



AC/17/2017

Administrative Circular

2017-06-02

**TO ALL NATIONAL COMMITTEES
TO THE CHAIRS AND SECRETARIES OF ALL TECHNICAL COMMITTEES AND
SUBCOMMITTEES AND SYSTEMS COMMITTEES AND OTHER SMB GROUPS**

Guidelines and template for electronic drafting of meeting agendas and reports

Dear Sir/Madam,

With the aim to reduce time for the creation of Decision Lists with Actions and additional meeting reports (announced in [AC 5/2017](#)) SMB ahG 67 has created a "Guideline for the electronic drafting of meeting agendas and reports" as well as a template for meeting reports.

Meeting reports of technical committees and subcommittees are essential elements in carrying out IEC business. They serve as a record of the discussions, decisions taken and actions required for future work. In order to serve this purpose, they need to be prepared promptly.

During a meeting or at the end of each meeting day the Chair or the Secretary shall display and read out all of the decisions and actions of the meeting to be approved by the committee. It is necessary to make them available to the National Committees by having them posted on to the IEC website as a DL document in a timely fashion, as indicated in AC 5/2017.

During or immediately following the meeting, reports can be created collaboratively using the guidelines mentioned and annexed. TC/SC officers are encouraged to make use of the most efficient tools available to help draft the meeting report, in particular Collaboration Tools (CTS) and IEC web conferencing facilities.

Reports shall be kept as simple and concise as possible and can be created collaboratively. It is important to separate decisions and actions from the discussion. Each decision and action gets a unique reference number.

The meeting report should be distributed on Collaboration Tools no later than 4 weeks after the meeting according to SMB Decision 157/17 (AC 5/2017). Comments on the report (but not on the decisions and actions, as they have been already approved in the meeting) may be submitted (via Collaboration Tool only) within 2 weeks of the distribution of the report.

To this end, SMB ahG 67 has developed a template to facilitate the preparation of meeting reports, which can be found in the forms and documents section on the IEC website or directly downloaded here: <http://go.iec.ch/reportofmeeting>

Central Office is offering the following webinars showing how to use the template, collaboratively drafting meeting reports using the existing IEC IT tools and services.

2017-06-14 14:00 CET
2017-06-22 10:00 CET
2017-07-18 15:00 CET

Please contact the IEC Community Manager, Jan-Henrik Tiedemann, hti@iec.ch to indicate to which webinar you would like to participate.

Yours faithfully,

F.W.P. Vreeswijk
General Secretary & CEO

Annexes: Guidelines for the electronic drafting of meeting agendas and reports
 Template for meeting reports

JRS/JTI



INTERNATIONAL ELECTROTECHNICAL COMMISSION

GUIDELINES FOR THE ELECTRONIC DRAFTING OF MEETING AGENDAS AND REPORTS

INTRODUCTION & MOTIVATION

The purpose of these guidelines is to describe the creation of meeting agendas and reports more quickly and efficiently by the use of electronic collaborative text editors.

The use of collaborative text editors will reduce the workload of IEC TC Secretaries during and after meetings to facilitate transparent and quick drafting of meeting reports.

This document outlines the principles for the systematic, collaborative creation of (electronic) meeting agendas and reports for IEC technical committees and subcommittees.

These guidelines detail provisions of the ISO/IEC Directives which, at all times and in any case of doubt, takes precedence over these guidelines.

Note: This document addresses TC and SC meetings, however could be used for all other technical bodies falling under the jurisdiction of IEC SMB.

1 General

Agendas serve the purpose of facilitating the preparation of meetings and of structuring the meetings to conduct them efficiently and effectively. The draft agendas should be agreed upon and then circulated at an early stage (see A.1 below). To facilitate efficient and effective meetings, the documents associated with the draft agendas should also be circulated at an early stage to provide sufficient time for NCs to discuss the documents and provide comments before the meeting. Committees should use the collaboration tool as a platform and collaborative text editors for providing comments.

Meeting reports of technical committees and subcommittees are essential cornerstones in carrying out IEC business. Meeting reports serve as a record of the discussions, decisions taken and actions required for future work. It is, therefore, necessary that reports are written using clear unambiguous language, and be available to the members as soon as possible.

During the meeting, reports should be created collaboratively, and then distributed to members no later than two working days following the meeting. An example of the associated process is given in Annex A.2.

2 Length & Style

Clarity is not synonymous with length. The style of the reports should be kept as simple and concise as possible. The main arguments put forward in favour of or against a given topic should be recorded briefly. For each topic the chair and secretary may invite a participant(s) - called hereafter "drafting expert(s)" - of the meeting to write the main arguments and the main content of the discussion.

The length of the report on a particular item should be left to the judgement of the chair and secretary, depending on the importance of the item and the points of view expressed.

It can be sufficient to write for each topic:

- a brief summary of the discussion points with 2 to 3 lines maximum based on the records of the drafting expert(s) as applicable
- the decision(s)
- the action(s)

3 Decisions

It is important that decisions should be clearly separated from the text of the discussions. Once a decision has been taken, a new paragraph headed “Decision”, should be included in the report. Decisions should be taken by consensus. If no consensus can be achieved the inclusion of a list of the National Committees voting in favour of or against the decision is recommended.

Each decision gets a unique reference number consisting of the year and/or the number of the meeting and a consecutive number.

EXAMPLE:

Decision 2016-01: TC 6 decided to cancel the project IEC 60006 (current status 6/23/CD) due to a lack of resources in the committee

OPTIONAL: In favour DE, FI, FR, GB, HU, SE, US (7 countries)
Against IT (1 country)
Abstentions CH, JP, PL (3 countries)

4 Actions

Actions may result from a discussion and/or a decision. These actions should be clearly separated from the text of the discussions and the decisions. The description of the action, a target date and a body or person responsible should be indicated, if applicable. Each action gets a unique reference number consisting of the year and/or the number of the meeting and a consecutive number.

EXAMPLE:

Action 2016-01: Mr. John Doe will provide a guideline 10 weeks before the next meeting at 2016-10-10

5 Drafting of the report during the meeting and approval of the decisions

The secretary - assisted by drafting experts as applicable - should draft an online report using a collaborative text editor. Each meeting participant can read the content online and should support the secretary in writing the report. e.g. the presenter should provide a brief summary preferably to provide a draft to the secretary in advance of the meeting in order to facilitate the final wording. At the end of a meeting or at the end of each meeting day the chair or the secretary should display and read out loudly all of the decisions and actions of the meeting and the committee shall approve them.

The report should be distributed no later than 2 working days after the meeting. Comments on the report (but not on the decisions and actions, as they have been already approved in the meeting) may be submitted (via collaboration tool only) within 2 weeks of the distribution of the report. Only substantive comments received will be brought forward and discussed at the next meeting of the committee.

Daily reports are not necessary anymore, because the results can be read by the participants in the collaborative text editor.

6 List of participants

A list of participants should be provided at the very beginning of the report. The role of each participant is declared in a separate column in the following order: chair, co-chair, secretary, assistant secretary, technical officer, head of delegation, delegate, observers, guest, liaison. NCs and other organizations should be listed in the order of the English alphabet. In a separate column the kind of participation should be listed (in person, remote, temporarily).

If the chair or secretary is replaced by another person, then he/her shall be designated as “acting chair” or “acting secretary”.

7 Meeting documents

Meeting documents, as the name implies, are only provided in a committee meeting and are not circulated to the National Committees unless this is requested by a participant.

However, if this is requested, meeting documents may be included as an annex to the report or may be made available on the IEC document server as a separate document, e.g. as a ZIP file.

8 Records of consideration of drafts and compilations of comments

When a draft (e.g. CD, CDV) and the corresponding compilation of comments are considered at a committee meeting, it is recommended to mention this in the report and to refer to it. Particular decisions on each of the comments are recorded in an amended compilation of comments distributed under separate cover.

9 Audio recording of meeting reports (optional)

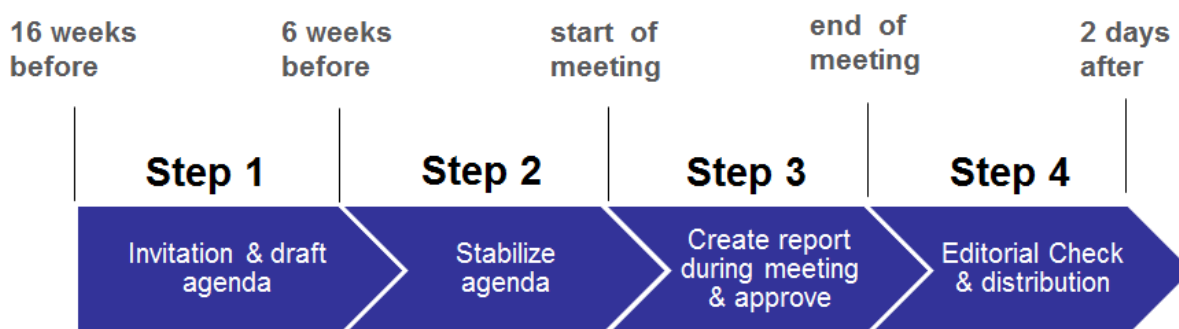
In some cases particularly in long and complex meetings the chair may chose with the consensus of all members present to make an audio recording of the meeting to assist the secretary in creating the final report. The audio file shall be deleted two weeks after the publication of the report.

10 Legal & Statutory Framework

The use of electronic tools for drafting reports as well as audio-recording could cause some legal issues for certain countries and/or companies. In case of any concern, the chair or secretary should consult the IEC CO in advance of the meeting.

Annex A - Process and timeline to draft agendas and meeting reports

This annex describes how to draft agendas and reports.



A.1 Drafting of agendas

Step 1 - Invitation and call for additional agenda items (16 weeks before)

1. Create a new draft agenda based on the [template](#)
2. Edit the reference data (location, date, etc) and add the basic content such as all known topics
3. Send the invitation and share the draft agenda with the members of the group. Give all members the option to edit the draft agenda.

Step 2 - Stabilize the agenda (6 weeks before)

1. At this stage the agenda is finalized, no further changes should be made.
2. Send an announcement to the members that the agenda is finalized.

A.2 Drafting of reports

Step 3 - Draft the report during the meeting and approve the decisions and action items.

1. Before the meeting
 - 1.1. Use the [template](#)
 - 1.2. Copy the items from the agenda into the report
 - 1.3. Share the draft report with the members of the group to give all members the opportunity to use it.
2. During the meeting
 - 2.1. The secretary writes the meeting report with the support of the participants (e.g. drafting experts and presenters)
 - 2.2. Before closing the meeting, the chair or the secretary displays and reads out the decisions and the actions for approval by participants.

Step 4 - Editorial check and distribution (Secretary in cooperation with the chair)

1. Check the document and correct only editorial inconsistencies
2. Issue the report two working days following the meeting



For IEC use only	xx/xxx/RM yyyy-mm-dd
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INTERNATIONAL ELECTROTECHNICAL COMMISSION

TECHNICAL COMMITTEE No. TC: TC TITLE

SUBCOMMITTEE No. SC: SC TITLE

Report of the meeting held in Town, Country on xxth and xxth month 2016 from yyyy-mm-dd (starting time: xx-xxh) to yyyy-mm-dd (ending time: xx-xxh)

Participants

NC/ organization	Last name	First name	Role ¹	Participation ²

¹ For example: Chair, Secretary, Technical Officer, Head of delegation, Delegate, Guest, Observer

² For example: In person, Remote, Apologized, Part of the time

1. Opening of the meeting, welcome by the Chair and the host

A brief summary (2-3 lines max.)
(e.g. Chair opens the meeting at 10:05)

2. Roll call of participants

A brief summary (2-3 lines max.)
(e.g. the participants introduce themselves)

3. Approval of the agenda

A brief summary (2-3 lines max.)
(e.g. The committee approves the agenda with the following changes...)

4. Comments received on the report of the last meeting

Description (e.g. The xx NC proposed to change the wording of item x as follows: ...)
[Document]

A brief summary of the discussion points (2-3 lines max.)
Decision xxxx-01: The decision of the committee

5. Secretary's report about activities between the meetings

Description (e.g. Secretary's activity report)
[Document]

A brief summary of the discussion points (2-3 lines max.)
Decision xxxx-01: The decision of the committee
Action xxxx-01: Responsible person, deadline, description of the action

6. Information from IEC Central Office

Description (e.g. report...)
[Document]

A brief summary (2-3 lines max.)

7. Report from SCs, WGs and PT/MTs

Description (e.g. report...)
[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01: The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

8. Potential new work items

Description

[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01: The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

9. Update the Program of Work of TC/SC xxx as recorded by IEC Central Office

Description

[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01 The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

10. Review of stability dates

Description

[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01: The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

11. Review of P-members participation

Description

[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01: The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

12. Liaisons reports

Description (e.g. Report of the liaison officer of TC xx)
[Document]

A brief summary of the discussion points (2-3 lines max.)
Decision xxxx-01: The decision of the committee
Action xxxx-01: Responsible person, deadline, description of the action

13. Review of the liaisons

Description
[Document]

A brief summary of the discussion points (2-3 lines max.)
Decision xxxx-01: The decision of the committee
Action xxxx-01: Responsible person, deadline, description of the action

14. Review of the Strategic Business Plan and the work program

Description
[Document]

A brief summary of the discussion points (2-3 lines max.)
Decision xxxx-01: The decision of the committee
Action xxxx-01: Responsible person, deadline, description of the action

15. Date and place of the next meeting(s)

Description
[Document]

A brief summary (2-3 lines max.)
Decision xxxx-01: The decision of the committee
Action xxxx-01: Responsible person, deadline, description of the action

16. Any other business

Description
[Document]

A brief summary of the discussion points (2-3 lines max.)

Decision xxxx-01: The decision of the committee

Action xxxx-01: Responsible person, deadline, description of the action

17. Approval of the decisions and actions

Description (e.g. Review and approval of the decisions and actions)
[Document]

A brief summary (2-3 lines max.)

(e.g. The committee approved all decisions and actions listed above.)

18. Close of the meeting

A brief summary (2-3 lines max.)

(e.g. The Chair thanked the host for hospitality and closed the meeting at 18:30.)