

# INTERNATIONAL ELECTROTECHNICAL COMMISSION

2007-09

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**INDUSTRIAL-PROCESS MEASUREMENT, CONTROL AND  
AUTOMATION –**

**Committee Good Working Practice (GWP)**

International Electrotechnical Commission, 3, rue de Varembé, PO Box 131, CH-1211 Geneva 20, Switzerland  
Telephone: +41 22 919 02 11 Telefax: +41 22 919 03 00 E-mail: [inmail@iec.ch](mailto:inmail@iec.ch) Web: [www.iec.ch](http://www.iec.ch)



Commission Electrotechnique Internationale  
International Electrotechnical Commission  
Международная Электротехническая Комиссия

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**TC65 and its subcommittees**  
**Industrial-process measurement and control**  
**Committee Good Working Practice (GWP)**

**INTRODUCTION**

This TC 65 Good Working Practice document details agreed committee working practices for the organisation, communication and the drafting of standards in its committees. In the following text “TC 65” includes its subcommittees.

It is intended to promote a common approach:

- To the drafting of standards,
- To the working practices, organisation and communication of Chairman, Secretaries and Convenors of Working Groups (WG) and Maintenance Teams (MT).

Members of TC 65 should inform the Secretary about any ideas they have regarding items that should be included in the good working practice document.

In the following text the term “Standard” used in this document designates also other deliverables such as Technical Reports (TR), Technical Specifications (TS) and PAS (Publicly Available Specification).

## **1 Drafting in General**

When drafting a standard:

### **1.1 Forewords**

Significant changes should be included in the foreword to standards. These should be written in a meaningful form that makes the change evident. The changes should be collected throughout the drafting process and by careful comparison of the changes at CDV/FDIS stage with the published edition.

### **1.2 Indexing**

This defaults on the template to two levels. Formatting of the document and heading of clauses should be done in a way that then provides meaningful information in the index (eg all critical tests and no blank headings). In exceptional cases it may be possible to index to more levels.

### **1.3 Hyperlinks**

Hyperlinks are used in documents for cross-referencing to other clauses. This ensures the reference clause numbers are automatically updated if the original clause number changes. It also makes navigating the documents easier. IEC CO shall be asked to be asked to keep hyperlinks when documents are published in pdf to improve useability.

## **1.4 Normative references of standards**

Insert the standardized version of the normative standard reference clause from the IEC Template by clicking on the "Insert" menu, selecting the menu choice "AutoText", and then choosing the introduction to this clause from the list.

References to other standards should wherever possible, be of a general nature, so that reference to the standard can be an undated reference. If a specific clause number needs to be identified, the normative reference to the standard needs to be a dated reference, since the reader may have to reference an earlier version of the standard than the current issue to get the information on which the reference was based.

## **1.5 Terms and Definitions of standards**

### **1.5.1 Opening paragraph**

The opening paragraph should be:

"For the purposes of this document, the terms and definitions given in example: IEC 61511-1 and the following apply." (Note: This could include references to other standards if required).

### **1.5.2 Definitions**

No variation in definitions is permitted. In exceptional cases a definition may be changed to meet a particular need but in that case a different term must be used to that of original definition. The use of notes to clarify a definition for a particular standard, rather than changing a definition should be encouraged.

### **1.5.3 Sub-part definitions**

Whether or not definitions are included in the sub-parts of a series is determined by the following:

- Only definitions not included in the base standard, if the standard being drafted is a sub-part of a base standard.
- If an unaltered base standard term is used in the sub-part, then the definition should not be included in the sub-part definitions list.
- Definitions used in the base standard shall not be altered unless absolutely necessary.
- If a base standard term is fundamentally altered, then the altered definition should be included, and given a different name. Definitions that differ only editorially from those in base standard should not be included.
- If a base standard term is amended only by a NOTE, then the base standard definition is referenced and a NOTE added below.

Wherever possible, definitions appearing in different sub-parts should be harmonized with the definition that appears in the base standard, and not included in the sub-part definitions list.

### **1.5.4 Common definitions**

Definitions that appear in two or more TC65 documents should be sent to the Convenor of the base standard for inclusion in the next edition.

### **1.5.5 Standard Clauses**

To ensure consistency of approach, sub-parts are not to change standard clauses specified in the base document.

This is to minimise 'experts' being distracted from dealing with technical issues in meetings and to ensure consistency in standards. If when drafting a sub-part it has found an issue with

a standard clause, this should be communicated to the Convenor of the base standard for consideration.

## 2 Convenors

### 2.1 Document Control Practices for Working Group (WG) and Maintenance Team (MT) Convenors

This clause is intended to give direction to IEC TC 65, Working Group (WG) and Maintenance Team (MT) Convenors on how to effectively control and handle changes to documents during the maintenance cycle process on IEC TC 65 technical standards.

#### 2.1.1 Drafting

##### 2.1.1.1 Drafting General Requirements

The initial electronic text to be used in a revision or amendment shall be the IEC published text of the existing publication, not the FDIS text from the previous edition or any other pre-publication version. This is the actual text to be altered, which will avoid unnecessary editing. This text is to be obtained from the Secretary.

Have a copy or access to the ISO/IEC Directives handy for reference:

<http://www.iec.ch/tiss/directives.htm>

Only the Convenor, or a person nominated by him and/or the Secretary shall revise this text electronically to avoid corruption of the template and to maintain control of the changes and avoid copyright issues.

Download the latest IEC Standard Template to your computer from the IEC web site:

<http://www.iec.ch/tiss/templates.htm>

Remember to apply this latest IEC standard *template* initially and each time you open a document for the first time, for example, when a document is sent to you as Convenor after revision by the Secretary or a person nominated by you. In Word, under "Tools", then "Templates and Add-ins", the box for "Automatically update document styles" should NOT be checked, as this is to be avoided. When this sentence is unclear box is checked, the Word programme tries to update all the styles every time you open the file, which may be a cause of problem when the document is long, and full of tracked changes.

The document modification process has been found to be most effective when during comment resolution both the revised document and "Observations of the MT" column in the compilation of comments are developed simultaneously and "on-TCreen" during the Maintenance Team meeting.

##### 2.1.1.2 FDIS

Before preparing the FDIS the Convenor should use the IEC Central Office 'short edit' version of the CDV, if available, from the Secretary.

#### 2.1.2 Comment Resolution

Comments received from National Committees on CD and CDV documents are sent to the WG/MT Convenor by the Secretary of TC 65 on the IEC Comment form. The Convenor shall then send an unabridged copy of this document to the WG/MT for their initial review.

Convenors are delegated by the Secretary to be responsible for ensuring the completion of the "Observations of the Secretariat" column of the compilation of comments (CC and RVC

Annex) prior to returning them to the Secretary for review and publication. However, such comments must have been reviewed and discussed by the WG/MT, either in face-to-face meetings or by correspondence, and represent the consensus position of the WG/MT.

For consistency, the dispositions of comments shall be as follows (acronyms shall not be used):

**a) Accepted.**

The comment was acceptable as presented.

**b) Not Accepted**

This disposition indicates that the comment will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial and documented as part of this disposition.

**c) Accepted in Part**

This disposition indicates that some parts of the comment will be accepted and incorporated into the document. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have not been accepted shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

**d) Accepted in Principle**

This disposition indicates that the principle of the comment was accepted, but was incorporated into the document in a different manner than that suggested by the commenter. Explanation of how this is to be incorporated into the document shall be included along with the justification for the decision.

**e) Held for Next Edition**

This disposition is to be used for major technical comments received for the CDV that has had a positive vote but have merit for consideration, but must be held until the next maintenance cycle of the document if the vote was in acceptance of the CDV.

**f) Noted**

This is used where there is no action required on the comment.

In cases c), d) and e), the justification provided should clearly convey the specific reasons why the comment was not acceptable. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the Maintenance Team did not fully understand the proposal.

The Convenor shall then send the completed CC or /RVC Annex document to the Secretary who will send it to the IEC CO for distribution to the National Committees.

The Convenor shall then send the modified CD (to create the CDV) or the modified CDV (to create the FDIS) to the Secretary. It helps the progress of the document if it is also sent showing the changes to the CD/CDV, from the previous edition or CD, as it helps to correct the French translation.

Resolution of FDIS comments are the responsibility of the Convenor and Secretary and since changes can be minor editorial only at the FDIS stage, the entire WG/MT is generally not involved in reviewing and resolving them. This is also the case if at CDV stage, with no negative votes, the Chairman, Secretary and Convenor agree to publish without a FDIS stage,

## **2.2 WG/MT Meetings and Agendas**

### **2.2.1 Role of the convenor**

Once set up, the WG/MT is under the responsibility of the convenor who is expected to:

- manage the development of the project;

- organize and chair the working group meetings;
- report to the TC/TC secretary and chairman on the progress/delays;
- report to the TC/TC secretary and chairman on any significant problem affecting the project;
- follow through the project until circulation of the FDIS.

### **2.2.2 Role of the experts**

Individually appointed experts are brought together to deal with the specific task allocated to the WG/MT.

The experts act in a personal capacity and not as the official representative of the organization by which they were appointed. However, it is recommended that they keep close contact with their organization (National Committee or other International Organization in liaison) in order to inform them about the progress of the work.

### **2.2.3 WG/MT Meetings**

#### **2.2.3.1 Calling Meetings**

The Convenor should take into account other WG/MT meetings before calling a meeting. This is to ensure that it does not take place at the same time as another meeting that would conflict with the experts being able to attend. It is also to optimize the travelling time and costs of the experts, for example by calling meetings in conjunction with other meetings at the same location and time frame that the experts will be attending.

#### **2.2.3.2 Length of Meetings**

When deciding how many days may be necessary for resolution of comments can be helped by estimating how many comments is the average that can be covered in one day.

Where there are a very large number of comments to be discussed, it may not be practical to schedule a meeting with the time to consider each comment in detail. In such a case to improve efficiency, the TC/SC secretary or WG/MT Convenor may include suggestions for the editorial comments in the Comment Form for confirmation by the meeting.

### **2.2.4 WG/MT Meeting Agendas**

When calling a meeting the Convenor shall ensure that he is using the up to date list of experts by consulting the IEC Experts Management System on:

<http://www.iec.ch/tiss/permis-e.htm>

To help the issue of meeting agendas on an IEC headed document, Annex A gives an example of a WG/MT Draft Agenda which can be copied and modified to suit the particular meeting.

### **2.2.5 WG/MT Organization**

Convenor and WG/MTs can devise a way of managing its appointed experts. If, for example, a WG/MT is becoming too large, it can be internally organized to be more manageable. The WG/MT could, for example, have small specialist groups of experts having a particular knowledge that could tackle those issues delegated to the group and report back to the WG/MT via a single expert input, thus saving time and making decisions easier to reach.

For large WG/MTs a deputy/assistant to the convenor should be appointed.

### **2.2.6 WG/MT Participation**

If it becomes necessary to manage the membership of WG/MTs, Clause 8.2 of the convenors' kit 'Guidance for Project Leaders and for Convenors of Working Groups, Maintenance Teams and Project Teams' provide some guidelines. In addition to the recommendation, where WGs or WG/MTs are large enough, it may be decided, taken in conjunction with the TC/SC Secretary and the relevant National Committee, to remove any non participating experts from the WG/MT.

Convenors should review the participation of the WG/MT experts at regular intervals and in particular at the end of each maintenance cycle. The review should be communicated to the Secretary for action. In addition a Secretary's note will be added to any document that refers to expert participation. An example is as follows:

Secretary's Note: National Committees are asked to review the participation of their experts on MT6xxxx-XX. TC65 periodically reviews experts for active participation and attendance. National Committees will be asked to remove or replace non active experts.

Observers wishing to attend a meeting must have prior approval from the Convenor. In some cases the number of observers may be restricted due to meeting room constraints. The convenor decides the level of participation of observers at the meeting.

### **2.2.7 MT internal documents**

To keep track of internal documents and to ensure the latest version is used, the files are to be identified and listed in a document continuously updated by the convenor. The files are to be named as shown in the following example: 65-61512-3-CDV-draft01-2007-04-12. The first three criteria of this format are used by the IEC Editor when preparing the short edited version for preparation of the FDIS. Using this will keep the naming convention constant and logical throughout the drafting process. This should also ensure that it is always clear what the latest version is.

### **2.2.8 Minutes**

Minutes shall be made at each meeting and sent to WG/MT members and the TC officers within one month.

## **3 Guidance for Chairman, Secretaries and Convenors**

### **3.1 TC65 GWP Document**

The Secretary is to send a copy of this GWP document to the Convenor at the start of each project and/or maintenance cycle.

This TC 65 reference document is available for viewing and downloading on the IEC TC 65 "Dashboard"

### **3.2 IEC Guide for Chairman**

<http://www.iec.ch/tiss/iec/chairman.pdf>

### **3.3 IEC Guide for Secretaries**

<http://www.iec.ch/tiss/iec/survkit2005.pdf>

### **3.4 IEC Guide for Convenors**

<http://www.iec.ch/tiss/iec/convkit2005.pdf>



### **3.5 Use of editing marks**

All CDs that are revisions of documents should be circulated also as complete texts including editing marks as an INF document at the time of the CD and not just as a list of major technical changes to be made to the existing text. This is for ease of understanding of what has been changed, added or removed thus saving time as in the past experts did not realize critical text had been deleted.

It is useful to circulate CDV texts including editing marks within the WG/MT, prior to submission to the TC65 Secretary, to allow a final review prior to circulation to NCs.

### **3.6 CDV publication without FDIS**

If at CDV stage there are no negative votes it is the responsibility of the Chairman and Secretary to decide if publication without an FDIS is appropriate. They will take into account advice from the Convenor before deciding to publish with or without an FDIS stage. The Chairman and Secretary only intend to publish without an FDIS stage if CDV comments are minor editorial only.

### **3.7 IEC supporting information**

Guidance by Role is a useful place to start:

<http://www.iec.ch/tiss/role/guidance-by-role.htm>

IEC technical support information including forms and templates can be found and downloaded from the IEC website:

[http://www.iec.ch/tiss/tiss\\_entry-e.htm](http://www.iec.ch/tiss/tiss_entry-e.htm)

## **4 Committee General**

Members of TC65 Maintenance Teams should feed back any ideas they have to the Secretary for consideration to be included in the good working practice document. The inclusion in the document may initially be in draft form for later discussion by TC65. In some instances the inclusion or idea might only be a topic for discussion.

**Annex A****SAMPLE Draft Agenda  
(EDIT TO SUIT)**

65/MT61512/DA

2007- 04

**INTERNATIONAL ELECTROTECHNICAL COMMISSION****Industrial-process measurement and control****TC65 - System aspects****MT61512: Batch control**

**Draft agenda** for the meeting to be held in Frankfurt Germany,  
from 12<sup>th</sup> to 14<sup>th</sup> October 2007

<b>Item</b>	<b>DeTCription</b>	<b>Documents</b>
1	Opening of the meeting	
2	Approval of the agenda	
3	Note the minutes/notes of the meeting held in	
4	Information from the Convenor	
5	61512-3	
5.1	Review and complete 65/XXX/CDV	
5.2	Redraft document implementing the above and input from MT experts	
6	61512-4	
6.1	Review and complete 65/XXX/CD	
6.2	Redraft document implementing the above and input from MT experts	
7	Recommend the next stage in the progress of the documents	
8	Any other business	
9	Date and place of the next meeting	
10	Close of the meeting	