

The United States Technical Advisory Group (U.S. TAG) for ISO/ TC172/SC7 – Ophthalmic Optics and Instruments - Organization and Procedures

1. Standardization in the field of ophthalmic optics and instruments in the United States

The American Standards Institute (ANSI), is the national body that represents the United States of America in all matters having to do with International Standards. ANSI, in turn, has authorized Accredited Standards Committee Z80 (ASC Z80) to develop standards in the field of ophthalmic optics and instruments. For U.S. national standards in this field ASC Z80 develops ANSI standards. For International Standards ASC Z80 provides the expertise and determines the position of the United States on the development of International Standards in the field of ophthalmic optics and instruments. In addition, ASC Z80, in its role as the Technical Advisory Group for ISO/TC172/SC7, designates accredited experts to the various working and project groups of ISO/TC172/SC7.

2. Structure of the U.S. TAG for ISO/TC172/SC7

In light of the fact that, for the purposes of standardization, expertise in the United States in the field of ophthalmic optics and instruments lies within ASC Z80, the U.S. TAG for ISO/TC172/SC7 is formed from the member bodies and experts that form ASC Z80. The U.S. TAG for ISO/TC172/SC7 is organized in the following way.

Due to the fact the within the field of ophthalmic optics and instruments there are a number of quite dissimilar disciplines, the U.S. TAG for ISO/TC172/SC7 has been divided into sub-groups, under the leadership of a single TAG Leader, with a leader designated for each sub-group. ISO/TC172/SC7 is similarly divided into working groups and this division is almost parallel to the division of ASC Z80 into sub-committees that reflect the same sub-areas of ophthalmic optics. For this reason, the sub-committee chairmen of ASC Z80 have been designated as the sub-group TAG leaders for the U.S. TAG for ISO/TC172/SC7. This is not only organizationally sensible, but it also places in the role of sub-group TAG leader persons who are intimately knowledgeable in that area of ophthalmic optics with regard to the interested parties, the available expertise and the United States position on matters in the area.

Within each sub-committee of ASC Z80, and hence within each sub-group of the U.S. TAG for ISO/TC172/SC7, are the member organizations of ASC Z80 and the experts that participate in the activities of that sub-committee. These ASC Z80 member organizations and participating experts form the U.S. TAG for ISO/TC172/SC7.

In addition, any other organizations within the United States known to the sub-committee to have an interest in matters before it are consulted when a specific topic in their interest is covered. These are not considered to be TAG members but are included when a United States position needs to be formed on issues that affect them.

3. Designation of experts to ISO/TC172/SC7

Experts designated by the United States to participate in the activities of ISO/TC172/SC7 are selected by the sub-group leaders of the U.S. TAG for ISO/TC172/SC7 under the following rules.

- a) The person must have particular expertise in the area addressed by the Working Group or Project Group of ISO/TC172/SC7 to which the person is designated.
- b) The person must have attended sufficient semi-annual ASC Z80 sub-committee meetings so as to be fully informed as to the consensus opinion of the United States on the matters under consideration by the ISO/TC172/SC7 Working Group or Project Group to which the person is designated.

The TAG sub-group leader will make the determination whether or not these requirements are fulfilled.

The TAG sub-group leaders, prior to ISO/TC172/SC7 meetings or when requested by the Secretariat of ISO/TC172/SC7, will forward the names of the designated experts to the Leader of the U.S. TAG for ISO/TC172/SC7. The Leader, upon insuring that the proper form has been completed, will forward these names to ANSI for submission to the ISO Central Secretariat. ISO Central Secretariat, in turn, enters these names in the ISO Global Directory in the designated Working Group of ISO/TC172/SC7 sub-directory.

Expert lists are submitted under the following circumstances;

- a) Prior to meetings of ISO/TC172SC7
- b) When project groups, both preliminary and active, are formed within ISO/TC172SC7 – usually in conjunction with the vote for a New Work Item Proposal

4. Removal of designated experts

The designation as an expert to an ISO/TC172/SC7 Working Group or Project Group is removed formally by the Leader of the U.S. TAG for ISO/TC172/SC7 by informing ANSI that the person is to be removed as a designated expert. ANSI then so informs and instructs the ISO Central Secretariat.

This action is taken under one of the following situations;

- 1) The expert informs the TAG sub-group leader that they can no longer serve as an expert
- 2) The TAG sub-group leader decides that the person will no longer be designated as an expert. This action may be taken if:
 - a) The United States wishes to have another person with specific expertise represent

- the United States on a working group or project group and due to limitation on the number of allowed experts from a single country on a working group or project group the limit would be exceeded if an expert from the United States were not removed.
- b) The person has not been attending ASC Z80 sub-committee meetings and can no longer be judged to properly understand the United States position on the matters involved.

5. Procedures for voting

Voting on all ISO/TC172/SC7 matters is conducted using the following procedure:

- I) When documents are received by ANSI for action from the SC7 Secretariat the OEOSC (Optics and Electro-Optics Standards Council) administrator will post them on the OEOSC website along with an editable ballot for the document and notify the TAG members, the TAG sub-group leader and the TAG Leader of the dates when completed ballot is to be received by the next member in the voting process.
- II) The TAG members will submit their vote to the TAG sub-group leader by the designated date.
- III) The TAG sub-group leader will consider all votes and comments received, resolve any differences of opinion – if possible – between the TAG members, and form a unified United States position.

Alternatively, the TAG sub-leader may decide to convene a meeting of the TAG sub-group and at that meeting form a unified United States position on the item under voting. This can be special meeting or may be one to semi-annual ASC Z80 meetings at which the members of the TAG sub-group regularly meet.

Having taken either of the above actions, the TAG sub-group leader will complete the ballot form, fill in the comment form – if comments are to be submitted with the vote -, and forward these documents to the TAG leader.

- IV) The TAG Leader will follow the following procedure when submitting the vote of the United States to ANSI.
 - 1) A valid vote will be one that received by the TAG Leader from the TAG sub-group leader in the form of a filled out ballot – the ballot found in the OEOSC website.
 - 2) Comments on ballots for AFFIRMATIVE votes from the United States will be included only if the comments are received by TAG Leader from the TAG sub-group leader on the standardized comment form provided by ISO/TC172/SC7
 - 3) If the vote of the United States is NEGATIVE, the vote will only be valid if it is accompanied by a standardized comment form in which the reason for the negative

vote is clearly stated and any conditions that would remove the negative vote.

- 4) Votes on Systematic Reviews of International Standards (a review occurs every 3 years following the issuance of an International Standard) will be valid only if they are received as filled out ballot forms, forms which are supplied on the OEOSC website.
- 5) If the TAG Leader receives no valid votes or comments from the TAG sub-group leader as per 1) through 4) above by the date that they must be transmitted to ANSI, the duty of the TAG Leader to insure that there is position for the United States shall be fulfilled in the following way:
 - a) For Committee Drafts (CD) and Draft International Standards (DIS) for which no valid vote as defined in 1) is received, the TAG Leader will transmit an ABSTENSION for the United States.
 - b) For Committee Drafts (CD) and Draft International Standards (DIS) for which the TAG Leader receives a valid vote as defined in 1) that indicates that the United States has comments but for which a valid comment sheet as defined in 2) is not included, the TAG Leader will transmit an AFFIRMATIVE for the United States without comment.
 - c) For Committee Drafts (CD) and Draft International Standards (DIS) for which the TAG Leader receives a valid NEGATIVE vote as defined in 1) but for which a valid comment sheet as defined in 2) is not included, the TAG Leader will transmit an ABSTENSION for the United States.
 - d) For Final Draft International Standards (FDIS) for which no valid vote as defined in 1) is received, the TAG Leader will transmit an AFFIRMATIVE vote for the United States.
 - e) For Systematic Reviews for which not valid vote as defined in 4) is received, the TAG Leader will grade each query with the value 3 for a total evaluation of 9, vote to CONFIRM the standard for another 3 years, indicate that the standard has not been adopted by the United States and that there is no plan to do so, indicate that the United States will participate in any revision of the standard and that the experts who will participate are the experts from the United States to the cognizant working group.

For other questionnaires that are from time to time circulated by the Secretariat of SC7, the TAG Leader will take no action and so inform ANSI if the TAG Leader does not receive completed questionnaire forms.

Charles Campbell

U.S. TAG for ISO/TC172/SC7
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