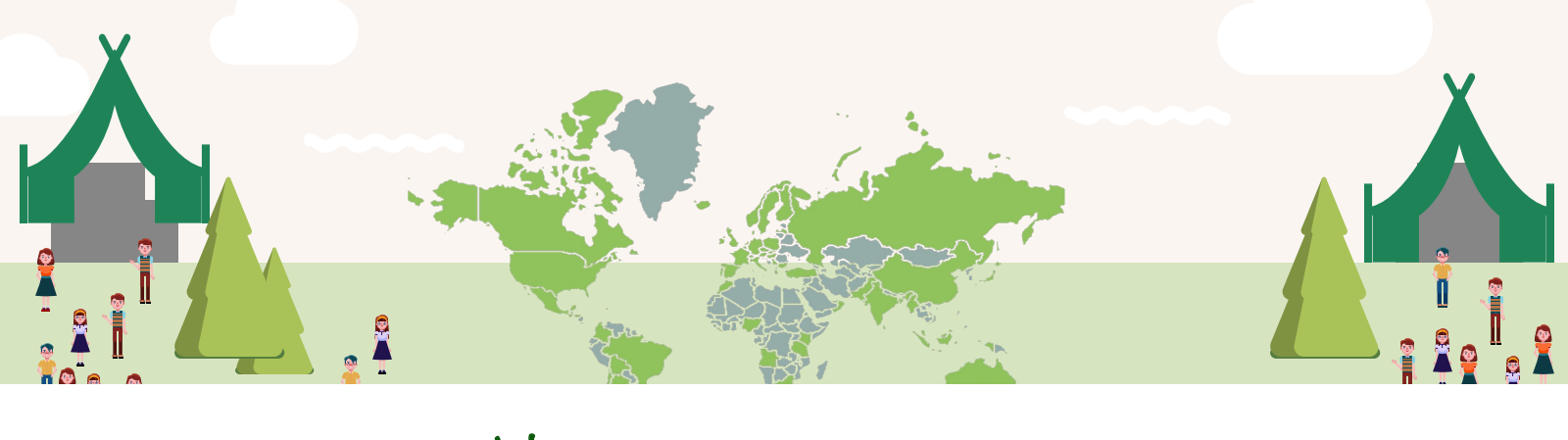


ACTION PLAN COMMENTING ON ISO 20121



WHAT DOES IT MEAN TO COMMENT ON ISO 20121?

In May 2023 the revision of ISO 20121 is at the public enquiry stage. This is the time when people can provide their comments to their National Standards Bodies on the revision of ISO 20121.

Comments on ISO 20121 will be reviewed in the working group meetings.

You can submit the following types of comments

A specific comment

This is either technical or editorial comment: A mistake or modification connected to the proposal.

Or

A general comment:

This comment does not offer a proposed change and it is usually a point of view which may not be considered to be actioned

WHAT ARE THE BENEFITS OF COMMENTING ON ISO 20121?

Submitting comments on ISO 20121 to your National Standard Bodies is how you can give your feedback on the revision of ISO 20121.

Your National Standard Body will publish the finished standard and possibly will have a national adoption so it is of benefit to contact them first.

Comments submitted to your National Standards Bodies or organizations in liaison with ISO, can then be discussed by the mirror committee which will then be accepted or rejected.

The National Standard Bodies will then cast a vote and submit a national position with the accepted comments.

HOW TO COMMENT ON ISO 20121

Firstly you can approach your National Standards Body - You can find a list [here](#), each NSB may have a different process in place.

Secondly, international organizations or NGO's working with the ISO committee can submit comments, if you are a member, you can submit your comments to them.

Click [here](#) for information on contacting liaison bodies.

You can only submit your comments through your National Standards Bodies or through a member organization who will then submit the comments to ISO.

All National Standard Bodies can receive comments, however there are over 20,000 standards that exist so each National Standard Body will focus their time and energy on the standards which are the most important to them.

Ask your National Standard Body how you can submit comments and they will give you information on how they share the draft of the standard and how they gather your feedback.

Comments for the first stage of public enquiry is approx May to July. The exact date depends on the timeline the National Standard Body and Liaison Body set because they will need to compile all comments onto one document before passing them to the working group.

IT IS POSSIBLE TO TRIAL ISO 20121 ON ANY SIZE OF EVENT. IF YOU ARE WORKING ON A MAJOR EVENT THAT IS TAKING MANY YEARS TO PLAN YOU COULD TRIAL ISO 20121 ON SOMETHING LIKE A MEETING OR A SMALL SOCIAL EVENT.

HOW TO COMPLETE THE COMMENT FORM

To have consistency during the collection of feedback and to easily identify changes, ISO uses a commenting form which will be available from your National Standards Bodies.

When completing the form you will need to:

1. Specify the clause and subclasse that your comment refers to. Be aware that it will be almost impossible for the working group to address your comment if this is not clear.
2. If you do not complete the proposed change column when you are giving a specific comment, the working group will not be able to act on your comment.
3. A good comment has all columns completed.

Here is an example of the comment form

Template for comments and secretariat observations					Date: 01/02/2023	Document: N240	Project: NP 18725 WD1
MDI/ WC ¹	Line number (e.g. 17)	Class/ Subclass (e.g. 3.1)	Paragraph/ Figure/ Table/ (e.g. Table 1)	Type of comment ²	Comments	Proposed change	Observations of the secretariat
Instructions for completing commenting form							
Insert Initials Blank Blank	Reference to the doc line # Line	Reference doc clause # Clause	Reference doc table # (if relevant) Paragraphe	G - General in nature (i.e. observations about an entire section or applicable to the whole document) T - Technical change (that changes the technical aspect of meaning) E - Editorial	Please insert here your reasoning/ general comment. The WHY. Please use a language that can reflect FR group positioning. I.e. "WE" or "we" not "I". And kindly phrase things concisely and diplomatically as possible. Veuillez insérer ici votre raisonnement/commentaire général. Le POURQUOI. Veuillez utiliser un langage qui puisse refléter le positionnement du groupe FR. C'est-à-dire "NOUS" ou "nous" sans "je". Et s'il vous plaît formuler les choses de manière aussi concise et diplomatique que possible.	This is where you state WHAT change you wish to be done. Either state the change that needs to happen. Replace x with y And/or insert specific recommended wording if you have this. C'est ici que vous indiquez QUEL changement vous souhaitez voir se produire. Soit énoncez le changement qui doit se produire. Remplacez x par y Insérez y Écrivez insérez une formulation spécifique recommandée si vous en avez une.	Leave blank Ne pas remplir

HOW TO HELP YOUR COMMUNITY COMMENT IF YOU ARE A ORGANISATION IN LIASION WITH THE ISO COMMITTEE

ONCE THE DIS HAS BEEN RELEASED BY ISO, LIAISONS RECEIVE A COPY.

The DIS will be under ISO copyright, so should not be made publicly available to your liaison organization's members.

Instead, ISO recognizes the need for liaisons to obtain feedback from their members on draft standards, but expects this to be done in a controlled manner.

Examples used previously include:

1. A general notice of the availability of a draft is circulated within a liaison organization. Members are required to guarantee they will provide feedback on the draft, before being provided a copy by a centralized administrator within the liaison organization.
2. A general notice of the availability of a draft is circulated within a liaison organization. The draft is made available for download from the liaison organization's website, but is password protected, and requires a member to guarantee to provide feedback on the draft.

The liaison organizations will need to organize how to receive comments from its members, to review them (to remove conflicting comments, or repeated comments), and to decide what comments it will submit against the draft.

If you would like more resources like this and to use your voice to create a sustainable event industry join the Positive Impact global Ambassador community.

www.positive-impact-events.com/Ambassadors

