



ISO/TC 38  
Textiles

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**ISO and COVID 19 - Temporary measures to support committee work combined**

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**Secretariat of ISO/TC 38  
"Textiles"**

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**To: P-, O- & L-members of ISO/TC 38**

Dear Sirs or Madams,

**ISO and COVID 19 - Temporary measures to support committee  
work**

This is an information from Ms. Isabelle Vega, ISO/TPM as attached.

Please take care of yourself and your family.

Yours sincerely,

A handwritten signature in black ink that reads 'Hisashi Tazawa'.

Hisashi TAZAWA  
Committee manager to ISO/TC 38  
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**Dear ISO Committee Manager and Chair,**

Further to my below communication I would like to share some additional info regarding the emergency measures put in place by the TMB:

- The TMB extended the measures until 2020-07-31. [TMB resolution 37/2020](#)
- I invite you to regularly consult the ISO dedicated page on [ISO Connect](#) for further updates on the situation.
- I draw your attention to some [FAQs](#) that were posted last week and will answer some of your questions. Please pay particular attention to question 17 for projects under the temporary on-hold status.
- Please let me remind you to cancel the coming physical meetings that are scheduled in [ISO Meetings](#) and make sure that the virtual meetings are duly registered in the meeting platform.

I would also like to add some comments about the virtual tool Zoom that ISO CS is offering to its community. It has been in the spotlight due to security and data privacy issues and some companies are prohibiting the use of Zoom.

[Zoom](#) is taking the situation seriously and ISO has implemented some [setting by default](#) to address these concerns. Please also note that:

- Participants that cannot (for any reason) install zoom client or web plugin can use the WebRTC version of Zoom. This can be done by clicking on the link displayed when a user is requested to launch/install the zoom client -> *"If you cannot download or run the application, [join from your browser.](#)"*
- Additionally, Zoom is not mandatory, the use of other video conferencing solutions is permitted.

I'm at your disposal for any questions you may have.

Best regards,

Isabelle

**isabelle**

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## THE COVID-19 MEASURES TO SUPPORT COMMITTEES - FAQs

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### Frequently Asked Questions

This document provides answers to some of the most common questions we've received on the *COVID-19 measures to support committees*.

For further information about how the *COVID-19 measures to support committees* are implemented, please refer to the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)". This page is accessible to anybody who has a Global Directory account. The page is regularly updated with the latest reviews of the measures and situation (at least on a monthly basis).

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For any further questions, please contact your Technical Programme Manager (TPM).

Before you start, should you need it, a refresher on [Target Dates versus Limit Dates](#) is available.

**Question 1 - Is the 9-month extension added on top of the 6-month tolerance period after the Limit Date is exceeded?**

Yes, the 6-month tolerance period before automatic cancellation and the 9-month extension request can be cumulated to a total of 15 months.

These additional 15 months after the limit date is exceeded gives the committee the flexibility to find an appropriate solution for the document (publication of the document, publication of an alternative deliverable, etc.)

Options when the project is at risk of cancellation:

- see ISO/IEC Directives, Part 1, ISO supplement [2.1.6.2](#)
- see ISO/IEC Directives, Part 1, JTC 1 supplement [2.1.6.2](#)

**Question 2 - Is the 9-month extension valid for DIS Limit Date and Publication Limit Date?**

Yes, the 6-month tolerance period and 9-month extension are valid for the DIS submission and Publication Limit Dates.

As a reminder, only one 9-month extension can be requested during the development of the project. DIS and Publication Limit Dates are recalculated as soon the 9-month extension is granted.

**Question 3 - For projects that continue developing via remote tools, is the 6-month tolerance period and the 9-month extension granted automatically?**

Each project in your work programme is different. You will need to make a case-by-case assessment to find the appropriate approach for each one:

1. Some easy projects may need no additional time using remote development.
2. Some projects would possibly exceed the Limit Dates. For these, the 6-month tolerance period could be enough. The 6-month tolerance period is automatic and does not require any action from the committee or the Committee Manager.
3. Maybe some projects would need extra time beyond the 6-month tolerance period; some of them may simply select a longer Standards Development Time (SDT). This would just need a simple request from the Committee Manager via ISO/Projects.
4. Maybe some projects would need an additional 9-month extension to the max. Standards Development Time on top the 6-month tolerance period. That will require, as usual, a committee resolution and the specific form: [Project Limit Date extension request](#).

Don't go to approach 4 before 3 and 2 are used.  
Don't go to approach 3 before 2 is used.

**Question 4 - Do we have the freedom of choice for each project between the options on-hand, 6-month tolerance, 9-month extension?**

Yes, based on the assessment of the work programme situation and discussions with the Chair, Convenors and Project Leaders, Chair Advisory Groups, etc. and your Technical Programme Manager (TPM).

The intent of the on-hold option is not to stop the development of all projects in your programme for the next 6 months. The on-hold option is to help the committees, and the key players committed to the development of the project, to reduce their workload so they can focus on priority projects (or easy ones).

For instance, we do not expect that minor revisions (editorial updates only) be placed on hold. Along these lines, DIS that have received editorial comments only are expected to continue their finalization for submission to publication.

Reducing the workload with the on-hold option should help committees, WGs, Project Leaders and experts succeed with the remote development of their projects. Remote development may require more time and resources than regular development which often mixes remote correspondence and face to face interactions.

We encourage committees whenever possible to continue the development of their projects remotely and develop new skills, learning and implementing new methods of working and tools for the remote development of their projects.

Further guidance on remote participation is available in the new [Participation guidelines for virtual meetings – Before/After/During.](#)

**Question 5 - What happens if we are ready to resume the development of a project before the end of the 6-month on-hold period?**

The Committee Manager simply sends an email to the Technical Programme Manager (TPM) to release the on-hold status.

Projects are placed on hold for a maximum of 6 months but can resume at any time very simply.

Before resuming, the Committee Manager needs to discuss with the key players to ensure their support for resuming the development of the selected project.

**Question 6 - What happens if physical meetings are still not possible at the end of the 6 month on-hold period?**

The ISO/Technical Management Board (TMB) will periodically review the situation over the next months.

Stay tuned for the latest information on the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)". This page is accessible to anybody with an ISO Global Directory account.

**Question 7 - What happens when the on-hold status is released?**

During the on-hold period, the development time is not counted.

At the end of the on-hold period, the Limit Dates are automatically recalculated accordingly.

**Question 8 - Can I use one of these options (on-hold, 6-month tolerance period, 9-month extension) for projects submitted to ISO/CS for FDIS or Publication?**

No, holding these projects or requesting extensions is not relevant for these stages.

The FDIS is an editorial ballot for the final approval of the document. Projects submitted for FDIS or Publication will continue their finalization up to the publication.

If the FDIS is disapproved, contact your Technical Programme Manager (TPM) for any further guidance.

**Question 9 - Is there any specific way or time to request the 9-month extension?**

Nothing specific for COVID-19 measures, business as usual: same [form](#) and processes.

**Question 10 - What is the latest moment to propose projects to be placed on-hold?**

You need a committee resolution to approve the project be placed on-hold (the development is paused). The TMB measure specifies a 4-week committee internal ballot (CIB) to approve the on-hold resolution.

Note that the TMB limit date to request putting the development of projects on-hold may be extended depending the evolution of the COVID-19 situation.

Stay tuned for the latest information on the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)". This page is accessible to anybody with an ISO Global Directory account.

**Question 11 - Can we place projects on-hold that are already on-hold for Interlaboratory Testing?**

No, for projects currently under interlaboratory testing (sometimes named "round robin") the solution is to extend the testing on-hold period if new dates for the interlaboratory testing can be foreseen. In these cases, the Committee Manager updates the [form](#) with the initial starting date of the testing and the new date for the expected end of the testing.

In situations where the interlaboratory testing has no potential new end date, or can end but the development of the project is considered impossible virtually, the committee shall pass a resolution to place the document on-hold because of COVID-19.

**Question 12 - Can we place Vienna Agreement projects on-hold?**

Yes, ISO-led Vienna Agreement projects can be placed on-hold if needed.

CEN-led Vienna Agreement projects are not under the administrative responsibility of the ISO committee following the work in parallel. The CEN committee will take appropriate action as needed within the framework of CEN regulations.

**Question 13 - Is it possible to extend the CD ballot closing date during the CD ballot?**

Yes, it is possible.

**Question 14 - Can I ask for a 9-month extension before 2020-05-01 for a project currently on SDT48?**

Yes, you can and if needed for your project using this [form](#).

What is temporarily available due to the COVID-19 measures is that you will be able to request a 9-month extension for SDT48 projects after 2020-05-01 as well.

**Question 15 - Can I ask for a 9-month extension before 2020-05-01 for a project currently on SDT36?**

If you are late on your project, for instance you have an exceeded Limit Date, you may select SDT48 in ISO/Projects, until 2020-05-01. Your Technical Programme Manager (TPM) will contact you if needed.

After 2020-05-01, selecting SDT48 for SDT36 projects will not be possible. Only a request for 9-month extension using this [form](#) will be possible.

**Question 16 - My DIS ballot ends after the TMB limit date to request on-hold status. Would it be still possible to place that project on-hold if it is clearly needed?**

The request must be introduced before the TMB limit date which is reviewed on monthly basis.

Contact your Technical Programme Manager (TPM) for additional information.

Stay tuned for the latest information on the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)". This page is accessible to anybody with an ISO Global Directory account.

**Question 17 - Can the committee pass a resolution to place projects on-hold during a meeting?**

No, the decision should not be taken at a meeting. The intent of the 4-week CIB is to ensure transparency and that all members have the option to vote (similar to an NP ballot).

**Question 18 - What about the duration of other committee ballots (CIB, DTR, DTS, NP)?**

If committees are facing challenges with the duration of ballots, they are invited to consult with their Technical Programme Manager.

For DTR, DTS extensions can be granted as for the CD ballot.

**Question 19 - Have the document distribution rules before a meeting changed?**

No, the rules given in ISO/IEC Directives Part 1, ISO Supplement, [Annex SK](#) still apply.

**Question 20 - Can I schedule now (mid-April) a meeting in October?**

We recommend you wait for the official ISO communication lifting the physical meeting restrictions before you schedule your next physical meetings.

Remember there are measures to shorten physical meeting notice periods for "kick-restarting".

Stay tuned for the latest information on the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)". This page is accessible to anybody with an ISO Global Directory account.

**Question 21 - Can we make a resolution to put a project on-hold for less than 6 months?**

No, but you have the possibility to release the on-hold status anytime if you identify, with the key players of your project (Chair, Convenor, Project Leaders etc.), that you can resume its development. This will need a simple email to your Technical Programme Manager (TPM).

**Question 22 - What should I do with my scheduled face-to-face meetings if the restrictions are extended over time?**

Note that we recommend you waiting for the official ISO/CS communication lifting the physical meeting restrictions before restarting scheduling physical meetings.

The ISO Central Secretariat (ISO/CS) is following the recommendations from the World Health Organization (WHO) and the Swiss authorities. The extension of the restrictions on physical meetings and the associated measures to support the committees will be reviewed and communicated on a monthly basis. Stay tuned for the latest development on ISO/Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)".

- If your initially scheduled physical meeting falls in the new period of restrictions on physical meetings, your committee shall hold the meeting virtually or re-schedule it for later date.
- If your physical meeting is scheduled after the new date (imposing limitations to physical meetings) but within 12 weeks after this new date, you should prepare for the eventuality of a 100% virtual meeting or re-scheduling again.
- For meetings scheduled 12 weeks after the new date (imposing limitations to physical meetings) stay tuned for the latest information on the ISO Connect dedicated page: "[COVID-19 - Temporary measures for committee work](#)".

**Question 23 - Are there any adjustments for P-Members in terms of participating and voting obligations due to COVID-19?**

It might be more challenging for National Standards Bodies to engage with stakeholders and define their national position on the ballots during this period.

We remind P-members that the voting downgrade rules stated in [clause 1.7.4](#) of the ISO/IEC Directives remain unchanged. If members have issues defining their national position then they should consider casting an abstention vote.

Also note that one of the measures ["COVID-19 - Temporary measures for committee work"](#) facilitates the extension of the duration of CD ballots.

Contact the Committee Manager in case of difficulty.

**Question 24 - Can the duration of DIS be extended upon request?**

The DIS lasts longer than the default CD ballot, and the DIS document is available on eBalloting for members to organize the national consultation during the translation period, meaning a few days after the documents are submitted to ISO/CS.

This means the potential total duration for the national consultations is around 20 weeks (5 months).

Contact your Technical Programme Manager (TPM) for any additional information.