

## Procedure of WGs operation in NEASF

### 1. Proposal Stage

Each national member body will launch a call for new proposals in its country each year, review proposals submitted and send those approved at its national level to the year's host country no later than four weeks before the year's NEASF meeting.

The term of "new proposal" is meant to create a new Working Group.

The host country will provide all three countries with a list of new proposals submitted by the national member bodies.

The proposer of each new proposal (who is regarded as a potential convenor of the WG if the new proposal is approved) will make a presentation on the proposed item at the year's NEASF meeting.

The national member body will hold a responsibility of informing each proposer from its country of their eventual appointment as a WG convenor, who will play a key role in managing the WG upon approval of their proposal, and ensuring that both the national member body and the proposer have a shared understanding of the requirement.

### 2. Establishment of WGs

- After each NEASF meeting, a vote will be held to determine whether or not to approve each new proposal presented at the meeting. If all three countries vote in favour of the proposal and appoint one or more expert(s), or provide contact information of the contact person(s), a WG will be established.
- A WG can be established for the further discussion of a proposal, and it is not necessarily meant to agree at ISO/IEC voting stage.
- Each newly established WG will be given a WG number
- If any WG dealing with a similar item(s) already exists, it may be integrated into the existing WG based on consensus of all three countries. However, each project within the merged WG shall be given a Project number for appropriate project management.

The year's host country will enter each new WG into the WG master file\* (preferably containing a column to list achievements such as any ISO standards developed and published based on proposals derived from any work conducted by NEASF) and send a copy of the updated master file to each national member body along with voting results (containing the name(s) and contact information of the contact person(s) of each new WG).

Each national member body informs each proposer from its country of the voting results along with the name(s) and contact information of the contact person(s) of each new WG.

The WG master file should be kept in one single file and be handed over to the next year's host country once the year ends.

### 3. WG Activities

- WG activities include the following:
  - Communication among WG members through phone calls or emails on a regular basis
  - Face-to-face meetings (should be held on the occasion of international meetings held by ISO/IEC or other international organizations attended by the WG's members)
  - Online meetings
  - WG meetings at NEASF meetings (see section 4 below)
  - Others
- The convenor of each WG (the proposer of the proposal which prompted the establishment of the WG) shall take initiatives in managing the WG's activities. Its responsibilities include the following:
  - Make necessary arrangements for WG meetings.
  - Update the WG's member list as needed.
  - Convene and chair WG meetings.
  - Submit periodical progress reports (including details of the WG's activities and the latest version of its WG members list) to each national member body.
  - Others

### 4. Procedure for WG meetings at NEASF meetings

#### 4-1

Each year, each national member body will contact the convenor of each WG established based on proposals from its country to inquire whether or not the WG will hold a meeting at the year's NEASF meeting no later than twelve weeks before the year's NEASF meeting.

#### 4-2

The convenor will make a decision, in consultation with the WG's members, whether or not to convene a WG meeting.

If a decision is made to hold one, the convenor will invite the WG's members to attend the meeting while making necessary arrangements including making a meeting notice and draft agenda available to the WG's members and informing the national member body no later than four weeks before the year's NEASF Forum of the following:

- The date and time for each meeting (normally, the date and time for WG meetings are set by the host country)
- Meeting room requirements for each meeting (capacity, layout, equipment)
- A draft agenda for each meeting using the WG agenda form in Annex 2

4-3

Each national member body will inform the host country of which of the WGs run by its country's convenors will hold WG meetings and which of such WGs will not at the NEASF meeting and the meeting room requirements for each WG meeting no later than eight weeks before the year's NEASF meeting.

4-4

The host country will reserve a meeting room for each WG meeting that meets the requirements set by its convenor.

Once the reservation is made, the host country will inform the national member which requested the reservation of the successful reservation of the meeting room.

4-5

Once notified by the host country, the national member body will inform the convenor of the WG that will use the meeting room.

4-6

The WG convenors may virtually hold WG meetings. Each WG convenor also chooses the virtual meeting tools with his/her own virtual meeting account.

5. Monitoring of Progress of WG activities and Modification /Disbandment of WGs

Each year, each national member body will contact the convenor of each WG established based on proposals from its country to inquire the progress of the WG's activities (along with whether or not the convenor wishes to continue the WG) and report to NEASF at its annual meeting during presentations for the "Ongoing items".

Should any WG convenors/experts wish to modify their WGs titles, tasks and items those requests should be submitted through the national secretary of the WGs convenorship to the NEASF Study Group Meeting. The NEASF Study Group Meeting will decide at its annual meetings either to approve their modification.

Should any WG convenors/experts wish to discontinue their WGs, those requests should be submitted through the national secretary of the WGs convenorship to the NEASF Study Group Meeting. The NEASF Study Group Meeting will decide at its annual meetings either to discontinue the selected WGs or to continue the selected WGs with remaining two countries participating in the WG. If the WG convenor does not submit periodical progress report for two years, the WG shall be automatically disbanded.

All decisions regarding such matters will be issued as NEASF resolutions, which will then be considered whether or not to be adopted at NEASF annual meetings.

Annexes:

Annex 1: WG master file

Annex 2: Form of WG Meeting Agenda

Annex 1: WG master file

The year's host national secretary is responsible to maintain the WG master file until the outcome of the voting is open. The host national secretary is required to reflect newly established WGs based on the voting result and any modifications/disbandments of WG based on the Study Group Meeting at each annual NEASF meeting and share the WG master file to the other national secretaries for confirmation.

The next year's host national secretary will take over the WG master file.

	A	B	C	D	E	F	G	H	I
1	<b>NEASF</b>								
2	2018-04								
3									
4								China	2
5								Japan	7
6								Korea	7
7								C-J-K	1
8								C-K	1
9	<b>WG</b>	<b>NAME</b>	<b>Items</b>	<b>LEADER</b>	<b>START</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
10	WG1	Freight Container	1	C-K	2009				√
11	WG2	Nuclear Energy	1	K	2009				
12	WG3	Assistive Product	2	J	2009				
13	WG4	Waste Water System	0		2010				
14	WG5	Ceramics	1	K	2008				
15	WG6	Graphical Symbol	1	K	2003				
16	WG7	Printed Circuit	1	C-J-K	2011	√			
17	WG8	Thermal barrier coating(Young's Module)	2	J	2012				
18	WG9	Photo catalysis	1	K	2013	√	√		
19	WG10	Returnable Transport Items	1	K	2013	√	√		
20	WG11	3D digital	1	C	2013	√			
21	WG12	Fibrous Activated Carbon	1	J	2015		√		
22	WG13	Electrical Scanning Probe Microscopy	1	K	2014	√		√	
23	WG14	Vessel	1	K	2014				
24	WG15	Pension Service and Experimental Units	1	C	2015		√		√
25	WG16	Smart Manufacturing	1	J	2016			√	√
26	WG17	Antimicrobial products and material	1	J	2016				
27	WG18	Thermal barrier coatings(linear expansion)	2	J	2016				
28	WG19	Refrigerated parcel delivery service	1	J	2016			√	
29	WG20	Technical communication	1	C	2017				√
30	WG21	Ice and snow tourism safety signage	1	C	2017				√
31	WG22	Thermal Power Infrastructure	1	J	2017				
32	WG23	Medical devices	1	K	2017				
33	WG 24	Thermal barrier coatings(flexural resonance method)		J	2017				
34									
35									
36									
37									

"√": WG Meeting convened  
 "√": recommend to held WG Meeting in 2018

NEASF						
2018-04					China	4
					Japan	11
					Korea	10
					C-J-K	4
					C-K	1
No.	Cooperative Items	Proposed Country	WG	START	STATUS	END
1	Studying Procedure for more efficient operation of the Forum	C-J-K		2005		
2	Reinforcement of information exchanges, such as those on national mirror committee of ISO/IEC TC/SCs of each country	C-J-K		2005		
3	Joint response to the new business of ISO and IEC	C-J-K		2005		
4	Accessible Design	J	WG3	2004	DONE	∇
5	Cooperation in ISO/TC 171 (Document management applications) of evaluation and preservation of 2-byte font design	J		2007		×
6	Test Method for Fibrous Activated Carbon	J	WG12	2007	DONE	∇
7	Standardization of Thermal Conductivity of Thermal Spray Coating Layers in Ceramics	K	WG5	2008		×
8	Cooperation on the International Standardization of Products for Seniors	K	WG3	2009		×
9	Cooperation for Standardization of Eco-friendly Electroplating	K		2009		×
10	Freight container	C-K	WG1	2009	Active	
11	Information exchanges and cooperation on Graphical Symbols	K	WG6	2003		×
12	Standardization cooperation of Printed Circuit Board	C-J-K	WG7	2011	NONE	×
13	Information exchanges and cooperation on standardization Nuclear Energy and Instrumentation	K	WG2	2009		×
14	Measurement of Young's modulus of thermal barrier coating	J	WG8	2013		×
15	Common Standardization on Test Method of Photo catalysis	K	WG9	2013	Active	
16	Improving global supply chain efficiency by RTI (Returnable Transport Items) standards and guidelines	K	WG10	2013		×
17	Design, fabrication, characterization and standardization of 3D digital functional reference nano-structure	C	WG11	2013	Active	
18	Test Methods for Thermal Conductivity of Electronic Circuit Board for High-Brightness LEDs Guidelines	J	WG7	2012		×
19	Electrical Scanning Probe Microscopy	K	WG13	2014		×
20	Testing Procedure for Deck Equipment of Vessel Intended for Cold Climate Region	K	WG14	2014		×
21	Pension Service and Experimental Units (Elderly care service)	C	WG15	2015	Active	
22	Standardization of Smart Manufacturing	J	WG16	2016	Active	
23	Cooperation for success of APEC-SCSC Project that is "Capacity building on antimicrobial products and material and their evaluation test method for modernization of MSMEs in APEC region" by Japan, China, Korea	J	WG17	2016	Active	
24	Testing method for coefficient of linear expansion of thermal barrier coatings	J	WG18	2016	Active	
25	Developing International Standards for refrigerated parcel delivery service	J	WG19	2016	Active	
26	Technical communication equivalent terms in Chinese, English, Japanese and Korean	C	WG20	2017	Active	
27	Developing an ice and snow tourism safety signage standard	C	WG21	2017	Active	
28	Requirement for The Quality of Thermal Power Infrastructure (QTPI)	J	WG22	2017	Active	
29	Measurement of Young's modulus of thermal barrier coatings at elevated temperature by flexural resonance method.	J	WG18	2017	Active	
30	Developing harmonized GDP standards on medical devices for the benefits of CKJ trading	K	WG23	2017	Active	

"∇": finished  
"×": recommends to cancel

## Annex 2: Form of WG Meeting Agenda

Each national secretary should encourage the WGs of each country to use the below format when the WGs hold meetings at the annual NEASF meeting.

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### WG Meeting Agenda – **WG 1**

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Background

- Establishment and accomplishments?

Event Synopsis

- Theme:
- Date & Venue:
- Host:
- Who should attend:

Programme

Time	Subject	Presenter
09:00-12:00		
13:00-16:00		
16:00-18:00	Resolution Committee Meeting	WG Convenor/Host
18:00-18:30	Signature and Closing Plenary	All

\*\*WG Convenor should submit WG meeting report to the Secretariat of NEAS Forum of the year by the separately specified date; All WGs Convenors should attend and witness the Signature and Closing Plenary.