocation and working mode

Determining the working mode of cooperation or collaboration and agreeing the leadership approach between two (or more) subcommittees for an NP that is of interest to all committees should be based upon the following principles and the consensus of the subcommittees involved:

- **Principle 1 (applicable to Mode 1 or Mode 2):** If the NP is a variant of an existing standard, then the current committee responsible for the existing deliverable would normally expect to be responsible for the NP.

This would not normally apply when the NP is clearly within the scope of a new committee that has been set up since the publication of the existing deliverable.

- **Principle 2 (applicable to Mode 2 or Mode 3):** If the NP is clearly in the scope of one committee, that committee would normally expect to progress the NP.

This would not normally apply when the NP is clearly within the scope of a new committee that has been set up since the publication of the existing standard.

- **Principle 3 (applicable to Mode 3 or Mode 4):** If the NP is within the scope of two (or more) committees, the committee with the most experience and expertise in the scope of the NP would normally expect to progress the NP.
- **Principle 4 (applicable to Mode 4 or Mode 5):** If the NP is within the scope of two (or more) committees, and experience and expertise is equally required from those committees, then the NP would normally expect to be progressed as part of a joint working group formed for this purpose.

Principles 5-9 are applicable to all working modes and should be applied to any cross-domain collaboration:

- **Principle 5:** During the analysis of the NP, the lead JTC 1 committee Chair of the two (or more) interested committees should propose which working mode is appropriate.
- **Principle 6:** Consideration should be given to the leadership of the NP and enhanced liaison using SD 15 to seamlessly integrate cross-domain collaboration.
- **Principle 7:** When two (or more) committees identify more than one NP or standard for joint development, a Liaison Coordination Group and identification of Liaison Representatives should be considered. The project is identified as a result of a report from a liaison representative from the Appointing Liaison entity, or as a result of a request from the Target Liaison entity.
- **Principle 8:** Agreement should be reached on which committee will lead the project. This may include the appointment of project team members from other committee(s).
- **Principle 9:** The implementation details for the working mode of cooperation or collaboration may be enhanced by a detailed description and list of responsibilities.

4.4 Constraints on working modes

There are several constraints which need to be recognized when all modes of cooperation or collaboration are being considered.

- **Constraint 1:** Cross-domain cooperation or collaboration should be fit for purpose to achieve the Terms of Reference for all involved committees.
- **Constraint 2:** Cross-domain cooperation or collaboration should allow sharing of competencies, knowledge and resources with a broad focus between committees.
- **Constraint 3:** Cross-domain cooperation or collaboration between committees should allow for the resolution of any multi-disciplinary issues which arise.
- **Constraint 4:** In order to implement the ISO/IEC Directives and JTC 1 SD 15, editing group members who have the knowledge to progress the work need to be appointed across the participating committees.
- **Constraint 5:** The decision regarding which committees will lead the work should be agreed by the Chairs of all committees.
- **Constraint 6:** Consistent with its scope, JTC 1 is the appropriate venue for application areas that have a horizontal focus beyond a single technology area. Enhanced Liaison should be used to facilitate cross-domain cooperation or collaboration with application domains to ensure all standardization needs are addressed.

In addition, Mode 5 Integrated liaison has been shown to be an effective method for cross-domain collaboration. However, a number of constraints should be recognized and understood when adopting this mode.

- **Constraint 7:** It should be noted that the use of Mode 5 as an effective method for cross-domain collaboration is likely to require additional resources to realize these benefits.
- **Constraint 8:** Mode 5 should not be used if this limits the scope or affects the work programme of the parent committees.
- **Constraint 9:** Mode 5 is not recommended when there are more than two committees. Mode 5 may require additional resources to realise these benefits; therefore Mode 4 should be considered as the alternative.
- **Constraint 10:** Mode 5 is not recommended when the NP is a single small project.

5 Liaisons

5.1 Role 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;
- 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.

5.2 Internal Liaisons

5.2.1 Liaison within JTC 1

For further information on liaisons see the Consolidated JTC 1 Supplement subclause 1.15. JTC 1 committees working in related fields shall establish and maintain liaisons. Upon direction from JTC 1 or JTC 1 committees, the establishment, termination and maintenance of such liaisons are the responsibility of the respective committee secretariats.

5.2.2 Liaison of JTC 1 or JTC 1 subcommittees with other ISO and IEC committees

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

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

5.2.3 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 subcommittee 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.

5.2.4 Enhanced Liaison

In case of a liaison within JTC 1 or between JTC 1 or a JTC 1 committee and an ISO 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 5.1 of this document. When JTC 1 or a JTC 1 subcommittee determines that an Enhanced Liaison is needed, the Liaison Representative(s) have the following responsibilities in addition to those listed in section 5.1 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 relevant information about what is happening in their Target Liaison Organizations and identify opportunities for the Appointing Liaison Organization to satisfy unmet needs for standards;
- Identify opportunities for collaboration such as JWG's, 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 committee via consensus agreement by a committee's resolution.

5.2.5 Periodic confirmation

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

5.2.6 Liaison of JTC 1 or JTC 1 subcommittees with IEC Systems Committees

In addition to the normal liaison relationship, it is possible for JTC 1 or JTC 1 subcommittees to interact with IEC Systems Committees as a Registered member (R-member) – see IEC Consolidated Supplement subclause Annex SO 4.2.1. Once the liaison is registered, then particular experts can be added to the Pool of Experts to represent the committee at a working group level – see IEC Consolidated Supplement subclause Annex SO 4.2.2.

5.3 External Liaisons

5.3.1 Establishment of External Liaisons

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

To establish an External Liaison JTC 1 or JTC 1 subcommittee 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).

5.3.2 Enhanced Liaison with external organizations

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

In case of a liaison between JTC 1 or a JTC 1 subcommittee 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 5.15 of this document. When JTC 1 or a JTC 1 subcommittee determines that an Enhanced Liaison is needed, the Liaison Representative(s) have the following responsibilities additionally to those listed in section 5.1 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 subcommittee via consensus agreement by a committee's resolution.

5.3.3 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 subcommittee 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 subcommittee 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.

5.3.4 Termination

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

5.4 Advisory and Ad Hoc Groups

Liaison Representative(s) from Liaison Organizations that are in External Liaison with JTC 1 or JTC 1 subcommittees may participate in JTC 1 or JTC 1 subcommittee's Ad Hoc Group and Advisory Group meetings as established within the terms of reference of the Ad Hoc Group or the Advisory Group.

Annex A An example cross-domain collaboration timeline

A.1 Approach to cross-domain collaboration needs

The Chair of the originating JTC 1 committee shall bring all parties together to determine the most appropriate approach to be used. The reviews carried out are utilized to determine the most appropriate approach based on the cross-domain collaboration principles, with considerations for the constraints which operate. It is important that the JTC 1 committee Chair creates a consensus-based outcome without preference to any committee.

A.2 Prior to new project approval/assignment

The Chair of the originating JTC 1 committee needs to review the proposal to determine if the JTC 1 committee is the appropriate committee to undertake this work. This review must extend beyond all JTC 1 committees and consider committees in ISO and IEC and Partnership Standards Development Organization agreements.

This review should take into account the title and keywords of the proposal and also consider a recommended approach to not just technology considerations but the application area(s) and the extent of the cross-domain collaboration which is required.

A.3 During the course of project development

Cross-domain collaboration considerations should also be taken into account during the course of the deliverable development to ensure that all issues are identified, and opportunities maximized. Specifically:

- The lead JTC 1 committee Chair should engage other interested parties if they are not already partners in the development;
- Liaison representatives from partner committees should participate in ballot and comment resolution meetings;
- Only if the JTC 1 committee Chair and partner committees cannot agree on issues which have arisen, and consensus cannot be reached should this be escalated to JTC 1 Leadership.

A.4 Prior to publication

The lead JTC 1 committee Chair should formally engage with all partner committees to conduct a review before completion of the committee stage to confirm that any issues raised during development have been successfully addressed.

The application of the cross-domain collaboration process, if rigorously applied, should ensure that any formal issues have been resolved by the lead JTC 1 committee Chair during development.

When this is not the case, the lead JTC 1 committee Chair should ensure that the issue(s) along with context for overlap, duplication and contradiction is recorded in the final disposition of ballot comments. This approach will support JTC 1 Management, a National Body, or some other subgroup to review the opposition and determine a way forward prior to publication.

A.5 After publication

All JTC 1 committees should be obtaining feedback regarding published standards and other publications. This should include the following process steps to ensure cross-domain collaboration:

- Resolving comments regarding any overlap or conflict between standards and other publications from different committees. Comments may also be received via various National Body input mechanisms;
- JTC 1 committees should seek to continually improve comment handling and retention even after publication. This facilitates their understanding of when standards and other publications should be improved and enables them to anticipate the need for correction, revision or harmonization;
- Cross-domain collaboration meetings and discussions arranged by the lead JTC 1 committee should be convened to address specific comments when they are received;
- JTC 1 committee Chairs should continue with ongoing management information and ontologies to inform future cross-domain collaboration activities.

A.6 Other considerations

Cross-domain collaboration principles apply equally to NPs and updates to existing standards and other publications from other committees. It is important to:

- Consider the scope of the proposed material and any normative relationship;
- Consider the integrity of the overall topic/subject/domain even when there is no proposal which includes a normative relationship;
- Examine different content relationships and determine/agree the most appropriate course of action at the earliest point prior to any work being undertaken.

For example:

- The identification of a JWG or joint development of a single standard or other publication with the identification of the lead and partner subcommittees;
- Agreement to a mandatory review and signoff by the partner subcommittee(s);
- Planned joint balloting and comment disposition with the assignment of a co-editor from the partner subcommittee.