



**TO THE CHAIRMEN AND SECRETARIES OF TECHNICAL COMMITTEES AND
SUBCOMMITTEES
TO ALL NATIONAL COMMITTEES**

Distribution of IEC documents on TC/SC websites and FTP servers

Dear Sir/Madam,

A number of technical committees and subcommittees have set up their own websites and servers, either hosted by the IEC or by themselves. We of course encourage this method of working, but feel it is opportune to remind everyone concerned about the rules concerning the distribution of IEC working documents and published standards.

The IEC National Committees are responsible for the distribution of all working documents to their experts and the Central Office has put a procedure into place, allowing National Committees to manage the access rights of all their experts to all official IEC working documents. Working documents are defined as any document carrying an official IEC registration and include NPs, CDs, DAs, RMs, CDVs, FDISs etc. Such documents may not be placed on any kind of server operated by a TC/SC, as they are available on the IEC's own document server, with access under the control of the National Committees.

Final IEC publications may also not be placed on any kind of document server operated by technical committees or subcommittees.

TC/SC websites and FTP servers should be used for information of a more general nature, not available in another form on the IEC website, or for use by project teams and working groups. In the case of the latter, reasonable precautions should be taken to ensure that logins and passwords are used to limit access to the documents and that the logins and passwords are given only to the members of the project team/working group concerned.

Finally, it may be worth noting that the IEC holds the copyright on all working documents and publications and that anyone who has access to IEC documents is responsible for upholding and protecting that copyright.

Yours sincerely,

A. AMIT
General Secretary