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**TITLE** ISO Technical Management Board Resolutions on 1) Press Attendance at ISO Meetings and 2) Tape Recording at ISO Meetings [JTC 1 N 4181]

**SOURCE** ISO Central Secretariat

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**ISO/IEC JTC 1  
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**TITLE:** ISO Technical Management Board Resolution 41/1996 (press attendance at ISO meetings) and Resolution 42/1996 (tape recordings at ISO meetings)

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**STATUS:** This document is circulated to JTC 1 National Bodies for review and information at the December 1996 JTC 1 Plenary meeting in Paris.

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**ISO Central Secretariat**

our date                      our reference  
1996-07-11                      ISO/TMB

TO THE SECRETARIATS OF ISO TECHNICAL  
COMMITTEES AND SUBCOMMITTEES

Dear Sir or Madam,

**ISO Technical Management Board resolution 41/1996**

At its meeting in June 1996, the Technical Management Board (TMB) adopted the policy that the press shall not be permitted to be present during working session of ISO technical bodies, but that permission may be made for holding press conferences outside of the working sessions. Additionally, the press may be present during opening or closing ceremonies of ISO plenary meetings. The above-mentioned Technical Management Board resolution was adopted as follows :

*The Technical Management Board,  
decides to adopt the following policy in relation to press attendance at ISO  
meetings:*

*Interest by the press or other media in ISO work is to be welcomed and the  
ISO Central Secretariat and many ISO member bodies have public relations  
and promotion services able to provide information to the press concerning  
ISO, ISO standards and work in progress.*

*In recent years, there has been a growing interest on the part of some of the  
press to be present during meetings of particular ISO committees. Whilst this  
interest is, again, welcome, the presence of the press during an ISO meeting  
may inhibit the free and open discussion of issues. For this reason, members  
of the press shall not be permitted to be present during working sessions of  
ISO meetings. However participation by members of the press may be  
permitted during opening and closing ceremonies of ISO plenary meetings.*

*When members of the press express interest in a particular ISO meeting,  
therefore, appropriate arrangements should be made to hold press conferences  
and briefings outside the meeting sessions.*

## **ISO Technical Management Board resolution 42/1996**

Furthermore, the TMB adopted a policy regarding tape recording at ISO meetings which permits only committee secretaries to record meetings with a view to assisting the preparation of reports/minutes of meetings. Technical Management Board resolutions 42/1996 was adopted as follows :

*The Technical Management Board,  
decides to adopt the following policy in relation to tape recordings at ISO meetings:*

*The tape recording (or similar recording) of ISO meetings by the committee secretary is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded and there are no objections. Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if he or she so desires.*

*Such recordings are intended to aid the meeting secretary in preparing the minutes / report of the meeting. They may also be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.*

*The recordings and any transcripts are the property of the meeting secretary, who is expected to respect the confidentiality of ISO meetings. The recordings and transcripts shall accordingly not be divulged to third parties and should preferably be destroyed once the minutes have been approved.*

Yours faithfully,

Michael A. Smith  
Secretary of the Technical Management Board