

ISO/CalConnect Partner Standards Development Organization (PSDO) Cooperation Agreement

Final Draft Standard

Warning for drafts

This document is not a CalConnect Standard. It is distributed for review and comment, and is subject to change without notice and may not be referred to as a Standard. Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

The Calendaring and Scheduling Consortium, Inc. 2019

:2019

© 2019 The Calendaring and Scheduling Consortium, Inc.

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from the address below.

The Calendaring and Scheduling Consortium, Inc.

4390 Chaffin Lane
McKinleyville
California 95519
United States of America

copyright@calconnect.org
www.calconnect.org

Contents

Foreword.....	V
Introduction.....	vi
Purpose.....	vi
Background.....	vi
Intention.....	vi
Process cooperation.....	vi
1. Scope.....	1
2. Normative references.....	1
3. Terms, definitions and abbreviated terms.....	1
3.1. Terms and definitions.....	1
3.2. Abbreviated terms.....	3
4. Principles of cooperation.....	4
4.1. Collaborative development process.....	4
4.2. Central coordination group.....	4
4.3. Across subject fields.....	4
4.4. Normative referencing.....	4
4.5. Patent policy.....	4
4.6. Contributions to ISO standards.....	4
4.7. Co-development of standards.....	5
4.8. Adoption of existing standards.....	5
4.9. Maintenance of joint publications.....	6
4.10. Mutual recognition and joint deliverables requirements.....	6
4.11. Promotional activities.....	6
5. Joint Coordination Group.....	6
5.1. General.....	6
5.2. Mediator for coordination issues.....	6
5.3. Coordination role.....	6
5.4. Fields of collaboration.....	6
5.5. Members.....	6
6. Amendments to this agreement.....	7
Appendix A (normative) Publication, copyright and commercial arrangements.....	8
A.1. Normative referencing of standards.....	8
A.2. CalConnect content license for joint development.....	8
A.3. Copyright and exploitation rights.....	8
A.4. Re-publishing.....	9
A.5. Statement indicating source.....	9
A.6. Notification of right infringement.....	9
Appendix B (normative) Alignment of project timeline.....	10
B.1. Project stage mapping.....	10
B.2. Track synchronization.....	10
Appendix C (normative) Co-development process.....	11
C.1. General.....	11
C.2. First draft.....	11
C.3. Disapproval and continuance.....	11
C.4. Proposal development: Preliminary stage.....	11
C.5. Proposal submission: Proposal stage.....	12
C.6. Content development: Preparatory, Committee, Enquiry stages.....	12
C.7. Pre-publication: Public review.....	13
C.8. Publication.....	14
C.9. Abandonment.....	14
C.10. Additional collaborators.....	14
C.11. Notification.....	14
C.12. Availability of working documents.....	14
Appendix D (normative) Adoption process.....	15
D.1. General.....	15

D.2. Adoption of an ISO Standard by CalConnect.....	15
D.3. Adoption of a CalConnect Standard by ISO.....	15
Appendix E (normative) Maintenance of joint deliverables.....	17
E.1. General.....	17
E.2. Systematic review and outcome.....	17
E.3. Participation.....	17
E.4. Comment distribution.....	18
E.5. Withdrawal.....	18
E.6. Revision of deliverables.....	18
E.7. Maintenance agency and registration authority.....	18
E.8. General.....	18
E.9. Default volunteer role.....	18
Appendix F (normative) Deliverable requirements.....	19
F.1. Document layout.....	19
F.2. Trademark and copyright statements.....	19
F.3. Patent statement.....	19
F.4. Publication dates.....	19
F.5. Cover page.....	19
F.6. Introduction part.....	19
F.7. Document identifier and references.....	19
F.8. Project code.....	20
F.9. Editorial work.....	20
Bibliography.....	21

Foreword

The Calendaring and Scheduling Consortium (“CalConnect”) is a global non-profit organization that pursues the wide availability of truly interoperable collaboration systems and applications through the use of open standards. CalConnect works closely with liaison partners and international standard organizations including ISO, OASIS and M3AAWG.

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

This document was prepared by the Joint Coordination Group of ISO and CalConnect.

This is the first edition of this document.

Introduction

Purpose

The purpose of this document is to establish an understanding between ISO and CalConnect on cooperation on standards development.

This document formalizes the process of collaboration of ISO and CalConnect to cooperate and to enable the collaborative development of standards.

The resulting standards are to be jointly published by ISO and CalConnect as “ISO/CalConnect Standards”, according to processes described in this document.

Background

One of the objectives of ISO is to facilitate the international exchange of goods and services through the development of International Standards.

The ISO Council has adopted a policy of inclusiveness and encourages cooperation between ISO and other standardizing bodies, where such cooperation would serve to ensure effective and efficient use of resources available for standardization activities.

CalConnect aims to facilitate interoperability of collaborative technologies with open standards, in particular on calendar, scheduling, and contacts; its standards are globally recognized and widely applied.

Intention

ISO and CalConnect agree to the principles of cooperation described in this document, in all fields subject to approval by the ISO TMB and the CalConnect TC PUBLISH and TCC.

Process cooperation

ISO and CalConnect wish to avoid duplication of efforts by their respective committees.

ISO produces International Standards in accordance with processes described in [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#) and [ISO/IEC Directives, Part 1](#), with the standard documents drafted in accordance with the editorial rules of [ISO/IEC Directives, Part 2](#).

CalConnect creates publicly available CalConnect Standards through a consensus-based standardization process described in [CC/DIR 10001:2018](#), and standard documents created in accordance with [CC/DIR 10002:2018](#).

Both ISO and CalConnect believe that cooperation at the standards development process level provides the following benefits:

- maximizes the deliverable expertise of their experts; and
- maximizes the quality of the resulting International Standard.

This agreement facilitates a collaborative development process for the creation of joint publications (ISO/CalConnect Standards) between ISO and CalConnect.

ISO/CalConnect Partner Standards Development Organization (PSDO) Cooperation Agreement

1. Scope

This document describes the agreement between CalConnect and ISO for the cooperation of standards development and publication.

Specifically, it provides the principles and necessary processes for these collaborative cases between ISO and CalConnect (“Parties”):

- co-development of a standardization work item, proposed by either party
- submission of a CalConnect document to ISO for its standardization process

Standardization processes in this document is intended to align with [ISO/IEC Directives, Part 1, ISO/IEC Directives, Part 1, Consolidated ISO Supplement, CC/DIR 10001:2018](#) and [CC/DIR 10002:2018](#).

2. Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

CC/DIR 10001:2018, *CalConnect Directive: Standardization and publication*

CC/DIR 10002:2018, *CalConnect Directive: Standard document requirements*

ISO/IEC Directives, Part 1, Consolidated ISO Supplement, *Procedures specific to ISO*.

ISO/IEC Directives, Part 1, *Procedures for the technical work*.

ISO/IEC Directives, Part 2, *Principles and rules for the structure and drafting of ISO and IEC documents*.

ISO/IEC Guide 2:2004, International Organization for Standardization and International Electrotechnical Commission. *Standardization and related activities — General vocabulary*. Eighth edition. 2004. Geneva. <https://www.iso.org/standard/39976.html>.

3. Terms, definitions and abbreviated terms

For the purposes of this document, the terms and definitions given in [ISO/IEC Guide 2:2004](#) and the following apply.

3.1. Terms and definitions

3.1.1.

ISO members

ISO member bodies and correspondent members

3.1.2.

CalConnect members

CalConnect member bodies

3.1.3.

ISO committee

ISO TC

:2019

ISO Technical Committee (including ISO/IEC JTC1) or Subcommittee

**3.1.4.
CalConnect technical committee**

CalConnect TC

internal committee of CalConnect tasked with a scope of work it is responsible for

**3.1.5.
standardization project**

an organized process with one or more standardization work items that contributes towards a defined scope of work

**3.1.6.
standardization work item**

publishable work item that creates output that relates to standardization within a *standardization project* ([Clause 3.1.5](#))

**3.1.7.
project owner**

entity with authority in charge of a *standardization project* ([Clause 3.1.5](#))

**3.1.8.
document**

written output of a work item

**3.1.9.
CalConnect deliverable**

document ([Clause 3.1.8](#)) produced by a *CalConnect TC* ([Clause 3.1.4](#)) as described in [CC/DIR 10001:2018](#)

Note 1 to entry: According to [CC/DIR 10001:2018](#), CalConnect deliverables include the following types: CalConnect Standard, Guide, Specification, Report and Directives. Directives are not considered a standardization work item.

**3.1.10.
ISO TC deliverable**

document ([Clause 3.1.8](#)) produced by an *ISO TC* ([Clause 3.1.3](#)) as described in [ISO/IEC Directives, Part 1](#)

Note 1 to entry: According to [ISO/IEC Directives, Part 1](#), ISO TC deliverables include the following types: International Standards, Technical Specifications, Publicly Available Specifications and Technical Reports.

**3.1.11.
document stage**

stage of document as specified in the ISO harmonized stages (as defined in [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#))

**3.1.12.
standardization project output**

output of a *standardization project* ([Clause 3.1.5](#))

Note 1 to entry: In this document, it explicitly means any documents and IP rights produced by the standardization project.

**3.1.13.
proposal for standardization**

proposal for a new work item for standardization

3.1.14.**co-develop**

act of developing a work item by multiple parties from the proposal stage

3.1.15.**co-publish**

act of publishing *documents* ([Clause 3.1.8](#)) of identical content by multiple parties

3.1.16.**joint work item**

work item *co-developed* ([Clause 3.1.14](#)) by both parties

3.1.17.**joint deliverable**

completed form of a *joint work item* that is designated to be *co-published* ([Clause 3.1.15](#)) by ISO and CalConnect

3.1.18.**joint publication**

publication that is *co-published* ([Clause 3.1.15](#)) by ISO and CalConnect

Note 1 to entry: Different publishers of a joint publication may utilize a different document layout.

3.1.19.**Joint Coordination Group**

JCG

advisory group with representatives from ISO and CalConnect on the execution and maintenance of this agreement

3.1.20.**joint project group**

JPG

group created to be *project owner* ([Clause 3.1.7](#)) of a *joint work item* ([Clause 3.1.16](#)), composed of participants from *ISO committees* ([Clause 3.1.3](#)) and *CalConnect TCs* ([Clause 3.1.4](#))

3.1.21.**joint maintenance group**

JMG

joint project group ([Clause 3.1.20](#)) for the sole purpose of maintaining a *joint publication* ([Clause 3.1.18](#))

3.1.22.**co-development document register**

document register of a list of *co-developed* ([Clause 3.1.14](#)) *documents* ([Clause 3.1.8](#)) developed under this agreement, held by the *Joint Coordination Group* ([Clause 3.1.19](#))

3.2. Abbreviated terms

IPR	Intellectual Property Rights
TCC	CalConnect Technical Coordination Committee
TMB	ISO Technical Management Board

4. Principles of cooperation

4.1. Collaborative development process

A collaborative development process is crucial to effective development of work items between ISO and CalConnect.

Both organizations agree to align appropriate internal processes and procedures in order to facilitate joint development of work items.

Three mechanisms are provided below for cooperative development of joint publications between ISO and CalConnect, namely:

- 1) CalConnect contributes content to ISO;
- 2) ISO and CalConnect co-develop a joint deliverable;
- 3) Adoption of an existing standard from either party.

4.2. Central coordination group

ISO and CalConnect agree to the establishment of a joint coordination group (JCG) to coordinate matters relevant to the execution and maintenance of this agreement.

4.3. Across subject fields

ISO and CalConnect agree that this agreement applies to all subject fields subject to approval by both parties.

Details of implementation are provided in [Clause 5.4](#).

4.4. Normative referencing

ISO and CalConnect agree to the normative referencing of their standards as appropriate in publications of the other organization in compliance with each organization's policies and directives relative to normative references.

Implementation details are provided in [Appendix A.1](#).

4.5. Patent policy

ISO and CalConnect agree that content of joint deliverables, including the ISO published form of joint publications, will remain free of IPR restrictions that would limit their application.

Patented content in a joint deliverable is governed by the ISO patent policy and the CalConnect IPR policy.

Any patents involved knowingly in the document shall be made transparent prior to the DIS stage of the joint deliverable.

4.6. Contributions to ISO standards

ISO International Standards are normally developed within ISO Committees. As part of this normal development process, an ISO committee may determine that specific elements of a CalConnect standard (e.g. figures, data, definitions), along with information from other sources, would contribute to the development of an ISO Standard.

As specified in the [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#), original material contributed to become part of an ISO publication is normally copied and distributed within the ISO system as part of the consensus-building process, this being without prejudice to the rights of the original copyright owner to exploit the original text.

It is also recognized that, where such material is already subject to copyright, rights have to be granted to ISO to reproduce and circulate the material.

As part of this agreement, CalConnect grants a licence to ISO described in [Appendix A.2](#) for using elements of a CalConnect standard in the development of joint publications.

4.7. Co-development of standards

In cases where CalConnect has developed a standard, or where CalConnect is proposing or developing a standard (yet unpublished), which corresponds to a stated ISO TC need covered by this agreement.

In these instances, the relevant ISO TC and CalConnect TC may agree that it would be mutually beneficial to develop work jointly.

ISO and CalConnect agree to a coordinated and specified process for the co-development of joint publications.

The detailed process and procedures are provided in [Appendix C](#); copyright of the resulting deliverables is explained in [Appendix A.3.2](#).

4.8. Adoption of existing standards

4.8.1. General

ISO and CalConnect agree to a coordinated and specified process for the adoption of either party's standardization work items, where:

- CalConnect may wish to formally adopt a published ISO International Standard;
- CalConnect may propose that an existing CalConnect standard be submitted as a final draft International Standard (FDIS) at ISO.

Copyright of joint publications created through adoption is explained in [Appendix A.3.1](#).

4.8.2. Adoption of an ISO Standard by CalConnect

CalConnect may wish to formally adopt a published ISO International Standard.

In this case, the source party is ISO and the adopting party is CalConnect.

The method of adoption is specified in [Appendix D.2](#).

4.8.3. Adoption of a CalConnect Standard by ISO

A published CalConnect standard with global use and acceptance may be proposed for adoption as an ISO International Standard, through the FDIS fast-track procedure of submitting a CalConnect standard to ISO.

In this case, the source party is CalConnect and the adopting party is ISO.

The method of adoption is detailed in [Appendix D.3](#).

4.9. Maintenance of joint publications

Maintenance of joint publications shall be a joint responsibility under a joint process.

Details of the implementation of this clause is described in [Appendix E](#).

In joint publications where a maintenance agency or registration authority is necessary, CalConnect agrees to serve as the default volunteer, as described in [Appendix E.7](#).

4.10. Mutual recognition and joint deliverables requirements

ISO and CalConnect shall establish rules to ensure the collaborative effort by both parties are mutually recognized within joint deliverables.

The associated requirements are provided in [Appendix F](#).

4.11. Promotional activities

ISO and CalConnect agree to share and coordinate promotional activities for the joint publication via the JCG.

5. Joint Coordination Group

5.1. General

ISO and CalConnect agrees to establish a standing body, the Joint Coordination Group ("JCG"), for:

- maintenance and execution of this agreement; and
- coordination and maintenance of procedures between two organizations.

5.2. Mediator for coordination issues

This group meets as necessary and serves as the forum for discussing and resolving issues relating to coordination that may arise from time to time.

5.3. Coordination role

The JCG will support the individual liaisons between ISO Technical Committee working groups and project teams, with CalConnect technical committees.

The presence of the JCG is not intended to affect responsibilities of existing organizational structures in ISO and CalConnect.

5.4. Fields of collaboration

The JCG is responsible with the determination of the subject fields of which this agreement applies to, subject to approval by the ISO Technical Management Board and the CalConnect TC PUBLISH and TCC.

5.5. Members

The JCG is composed of an equal number of representatives from both parties:

- Two representatives from ISO

- Two representatives from CalConnect

6. Amendments to this agreement

ISO and CalConnect agree that changes to this agreement shall be first proposed through the JCG, and formalized by a resolution from one party to the other.

Appendix A (normative) Publication, copyright and commercial arrangements

A.1. Normative referencing of standards

ISO and CalConnect acknowledge that all documents, data or electronic files provided by each consisting of or relating to joint publications are copyrighted property and data and will not be supplied to any other party without the prior written consent of the copyright owner, and will not be used, in whole or in part, as a basis for a joint publication without following specific procedures established by the respective copyright owner.

Each organization will promptly notify the other if it becomes aware of infringements or imitations by others of a joint publication.

A.2. CalConnect content license for joint development

In the development, review and adoption process, ISO members are free to copy and distribute the relevant CalConnect documents for standards development purposes and in accordance with ISO policies for the circulation of draft standards and working documents.

CalConnect grants ISO a world-wide, non-exclusive, non-sub-licensable license (except for national body adoption), to use contents of CalConnect submitted documents to ISO, within the development, review and adoption process of the deliverables under this agreement.

A.3. Copyright and exploitation rights

A.3.1. Of adopted standards

The copyright in any resulting ISO/CalConnect International Standard(s) published according to [Clause 4.8](#), including any future versions of such Standard(s), remain with the source party.

The adopting party will neither acquire nor assert copyright ownership or any other proprietary rights in these ISO/CalConnect International Standard(s).

The source party retains all copyrights in the CalConnect Product(s) and ISO/CalConnect International Standard(s) not specifically granted hereunder.

Subject to the exploitation rights granted above, development by the adopting party (or its members) of any other work affecting the integrity of the source standard or the ISO/CalConnect International Standard(s) would need a separate agreement with the source party.

A.3.2. Of jointly developed standards

Joint deliverables developed through the joint development process according to [Clause 4.7](#), copyright ownership will be held jointly by ISO and CalConnect with normal exploitation rights for CalConnect and for ISO and its members, including for national adoption purposes.

ISO and CalConnect may each sell and distribute the jointly developed standard, in accordance with their own rules, without any royalties to the other.

The resulting joint publication is common to both organizations.

A.4. Re-publishing

ISO and CalConnect agree that any re-publishing of content developed under this agreement, such as the national adoption of a joint publication by an ISO member body, or the re-publishing of a joint publication by another organization, will adhere to this agreement.

Publishing arrangements between ISO and ISO member countries are unchanged by this agreement.

A.5. Statement indicating source

ISO and CalConnect agree that the resulting publication created with the joint deliverable will contain a suitable statement that describes the base standard the joint deliverable was derived from.

A.6. Notification of right infringement

Each party shall promptly inform the other party if it becomes aware of any copyright infringement or potential infringement of a joint publication.

CalConnect and ISO shall consult with each other to decide the best way to respond to such infringement.

Appendix B (normative) Alignment of project timeline

B.1. Project stage mapping

The following table provides a mapping between ISO project stages and CalConnect project stages. This document identifies stages according to the ISO project stage names.

Table B.1 — Alignment between ISO and CalConnect project stages

Identification in this document	ISO harmonized stage (ISO/IEC Directives, Part 1)	CalConnect stage
Preliminary	00 Preliminary	00 Preliminary
Proposal	10 Proposal	10 Proposal
Preparatory Committee	20 Preparatory 30 Committee	20 Preparatory 30 Committee
Enquiry	40 Enquiry	40 Enquiry
Approval	50 Approval	50 Approval
Publication	60 Publication	60 Publication
Review	90 Review	90 Review
Withdrawal	95 Withdrawal	95 Withdrawal

B.2. Track synchronization

ISO deliverables can be developed according to different tracks and timelines detailed in [ISO/IEC Directives, Part 1](#) and [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#).

CalConnect deliverables are developed according to the timelines detailed in [CC/DIR 10001:2018](#).

For a project under this agreement, CalConnect agrees to adopt a developmental track not slower than the track selected in ISO to ensure the synchronicity between development outcome and publication.

Appendix C (normative) Co-development process

C.1. General

In joint development, technical level support for the development of these standards is provided through the associated CalConnect TC as well as the ISO member bodies and their duly appointed technical experts through the relevant ISO TC.

Experts in ISO are encouraged to participate in the technical work on CalConnect technologies by participating in CalConnect technical committees.

C.2. First draft

A first draft of the standardization deliverable may be created for proposal submission, or may be created in the Committee stage. The draft shall be created through a collaboration process between experts from both organizations, or at least, the proposing organization should have received input from the other organization.

CalConnect agrees that any draft submitted to ISO shall adhere to the requirements detailed in [CC/DIR 10002:2018](#), [ISO/IEC Directives, Part 2](#) and applicable internal guidelines of ISO.

C.3. Disapproval and continuance

If the project proposal is rejected by the JCG, its output may still be developed by the project proposer if appropriate, and its output may still be proposed to the JCG for co-development in later stages.

At any time, if a ballot to approve the development of a joint work item is disapproved by ISO or CalConnect, each organization may proceed to develop the joint work item independently of each other.

C.4. Proposal development: Preliminary stage

C.4.1. General

At the first instance where either party wishes to co-develop a project with the other party, it should be raised to the JCG.

The JCG shall consult the stakeholders to determine appropriateness of the project and advise the proposer.

C.4.2. Initiation by CalConnect

CalConnect may propose to the appropriate ISO TC(s) to jointly develop a new or existing CalConnect standard to gain recognition as an ISO/CalConnect Standard.

C.4.3. Initiation by ISO TC

If an ISO TC wishes to initiate the joint development of a standard, the ISO TC secretariat shall contact the appropriate CalConnect TC to gauge mutual interest.

:2019

C.5. Proposal submission: Proposal stage

C.5.1. General

When the JCG determines interest within ISO to co-develop the proposed project, the project proposer should submit a proposal indicating its wish to co-develop the proposed project, to be approved by the relevant ISO and CalConnect TCs via ballot.

C.5.2. Initiation by CalConnect

CalConnect shall provide a NWIP in accordance with [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#) for the proposal of new work items.

In addition, the NWIP shall include:

- rationale for using this process; and
- justification of the need for an ISO/CalConnect International Standard.

C.5.3. Initiation by ISO TC

An ISO member shall submit a NWIP to the ISO TC for approval in accordance with [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#).

Concurrently, the corresponding CalConnect TC will submit a project proposal to the CalConnect TCC, providing the relevant information for the project and a statement that the project is to be developed jointly with the relevant ISO TC.

C.5.4. Fast-track proposal at ISO

When the ISO NWIP is accompanied by an existing CalConnect standard, members of the ISO TC will be invited to approve its submission as a DIS.

NOTE A two-thirds (2/3) majority vote of participating ISO P-members is required for approval ([ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#)).

C.5.5. Approval of co-development

If both organizations approve the proposal for joint development, the project shall be adopted on both sides by a CalConnect TC and an ISO TC.

The JCG shall then create a joint project group to be the project owner of the proposed joint work item through the CalConnect TCC and the secretariat of the ISO TC, consisting of nominated experts from the relevant CalConnect and ISO TCs.

ISO and CalConnect will mutually agree on a Convener for the JPG.

This approved project shall be listed in the JCG register of co-developed projects.

C.6. Content development: Preparatory, Committee, Enquiry stages

C.6.1. General

The goal of these stages are to create an approved, balloted draft of the joint deliverable by both parties.

In these stages, members of the joint project group shall collaborate closely to ensure efficient and effective development of the deliverable of the respective stages. The deliverable shall be developed jointly by experts of both organizations.

C.6.2. Stage synchronization

The approval process at CalConnect and ISO shall be adhered to. CalConnect agrees to synchronize its project stage with the corresponding ISO project stage.

Specifically:

- If a deliverable is approved by ballot at both ISO and CalConnect, CalConnect will advance the project stage at its project group accordingly.
- If a deliverable is rejected by ballot at either party, CalConnect will not advance project stage at its project group, unless a re-ballot at ISO approves advancement of the deliverable.
- In cases where a development stage is optional and skipped in accordance with [ISO/IEC Directives, Part 1](#) and [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#), CalConnect shall set the stage of its project at the corresponding stage.

C.6.3. Approval of a committee draft

Once consensus is reached within the JPG, the draft is circulated to the relevant ISO and CalConnect TCs for three-month comment.

The JPG prepares a compilation of comments received from both organizations and develops a revised draft.

C.6.4. Approval of a draft standard

Once consensus within the JPG is achieved, the draft is provided to ISO for DIS ballot and CalConnect for DS ballot.

Once balloting and approval at that stage, from both organizations, is completed, the JPG prepares the document for circulation by ISO for a two-month FDIS vote (according to [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#), unanimous approval in ISO during DIS ballot implies that a further FDIS ballot is not necessary).

In parallel, CalConnect submits the draft to the CalConnect TCC for FS ballot.

C.6.5. Approval for publication

The document is considered approved when:

- ISO achieves the requisite FDIS approval (or unanimous DIS approval), in accordance with [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#), and;
- CalConnect TCC has provided its requisite approval, in accordance with [CC/DIR 10001:2018](#).

Once the document has been approved by both ISO and CalConnect, the document is published as a joint ISO/CalConnect standard.

C.7. Pre-publication: Public review

A public review period of 60 days is required for the compliance to [WTO TBT Agreements](#) rules, for which both ISO and CalConnect adhere to.

A 60-day public review shall be held in the DIS stage of the ISO deliverable.

Comments to ISO shall be performed according to [ISO/IEC Directives, Part 1](#) and [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#); comments to CalConnect shall be performed through CalConnect's public review procedure.

:2019

The parties agree to synchronize the dates of review periods for the maximum benefit to the joint work item.

C.8. Publication

C.8.1. As a CalConnect Standard

After an ISO ballot on the acceptance of a joint work item as DIS, FDIS or IS, the joint work item will be published as a CalConnect Standard.

C.8.2. As an ISO/CalConnect Standard

After an ISO ballot on the acceptance of a joint work item's status to proceed to IS from FDIS, the joint work item will be published by ISO and CalConnect as an ISO/CalConnect Standard.

C.9. Abandonment

A joint work item may be abandoned by one of the two parties if it sees it being inappropriate or is no longer interested or able to contribute to the joint work item. Each party is allowed to abandon the joint work, which at that point will become sole work of the other party.

A notice of such must be sent by the abandoning party to the JCG and distributed by both parties to its members.

The abandoning party, if the abandoned work is carried on by the other party, is required to explicitly agree that the copyright of such work is to be waived to the continuing party to allow publication of the document.

The rejoining an abandoned work item prior to publication, by the abandoning party, is explicitly allowed by this agreement, given a notice is filed at the JCG, unless in exceptional circumstances.

C.10. Additional collaborators

Parties may bring in additional collaborators under this agreement, given it is approved by the JCG, that the provisions of this agreement are fully satisfied by agreements present between all collaborators.

C.11. Notification

Notification of availability of new documents within CalConnect will be announced to the appropriate ISO TCs and CalConnect TCs.

C.12. Availability of working documents

Drafts and working documents are available according to each party's normal practices.

Appendix D (normative) Adoption process

D.1. General

ISO and CalConnect agree to a coordinated and specified process for the adoption of either party's standardization work items, where:

- CalConnect may wish to formally adopt a published ISO International Standard;
- CalConnect may propose that an existing CalConnect standard be submitted as a final draft International Standard (FDIS) at ISO.

D.2. Adoption of an ISO Standard by CalConnect

CalConnect may wish to formally adopt a published ISO International Standard as described in [Clause 4.8.2](#),

Such adoption shall be subject to an agreement between CalConnect and the ISO member body in the country where CalConnect has its legal seat (ANSI).

D.3. Adoption of a CalConnect Standard by ISO

D.3.1. General

As described in [Clause 4.8.3](#), a CalConnect standard may be adopted by ISO.

The adoption of a CalConnect standard at ISO is through FDIS fast-track as described in this clause.

Adoption by ISO FDIS approval is intended to validate an existing CalConnect standard through ISO's established member body approval mechanism.

D.3.2. Initiation by CalConnect

CalConnect may propose an existing CalConnect standard to be submitted as a final draft International Standard (FDIS) at ISO.

Such requests shall be submitted to the Secretary-General of ISO for acceptance.

The ISO Secretary-General shall then submit a proposal to the relevant ISO committee for a 30-day ballot which shall decide, by simple majority vote, on:

- 1) the need for an ISO International Standard on the subject; and
- 2) submission of the proposal for FDIS ballot.

D.3.3. Initiation by ISO

Any ISO TC may decide to invite, by simple majority vote, CalConnect to offer a particular CalConnect standard for adoption under this agreement, provided agreement has been obtained from CalConnect.

Where an ISO TC confirms the need for an ISO International Standard, but determines that the proposed CalConnect standard should not be submitted for FDIS ballot, CalConnect shall be consulted on its interest to proceed with the project jointly.

:2019

D.3.4. Approval

Requirements for acceptance shall be those pertaining to the FDIS approval stage in [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#).

Upon acceptance by CalConnect and the relevant ISO TC, the CalConnect standard shall be circulated to ISO members for a five-month approval vote (to also allow for national public review and, where necessary, translation).

The adoption is considered approved once the FDIS ballot is approved.

The process described in [Appendix C.8.2](#) also applies.

Appendix E (normative) Maintenance of joint deliverables

E.1. General

The project groups in both organizations responsible for the published deliverable shall work in collaboration to address any corrections or necessary amendments.

The intention is to coordinate the initiation of revisions and to maintain, to the greatest extent possible, one common ISO/CalConnect Standard on a given subject.

When a joint deliverable is deemed to be updated, both parties agree that each other has the first right of refusal.

The revisions shall be published jointly as described in [Appendix C.8](#).

E.2. Systematic review and outcome

Joint publications that have been published for four (4) years since their last approval date shall be reviewed in their entirety by the responsible JMG, as determined by the JCG.

A decision shall be made by both parties at the end of the review period, on whether to:

- 1) confirm the standard, for which no change is necessary;
- 2) revise, as a new joint work item; or
- 3) withdraw the standard.

The decided action shall be initiated within five (5) years of the last approval date.

NOTE The four (4) years review period provides a one (1) year timeframe for which a review decision can be made, in accordance with [ISO/IEC Directives, Part 1, Consolidated ISO Supplement](#) and [CC/DIR 10001:2018](#) where a maximum of five (5) years is allowed between reviews.

E.3. Participation

E.3.1. Agree to jointly maintain

When both the ISO TC and CalConnect agree to jointly revise the standard, a joint maintenance group (JMG) is established consisting of nominated experts from the relevant CalConnect and ISO TCs.

ISO and CalConnect mutually agree on a Convener for the MG.

E.3.2. Non-participation of ISO TC

If CalConnect initiates revision to the document and the relevant ISO TC decides not to participate in the revision process, ISO shall ensure that the ISO/CalConnect Standard is not revised until CalConnect has completed its revision.

Once the document has been revised, CalConnect may submit the document to ISO as a potential new Standard for FDIS fast-track approval to supersede the earlier ISO/CalConnect Standard.

Should the revised document not be submitted by CalConnect, or accepted by the relevant ISO Committee, the original ISO FDIS fast track Standard shall be withdrawn, unless otherwise agreed by both organizations.

:2019

E.3.3. Non-participation of CalConnect

If ISO initiates the revision and CalConnect decides not to participate in the process, then ISO may continue to revise the Standard.

However, any material used from the original ISO/CalConnect Standard will require a separate agreement with CalConnect.

E.4. Comment distribution

When a party receives formal comments on the joint work item, it shall share it with the other party within 2 weeks of receiving them, documented and distributed through the JCG.

E.5. Withdrawal

When a review determines that a joint published item should be withdrawn, both parties agree that the item to be indicated as withdrawn.

E.6. Revision of deliverables

E.6.1. Initiation of revision process

Revisions to joint publications can be proposed to the relevant CalConnect or ISO TC at any time by members of CalConnect or the ISO TC.

E.6.2. Amendments and full revisions

Amendments and full revisions of a joint deliverable are considered joint new work items, and shall be developed in accordance with the procedures in [Appendix C](#).

E.6.3. Corrections

Corrections, such as technical corrigenda, of an ISO/CalConnect standard, shall be jointly developed by the appropriate ISO TC and CalConnect TC in accordance with each organizations' internal procedures.

E.7. Maintenance agency and registration authority

E.8. General

Both organizations recognize that a maintenance agency or registration authority is required for the successful implementation of certain standardization deliverables resulting from this agreement.

E.9. Default volunteer role

For standards developed under this agreement, CalConnect volunteers to serve as their maintenance agency or registration authority as necessary.

CalConnect shall submit a suitable application to ISO once a NWIP requiring establishment of a maintenance agency or registration authority for a joint work item is approved.

Appendix F (normative) Deliverable requirements

F.1. Document layout

CalConnect and ISO will establish a consistent layout, including associated supporting information (e.g. foreword, introduction), for joint publications.

F.2. Trademark and copyright statements

Similar to the process applied on national adoption of an ISO deliverable, trademarks and copyright statements of both organizations shall appear on the document cover page as well as in the foreword.

F.3. Patent statement

A suitable patent statement in accordance with the ISO patent policy and the CalConnect patent policy shall be stated in the foreword of the document.

F.4. Publication dates

The edition year and the year of publishing of a joint deliverable shall be identical in the ISO and CalConnect deliverables.

F.5. Cover page

In ISO and CalConnect publications of the joint publication, as well as any further adoptions, shall retain the logographic marks of both organizations.

The joint publication shall also provide a single document identifier on the cover page.

F.6. Introduction part

The introduction shall state that it is a joint work product between ISO and CalConnect.

F.7. Document identifier and references

ISO publications published through joint publication under this agreement will be referenced with the following prefixes:

- “ISO/CC” in ISO documents
- “CC/ISO” in CalConnect documents

In case that a joint publication is performed under ISO/IEC JTC 1, the resulting prefixes are:

- “ISO/IEC/CC” in ISO and IEC documents;
- “CC/ISO/IEC” in CalConnect documents

References shall contain sufficient information for those wishing to obtain the equivalent documents of the other party to be able to do so.

EXAMPLE 1

In the document identifier “ISO/CC 18001:2018”, “ISO/CC” is the prefix, “18001” the project code, and “2018” the edition date.

:2019

EXAMPLE 2

In the document identifier "ISO/IEC/CC 28001:2018", "ISO/IEC/CC" is the prefix, "28001" the project code, and "2018" the edition date.

F.8. Project code

A mutually acceptable number will be used for the project code, with the goal of achieving identical deliverable numbers in ISO and CalConnect to prevent potential ambiguity.

ISO and CalConnect shall also give consideration to any previous numbering used by ISO or CalConnect to determine the number designation for the Standards developed in accordance with this agreement.

F.9. Editorial work

ISO and CalConnect will perform final editorial/production work on the joint work item with approval of the final proof by both parties prior to ISO publication.

CalConnect and ISO will not charge each other for any editing or production work undertaken in development of the final ISO/CalConnect Standard.

Bibliography

- [1] WTO TBT Agreements, World Trade Organization, *The WTO Agreements Series Technical Barriers to Trade*