

ISO/TC67 N654 R4

ISO/TC 67 MANAGEMENT SYSTEM
<http://ecmc.tc67.net/>



ISO/TECHNICAL COMMITTEE 67

MATERIALS, EQUIPMENT, AND OFFSHORE STRUCTURES
FOR THE
PETROLEUM AND NATURAL GAS INDUSTRIES

March 2001

ISO/TC67 Management System

Introduction

Background

Since 1989, ISO Technical Committee 67, Materials, equipment and offshore structures for the petroleum and natural gas industries, has been preparing international standards.

Through 2000, 42 useful standards had been published within a work program of approximately 140 standards in various stages of completion or revision.

New work items have been added from time-to-time and will continue to be identified.

Beginning in 2001, work commenced on published standards that require review and maintenance at regular intervals.

There is a desire to:

- Maintain the current work program dates for development and publication of standards to achieve the specific publication targets set by TC67 and to continuously improve further TC67 performance measures.
- Improve the rate at which standards will be published
- Address the need for a structure and processes for standards review and maintenance.

Refining the TC67 management system was identified as a key step to realize these desires and bring the benefits of structured work program planning and oversight into the line management process of the TC.

Precedence

This system is meant to be compliant with ISO/ IEC Directives and ISO/TC67 Policies & Procedures, Document N435, and to be supportive of the ISO / TC 67 Strategic Policy Statement, Document N542.

Any inconsistencies in this document with respect to the Directives and Policies & Procedures are to be resolved according to the Directives and Policies & Procedures.

Purpose, Scope, and Objectives

Purpose

The purpose of the TC67 Management System is to provide a mechanism for carrying out the work of the TC to produce global standards used locally, worldwide.

The standards must be produced and maintained on the required schedule consistent with the resources and work programs and processes developed by the Work Groups and Subcommittees of TC67 and approved by the Committee as a whole.

The management system supports the TC67 Chairman in progressing the ISO TC67 work program, consistent with the rights and overall responsibilities of the ISO TC67 P-members.

The management system establishes a TC 67 Management Committee (MC) and a TC67 Executive Committee (EC):

- The TC67 MC assists the TC67 Chairman to provide direction to the work programme, to address common needs including policy, organisation and administration, and to work on issues of general interest to the membership. Proposals and recommendations of the MC must be endorsed by the P-members.
- The TC67 EC has the main task to steward the progress of the work program, to identify problem areas for resolution, and to provide adequate assistance to Subcommittees and Work Groups. The P-members acting through the Technical Committee retain the overall decision making power with respect to the work program.

Scope

This management system is applicable to the entire ISO/TC67 organization, its work products, processes, and activities.

The management system, with appropriate modifications as determined by the Management Committee, also applies to standards developed by ISO/TC67's joint working groups with other ISO TC's.

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Purpose, Scope, and Objectives, Continued

Objectives

The objectives of this management system are to ensure that:

- A Business Plan for TC67 related to its strategic policy and work program compliant with and supporting ISO's Technical Management Board (TMB) Resolution 90/1998 is prepared.
 - Work Program dates are achieved.
 - The introduction of New Work Items is managed and is in compliance with the TC67 Policies and Procedures Guide.
 - Each Work Group and Subcommittee is adequately resourced with the proper number of members and skill inventory to expeditiously produce standards.
 - The quality of the standards produced by the Subcommittees meets industry needs, addresses ISO technical requirements, and is properly formatted prior to delivery to ISO CS for processing.
 - Standards are actively followed in the DIS and FDIS stages to influence the ISO CS to expeditiously review and issue the standards, and to respond to questions necessary for progressing the DIS and FDIS stages.
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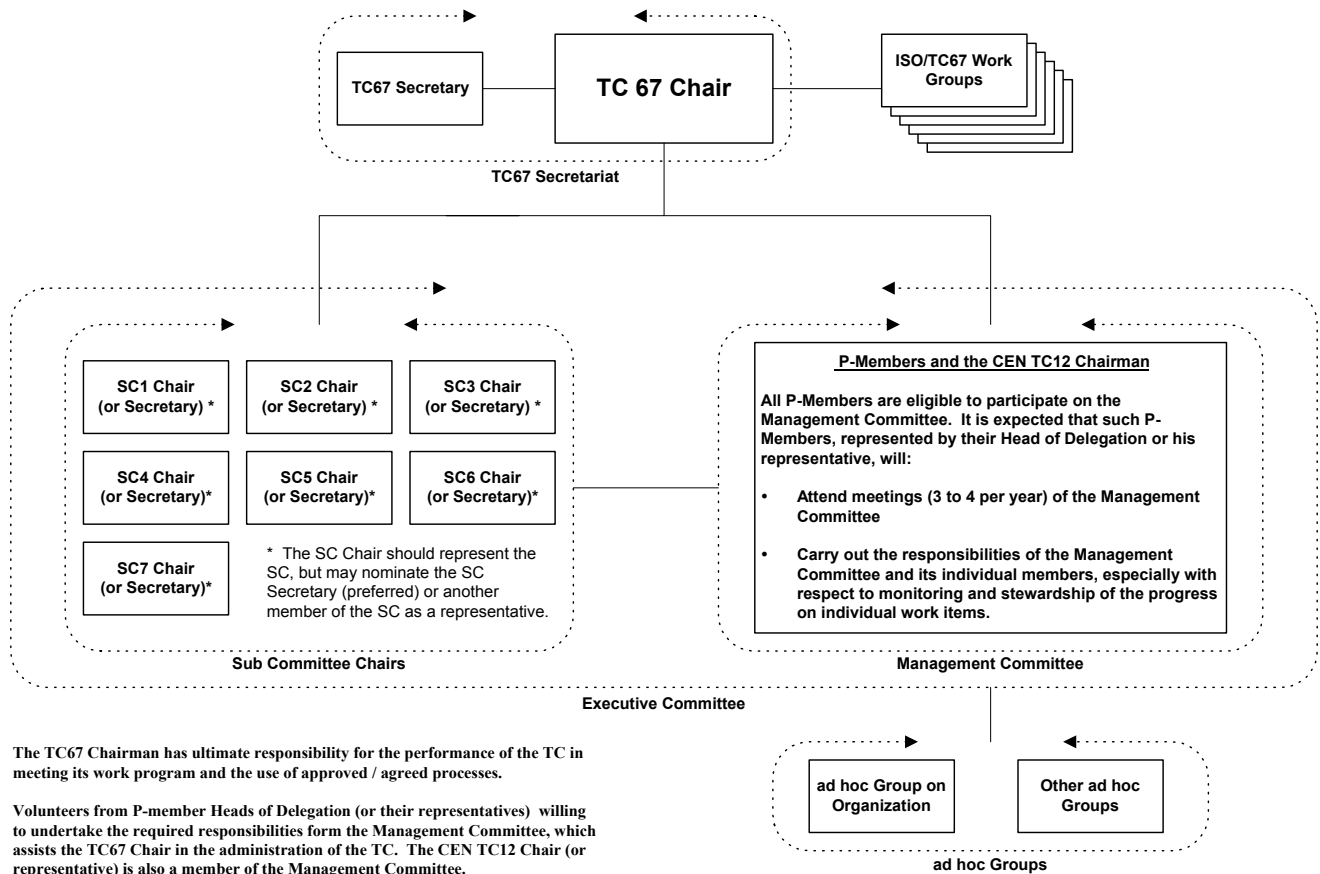
Organization and Responsibilities

Committee Structure

To implement the revised work program management system, a Management Committee and an Executive Committee are established within TC67.

ISO TC67 Management Structure

December 1998



The TC67 Chairman has ultimate responsibility for the performance of the TC in meeting its work program and the use of approved / agreed processes.

Volunteers from P-member Heads of Delegation (or their representatives) willing to undertake the required responsibilities form the Management Committee, which assists the TC67 Chair in the administration of the TC. The CEN TC12 Chair (or representative) is also a member of the Management Committee.

The overall management of the work program is handled by the Executive Committee composed of the Management Committee and the SC Representatives.

Ad hoc Groups report to the Management Committee

Continued on next page

Organization and Responsibilities, Continued

Management Committee

Membership

The Management Committee (MC) consists of:

- The Chair of TC67, who is the Convenor of the MC.
- A Vice Convenor serving not more than two consecutive two year terms elected by the members of the MC from a list of candidates selected by the MC.
- Any P-Member Heads of Delegation (or their representatives), who agree to serve on and participate in the activities of the Management Committee.
- The Chair of CEN TC12 (or his representative).
- Committee Responsibility

The responsibilities of the MC with respect to the TC67 work program are:

- At least once annually, between TC67 plenary meetings and in addition to the meeting of the Executive Committee, formally review the work program of each Sub Committee and assure that there is understanding of and agreement with
 - The target dates for the achievement of milestones for standards under development or any changes to existing target dates.
 - Changes in scope or structure of individual standards
 - Requested adjustments in resources to achieve the target work program.
- Review all negative votes and resolve substantive comments on New Work Items.
- Assist the Sub Committee Chair / Work Group Convenors in obtaining necessary resources.
- Based on information gathered by the TC and SC secretariats, initiate corrective actions to maintain or improve the approved program.

The Management Committee will also address strategic, organizational, administrative, or other matters pertaining to the function of TC67 brought to its attention by the TC67 Chair, other MC members, and P-members in TC67.

In addition, the Management Committee is responsible for acting in accordance with the ISO Directives, the TC67 Policies and Procedures (N435), and meeting the goals of the ISO TC67 Strategic Policy Statement (N542).

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Organization and Responsibilities, Continued

Executive Committee

Membership

The Executive Committee (EC) consists of:

- The Management Committee of TC67, including the Chair of TC67, who is the Convenor of the EC.
- TC67 Sub Committee Chairmen or Secretaries (or their designated representative).

Responsibilities

The Executive Committee is expected to meet annually, three months prior to the TC67 plenary meeting (and usually in conjunction with the API June Standardization conference).

The responsibilities of the EC are with respect to the TC67 work program and any inter-committee issues. These responsibilities include:

- Review the work program of each Sub Committee and endorse their draft reports for the TC67 plenary session, specifically:
 - The target dates for the achievement of milestones for standards under development
 - Changes in scope or structure of individual standards
 - Requested adjustments in resources to achieve the target work program.

After this meeting, the individual Sub Committees will produce their final reports for the plenary session based on the decisions and review made by the Executive Committee.

- Identify, review, and resolve cross-Sub Committee issues, problems, and opportunities.
- Identify and share areas of common interest and best practice.
- Recommend the endorsed dates and changes to the plenary session of TC67, which may approve or amend the endorsement of the EC.
- Fix the date and location of the meeting to be held in the following year.

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Organization and Responsibilities, Continued

**Other
Responsibilities**

Other responsibilities of persons or groups shown on the chart ISO TC67 Management Structure are:

- TC67 Secretariat (Chair and Secretary) - as defined in the ISO Directives
 - Ad hoc Groups – as determined by the body (TC67 acting in plenary session, or the MC or EC) establishing them. The ad hoc Groups will report to the MC.
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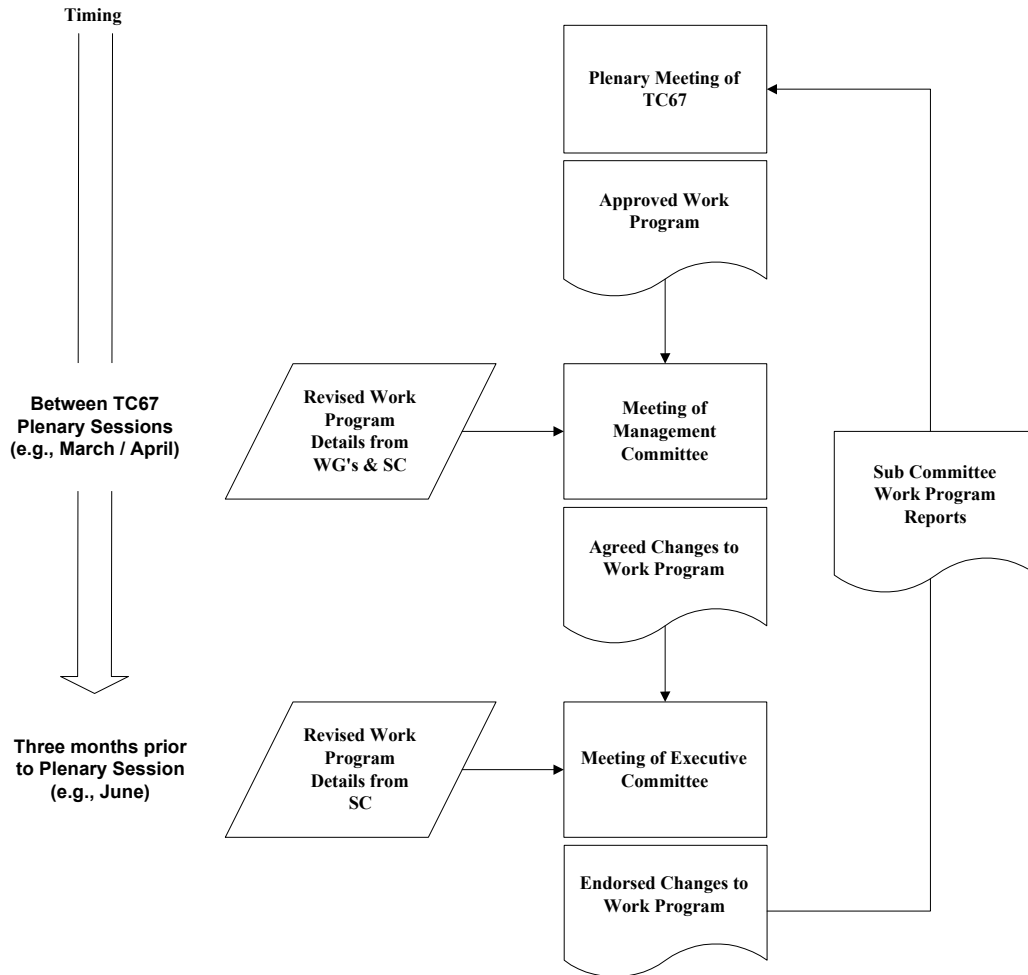
Processes and Procedures

Work Program Approval and Modification Cycle

The work program of TC67 is approved by TC67 in its annual plenary session.

This work program is reviewed:

- Between plenary sessions by the TC67 Management Committee, who agree changes.
- Three months prior to the next plenary session by the T67 Executive Committee, who:
 - Endorse proposed changes.
 - Communicate them to TC67 in the plenary session for approval.



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Processes and Procedures, Continued

Adding an Item to the Work Program

New Work Items are added in accordance with ISO/TC67 Policy and Procedures Guide (N435), with the additional requirements that the MC:

- Review all negative votes on New Work Items.
 - Resolve substantive comments related to negative votes.
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Progressing Items in the Work Program

After an item has been included in the work program, each work group will periodically

- – Review the target dates and scope and advise requested adjustments.
- – Identify additional resources required to maintain or achieve the agreed target dates.
- – Communicate the changes / needs to the SC Chair.

The Sub Committee Chair (usually through the SC meeting process) will:

- – Agree the revised dates or scope changes.
- – Confirm the need for additional resources.
- – Report changes in target dates and resource requirements to the TC67 Management Committee.

The TC67 Management Committee will:

- – Review the revised dates and work scope
- – Confirm that required resources are available and, as necessary, take action to obtain required additional resources in consultation with the SC Chairmen and WG Convenors.
- – Report the actions taken to TC67 and the SC or WG

If the dates or identified resources are not acceptable at any stage, they will be recycled with to the previous level for revision / adjustment.

A member of the management committee may be identified to follow key work program items. If this has been done, then periodically (e.g., monthly, when the Work Program status report is issued), the MC member will:

- Review the items which have been identified for follow-up
 - Note any changes in milestone dates
 - Make appropriate contacts, as necessary, at the SC or WG level to determine if any corrective action should be taken.
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Processes and Procedures, Continued

Other Processes and Procedures

Other process and procedures applicable to ISO/TC67 are described in the ISO/TC67 Policies and Procedures Guide, ISO/TC 67 N 435.

This document contains the following (partial table of contents of N 435):

- 1 Scope and Structure
- 2 Processes
 - 2.1 ISO/TC 67-specific policies and procedures
 - 2.2 New work item proposals
 - 2.3 Project groups
 - 2.4 Joint working groups
 - 2.5 Comment policy
 - 2.6 Treatment of comments
- 3 Obligations under the Vienna Agreement
- 4 Form and content of ISO/TC 67 standards
 - 4.1 General
 - 4.2 SI units
 - 4.2.1 US customary units
 - 4.2.2 Representation of numbers
 - 4.2.3 Application of SI (metric) units to standards for the petroleum and natural gas industries
 - 4.3 Product specification levels
 - 4.4 Normative references
 - 4.5 References to quality and certification systems
 - 4.6 Introduction to the Standard
 - 4.7 Formatting and editing
- 5 Project management
 - 5.1 General
 - 5.2 Project planning
 - 5.2.1 Target dates and stages
 - 5.2.2 Time limits
 - 5.2.3 Project programme
 - 5.2.4 Special considerations
 - 5.2.5 Opportunities for shortcutting the ISO process
 - 5.2.6 Process for developing the document before circulating the NWI Proposal

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Processes and Procedures, Continued

Other Processes and Procedures (continued)

- 5.3 Expectations of ISO/TC 67 WG Convenors, WG Secretaries,
Project Leaders, and TC/SC Secretaries
 - 5.3.1 WG Convenors
 - 5.3.2 WG Secretaries
 - 5.3.3 Project Leaders
 - 5.3.4 WG experts
 - 5.3.5 TC/SC Secretaries
 - 5.4 Progress reports
 - 5.4.1 WG reports (including joint JWG)
 - 5.4.2 Subcommittee Reports
 - 5.4.3 Clarification on interrelationship between ISO/TC 67 and
other standard development bodies
 - 6 Meeting planning and follow-up
 - 6.1 General
 - 6.2 ISO/TC 67 plenary and SC meetings
 - 6.3 Meeting minutes
 - Annex A ISO/TC 67 Strategic policy statement
 - Annex B New work item proposal guidelines
 - Annex C New work item proposal forms
 - Annex D JWG Parallel voting process
 - Annex E Types, form and content of ISO/TC 67 standards
 - Annex F Minimum editorial criteria for acceptance of TC 67 DIS by
ISO/CS
 - Annex G Clarification on interrelationship between ISO/TC 67 and other
standards development bodies
 - Annex H Glossary and Acronyms
 - Annex I Reference Materials
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Verification and Measurement

Verification

At each plenary session of TC67, the TC Chair will make a report to TC members on the meetings and decisions or recommendations of the Management and Executive Committees.

Measurement

At each plenary session of TC67, a report will be made that reviews the TC 67 Business Plan and quantifies the performance of TC67 in carrying out the work program to the Management Plan approved at the prior TC67 plenary session. The Management Plan is renewed annually from 1st October.

- Quantification is by means of performance measures for the previous calendar year or for the 12 months to 30th September, depending on the measure.
- The measures are in four broad groups:
 - Work Program
 - Work Progress
 - Program Robustness
 - Qualitative

For each measure, the following is provided:

- The purpose of the measure
- Who uses the measure
- The definition of the measure

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Verification and Measurement, Continued

Work Program Measures

The purpose of these measures is to indicate progress in publishing ISO standards, both in terms of the volume of standards published and in the progress against the work program. They may be used to demonstrate to company management and to the wider industry the success that is being achieved.

The ISO/TC67 Management and Executive Committees use these indicators to determine, if the objectives of the work program to produce finished standards are being achieved.

The measures are:

- Total number of standards published in the previous calendar year.
- Percentage of standards published during the previous calendar year versus the annual target set by TC67 for that year.
- Number of standards published in the 12 months to 30th September
- Percentage of standards published in the 12 months to 30th September, versus the number indicated by the Management Plan.

Work Progress Measures

The purpose of these measures is to indicate if progress in the development and approval of standards is being achieved per the work program. They are measures of whether or not the program is realistic or requires adjustments at the Subcommittee or Work Group levels. They will also indicate if delays in ISO/CS are contributing to non-achievement of work program objectives.

The Management Committee uses these indicators to determine if standards under development and review are progressing according to the work program and are likely to reach their target publication dates.

The Subcommittee Chair may use these measures as an overall indicator the progress of their Work Groups and project leaders in meeting milestones on the way to publication, and for benchmarking with other Subcommittees.

The measures are:

- Percentage of milestones achieved during the previous 12 months to 30th September versus the milestones in the work program.

Note: A milestone is considered to be movement from one phase to another, i.e. WD to CD, CD to DIS, DIS to FDIS, and FDIS to IS, as measured at the ##.20 progress point (ISO distribution date or publication date).

Note: This measure may also be made by Subcommittee.

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Verification and Measurement, Continued

Work Progress Measures (cont'd)

- Percentage of active work items achieving milestones during the previous 12 months to 30th September versus the total number of work items active at 1st October of the previous year.
- *Note: This measure may also be made by Subcommittee*
- For each standard that attains DIS or FDIS during the 12 months to 30th September, the length of time each standard had remained in the DIS and FDIS stages, and the longest, shortest, and average duration in each stage.

Note: The reasons for delays that are significantly longer than the average or target should also be reported.

Program Robustness Measures

The purpose of these measures is to indicate the degree to which the ISO/TC67 work program is addressing new work needs as it completes the work items in the plan, and for benchmarking between the Subcommittees.

The Management Committee uses these indicators to determine if the work program is being renewed to address new industry requirements.

The measures are:

- Number of New Work Items approved during the previous 12 months to 30th September.
- Percentage representing the number of milestones achieved plus the number of new work items approved during the previous 12 months to 30th September versus the work items active at the 1st October of the previous year.

- *Note: this measure may also be made by Subcommittee*

Qualitative Measures

The purpose of these qualitative indicators is to prompt the TC67 and Subcommittee Chairs to identify and describe resource and quality problems that the TC67 Executive and Management Committees may be able to address, and to measure the TC management's involvement in the solutions.

The TC P and O members may use these indicators to examine the TC67 management response to problems in the work program related to the ability of the standards development personnel to achieve their work objectives with the requisite quality of deliverables.

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Verification and Measurement, Continued

Qualitative Measures (cont'd)

These measures, intended to cover the 12 months to 30th September are:

- Resourcing problems that have resulted in not achieving standards milestones and unmet requests for additional resources.
 - Problems related to the technical quality and format that have delayed standards.
 - Level of attendance at Executive Committee and Management Committee meetings.
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Feedback and Improvement

Feedback

Feedback on the functioning of the TC67 work program management system will be determined by:

- The results of the verification and measurement activity reported at each plenary session.
- Input from TC67 members at the plenary session.

The Executive Committee, on an annual basis, will review the TC67 Management System, noting areas for improvement or deletion as proposed by members. Where necessary, approval of ISO/TC67 will be sought at the subsequent plenary meeting.

In addition, each meeting of the Executive Committee will also include an agenda item on problems and successes of the system.

Improvement

The Management Committee is charged with developing action steps to implement improvements indicated by the feedback on system performance.

The ISO TC67 Secretariat will include a section on the Web Page, which will address best practices.
