

## Tasks and composition of IFAN working and project groups

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*WG - working group; PG - project group*

### Asia-Pacific Group

<b>Created:</b>	September 2015
<b>Task:</b>	• Terms of Reference were approved by the Board at the Board meeting of 24 September 2018.
<b>Members:</b>	Mr. Gao Jianzhong (CAS, China), Chairman Ms. Weija Xia (CAS, China), Secretary Mr. Ma Rufie (GSIIC) Mr. Ross Wraight (Standards Group) Ms. Jiang Kexin (CAS, China)
<b>Meetings:</b>	-1 <sup>st</sup> meeting was held in London on the 18 <sup>th</sup> October 2019 Currently the work is carried out by correspondence.

### European Group

<b>Created:</b>	October 2002
<b>Task:</b>	To deal with standards users' issues specific to Europe and to improve IFAN cooperation with CEN and CENELEC.
<b>Members:</b>	Ms. Andrea Beddard-Smith (BSS, United Kingdom), Chairperson Dr. Bernhard Angermaier, (ANP, Germany), Deputy Chairperson Ms. Patricia Dind (ANP, Germany) Mr. Laurent Oberlé (ACANOR, France) Dr. Burkhard Raith (ANP, Germany) Mr. Martin Conrads (ANP, Germany) Prof. Albert Cavalli (ACANOR, France) No named representative (NOP, Switzerland) Mr. Bernard Siffermann, (ACANOR, France) Ms. Aymee Siddons (BSS/BSI, United Kingdom) Ms. Sarah Jones (BSS, United Kingdom) Mr. Jorge Figueira (BSS, United Kingdom) Mr. Bululu Kabatakaka (APROMEN, Congo) Ms. Deborah Wautier (CEN-CENELEC Belgium) Honorary member

**Meetings:**

- 1st meeting was held in Brussels on 6 May 2003
- 2nd meeting was held in Milan on 18 May 2004
- 3rd meeting was held in London on 6 February 2006
- 4th meeting was held in Paris on 4 September 2006
- 5th meeting was held on 26 February 2007 by teleconferencing
- 6th meeting was held in London on 4 June 2007
- 7th meeting was held in London on 28 January 2008
- 8th meeting was held on in Geneva 19 September 2008
- 9th meeting was held on 28 November 2008 by teleconferencing
- 10th meeting was held in London on 26 January 2009
- 11th meeting was held in London on 18 May 2009
- 12th meeting was held in Berlin on 26 October 2009
- 13th meeting was held in London on 14 June 2010
- 14th meeting was held in Brussels on 4 April 2011
- 15th meeting was held in London on 11 July 2011
- 16th meeting was held in Luxembourg on 19 October 2011
- 17th meeting was held in London on 12 March 2012
- 18<sup>th</sup> meeting was held in Geneva on 26 September 2012
- 19<sup>th</sup> meeting was held in Paris on 11 March 2013
- 20<sup>th</sup> meeting was held in London on 18 October 2013
- 21<sup>st</sup> meeting was held in Brussels on 20 January 2014
- 22<sup>nd</sup> meeting was held in London on 19 May 2014
- 23<sup>rd</sup> meeting was held in Paris on 19 September 2014
- 24<sup>th</sup> meeting was held in London on 9 March 2015
- 25<sup>th</sup> Meeting was held in Brussels on 8 June 2015
- 26<sup>th</sup> Meeting was held in Paris on 26 October 2015
- 27<sup>th</sup> Meeting was held in London on 29 February 2016
- 28<sup>th</sup> Meeting was held in Brussels on 27 June 2016
- 29<sup>th</sup> Meeting was held in Frankfurt on 13 October 2016
- 30<sup>th</sup> Meeting was held in London on 20 February 2017
- 31<sup>st</sup> Meeting was held in Edinburgh on 20 June 2017
- 32<sup>nd</sup> Meeting was held in Brussels on 16 October 2017
- 33<sup>rd</sup> Meeting was held in London on 22 February 2018
- 34<sup>th</sup> Meeting was held in Brussels on 25 July 2018
- 35<sup>th</sup> Meeting was held in Paris on 10 December 2018
- 36<sup>th</sup> Meeting was held in London on 4 March 2019
- 37<sup>th</sup> Meeting was held in Brussels on 1 July 2019
- 38<sup>th</sup> Meeting was held in London on 15 October 2019
- 39<sup>th</sup> Meeting was held in London on 6 March 2020
- 40<sup>th</sup> Meeting was held virtually on 29 June 2020
- 41<sup>st</sup> Meeting was held virtually on 28 September 2020
- 42<sup>nd</sup> Meeting was held virtually on 18 December 2020
- 43<sup>rd</sup> Meeting was held virtually on 19 March 2021
- 44<sup>th</sup> Meeting was held virtually on 1 July 2021
- 45<sup>th</sup> Meeting was held virtually on 25 October 2021
- 46<sup>th</sup> Meeting was held virtually on 17 January 2022
- 47<sup>th</sup> Meeting was held virtually on 8 June 2022
- 48<sup>th</sup> Meeting was held in Berlin on 19 October 2022
- 49<sup>th</sup> Meeting will be held virtually on 22 March 2023

**WG 1 "Promotion and awareness"****Created:**

November 1998, as "Promotion and standardization Awareness".  
Merged with WG 18 and renamed "Promotion and Awareness", as agreed at the 41<sup>st</sup> Members Assembly September 2014.

**Task:**

Assisting the board in the development and preparation of promotion ideas and products e.g : social media, web site, press releases, IFAN logo, leaflets, stationery, slides, gifts, articles, etc.

**Members:**

Ms. Vered Oren (ISUS, Israel), Chairperson  
Mr. Ross Wraight (Standards Group)  
Dr. Bernhard Angermaier (ANP Germany)  
Ms. Andrea Beddard-Smith (BSS United Kingdom)  
Ms. Claudia Bach (United States)

**Meetings:**

- 1st meeting was held in London on 7 June 1999
- 2nd meeting was held in London on 12 March 2003
- 3rd meeting was held in Geneva on 5 December 2006
- Work is carried out by correspondence
- Several virtual meetings of a small team [VO, KW, ABS] were held in 2021 to make Webinars as part of the IFAN Priorities initiative

### WG 3 "Standards access and distribution"

**Created:** June 1999  
 WG3 reinstated as a separate working group, as endorsed by the 45<sup>th</sup> IFAN Members' Assembly 25 September 2018, thus overturning the decision of the 41<sup>st</sup> members' Assembly.  
*Merged with WG 17, following the Board Meeting 28/29 April 2014 and endorsed by the 41<sup>st</sup> Members' Assembly 18 September 2014.*

**Task:**

- Studying user needs in the field of access to and distribution of standards including the application of electronic tools for these purposes, and
- Advising the IFAN Board on the development of IFAN positions with regard to issues related to standards access and distribution.

**Members:**

Ms. Claudia Bach (United States) Chairperson  
 Mr. Ross Wraight (Standards Group)  
 Mr. Burkhard Raith (ANP, Germany)  
 Ms. Andrea Beddard-Smith (BSS, United Kingdom)  
 Mr. Ma Rufie (GSIIC)  
 Mr. Laurent Oberlé (ACANOR, France)

**Meetings:** Currently the work is carried out by correspondence.  
 Meeting was held in Berlin on 22 October 2023

### WG 8 "Conformity assessment"

**Created:** March 2000

**Task:**

- To develop, enhance and implement IFAN strategies and policies on conformity assessment;
- To establish liaisons with international organizations concerned with conformity assessment (ISO, IAF, ILAC, IEC, etc.), nominate IFAN representatives to these groups as appropriate, serve as a consultation forum for the representatives concerned and prepare IFAN positions on issues under discussion;
- To plan and carry out initiatives with respect to the implementation of IFAN strategies and policies on conformity assessment.

**Members:**

Mr. Ross Wraight (Standards Group), Chairperson  
 Dr Burkhard Raith (ANP, Germany)  
 Mr. George T. Willingmyre (IFAN Associate)  
 Mr. Bongani Khanyile, (PCC)

**Meetings:**

- 1st meeting was held in London on 26-27 April 2001
- Meeting of a small editing group held on 3 September 2001
- 2nd meeting was held in London on 25 March 2002
- 3rd meeting was held in London on 14 March 2003
- 4<sup>th</sup> meeting was held in London on 17 October 2013

Work is carried out by correspondence.

### PG 14 "Social Responsibility"

**Created:** October 2002

<b>Task:</b>	To collect and to collate positions of IFAN members with regard social responsibility (SR), to deliver these positions to the ISO/TMB Working Group on SR and to monitor further developments concerning this subject.
<b>Members:</b>	Ms. Andrea Beddard-Smith (BSS, United Kingdom), Chairperson Mr. David Felinski (SES, USA) Ms. Vered Oren (ISUS, Israel) Mr. George T. Willingmyre (IFAN Associate) Mr. Ross Wraight (Standards Group)
<b>Meetings:</b>	Currently the work is carried out by correspondence when required.

### WG 15 "Standardization strategies" (in abeyance)

<b>Created:</b>	October 2002
<b>Task:</b>	To identify user needs, analyze current and future strategies and draft strategies of international and regional standards organizations, analyze the situation with respect to carrying out the strategies of interest to IFAN, and cooperate with these organizations in order to promote users' points of view and needs.
<b>Meetings:</b>	- Teleconference of the group took place on 2 July 2003 Confirmed in abeyance at the 41 <sup>st</sup> Members' Assembly 18 September 2014

### WG 16 "Education and training"

<b>Created:</b>	June 2005
<b>Task:</b>	<ul style="list-style-type: none"> <li>• To support and promote initiatives in education and training in the standardization field at international, regional and national levels;</li> <li>• To observe initiatives and inform the communities concerned by standardization (stakeholders, users, education professionals, experts, etc.) on education and training in the standardization field at international, regional and national levels;</li> <li>• To support, facilitate and encourage networking in this field.</li> </ul>
<b>Members:</b>	Mr. Muhammad Ali (SES, USA) Chairperson Mr. Laurent Oberlé (ACANOR, France), Mrs. Andrea Beddard-Smith (BSS, United Kingdom) Ms. Sarah Jones (BSS, United Kingdom) Mr Bernard Siffermann (ACANOR, France) Mr. Bertin Ntumba Bululu (APROMEN, Congo) Mr. Bululu Kabatakaka (APROMEN, Congo) Dr. Burkhard Raith (ANP, Germany) Ms. Patricia Dind (ANP, Germany)) Dr. Bernhard Angermaier (ANP, Germany) Prof. Albert Cavalli (ACANOR, France) Ms. Gill Withney (BSI Consultant) Mr. Jean-Charles Lambert (ACANOR, France) Mr. Philippe Charissoux (ACANOR, France) Ms. Vered Oren (ISUS, Israel) Mr. Bongani Khanyile, (PCC) Mr. Gertin Van de Kaa, (TU Delft) Mrs. Claudia Bach, (United States)
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Meeting was held in Strasbourg on 12 July 2006</li> <li>- 2<sup>nd</sup> Meeting was held in Paris on 20 November 2007</li> <li>- 3<sup>rd</sup> Meeting was held in Mulhouse on 18 March 2008</li> <li>- 4<sup>th</sup> Meeting was held in Luxembourg on 17 July 2008</li> <li>- 5<sup>th</sup> Meeting was held in Paris on 8 June 2009</li> <li>- 6<sup>th</sup> Meeting was held in Berlin on 28 October 2009</li> <li>- 7<sup>th</sup> Meeting was held in Seattle on 15 October 2010</li> <li>- 8<sup>th</sup> Meeting was held in Luxembourg on 17 October 2011</li> <li>- 9<sup>th</sup> Meeting was held in Paris on 18 April 2012 (at Ecodime)</li> </ul>

- 10<sup>th</sup> Meeting was held in Geneva on 25 September 2012
- 11<sup>th</sup> Meeting was held in Paris on 12 March 2013 (at AFNOR)
- 12<sup>th</sup> Meeting was held in Paris on 24 March 2014 (at Audi)
- 13<sup>th</sup> Meeting was held in Strasbourg on 21 July 2014 (at University of Strasbourg)
- 14<sup>th</sup> Meeting was held in Paris on 16<sup>th</sup> September 2014
- 15<sup>th</sup> Meeting was held in Strasbourg on 20<sup>th</sup> June 2016
- 16<sup>th</sup> Meeting was held in Strasbourg on 23<sup>rd</sup> October 2017
- 17<sup>th</sup> Meeting was held in London on 23 February 2018
- 18<sup>th</sup> Meeting was held in Brussels on 26 July 2018
- 19<sup>th</sup> Meeting was held in Geneva on 26 September 2018
- 20<sup>th</sup> Meeting was held in Paris on 11 December 2018
- 21<sup>st</sup> Meeting was held in London on 15 October 2019
- 22<sup>nd</sup> Meeting was held virtually on 14 February 2022
- 23<sup>rd</sup> Meeting was held virtually on 11 April 2022
- 24<sup>th</sup> Meeting was held virtually on 9 September 2022
- 25<sup>th</sup> Meeting was held virtually on 24 February 2023

## WG 17 "IP and standards"

<b>Created:</b>	February 2009 WG17 became a separate WG as endorsed by the 45 <sup>th</sup> Members' Assembly 25 September 2018, thus overturning the decision of the 41 <sup>st</sup> Members' Assembly.  Merged with WG 3 "Standards access and distribution", following the Board Meeting 28/29 April 2014 and endorsed by the 41 <sup>st</sup> Members' Assembly 18 September 2014.
<b>Task:</b>	<ul style="list-style-type: none"> <li>• To study the relationship between Intellectual Property (e.g. patents, copyright) and Standards and its impact on the user</li> <li>• To enhance the awareness of stakeholders concerning all interactions between Intellectual Property and standards systems</li> <li>• To advise the IFAN board on the development of IFAN positions with regard to issues related to Intellectual Property rights</li> </ul>
<b>Members:</b>	This WG is seeking a Chairperson Ms. Andrea Beddard-Smith (BSS, United Kingdom) Mr. Ross Wraight (Standards Group)
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>- 1st meeting was held by teleconferencing on 17 September 2009</li> <li>- 2nd meeting was held in Berlin on 29 October 2009</li> <li>- 3rd meeting was held in Munich on 13 July 2010</li> <li>- 4th meeting (teleconference) was held on 9 August 2010</li> <li>- 5th meeting (teleconference) was held on 12 August 2010</li> <li>- 6<sup>th</sup> meeting was held in Geneva on 26 September 2012</li> </ul> <p>Currently work is carried out by correspondence</p>

## WG 18 "Membership Development" (Merged with WG1 Promotion and Awareness)

<b>Created:</b>	October 2010 Merged with WG 1 Promotion and Awareness, as agreed at the 41 <sup>st</sup> Members' Assembly 18 September 2014
<b>Task:</b>	<ol style="list-style-type: none"> <li>1) Advising the IFAN Board on the development of national IFAN membership with regards to the issue of regional distributions representing standards users from various regions, especially from developing countries;</li> <li>2) Prepare a toolbox to show the benefits of IFAN membership from the existing <b>members points of view and to find an effective strategy to attract their interest.</b> <p>Possibly adapt toolbox or <u>some tools to</u></p> <ul style="list-style-type: none"> <li>- different categories of members (big companies, small companies, national standard user associations)</li> <li>- Developing Countries in various regions, such as South Asia, South America, Eastern and Southern Africa, East and South East Asia,</li> </ul> </li> </ol>

Central and Western Africa, Central and Eastern Europe, Central Asia, Caribbean and central America, and Arab

- 3) Consider/reconsider fee for being IFAN member according to the different categories/countries.
  - N.B. : for instance it should be directly possible during a not planned meeting, to convince somebody easily about the benefits of IFAN and get immediately the signature and the payment. This is today impossible due the complicate method of calculation of the fees linked to ISO methodology.
- 4) Make actions for developing IFAN's membership with help of toolbox and/or others methods like :
  - Meet directly potential future members
  - Emailing
  - Propose actions for special advisers or board members of IFAN
  - Propose attractive information on Websites
  - Propose events to IFAN
  - Others

**Members:** See WG 1

**Meetings:** The work is carried out by correspondence.  
- 1st meeting was held in Luxembourg on 18 October 2011

#### Disbanded Working and Project Groups

The following working and project groups have been disbanded since they accomplished their tasks or combined with other groups, or their activities were transferred to the IFAN Board:

**PG 2** "Use of international standards"  
**WG 4** "Participation in the ISO Networking Conference"  
**PG 5** "Standardization in Bulgaria"  
**WG 6** "Participation in WSSN"  
**PG 7** "Survey on standards users' problems"  
**PG 9** "Single database on standards and projects"  
**PG 10** "Business plans for standards development"  
**PG 11** "Standardization awareness campaign"  
**PG 12** "Experts list"  
**PG 13** "Sector prioritization"