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Secretariat of ISO/TC 251

Date: 3 November 2016

To the Members of
ISO/TC 251
Asset Management

**Report on the 3rd meeting of ISO/TC 251 Asset management,
at the head-offices of ESRI, Redlands, USA, during 10 to 14 October 2016**

1. Opening of the meeting

The Chairman called the meeting to order at 09:30hrs on the 10th of October, before introducing David Totman, Industry Manager, Global Water Practice, ESRI.

Mr Totman gave a brief presentation describing ESRI's operations, which indicated the relationship of Geographical Information Systems (GIS) to asset management and where these may develop in the future.

The Chairman thanked Mr Totman for his welcome, and thanked ESRI and the American National Standards Institute (ANSI) for their efforts in preparing the meeting.

2. Roll call of delegates

The roll was called by the Secretary. The list of Participating, Observer and Liaison members is given in annex 'A'.

13 ISO Member Bodies and 3 Liaison members attended the plenary meetings

A listing of delegates attending the meetings is given in annex 'B'.

3. Agenda

The TC followed the agenda given in document TC251/N382.

4. Appointment of the drafting committee

The Secretary advised that different committees take different approaches to their "drafting committee". His preference was to ask for delegates who do not have English as their first language to assist in checking the clarity of any draft resolutions.

Argentina and France kindly agreed to assist the Secretary in this matter.

5. Chairman's report and opening address

The Chairman gave the presentation in document TC251/N394.

This indicated:

- A history of the TC and its preceding PC
- Asset Management is all about breaking down barriers and silos within organizations and we should reflect this within the work of the TC itself.

6. Report of the Secretariat

The Secretary gave the presentation in document TC251/N395.

6.1 Report of the 2nd ISO/TC251 meeting, Malmö, 2016-06

The Secretary advised that he had received no comments against the report (given in document PC251/N374), and recommended that the TC should approve the report.

This was agreed.

6.2 Report of the Secretariat

This indicated:

- that 14th October would be World Standards Day
- the membership of the TC (and changes since the last meeting)
- basic documents and policies in ISO for its work
- the use of the eCommittee system
- the hyperlink for providing feedback on the meeting.

The presentation also gave feedback on the reaction of the ISO/TMB to two resolutions from TC251:

- the first had led to a revision of the commissioning process for ISO Handbooks, and the withdrawal of an ISO Handbook on ISO 55000
- the second had not yet been decided by the ISO/TMB, concerning giving “protection” to ISO 55000 and ISO 55001.

7. Confirmation of Liaisons

7.1 Confirmation of Liaisons

The Secretary gave the presentation on liaison members in document TC251/N396, and enquired if the TC was satisfied by its current liaison arrangements. He indicated that the Secretariat would propose a resolution at the closing plenary to confirm its current liaison arrangements.

He noted that the International Certification network, IQNet, is currently applying for liaison recognition and that the Secretariat had asked to establish liaisons with:

- IEC/TC 57 *Power systems management and associated information exchange*
- IEC/TC 115 *High Voltage Direct Current (HVDC) transmission for DC voltages above 100 kV.*

In response to a request from France, the Secretary advised that IQNet is an association of certification bodies.

In response to an enquiry from South Africa, the Chairman advised that the liaisons to IEC/TC57 and IEC/TC115 had been requested, as both committees are already doing work that overlaps with that of the TC (IEC/TC 57 is responsible for **IEC 61968-4:2007** *Application integration at electric utilities - System interfaces for distribution*

management - Part 4: Interfaces for records and asset management; IEC/TC115 is responsible for IEC/TR 62978 Ed. 1.0 Guidelines on Asset Management for HVDC Installations.)

Netherlands asked if the TC was aware of the revision of ISO 19011 *Guidelines to auditing management systems* that was just starting in ISO/PC 302, and if the TC should create a liaison with the PC. The Secretary advised that the TC had already established such a liaison with PC 302, and apologized for not having emphasized this.

The Secretary thanked ISO/IEC JTC1/SC7 and ISO/TC224 for their liaison reports.

7.2 Liaisons Reports

Mr Roger Cummings, Convener ISO/IEC JTC1/SC7/WG21, gave the presentation in document TC251/N397, outlining proposals for the suite of ISO/IEC 19770 standards on I.T asset management.

He advised that the ballot on ISO/IEC DIS 19770-1 was just starting and that the text of the DIS had been circulated to TC251, along with the disposition of their comments received on the earlier Committee Draft (as document TC251/N390). He asked members to note that in the disposition, some comments had been directed for the attention of TC251 against the text of ISO 55001 (as well as comments against Annex SL). He stated that SC7 would welcome the TC's input on the DIS.

The USA commented that the overview document to the ISO/IEC 19770 series was an exciting idea that TC251 could adopt.

Mr Cummings advised that it is also free to download.

France stated that when auditors do certification against ISO 55001, this includes IT assets. It queried if the two standards should therefore be applied at the same time.

Mr Cummings replied that this was not necessarily the case, as the two standards can be applied in an integrated manner. He noted that traditionally this was how ISO/IEC 19770 and ISO/IEC 20000 had been applied prior to the advent of ISO 55001.

The UK noted that software is increasingly being embedded into physical assets, and enquired whether SC7 was recommending the use of embedded tags for such software.

Mr Cummings advised that this was not yet happening.

The Chairman thanked Mr Cummings for his presentation, and noted that the TC needed to take action on the comments that had been directed to it.

8. Activity reports of TC 251 Working Groups

8.1 Chairman's Advisory Group (CAG)

The Chairman gave the presentation in document TC251/N398.

He advised that the CAG had held a meeting the previous day, at which it had noted the appointment of a new ISO C/S Technical Programme Manager for TC251, Mr Antoine Morin (succeeding Mr Stefan Marinkovic)

The CAG had also considered:

- Feedback from ISO/TMB on:
 - The Strategic Business Plan
 - The protection of ISO 55000/55001
 - The Handbook
- The Systematic Reviews on ISO55000 and 55001
- Reports from WGs
- Strategic partnerships and liaisons (e.g. IEC/SMB/ahg65)
- A procedure for managing complaints received against the ISO Code of Conduct

The Secretary advised that a resolution would be proposed at the closing plenary for the adoption of the procedure for managing complaints.

The Chairman advised that there had been discussion about converting the Handbook into a TC 251 product, and that he had directed that WG4 should examine this matter.

8.2 WG3 Communications

Mr Henderson (UK), gave the presentation in document TC251/N399, on behalf of the Convener of WG3.

He was pleased to advise that ISO had agreed to allow the TC to use one of its new format committee web sites.

The report indicated that the WG would be:

- Finalizing the website to enable it to be launched
- Developing slide decks for:
 - standards bodies
 - ambassadors
- Completing the development of its process for managing liaisons
- Liaising with the other TC 251 WG's on their communications needs.

The UK enquired how documents or other content would be approved prior to publication on the web site.

The Secretary replied that:

- a) the TC had to trust that the WG would be working towards producing good documents/content
- b) all content would be reviewed by the Chairman and Secretary prior to publication
- c) all content would be circulated to member bodies for review, and the WG would react to any comments received from the member bodies.

8.3 WG4 Product improvement

Mr Dempsey, Convener of WG4, gave the presentation in document TC251/N400.

This indicated that the WG would be:

- Examining the feedback that would be needed for the TC
- Entering such feedback into a knowledge database
- Examining how to use such feedback

Mr Dempsey called on Mr Daines (Australia) to present the slides on the development of the database.

France enquired whether the database would be able to accept inputs directly from online tools such as “surveymonkey”.

Mr Dempsey replied that this was not possible at the moment, but would be looked at for the future. However, once such survey results were available (e.g. in an Excel file) then they could be entered into it.

The USA asked for clarification on this project.

Mr Dempsey replied that its key features were a) to obtain feedback and b) to analyse that feedback to determine where improvements are needed to TC251 products.

The USA asked if the TC was unique in doing this, or if other TCs had done the same.

The Secretary replied that other TCs had conducted feedback exercises, but that the concept of an ongoing database was unique.

The Convener of WG6 stated that he liked the concept of a database, but wanted to know how this would be controlled in ISO.

Mr Dempsey replied that this was an issue that was still under discussion.

The Chairman stated that he was seeing from the WG3 and WG4 reports that they were highlighting opportunities for all delegates to the TC to engage in their activities or to use their materials.

8.4 WG5 Finance

Mr Way, Convener of WG5, gave the presentation in document TC251/N401.

This indicated that the WG would be:

- Progressing the development of a Draft Glossary of Terms
- Completing a first Draft Article - “Alignment of Asset Management, Financial Management and Accounting within Organizations”
- Examining other topics and progressing the development of drafts for other articles
- Completing the development of a new work item proposal for a Technical Specification

The UK asked for the different types of ISO deliverables and their approval processes.

The Secretary gave a brief overview of International Standards, Technical Specifications, Publicly Available Specifications, Technical Reports and International Workshop Agreements.

The UK asked where the articles from WG5 fitted into these deliverables.

The Secretary replied that the articles would be the basis for the TC’s web site content and would follow the approval process for that content.

The USA enquired as to what would happen to the glossary and if it would go into ISO 55000.

The WG5 Convener replied that the glossary now included some 230 terms, and that it was still a work in progress. The WG would be discussing where it should go.

ISO/IEC JTC1/SC7 advised that there is an existing database of terms in ISO/IEC/IEEE 24765:2010 *Systems and software engineering — Vocabulary* (with an online version available at: <https://pascal.computer.org>) that could be useful for the WG to look at.

The WG5 Convener noted that there is also the ISO Online Browsing Platform (OBP) of terms.

8.5 WG6 Revision of ISO 55002

Mr van Wingerden, Convener of WG6, gave the presentation in document TC251/N402.

This indicated that the WG would be:

- Reviewing the 189 comments received on its Working Draft of ISO 55002
- Looking at the development of the annexes to the draft, and if the number of annexes should be reduced
- Working to produce a first Committee Draft.

France asked the convener for his perception of the main issues that had arisen on the draft since the Malmö meeting.

The WG6 Convener replied that most issues referred to the new annexes.

8.6 Spanish Translation Task Group (STTG)

Mr Norberto Levin (Argentina), on behalf of the Convener of the STTG, reported that the STTG had completed the translations of the standards in November 2014. It had also completed a translation of the (now withdrawn) ISO Handbook on ISO 55000. During its translations it had identified a number of issues with Annex SL text. It would translate future documents from TC251, including the revision of ISO 55002.

9. Systematic reviews of ISO 55000 and ISO 55001

The Secretary gave the presentation in document TC251/N403.

This indicated that the majority of national standards bodies had indicated that the two standards should be confirmed (unchanged).

He advised that the TC251/CAG had recommended that the two standards should be “confirmed” and that a resolution on this proposal would be presented at the closing plenary meeting.

10. Report on the activities of the ISO/TMB/TAG13 Joint Technical Group on the Co-ordination of Management System Standards (the JTCG)

The Secretary gave the presentation in document TC251/N404.

This indicated that:

- The JTCG had held no meetings since the last meeting of TC 251 in June 2016.
- A physical meeting is due to be held during 25 – 27 October 2016
- No reports from other TCs, or the JTCG/TF 5 for the revision of the IUMSS handbook, have yet been received in advance of the meeting
- A paper has been received from ISO/TC 207/SC1 (responsible for ISO 14001) recommending that the JTCG should establish a group to examine “future concepts” prior to the next revision of Annex SL.

The UK enquired if all ISO management system standards such as ISO 14001 would now use the Annex SL structure.

The Secretary confirmed that this was the case and that a revised edition of ISO 14001 had been published in 2015 using the Annex SL structure.

11. Any other business

France stated that it had concerns about the effects of delegates participating by webinar, as compared to those who had travelled to meetings.

The Secretary replied that he fully appreciated France's concerns, however, the ISO/TMB was looking at trying to improve the participation of members from transitional and developing economies, so was encouraging the use of remote participation technologies. In reality, the technologies are not yet in a position to enable full remote participation, more just the ability to listen-in to the discussions, and that those attending meetings had far greater influence over the meeting outputs.

12. Indication of potential resolutions

The Secretary gave the presentation in document TC251/N405.

This indicated potential resolutions for:

- The confirmation of the TC's liaison arrangements, and for the establishment of liaisons with IEC/TC57 and IEC/TC115.
- A new work item proposal from WG5
- Decisions on the Systematic Reviews of ISO 55000 and ISO 55001

13. Adjournment of the meeting

The Chairman adjourned the meeting until 14:00hrs on Friday 14 October 2016.

14. Reconvening of the meeting and roll call

The Chairman reconvened the meeting at 13:30hrs on 14 October 2016. (This was half an hour earlier than originally planned, but was agreed by all delegates.)

The roll was called by the Secretary

15. Items brought forward from the opening plenary meeting

No items were brought forward from the opening plenary meeting.

16. Activity reports of TC 251 Working Groups

16.1 WG3 Communications

Mr Neijens, Convener of WG3, gave the presentation in document TC251/N407, as well as a demonstration of the new web site.

This indicated that the WG had made progress in developing:

- The Website and its development/control processes
- The introductory slide deck for ambassadors and notes;
- A briefing note on asset management
- The liaison process and a slide deck for liaison reports

- A brief icebreaker questionnaire for the web site

The USA asked when the web site would be released.

The Convener of WG3 advised that it could be achieved imminently, once it had been reviewed by ISO C/S.

The Secretary advised that before the first release of an ISO committee web site, ISO itself conducts a review of it and provides (usually helpful) advice to the web site developers. This could be done very rapidly.

The USA asked if there are editorial guidelines for web site content from ISO.

The Convener of WG3 replied that ISO does provide a limited amount of guidance, but the main controls are from the members of WG3 and then the review by the TC Secretariat before material is released.

The USA enquired about the role of the proposed “ambassadors” and who, what, when and why they would be used.

The Convener of WG3 replied that there are insufficient experts within the TC to promote the ISO 5500X standards, so we need to rely on external people such as the experts from national mirror committees. The ambassador packs were being developed to help such ambassadors deliver the TC’s materials in a consistent way.

Sweden enquired how someone looking at the web site could find information about joining the TC.

The Convener of WG3 advised that there is already a section on the web site on this issue.

Netherlands asked if the icebreaker questionnaire would be circulated to the TC prior to being released on the web site.

The Convener of WG3 replied that it would not be.

South Africa enquired whether ambassadors could be given ISO email addresses instead of having to use their personal or business ones.

The Convener of WG3 advised that this was being discussed with ISO C/S.

[Secretariat note: ISO C/S has since advised this will not be possible.]

In closing his report the Convener of WG3 asked that recognition be given to Maurice Henderson (UK) and Rodney Pickett (USA) for having deputized for him during his absence at the start of the meeting.

16.2 WG4 Feedback

Mr Dempsey, Convener of WG4, gave the presentation in document TC251/N408.

This indicated:

- The details of the proposed database, and the processes for selecting materials to be loaded into it, and for the types of outputs it should be able to provide

- The documents that were being loaded into it (e.g. the comments received on the FDISs of the ISO 5500Xs, or key TC251 Ndocs)
- Other types of documents that would be loaded.
- That the WG had cooperated with all 3 other WGs during the week

On the Handbook, the WG considered that there was no need for such a document at this time, but this did not preclude the TC from reviewing this matter at a future date.

France enquired if other TCs have experience of conducting this type of feedback and database activity.

The Secretary replied that other committees had conducted surveys and feedback activities; they had also established groups to examine and develop future concepts for inclusion into their standards; but had not established an ongoing database.

16.3 WG5 Finance

Mr Way, Convener of WG5, gave the presentation in document TC251/N409.

This indicated that the WG had:

- Progressed an abridged article on alignment between asset management and finance
- Worked up further drafts of two sub articles:
 - Why Alignment
 - How to Align
- Developed a NWIP for a Technical Specification giving
 - Guidance on Alignment
- Developed a NWIP for a Standard on the
 - Development of Government Asset Management Policy
- Developed scope statements for a number of future articles.
- Proposed finance feedback questions to WG4
- Resolved issues of text on finance in the revision of ISO 55002 with WG6

The Convener of WG5 invited Mr Laplante (USA) to present the slides concerning the NWIP for the standard on the Development of Government Asset Management Policy.

Australia enquired how this NWIP would avoid becoming too country specific.

Mr Laplante replied that it would be based on the UN performance indicators.

Australia stated that ISO 55001 contains requirements for policy, and wondered what additional benefits the NWIP would achieve above ISO 55001.

Mr Laplante replied that ISO 55001 does not give a lot of detail on policy, particularly for governments, as it has to be generic and applicable to any organization. The NWIP would seek to fill that gap.

The Chairman commented that the TC would need to reach out to countries that do this well, in order to understand and be able to share their best practice.

The Secretary advised that if there was a large response to this NWIP, it may become necessary for the TC to establish a new WG7 to develop this standard, rather than maintaining it as a project within WG5.

16.4 WG6 Revision of ISO 55002

Mr van Wingerden, Convener WG6 gave the presentation in document TC251/N410, with the assistance of the WG6 Task Group Leaders Mr Carpenter (Australia), Ms Kim (Netherlands), Mr O'Hanlon (USA), Ms Brito (Portugal).

This indicated:

- The key issues on the text that had been addressed during the week
- That the review of comments on the Working Draft had been completed
- That the WG was now ready to move the draft of ISO 55002 to the Committee Draft stage, and that the CD ballot should be completed in time for the next meeting of the TC.

17. Presentation of resolutions

The Secretary presented the draft resolutions.

18. Items for future work

No items for future work were raised.

19. Requirements concerning a subsequent meeting

Australia offered to host the next meeting of the TC to be held during 27 to 31 March 2017, at the Energex Corporate office (26 Reddacliff St, Newstead, Brisbane Queensland 4006); see document TC251/N411. In addition there would be a TC251/CAG meeting on the 26th of March.

The Chairman accepted this offer on behalf of the TC.

20. Any other business

No items of other business were raised.

[Secretariat note: ISO/IEC JTC1/SC7 had requested that the notice of its ITAM Standards Summit, 18th November 2016, London, UK should be raised at this point, but this was deferred due to time pressure. All members would be welcome. See document TC251/N413 for details.]

21. Approval of resolutions

The approved resolutions are given in document N412.
All resolutions were approved unanimously.

The UK enquired whether it would be useful to circulate the Committee Draft of ISO 55002 within the membership of the TC prior to sending it to the full membership for ballot.

The Chairman replied that the CD ballot and review process was ISO's formal mechanism for socializing a draft, and that prior circulation to members was not necessary.

22. Closure of the meeting

On behalf of the TC, the Chairman thanked ESRI, the American National Standards Institute and their sponsors, for having hosted the meeting, for the excellent facilities provided and for their hospitality, which had enabled the TC to make good progress in its work.

He thanked all the delegates for their contributions during the week.
He wished the delegates good journeys home, before formally closing the meeting.