



AC/17/2018

Administrative Circular

2018-06-01

**TO ALL NATIONAL COMMITTEES  
TO TECHNICAL COMMITTEES AND SUBCOMMITTEES**

**Correction to and replacement of AC/22/2017 Systems Activities**

Dear Sir/Madam,

This AC corrects and replaces AC/22/2017 Systems Activities.

The corrections to AC/22/2017 are:

- There is an error in Clause 1, Systems Reference Document (SRD), which states for SRDs: "It is not a normative document". This wording has been corrected and affirms that "A SRD can be a normative document".
- In Clause 2 and Clause 6, the term Contributing Member (C-Member) was used to describe a new type of membership for Systems Committees. In February 2018 the SMB approved the DMT recommendation (see SMB/6329R and SMB/6329/RV) renaming "Contributing Members (C-Members)" as "Registered Members (R-Members)". Clauses 2 and 6 have been updated to reflect this change.
- In Clause 3, the first sentence has been sharpened to read: "SyCs may publish International with the prior consent of the SMB."

**Summary**

With reference to the SMB decision 159/9, Review of Systems Activities, the SMB approved 16 recommendations from SMB ad hoc Group 70 that introduce new Deliverables, Processes and Categories of Membership for a System Committee. The main focus of the decisions is to better describe the content and nature of the deliverables of SyCs and the procedural and organizational setup in order to develop such deliverables.

This Administrative Circular will address the following:

- 1 – New SyC Deliverable: Systems Reference Document (SRD)**
- 2 – Transparency of SyC work to TCs and other groups**
- 3 – SyC may publish International Standards in exceptional circumstances**
- 4 – Validation of SyC database elements**
- 5 – Preservation of National Delegation Principle in SyCs**
- 6 – New type of membership for a SyC: Registered Member**
- 7 – Creating a new type of SyC Group: the Pool of Experts**
- 8 – Systems Evaluation Group renamed to Standardization Evaluation Group**

*Note: The IEC DMT is assigned the responsibility of preparing appropriate updates to the IEC Directives in Annex SP Systems Standardization in time for the next edition*

## 1 Systems Reference Document (SRD)

A new IEC deliverable called a “Systems Reference Document (SRD)” has been created. This deliverable is limited to production by SyCs only. A SRD is a guidance document on the use and application of specific standards in the SyC domain. A SRD can be a normative document. SyCs may produce multiple SRDs that address, but are not limited to:

- Standards Mapping
- Roadmap(s)
- Databases
- Architectures
- Profiles
- Interfaces and transfer functions across domain
- Use Cases
- Domain Definition

Note: Some elements may be in a repository shared across all IEC Systems Groups

### 1.1 New Procedure for SRDs

The SRD will be processed within the SyC using the same procedural steps and voting as used for Technical Specifications. The FormDTS will be modified accordingly.

A SRD is developed according to consensus procedures. A SRD is approved by two-thirds of the Participating Members (P-Member) of the Systems Committee (SyC).

The final vote takes place at the Draft SRD (DSRD) stage, immediately following the Committee Draft ([CD](#)) stage. The SRD will have a 12-week vote (identical to Technical Specifications).

### 1.2 Implementation period for SRDs

For SyCs with projects in their work programme that started before 1 August 2017 (NWIP stage or beyond), a Document for Comment (DC) is to be circulated to the SyC P-members by the Secretariat. The DC will ask for P-member feedback on each individual project - whether the existing project is to be converted to a SRD, or to continue with the original development plan for the project (IS, TS, TR or PAS) until PUB stage. A single DC can be used to list multiple projects of the SyC.

For projects initiated by SyCs on 1 August 2017 or later, the SRD procedure will be followed.

## 2 Transparency of SyC work to TCs and other groups

To ensure coordination and transparency between TCs and the SyCs, the SyC is required that for any document circulated by the SyC for vote or comment the following points apply:

- Documents will be sent to the officers of the IEC TCs and non-IEC organizations recognized by the SyC as Registered Members and within four weeks, the Registered Member (See Clause 6) officers shall respond to the SyC Secretary indicating their support or disagreement to the contents of the document, especially those parts referencing current or proposed work of the Registered Member.
- SyC officers will take feedback of the Registered Members into consideration deciding whether to amend or advance the SyC document for circulation.
- Documents circulated by the SyC for voting or comment shall also be circulated as an INF to each IEC TC/SC that is a Registered Member of the SyC and provided to the Non-IEC Registered members for circulation to their constituency for information.
- SyCs must consider and respond to all feedback received.

### **3 SyCs may publish International Standards but advance approval by SMB is required**

SyCs may publish International Standards with the prior consent of the SMB. SyCs will not produce conventional IEC deliverables for example, TR, PAS, and TS.

It is required that the SyC receive SMB approval for the IS prior to circulation of the NWIP. A SyC shall justify the market or industry need for an IS to accompany the request to the SMB. Furthermore the SyC shall explain why no TC or JWG of several TCs can perform the work.

### **4 Validation of SyC database elements**

In addition to the SRDs, some items produced by the SyC may also be database elements, instead of reports. One possible example is use cases stored in the Use Case Repository. These elements, by their nature, will be dynamic and could change or be updated more frequently than a published document.

Any changes, additions or deletions to the database elements must be approved through a Validation Team approach. SyCs are reminded that a Validation Team has to be representative of all essential stakeholders.

### **5 Preservation of National Delegation Principle in SyCs**

In the SyCs, decisions will continue to be made by P-members of the SyC through votes in plenary or by correspondence. SyC Plenary Delegates should be assigned by their normal process by the National Committees. NCs will continue to have the responsibility to reconcile all their concerned national stakeholders in whatever process they currently use to format a vote or position.

### **6 New type of membership for a SyC: Registered Member**

Participation by TCs and non-IEC groups is strongly encouraged in the work of a SyC. In order to facilitate a more active exchange of information and work, further to the current liaison process, a new type of membership for a SyC has been formed and is called Registered Member, (R-Member).

Definition of R-Members:

- Any TC and non-IEC group that is determined to have meaningful inputs to the work of the SyC can be named "Registered Member" of the SyC ( "R-Member" )
- R-Members can be TCs/SCs (including ISO / IEC JTC1 SCs) or technical groups (outside of the IEC) and must be approved by a vote of the Systems Committee P-Members, with notification to the SMB through the RSMB report.

Procedures:

- R-Members will be registered in the IEC Experts Management System when named by the SyC
- The list of R-Members shall be listed on the IEC web page for the SyC. Contact points for Registered Members shall be maintained by the SyC Secretariat.
- Each SyC plenary will review the list of R-Members and recommend any additions or removals.

Tasks/Rights:

- R-Members (TCs and Non-IEC groups) can appoint experts to the expert pool.
- R-Members shall have the right to provide comments (but not Vote) on any SyC document circulated for comment or voting.
- Registered Membership held by an IEC TC in the SyC will allow all experts in that TC to have access to the SyC Documents on the dashboard.

- R-Members do not have the right to introduce documents into the SyC for voting and approval. Any Organizations who wish to bring in documents to the SyC should use the normal A, B or D Liaison process.
- R-Members shall have the ability for a designated representative to participate in the SyC Plenary (without vote).

## **7 Pool of Experts**

To make the SyC more open for participation, the SMB approved the concept of a Pool of Experts for the SyC.

The Pool of Experts will enable the NCs to appoint experts to a SyC pool (managed by the SyC) with access to projects and groups, rather than to specific WG or document projects.

System committees can define a call for experts based on skill set description and can ask experts appointed to the pool to respond to a survey on their skill set inventory.

NCs are encouraged to appoint all interested members of the predecessor SEG to the SyC Pool of Experts for the first three years of the SyC, subject to their willingness to meet normal NC criteria for experts (qualifications and/or fees, etc.).

NCs are encouraged to consider the appointment of SyC experts recommended by the SyC officers.

Any expert appointed to the SyC Pool will have access to all of the documents for the SyC.

R-Members are also encouraged to appoint experts to the membership pool.

## **8 Systems Evaluation Group renamed to Standardization Evaluation Group**

Created by the SMB, the Standardization Evaluation Group will remain a larger, open group used to engage the community of experts, identify the relevant stakeholders, and define the general architecture and boundaries of the problem to be addressed. The change reflects that the outcome of a SEG is not restricted to SyC, but indeed can include a variety of options.

Yours faithfully,

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General Secretary & CEO

PJL