

# GOOD WORKING PRACTICE

## IEC/TC 89 – Fire Hazard Testing

GWP IEC/TC 89®

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# IEC/TC 89 – Good Working Practice (GWP)

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## INTRODUCTION

This Good Working Practice document is intended to clarify the structure of TC 89, its organization and communication, the role of Working Groups, Convenors and Project Leaders to promote a common approach to the working practices and to the drafting of standards. This document explains the specific tasks and duties of experts and some specific administrative tasks within TC 89 as well as some basics of the technical management of projects.

TC 89 is organized and structured in order to keep together the experts who otherwise would be dispersed after a project is finished and would be difficult to recruit at the inception of any subsequent projects. This was one of the ideas of leading experts when the committee was established. Moreover this structure will enable the Chairman and the Secretary to perform their duties more efficiently.

Members of TC 89 should inform the Chairman or the Secretary of any ideas they have regarding items that should be included in the good working practice document.

# IEC/TC 89 – Good Working Practice (GWP)

## 1 Scope

TC 89 is a technical committee with a horizontal safety function (formerly known as a horizontal committee) within the IEC to give guidance and develop standards and test methods related to fire hazards for use by other IEC Committees.

## 2 Terms and Definitions

### 2.1 Working Group

A Working Group is responsible for developing new work and shall report to its parent technical committee through a Convenor.

NOTE In TC 89 maintenance work is done for most of the publications in TC 89 Working Groups which are permanent bodies.

### 2.2 Project Team

A Project Team is responsible for one project related to new work (first edition) or a complete revision which could either be developed inside or outside of the TC 89/WG structure which is disbanded on completion of the work.

### 2.3 Convenor

A Convenor is heading a Working Group.

### 2.4 Project Leader

A Project Leader is responsible for a project (preliminary work, new work).

### 2.5 Expert

An Expert is an active participating member delegated from a NC (P-member of either TC 89 or a TC/SC in liaison with TC 89) into a Working Group or Project Team.

## 3 Structure and policy of TC 89

### 3.1 Working Groups

TC 89 is currently structured corresponding to its task into three (3) Working Groups which are permanent bodies. The Convenors of the Working Groups have been approved by vote of the P-members in the Plenary Meeting. These are:

- **WG 11**  
Fire effluent (corrosivity, heat release, smoke, toxicity), fire hazard assessment, fire safety engineering, flame spread, general guidance, and terminology
- **WG 12**  
Test flames and resistance to heat. Small scale heat and flame test methods
- **AG 13**  
Chairman's Advisory Group

Working Groups handle all projects (new work and maintenance work) belonging to their field of activities. The work is usually organized as a project.

### **3.2 Project teams**

Convenors of Working Groups and Project Teams have the technical overview and background on the subjects dealt with. On completion of its task(s), normally at the end of the enquiry stage, the Working Group status will be reviewed. The Convenor will be retained.

The project work in TC 89 is designated and assigned from the Working Group internally. A reference number should be given preferably using the IEC publication number e.g. "WG/PT 60xxx" but the precise form may be chosen by the experts. Externally the project work is an output of the Working Group.

If a project does not belong to one of the 3 areas it will be developed in a new Working Group, or a new Project Team, e.g. Electrotechnical Vocabulary.

New Working Groups outside the 3 permanent Working Groups may also develop more than one new project (e.g. a series of standards). Working Groups and are numbered in sequence in the order in which they are established.

On completion of the projects, the status of the Working Group responsible for the new work will be reviewed.

The initiation of projects is the responsibility of the P-members or of the Plenary Meeting.

New projects are designated by a project number assigned to the project concerned. Each project team should normally have only one project in its work programme.

Progress in projects which is developed in one of the 3 permanent bodies is reported to the WG Convenor. Progress in projects which are developed independent of this WG structure is reported directly to the committee.

An independent project team is disbanded once the project has been completed.

## **4 PT meetings**

### **4.1 Role of the Convenor**

The Convenor of a Working Group has the overview on the field of work and on projects running. The Convenor arranges meetings to discuss the projects and upcoming duties within the Working Group and manages the communication between the experts of the Working Group, the Secretary, and the Chairman of TC 89. The Working Group Convenor reports to the Plenary Meeting of TC 89 about the projects and their progress. The Convenor may delegate this task to the Project Leaders.

### **4.2 Role of the Project Leader**

The Project Leader cooperates with other members of the Working Group and forms a Project Team. The Project Leader is responsible for the project and is listed as Project Leader on the IEC Web page in the work programme of TC 89. The project appears outwards as workload of the Working Group. The Working Group is responsible for how to proceed within a project.

The Project Leader should circulate a developed draft of the project team within the Working Group before the draft is submitted to the secretary. There should be a close cooperation between the Project Leader and the Convenor of the Working Group. The WG Convenor shall have an overview on the schedule of the projects and if necessary shall remind the Project Leader to proceed with the project team's activities.

During the kick-off meeting of a project, the scope of work shall be clearly defined and understood by all participating members. This activity is normally made in agreement with the Secretary.

Once set up, the PT/MT is under the responsibility of the Project Leader / Convenor who is expected

- to manage the development of the project;
- to organize and chair the meetings;
- to report to the Working Group Convenor, Secretary, and Chairman on progress or delays;
- to report to the Working Group Convenor, Secretary, and Chairman on any significant problem affecting the project; and
- to follow through the project until circulation of the FDIS.

A project can also be managed by the Convenor of the Working Group and developed by the whole Working Group. In this case the Project Team is identical to the Working Group. There should be a consensus between the WG-members on how to work together in each case.

Project Leaders and Working Group Convenors shall inform their members on the content of this guidance document (GWP).

### **4.3 Role of the experts**

Individually appointed experts are brought together to deal with the specific task allocated to the Working Group or Project Team. The experts must 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. Only experts of TC 89 who are listed in the Expert Management System (EMS) of Central Office are allowed to participate in meetings of Working Groups or Project Teams unless invited to attend by the Convenor.

At WG meetings, the expert status as "invited guest" or "observer" must be recorded in the minutes.

### **4.4 Project Team organization**

Project Leader and Project Teams can devise a way of managing its appointed experts. If for example a Project Team is becoming too large, it can be internally organized to be more manageable. The Project Team 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 Project Team via a single expert input, thus saving time and making decisions easier to reach.

### **4.5 Meetings and corresponding work**

It is convenient, in agreement with the timing of each work in progress, to organize the WG/PT meetings in terms of group in the same place. This may lead at a general save of resources.

The Convenor of the Working Group should give a report to the Plenary Meeting.

Project Teams should decide if meetings are necessary or if the work could be done by correspondence. If necessary Project Teams should meet also within the time between two Plenary meetings.

#### Length of meetings:

When deciding how many days be necessary for resolution of comments, experience has shown that 70 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 Secretary may include suggestions for the editorial comments (only) in the Comment Form for confirmation by the meeting.

Web conferences:

Experience has shown that meetings held solely by teleconference should have a very focused and limited agenda and be of short duration.

**4.6 Meeting agenda**

To help the issue of meeting agendas, Annex A gives an example of a Draft Agenda which can be used to suit the particular meeting.

**4.7 Internal documents**

To keep track of internal documents, it is recommended a numbering in the following way and should be listed in a document updated continuously by the Project Leader:

89(WG $n$ , PT $n$ ) $xx$ (name)*string*.

where  $n$  is the Working Group or Project Team number,  $xx$  is e.g. the sequential document number and **name** is the surname (family name) of the expert (or secretary) and **string** is the designator that gives, in a note form, information on the content of the document (e.g. agenda, report, etc.).

**4.8 Minutes**

Minutes shall be made at each meeting and sent to PT members, Working Group Convenor and TC officers.

**4.9 Participation**

If it becomes necessary to manage the participation it may be decided, in conjunction with the Secretary and the relevant National Committee, to remove any non-active expert from the PT. It is in the responsibility of the Convenors and Project Leaders to ensure that only Experts who are listed in the EMS of the Central Office are allowed to participate in the WG/PT unless invited to attend by the Convenor.

Invited guest" or "observer" must be recorded in the minutes.

The activity level of the experts should be reported to the Secretary on a regular basis so that corrective actions can be taken e.g. the Membership of a non-participating Member of a WG should be reviewed in conjunction with their NC and the TC Secretary.

Convenors and Project Leaders should review the participation of the WG/PT experts at regular intervals.

The review should be communicated to the Secretary for action.

**4.10 Guidance for Convenors/Project Leaders GWP Document**

This GWP document shall be pointed out at the start of each project and/or maintenance cycle.

This document is available for viewing and downloading on the IEC TC 89 website.

**5 Drafting of standards****5.1 General**

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

Only the Secretary and/or designated person shall revise this text electronically to avoid corruption of the template and to maintain control of the changes and avoid copyright issues.

## 5.2 Development of International Standards

The development of International Standards has to follow ISO/IEC Directives Part 1.

At the start of each project, the following IEC Guides should be taken in to consideration, where applicable:

- **IEC Guide 104:**  
The preparation of safety publications and the use of basic safety publications and group safety publications;
- **IEC Guide 108:**  
Guidelines for ensuring the coherency of IEC publications – Application of horizontal standards;
- **IEC Guide 109:**  
Environmental aspects – Inclusion in Electrotechnical Standards; and
- **ISO/IEC Guide 2:** Standardization and related activities — General vocabulary.

## 5.3 References

References to other documents may be specific in nature and it is important therefore to remind the reader that the most up-to-date version should be used. Publications in the Normative References clause should be undated.

## 5.4 Notes

It should be remembered that the notes are only informative and cannot contain the word “shall”.

## 5.5 Comment resolution

### 5.5.1 General

Comments received from National Committees for Committee Drafts (CDs) and Committee Drafts for Voting (CDVs) are to be compiled by the Secretariat who may add some observations. The IEC then circulates a CC (Compilation of Comments) document. Comments are discussed at the WG meeting and the process repeats until the text is agreed.”

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

### 5.5.2 Accepted

The comment was acceptable as presented.

### 5.5.3 Not Accepted / Rejected

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.



#### **5.5.4 Partly accepted**

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.

#### **5.5.5 Accepted in principle**

This disposition indicates that the principle of the comment was accepted, but is to be 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.

#### **5.5.6 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 shall be held until the next maintenance cycle of the document if the vote was in acceptance of the CDV.

#### **5.5.7 Noted**

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

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 Working Group or Maintenance Team did not fully understand the proposal.

### **5.6 Approved CDVs**

In case of an approved CDV, the Chairman and Secretary agree to publish the document as FDIS. To resolve the comments on a Committee Draft for Vote (CDV) is in the responsibility of Secretary. In practice the Convenor will undertake the changes in collaboration with the Secretary.

### **5.7 Publication without FDIS – CDVs without negative votes**

If a CDV is approved with no negative votes and only minor editorial comments it is the responsibility of the Secretary to decide if a publication without an FDIS is appropriate.

The secretary will take into account advice from the Chairman, the Project Leader and the CO before deciding to publish with or without an FDIS stage.

### **5.8 Comments on FDIS**

The only changes made after the FDIS approval and prior to publication are the correction of obvious errors which are to be submitted to the IEC CO by the TC Secretary before the closing date of vote.

**Annex A – Example Meeting Agenda****INTERNATIONAL ELECTROTECHNICAL COMMISSION****TECHNICAL COMMITTEE 89: Fire Hazard Testing****PT 60695-xx-xx: name****Draft Agenda for the PT xx-xx Meeting**

Location:       Address

Date and       YYYY-MM-DD (day of the week, starting time – closing time)  
time:

<b>Item</b>	<b>Description</b>	<b>Document reference</b>
1.	Opening of the meeting and introductions	
2.	Apologies for absence	
3.	Approval of the agenda	<b>nnn(Sec)</b>
4.	Membership and reminder to update addresses on the EMS	<b>998(Sec)</b>
5.	Review of Document list	<b>999(Sec)</b>
6.	Review of the <b>previous</b> meeting minutes	<b>nnn(Sec)</b>
7.	Review of the status of <topic>	<b>89/xxxx/INF</b>
8.	Any other business	
9.	Summary of actions and target dates	
10.	Date and location of next meeting	
11.	Closing of the meeting	

Author: Project Leader PT 60695-xx-xx – YYYY-MM-DD

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