



**Sergio Mujica**  
Secretary-General

COVID-19

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**TO CEOs OF ISO MEMBERS,  
STANDARDS DIRECTORS, CHAIRS,  
COMMITTEE MANAGERS AND  
CONVENORS**

**INFORMATION REGARDING ISO GOVERNANCE AND TECHNICAL MEETINGS –  
EXTENSION OF MEASURES TO 31 JULY 2020**

Dear Members,

Following my letter dated 12 March 2020, regarding the measures in place for ISO governance and technical meetings during the COVID-19 crisis, I would like to inform you that it has been decided, with the support of the ISO President's Committee, that the **measures be extended to 31 July 2020**, whereby all meetings must be held virtually or postponed until after this date.

The extension of these measures will continue to be reviewed and communicated on a monthly basis.

I would like to reiterate that these decisions are taken based on safeguarding the health and wellbeing of people in the ISO community, to ensure the business continuity of our Organization, and provide certainty and clear guidance to the community regarding meetings that have been planned for the upcoming months. Detailed guidance in order to implement this decision appears below. The ISO Council and Technical Management Board (TMB) have been duly informed. The TMB will update their exceptional policy measures accordingly.

I also take this opportunity to update you that ISO/CS staff continue to telework, remaining available to support ISO members and the technical community, and will do so until further notice.

Best regards,

Sergio Mujica

Cc. President  
Vice-President (technical management)  
Treasurer

Vice-President (policy)  
Vice-President (finance)



## GUIDELINES TO ASSIST COMMITTEES IN THE IMPLEMENTATION OF THE DECISION REGARDING PHYSICAL MEETINGS – UPDATED 9 APRIL 2020

### Action

*Committee managers are kindly requested to immediately inform all their committee members and experts of the below.*

### Official ISO decision

The measures currently in place concerning all ISO meetings during the COVID-19 crisis period will be extended until 31 July 2020. Meetings must be held virtually or postponed until after this date. This decision applies to **all** types of ISO meetings (e.g.: Committees, working groups, task forces, etc...).

### Implementation guidelines for meetings

It is recommended that as many meetings as possible continue to go ahead virtually. However, should this not be possible for any reason, the leaders of each committee are asked to assess whether the meeting should then be postponed to a later date or cancelled.

ISO/CS will convert all physical meetings scheduled in the ISO Meetings application until 31 July 2020 to virtual ones by Tuesday 17 April 2020. The ISO Meetings application will also only allow for the scheduling of any new meetings until the end of July 2020 to be '*virtual meeting*'. For any technical inquiries regarding ISO Meetings, please contact [helpdesk@iso.org](mailto:helpdesk@iso.org).

### Remote participation guidance

For guidance on how to optimize remote participation and on ISO's web conferencing tool (Zoom), please consult the following:

- [Guidelines for remote participation in committee meetings](#)
- ISO [quick guide for Zoom meetings](#).
- For additional information please visit the ISO Connect page 'COVID-19: Temporary measures for committee work, [here](#).

ISO/CS will continue to update these documents with the most up-to-date tips and information, and keep you informed. Contact point for committees

For any additional information regarding the above, please contact your committee's Technical Programme Manager (TPM). The TPM contact information is available for each committee on [iso.org](http://iso.org).