



## Electronic balloting on the Systematic Review (SR) - Frequently Asked Questions

**Question 1: What are the rules which determine that an International Standard is subject to a SR-ballot?**

**Answer:** A standard is subject to SR-ballot *three years* after the publication of the current edition of the standard and *five years* after the date of the last confirmation or of the last review (if no result is available to ISO/CS) for the second and any subsequent SRs. SR-ballots are initiated by the ISO Central Secretariat on a quarterly basis (on the 15th of the first month of a quarter), so that there are four batches of SR-ballots launched per year. As an example, if a standard has been published or last confirmed in the first quarter, it will enter the first quarterly batch of SR-ballots. A committee secretary may, however, ask the Central Secretariat that a standard be included in a batch other than the one into which it would be "normally" included.

**Question 2: There is no electronic file of the standard attached to the SR-ballot. Has the file been missed?**

**Answer:** No. Different from DIS/FDIS-ballots, files of standards are not attached to SR-ballots. In case a copy of an International Standard is needed, please contact the ISO member body of your country.

**Question 3: Who receives email-notifications with the information that certain International Standards are subject to Systematic Review?**

**Answer:** Users in the following groups are notified:

- a) Users registered as DIS-balloters. Note that as a *centralized* DIS-balloter you receive notifications about all SR-ballots, whereas as a *decentralized* DIS-balloter you are only notified of SR-ballots for committees to which you have been specially assigned
- b) Representatives of external liaison organizations
- c) Committee secretaries and their support staff (for details see the answer to question 4)
- d) The Technical Programme Managers in ISO/CS and their assistants.

**Question 4: I am a committee secretary. Why do I receive email-notifications on SR-ballots of committees other than my own?**

**Answer:** Committee secretaries and their support staff receive notifications for the following SR-ballots:

- a) SR-ballots of standards under responsibility of their committee(s)
- b) SR-ballots of standards of committees in which their committee has an internal liaison status. E.g. ISO/TC A has an internal liaison status in ISO/TC B, then the SR-ballots of ISO/TC B are notified to the secretary and his/her support staff of ISO/TC A.

Note that if you are a TC-secretary, you will receive SR-ballot notifications only on standards which are directly under the responsibility of the TC (and not on all standards under SR-ballot of the subcommittees under the TC).

There is a difference in the permissions which apply between a) and b) above. Secretaries have *Read*-access to the ballots of their own committee(s) (they have the role of a "Ballot Monitor") and cannot cast a vote or submit a comment. Representing their committee in another committee in a liaison role, secretaries can submit a comment on behalf of their committees, but do not have the right to vote (they have the role of a "Commenter").

**Question 5: Who has the right to vote and comment on International Standards under Systematic Review?**

**Answer:** All individuals registered as DIS-balloters have also the right to vote on SR-ballots. As of 2007, SR-ballots are open to vote by all ISO member bodies and are no longer limited to votes by the P-members of the responsible committee. However, P-members have the obligation to vote on SR-ballots of their committee, whereas O- and non-members in the committee have the right, but no obligation to vote.

**Question 6: How can the questions asked during the SR be communicated to the national stakeholders, if the stakeholders themselves have no access to the balloting application?**

**Answer:** To facilitate the national consultation, links have been added on the *Balloting Portal page* (<http://isotc.iso.org/livelink/eb3/home.do?null>) to the list of questions asked during the SR. These questions are available in Word- and PDF-files and can also be accessed from the list of ISO forms available here: [www.iso.org/forms](http://www.iso.org/forms).

**Question 7: In which way can I communicate the information to my national stakeholders that certain International Standards are under SR-ballot?**

**Answer:** There are different ways, but perhaps the most simple is that you download the information about the standards under SR-ballot and save it as an Excel-file. Clause 8 of the Guide to Electronic Balloting on the Systematic Review describes how to do this in detail (see [www.iso.org/e-guides](http://www.iso.org/e-guides)).

After having downloaded the information, you can disseminate the file as a whole or, alternatively, generate separate files based on ISO committees which you then send to the national mirror committees or respective stakeholders in your country. Consider attaching the list of questions asked during the SR to this file (see answer to question 6). The national mirror committee or the national stakeholders can then respond to the questions and send back their feedback to the member body.

Note that if you prefer to disseminate the information on standards under SR in another format than Excel (e.g. XML), you can use the export and file conversion features in Excel to generate other file formats (choose "File" / "Save as..." and then one of the file types supported by Excel).

**Question 8: As a balloter, how am I supposed to submit the national position and any additional information on a particular SR-ballot?**

**Answer:** After conclusion of the national consultation, balloters are asked to submit the national vote and additional information through ISO's balloting application. The balloting application imposes a structured method of data entry, which will facilitate the analysis and further processing of the submitted data (in particular on the national use of standards or their adoption). It is therefore not possible to simply upload a file with the complete feedback on the national position.