

ANNEX 1:



ISO/CIE **PARTNER STANDARDS DEVELOPING ORGANIZATION** **(PSDO) AGREEMENT**



Implementation Guide (IG) for ISO/TC 274 and CIE

This Implementation Guide (IG) accompanies the ISO/CIE PSDO Agreement and provides the procedures to be followed for the projects being developed under this agreement, both jointly and by adoption. This IG may be updated as needed by agreement between ISO/CS, ISO/TC 274 secretariat and CIE Central Bureau in consultation with and approval from each organization's stakeholders.

A.1 Introduction

The International Commission on Illumination (CIE) is devoted to worldwide cooperation and the exchange of information on all matters relating to the *science, art and photometry of light and lighting, colour and vision, photobiology and image technology*.

The International Organization for Standardization (ISO) has recognized the International Commission on Illumination (CIE) as an international standardizing body for the purpose of ISO Council Resolution 19/1984¹ through ISO Council Resolution 10/1989.

This recognition implied that CIE may submit a standard developed by CIE for vote to ISO as a Final Draft International Standard. However, there was no ISO technical committee established as a counterpart to CIE to execute “fast track procedure”.

In 2012, ISO established the technical committee ISO/TC 274 with the scope: *Standardization in the field of application of lighting in specific cases complementary to the work items of the International Commission on Illumination (CIE) and the coordination of drafts from the CIE, in accordance with the Council Resolution 19/1984 and Council Resolution 10/1989 concerning vision, photometry and colorimetry, involving natural and man-made radiation over the UV, the visible and the IR regions of the spectrum, and application subjects covering all usage of light, indoors and outdoors, energy performance, including environmental, non-visual biological and health effects*.

Further to these original agreements, this implementation guide (IG) of the ISO/CIE PSDO Agreement applies between the CIE and ISO/TC 274 to strengthen the development of International Standards and to avoid duplication of work.

A.2 Acronyms and abbreviations

Specific to this annex:

ISO/TC 274/JAG	Joint Advisory Group between ISO/TC 274 and CIE
JWG	Joint Working Group
NUC	New work item (proposal) Under Consideration
PSDO	Partner Standards Developing Organization agreement
IG	Implementation Guide of the ISO/CIE PSDO agreement

¹ Superseded by ISO Council Resolution 42/1999

A.3 Scope

Noting the complementary nature in specific cases of the scopes of ISO/TC 274 and the CIE, the focus on standardization work shall be as follows:

- a) **CIE** develops the **fundamental and basic standards** in all domains covered by its scope (see Section A.1 and Figure A.1).
- b) **ISO/TC 274** develops **application standards**, based upon fundamental and basic publications of the CIE and/or common practice or other application publications, in lighting situations of all domains covered by its scope (see Section A.1 and Figure A.1).

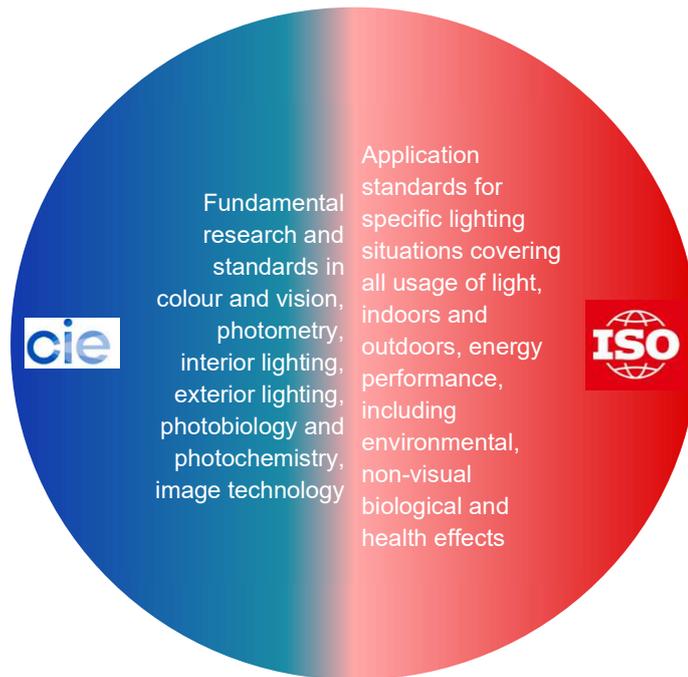


Figure A.1 — Visualization of the concept of complementary cooperation

This IG applies to (the development of) all deliverables from ISO/TC 274 and those from CIE as a Standards Developing Organization².

A.4 Organization of cooperation

A.4.1 Information exchange and coordination

An inter-organizational standing coordination committee for Light and Lighting ISO/TC 274/JAG has been established as a joint advisory group (JAG) to support the execution of this IG (composition see A.4.2.1).

The secretariat of ISO/TC 274 and CIE Central Bureau shall inform each other and the secretariat of the ISO/TC 274/JAG of any work item (proposal) under consideration (NUC), new or preliminary, including revisions of existing documents in the scope of this IG.³

The proposer of such a NUC should indicate the envisaged route of collaboration as described in A.4.3.⁴

² CIE is also a scientific organization that produces other deliverables.

³ ISO Technical Management Board Resolution 10/2011 on Enhanced cooperation with the International Commission on Illumination (CIE)

⁴ In the case that ISO/TC 274 is cooperating with other ISO/TCs or IEC/TCs and CIE is not interested in the new work item proposal, cooperation (modes) according to B.4.2.2 of the ISO/IEC Directives Part 1 applies.

The ISO/TC 274/JAG shall review the NUC within 2 weeks according to 2.3.4. of the ISO/IEC Directives Part 1 to determine the need for collaboration and recommend on the collaboration route as described in A.4.3.

The secretariat of ISO/TC 274 and CIE Central Bureau shall inform each other and the secretariat of the ISO/TC 274/JAG about changes and amendments of the work program.

If CIE submits, via the “fast track procedure” (see ISO/IEC Directives Part 1, Annex F.2), a standard developed by CIE to ISO/CS for vote within ISO/TC 274 as a Final Draft International Standard to become a standard carrying the logo of both organizations (dual logo standard), no ISO/TC 274/JAG recommendation before this submission is needed. Such a standard might originate from route 1 and 2 (when CIE has the lead) of this IG or some other standard of the CIE.

In the case that CIE submits, via the “fast track procedure”, a standard developed by CIE to ISO/CS outside the scope of this IG, the relevant ISO committee, if any, should be consulted.

A.4.2 Coordination Committee (ISO/TC 274/JAG)

A.4.2.1 Composition

Table A.1 — ISO/TC 274/JAG membership

Origin	Function in ISO/TC 274/JAG	Position
Members		
ISO/TC 274/JAG	Convenor Secretary	CIE Board of Administration member NSB holding the secretariat of ISO/TC 274
ISO/TC 274	Liaison representative to CIE or alternate 2 nominated experts	* Official liaison from ISO/TC 274 Experts in ISO/TC 274
CIE	Liaison representative to ISO/TC 274 or alternate 2 nominated experts	* Official liaison from CIE Experts in CIE
Ad hoc members for NUC		
Related to NUCs	Expert Expert Expert	Proposer from ISO/TC 274 or CIE WG Convenor in ISO/TC 274 TC chair in CIE
Ad hoc members for collaborative work		
IEC/TC 34	Liaison representative to IEC/TC 34 Liaison representative to ISO/TC 274	Expert in ISO/TC 274 Expert in IEC/TC 34
Other ISO/TCs	Liaison representative to another ISO/TC Liaison representative/Secretary of another ISO/TC	Expert in ISO/TC 274 Expert/Secretary of another ISO/TC
Other ad hoc members		
Related to defined topics	Expert in the topic	Advisor

* Contributes to consensus (see A.4.2.3.1.b)

A.4.2.2 Tasks

A.4.2.2.1 New work items under consideration

The main task of the ISO/TC 274/JAG is to recommend to ISO/TC 274 Secretariat and to CIE Central Bureau for a NUC: (i) one of the routes for collaboration as described in A.4.3, and (ii) the recommended administrative responsibility (“lead”) of the relevant body (ISO/TC 274 or CIE). Thereby, ISO/TC 274/JAG shall explicitly review the NUC on the following reviewing criteria:

- a) Does the title of the NUC conform to the relevant rules or recommendations of the respective organization or body (ISO, ISO/TC 274 or CIE)?

- b) Is the scope of the NUC clear in whether fundamental or basic work is intended; or whether the application of fundamental or basic publications intended or the application of common practice or other application publications?
- c) Is a clear justification and purpose provided?
- d) Is this work already ongoing elsewhere?
- e) Are liaisons to other committees or working groups necessary and indicated?
- f) Are there relevant publications within CIE or ISO available or necessary?
- g) Is enough fundamental or basic knowledge or common practice available?

A.4.2.2.2 Additional tasks

Additional tasks of ISO/TC 274/JAG are to provide a recommendation to ISO/TC 274 Secretariat and to CIE Central Bureau in the case that:

- a) advice is requested on a change of route of collaboration or a change of deliverable as described in A.4.3.4;
- b) results of systematic review ballots become available as part of the administrative responsibility of ISO/TC 274 Secretariat or CIE Central Bureau on the maintenance of deliverables (A.4.3.5);
- c) CIE submits via the "fast track procedure" a standard developed by CIE for vote to ISO as a Final Draft International Standard to become a standard carrying the logo of both organizations (dual logo standard) and the ballot in ISO/TC 274 results in rejection;
- d) the conversion of a Technical Specification (TS) or a Publicly Available Specification (PAS) to an International Standard (IS), or the withdrawal of a deliverable is considered by ISO/TC 274 or CIE.

ISO/TC 274/JAG may also:

- e) provide recommendations on general topics related to cooperation between parties involved in ISO/TC 274/JAG;
- f) consider work items in overlapping areas with other standardization committees. They shall then inform the ISO/TC 274/JAG Secretariat that shall recommend on possible action, including calling for a meeting of ISO/TC 274/JAG and inviting guests from those other standardization committees.

Once per calendar year strategic points and other issues, if any, shall be reviewed, including whether ISO/TC 274/JAG recommendations are being followed.

A.4.2.3 Rules and procedures

A.4.2.3.1 General rules

The following rules apply:

- a) ISO/TC 274/JAG shall adopt its recommendations by consensus as defined in 2.5.6 of the ISO/IEC Directives Part 1.
- b) Only the liaison representative from ISO/TC 274 to CIE and the liaison representative from CIE to ISO/TC 274 contribute to consensus.
- c) The nominated experts from each organization advise the liaison representative of their organization.
- d) The route of collaboration is route 3 by default, see A.4.3.3.
- e) In the absence of consensus at a meeting on a given topic ISO/TC 274/JAG shall meet again.
- f) The default route of collaboration for a NUC applies even if a meeting cannot be scheduled in time in relation to the rules and procedures of the respective organizations.

- g) A NUC may proceed to the NP ballot in ISO if enough fundamental knowledge or common practice is available. If not enough fundamental or basic knowledge or common practice necessary for a NUC is available, ISO/TC 274/JAG should express this in its recommendation and clarify that the NUC is not feasible.
- h) If necessary fundamental or basic knowledge for the NUC is missing ISO/TC 274/JAG should recommend CIE to work on the item.
- i) A ballot on a NUC in ISO/TC 274 and CIE should be accompanied by a recommendation of ISO/TC 274/JAG.
- j) In the case that a ballot on the allocation of a NUC in ISO/TC 274 or CIE is needed, this ballot shall be accompanied by a recommendation of ISO/TC 274/JAG.
- k) ISO/TC 274/JAG will meet on demand as required in addition to its annual meeting as described in A.4.2.2.2.

A.4.2.3.2 Meeting procedures

The meeting procedures are applied in accordance with Clause 4 of the ISO/IEC Directives Part 1. After a period of 2 weeks to comment on the draft report of the meeting, the secretary of ISO/TC 274/JAG shall circulate the confirmed report to the CIE Central Bureau and the ISO/TC 274 Secretary for circulation to ISO/TC 274.

In case of unavailability of a liaison representative for a meeting of ISO/TC 274/JAG or for other reasons such as a (temporary) double role, the liaison representative may be represented by an alternate, appointed by its organization and registered for ISO/TC 274/JAG; this shall be notified to the ISO/TC 274/JAG secretariat in writing.

A.4.2.3.3 NUC procedures

The following procedures apply at the reception of a NUC:

- a) The secretary of ISO/TC 274/JAG shall inform all members of the ISO/TC 274/JAG about the NUC.
- b) The secretary of ISO/TC 274/JAG shall launch a JAG consultation, using the format of Appendix 2 to this IG.
- c) The liaison representative from ISO/TC 274 to CIE and the liaison representative from CIE to ISO/TC 274 shall return the completed forms to the ISO/TC 274/JAG Secretary in less than 2 weeks.
- d) The ISO/TC 274/JAG Secretary shall circulate the JAG consultation results to the members of ISO/TC 274/JAG, and:
 - 1) if further information is needed, request the secretary of ISO/TC 274 and/or the CIE Central Bureau to contact the proposer for the requested information as soon as possible;
 - 2) if consensus on the route of collaboration and the lead organization is missing, call for a meeting of ISO/TC 274/JAG, which should take place within 7 weeks of the end of the JAG consultation.
- e) The ISO/TC 274/JAG Secretary shall provide recommendations of ISO/TC 274/JAG to the ISO/TC 274 Secretariat and CIE Central Bureau for decision (in the form of resolutions).

Figure A.2 shows a simplified diagram of the NUC procedures.

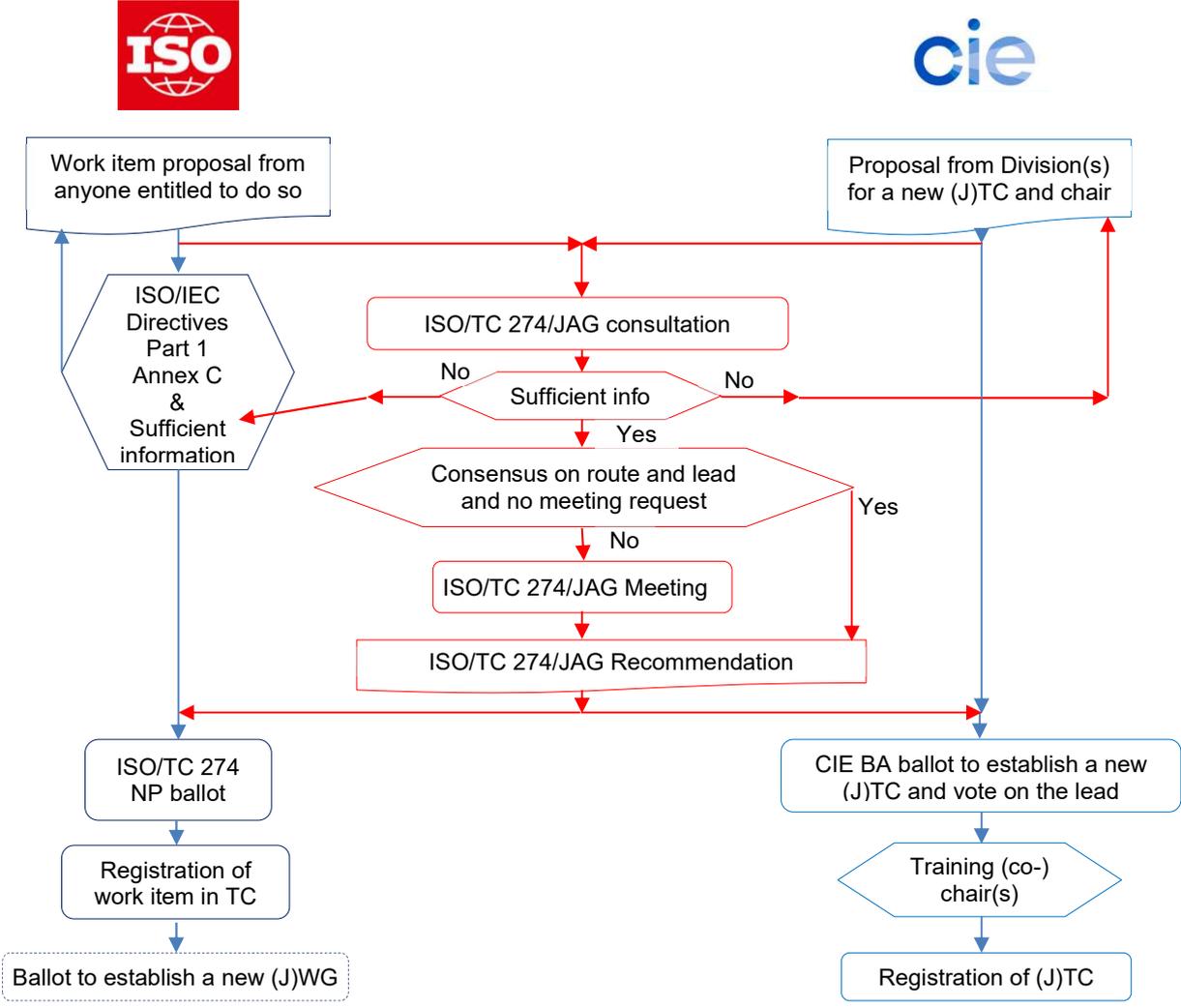


Figure A.2 — Visualization of the NUC procedures

Appendix 1 informs in more detail though not complete on how these procedures link with the ISO/IEC Directives Part 1 and the CIE Code of Procedures, respectively.

A.4.3 Collaboration routes

A.4.3.1 Route 1 – Informative relation

One organization is fully entrusted with a specific work item and keeps the other fully informed of all progress through liaison mode.

A.4.3.2 Route 2 –Collaborative relation

One organization takes the lead in the activities, but the work sessions and meetings may receive representatives from the other who have observer status and who ensure the technical liaison with the other organization. These representatives could also make written contributions where considered appropriate during the progress of this work.

Such representatives should have the right to intervene in the debate but have no right to vote. The full flow of information is oriented through this liaison.

A.4.3.3 Route 3 – Integrated liaison

Joint Working Groups (JWGs) ensure integrated meetings for handling together the realization of deliverables on equal terms.

JWGs between technical committees or working groups⁵ of the two organizations shall operate in accordance with 1.12.6 of the ISO/IEC Directives, Part 1 including the option to appoint a co-convenor.

Each organization may always appoint a co-project leader.

For deliverables developed following the integrated liaison, the different approval stages in the development shall be carried out in parallel in both ISO/TC 274 and CIE. The lead committee (ISO/TC 274) or organization (CIE) for the project shall submit drafts for all stages to the other 2 weeks prior to the circulation date.

When the enquiry draft has not fulfilled the approval criteria in one of the organizations, then:

- a) the officers of the committees or working groups involved in the JWG may select one of the options given in 2.6.4 c) of the ISO/IEC Directives, Part 1, or
- b) in exceptional circumstances, if agreed between ISO/TC 274 working groups and CIE committees involved in the JWG and the offices of the respective CEOs, the project may proceed as a single logo deliverable of the organization in which the enquiry draft was approved. The JWG is automatically disbanded.

If the Final Draft International Standard is not approved in accordance with the conditions in 2.7.3 of the ISO/IEC Directives, Part 1, then:

- c) the committees or working groups involved in the JWG may select one of the options given in 2.7.7 of the ISO/IEC Directives, Part 1, or
- d) in exceptional circumstances, if agreed between ISO/TC 274 working groups and CIE committees involved in the JWG and the offices of the CEO, the standard may be published as a single logo standard of the organization in which the Final Draft International Standard was approved. The JWG is automatically disbanded.

Deliverables developed following the integrated route via a JWG between ISO/TC 274 and CIE are published under a joint reference ISO/CIE. The deliverable carries the logo of both organizations (dual logo). The deliverable's foreword is based upon the ISO template with inclusion of information about CIE and possibly its origin of publication.

A.4.3.4 Change of collaboration route or deliverable

If there is a reason during the development of the project to change from one route of collaboration to another, or to change from one deliverable to another deliverable, the procedure as for an NUC shall be followed.

Publications resulting from routes 1 or 2 can be further proposed by the lead organization to the other as joint dual logo ISO/CIE deliverable. The proposal shall be received by the CIE Central Bureau or the ISO/TC 274 Secretariat respectively, who shall take the following actions:

- a) Assess in consultation with ISO/TC 274/JAG whether an existing committee or working group is competent for the subject covered by the proposed document from the other organization;
- b) Ascertain that there is no evident contradiction with other deliverables;
- c) Distribute the proposed document as an enquiry draft if the publication falls within the scope of an existing committee, or as a Final Draft International Standard if appropriate (e.g. in case of already published standards which should become a joint standard).

⁵ TC or WG in ISO/TC 274; TC in CIE

- d) Involve ISO/TC 274/JAG and appropriate advisors of the relevant committee(s) or working group(s) to deal with the comments received.

If CIE submits a standard developed by CIE for vote to ISO as a Final Draft International Standard, this is not considered a change of collaboration route.

A.4.3.5 Maintenance procedures

The maintenance procedures to be used will be those currently applied in the organization which has the committee with the administrative responsibility.

When a dual logo deliverable associated with ISO/TC 274 or CIE is automatically submitted to systematic review by ISO/CS, the secretary of ISO/TC 274 or the General Secretary of CIE, depending on which organization has the administrative responsibility of the dual logo deliverable, shall notify the other with a copy to the secretary of ISO/TC 274/JAG.

The systematic review in ISO/TC 274 and CIE shall be performed in parallel. When the review is complete, the secretaries of both organizations shall collect the comments and send them together with the results of the ballot to the secretary of ISO/TC 274/JAG, so that ISO/TC 274/JAG can provide a recommendation to the secretariat having the administrative responsibility for the dual logo deliverable.

A.5 Obligations

The secretariats or persons in charge of the respective committees and groups from ISO/TC 274 and CIE concerned shall cooperate on the implementation of this IG.

Any unresolved issues shall be forwarded to the ISO/TC 274/JAG for further treatment.

References to ISO/IEC Directives or the CIE Code of Procedure and possible consequences for this IG shall be reviewed at the occasion of the review of the business plan of ISO/TC 274⁶.

⁶ ISO/IEC Directives are revised annually



INFORMATIVE

ISO/TC 274/JAG

Process flow work items



This flow chart is purely informative and may not be complete.
Its purpose is to indicate the interfaces between the processes in ISO/TC 274, ISO/TC 274/JAG and CIE.
This figure is not drawn in accordance with any standard on flow charts

