Secretariat of ISO/TC 251   Date: 2 January 2020

**To the Members of
ISO/TC 251
Asset Management**

**Report on the 8th meeting of ISO/TC 251 Asset management,
held at the Universidad de las Américas, Quito, Ecuador
during 11 to 15 November 2019**

1.   Opening of the meeting

Mr Rhys Davies, the TC251 Chair, called the meeting to order at 09:30hrs on the 11th of October.

Jackson Torres (Vice Minister at the Department for Production, Foreign Trade, Investments and Fisheries), Carlos Echeverria (Executive Director of SAE, the Ecuadorian Accreditation Service), Cristian Chimbo (Director of Industrial Engineering at the University of the Americas) and Leo Beomeo (Co-ordinador General Tecnico at INEN, the national standards body for Ecuador), kindly gave speeches of welcome to the delegates

The Chair thanked them for their respective welcomes.

2.   Roll call of delegates

The roll was called by the Committee Manager.

The list of Participating, Observer and Liaison members is given in annex 'A'.

14 ISO Member Bodies and 4 Liaison members attended the plenary and WG meetings.

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

3.   Agenda

The TC followed the agenda given in document TC251/N572, with the inclusion of extra items, to cover a liaison report from ISO/TC 108/SC 5 (as item 7.2.1), and for a report on an additional CAG meeting (as item 16.0). In addition the agenda was re-sequenced at the request of several members, to take items 19 and 16.5 before item 16.

4.   Appointment of the drafting committee

The Committee Manager asked for delegates who do not have English as their first language to assist in checking the clarity of any draft resolutions.

Sweden and Argentina kindly agreed to assist the Committee Manager in this matter.

5. Chair's report and opening address

The Chair gave the presentation in document TC251/N619.

This indicated:
- The need to finalize ISO 55011 and to focus on the revision of the Annex L template for management system standards.
- The development of a strategic communications plan by WG3
- The revision of the TC's Strategic Business Plan by the Chair's Advisory Group (CAG)
- The need to progress the product improvement proposals that had been agreed at the Nanjing meeting
- The need to engage more strongly with key liaisons.

6. Report of the Secretariat

The Committee Manager gave the presentation in document TC251/N620.

6.1 Report of the 7th ISO/TC 251 meeting, Nanjing, 2019-05

The Committee Manager advised that he had received no comments against the report (given in document TC251/N612) and recommended that the TC should approve the report.

However, he advised that section 1 of the report had inaccurately indicated that the meeting had been opened on the 15th of October 2018, instead of the correct date of 6th May 2019.

Noting this correction, the report was agreed.

6.2 Report of the Secretariat

This indicated:
- 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, and that this may be due to be replaced in the near future
- the TC251 web site https://committee.iso.org/tc251
- the hyperlink for ISO's YouTube channel for training on standardization.

The presentation also advised that:
- ISO C/S now requires that a formal project planning methodology should be used for all new project
- Proposals are being considered for replacing the eCommittee system, and for introducing document sharing systems, during 2020.
- The timelines for new projects no longer include a 4 year option.

7. Confirmation of Liaisons

7.1 Confirmation of Liaisons

The Committee Manager gave the presentation on liaison members in document TC251/N621.

The Committee Manager thanked the liaison members for their reports (see document TC251/N617).

7.2   Liaisons Reports

7.2.1 ISO/TC 108/SC 5 *Condition monitoring and diagnostics of machine systems*

Mr Leith Hitchcock, Chair of TC108/SC 5, presented the report in document TC251/N622, concerning the development of a series of standards for the *Condition Monitoring of Machine Systems for the purposes of Physical Asset Management*, that would be aligned to ISO 55001, particularly clauses 9 and 10.

The Chair asked if the standards would just be applicable to machines.

Mr Hitchcock replied that while the standards would currently focus on machine systems, they may also need to align with non-destructive testing (NDT) systems in the future. He also clarified that the standards would not be about the achievement of compliance to ISO 55001 clauses 9 and 10, but about managing condition monitoring in order to deliver clauses 9 and 10.

Mr van Wingerden, Convenor of TC251/WG6, enquired if SC5 would test the new edition of ISO 55002 in its work and provide feedback to TC251.

Mr Hitchcock replied that SC5 had been involved in the development of the revision to ISO 55002, so had achieved many of its aims, but would provide feedback if additional issues were identified.

The Chair advised that TC251/WG4 would manage the liaison with SC5.

8.   Activity reports of TC 251 Working Groups

8.1   Chair's Advisory Group (CAG)

The Chair advised that the CAG had met the preceding day, where it gave consideration to:
   a) The need for further inputs before the revision to TC's Strategic Business Plan could be completed.
   b) The activities of WG3 in managing the TC251 website (https://committee.iso.org/home/tc251); preparing launch materials to support the recent publication of ISO/TS 55010; preparing a welcome pack for new delegates; preparing newsletters.
   c) The approach that WG4 would take towards reviewing proposals for new projects, especially for website articles, papers or other non-formal projects.
   d) The work of WG5 in starting the development of new white papers on subjects such as asset registers, since completing the development of ISO/TS 55010.
   e) The work of WG6 in providing inputs into the revision of the Annex L "High Level Structure" and in progressing a number of new project proposals along with WG4
   f) The work of WG7 in continuing its review of comments received against ISO/CD 55011 and in preparing a Draft International Standard (DIS).
   g) The proposal in ISO/TC322 *Sustainable finance* to establish a joint working group with ISO/TC 207/WG11 and the need for TC251 to be active in liaising with this activity.
   h) Planning for future meetings of the TC and WGs.

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8.2 WG3 Communications

Mr Boudewijn Neijens, Convenor of WG3, gave the presentation in document TC251/N623.

On the statistics for the adoption of ISO 55001, the USA enquired if this was based only on certified organizations, or also on organizations that are using the standard, but which have not sought certification.

Mr Neijens replied that the statistics only included certified organizations, for which evidence of having achieved certification had been produced.

Ecuador enquired whether the standards are being used by telecommunications companies.

Mr Neijens replied that only a few telecommunications companies are using the standards at this time. Most of those listed are from regulated industries that are monopolies/ oligarchies that need to demonstrate their asset management to their regulators.

8.3 WG4 Product improvement

Mr Jack Dempsey, Convenor of WG4, gave the presentation in document TC251/N624.

No comments were raised against this report.

8.4 WG5 Finance

Ms Alexandra Knight, Deputy Convenor of WG5, gave the presentation in document TC251/N625.

No comments were raised against this report.

8.5 WG6 Preparation for the revision of ISO 55001

Mr Ton van Wingerden, Convenor of WG6, gave the presentation in document TC251/N626.

No comments were raised against this report.

8.6 WG7 Development of ISO 55011

Mr Marc Laplante, Convenor of WG7, gave the presentation in document TC251/N627.

Concerns were expressed concerning the direction that this work was taking and the extent of the changes to the approved Committee Draft.

The Chair advised that it is not uncommon for major changes between a CD and a DIS and gave the example of what had happened in the past concerning the development of ISO 55000, ISO 55001 and ISO 55002.

It was agreed that WG7 would hold an open meeting on the following Wednesday at lunch time, to discuss the progress in its activities.

8.7 Spanish Translation Task Group (STTG)

Ms Maria-Aurora Agullo, Convenor of the STTG, gave the presentation in document TC251/N628.

Netherlands enquired if the STTG had faced any translation difficulties with the revised version of ISO 55002, and if it would have helped if some wording had been changed.

Ms Agullo replied that she and other members of the STTG participate in TC251's activities to help them prepare for such translation work. In addition, the STTG has developed a glossary of terms for the translation of standards into Spanish. Taken together, there had been no significant translation difficulties.

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

The Committee Manager gave the presentation in document TC251/629.

This indicated that a draft revision to Annex L Appendices 2 and 3 had been circulated for comment and that the JTCG's TF14 remains deadlocked over which definition of "risk" should be used in the text.

TC251/WG6 would be preparing comments against the draft on behalf of TC251 during the following week.

The next meeting of JTCG TF14 would be held during January 2020.

10.   Items for future work

The Chair advised there was the possibility that an additional TC251/CAG meeting might need be held during the week to continue the revision of the Strategic Business Plan.

11.   Any other business

It was noted that a session would be held at 17:00hrs for new delegates to TC251, to give them an overview of its work. Mr Neijens had agreed to lead this.

12.   Indication of potential resolutions

The Committee Manager gave the presentation in document TC251/N630.

This indicated potential resolutions for:
- Confirmation of liaisons
- Support to TC108/SC5 for its NWIP
- Involvement in new TC322/TC207 JWG
- 55011 to DIS
- Reconfirmation of Maria-Aurora Agullo as Convenor of STTF
- Reconfirmation of Marc Laplante as Convenor of WG7

13.   Adjournment of the meeting

The Chair adjourned the meeting until 14:00hrs on Friday 10 May 2019.

14. Reconvening of the meeting and roll call

The Chair reconvened the meeting at 13:30hrs on 10 May 2019. (This was half an hour earlier than originally planned, but was agreed by all delegates.)

This was followed with a short presentation by Fabricio Peña (Director of Legal Affairs at INEN) and a short video from Germán Gallegos (CEO of INEN), who stressed the importance of asset management to Ecuador, before giving his regrets for having been unable to attend the meeting.

The Chair noted the workshop on asset management that had been held on the Wednesday afternoon and thanked our hosts for having arranged it and for having facilitated the participation of TC251's members. A wide variety of interesting topics had been presented, and he was also grateful to the members of TC251 who had given presentations on behalf of the TC.

The roll was called by the Committee Manager.

15. Items brought forward from the opening plenary meeting

No items were raised.

16. Activity reports of TC 251 Working Groups

16.0 TC251/CAG

The Chair reported that the CAG had held an additional meeting on the Tuesday morning to review new project proposals.

Of the four proposals considered the CAG had decided: that two of them (concerning fundamentals & principles, and scope) needed to be held for further consideration during the next revisions of ISO 55000 and ISO 55001; that one on process improvements needed further consideration by the CAG; that one on "investment decision making" should be assigned to a new Ad Hoc Group.
In addition the CAG had made a recommendation that WG4 should be assigned the task of preparing for the next revision of ISO 55000, in coordination with the activities of WG6 in preparing for the next revision of ISO 55001, and that a resolution should be put forward the TC's closing plenary to confirm this.

16.1 WG3 Communications

Mr Neijens, Convenor of WG3, gave the presentation in document TC251/N632.

This indicated that the WG had examined or worked on:

- Progressing the development of a Communication Strategy
- Completing its materials for slideware
- Starting the drafting of the next TC251 Newsletter
- Improving the TC251 Website (particularly the graphics, and the links between translated pages)
- Updating the Wikipedia site of the TC and was now encouraging members to create their own translations of this site
- The use of Social Media for promoting asset management
- Coordinating its meetings with other WG's, concerning:
  - More promotion of ISO/TS 55010 via videos, slides, etc.

  o Preparing promotions for TC251publications during the next 6 months
  o Getting ready for the publication of ISO 55011

No comments were raised against this report.

16.2 WG4 Feedback

Mr Dempsey, Convenor of WG4, gave the presentation in document TC251/N633.

The report indicated that the WG had:
- completed its reviews of the new project proposals and had made its recommendations to the additional CAG meeting;
- developed a chart of all current work items/ potential work items and their current status
- enabled members to access the knowledge base and work item chart from the WG4 eCommittee site, but that it was working with the secretariat to see how this could be extended to all of the TC's members.
- examined ideas for improving information flows and communications across the TC, which would be developed further before being sent for review by the CAG at the next meeting
- reviewed and prioritized the liaison activity across all of the TC's liaisons
- developed plans to survey those involved in the teaching of asset management, to understand if they have conceptual differences or any practical difficulties.
- reviewed its resource needs and agreed it would need additional experts to assist in its new task of preparing for the revision of ISO 55000.

The Chair commented that TC251 had not been good at managing its liaisons and needed to improve. He noted how in the past ISO/IEC JTC1/SC 7 has sent representatives to every PC 251 meeting and had presented materials to influence the development of the core standards. He considered that the TC would need to achieve the same level of engagement with its key liaisons to be effective. He recognized that this would require additional experts who would be willing to attend the meetings of more than one committee and encouraged delegation leaders to look to their national mirror committees for additional support.

The Chair also commented that the TC needs to improve its communications on its current activities, again to encourage additional participation. The chart from WG4 would help greatly with this. He suggested that delegation leaders should ensure they circulate it to their national mirror committees.

Mr Dempsey advised that the chart was not yet ready for public release but should be by the time of the next meeting.

The Chair suggested that WG4 should seek the assistance of WG3 to improve the appearance of the chart.

16.3 WG5 Finance

Ms Knight, Deputy Convenor of WG5, gave the presentation in document TC251/N634, supported by Mr Rich Culbertson (USA).

This indicated that the WG had:
- celebrated the publication of ISO/TS 55010, before reflecting on lessons learned during the development process.

- started scoping the work for a new project on asset registers.
- liaised with other working groups on new projects for "intangible assets", "sustainability in asset management" and "investment decision making" (an interesting issue reported was that in comparison to the mid-1970s when tangible assets represented 83% of organizations value, today 84% is represented by intangible assets)
- liaised with WG3 on producing additional materials to support the publication of ISO/TS 55010
- noted that it needed additional experts with knowledge of asset registers to assist in progressing that project, so requested delegation leaders to try and find such experts among the members of their national mirror committees.

No comments were raised against this report.

16.4 WG6 Preparation for the revision of ISO 55001

Mr van Wingerden, Convenor WG6, gave the presentation in document TC251/N635, supported by Mr Shiv Iyer (USA) and Ms Annemarie Kin (Netherlands).

This indicated that the WG had:

- prepared a set of comments on behalf of TC251 against the draft revision of ISO's Annex L, Appendices 2 & 3, "High Level structure" (HLS) for management system standards, for submission to the ISO/TMB/TAG13 Joint Technical Coordination Group (JTCG) and its Task Force (TF) 14.
- reviewed a paper from the JTCG on the possible consequences of not defining the term "risk" in ISO management system standards.
- scoped a proposal on information management for decision making
- started work on the topic of sustainable finance, that is due to be assigned to the new Ad Hoc Group
- started work on the topic of how asset management supports the UN's sustainable development goals
- received input from WG5 but had deferred the work on the topic of Life Cycle Management of Intangible Assets, in order to focus on responding to the JTCG and its TF14.
- planned to complete its inputs into the revision of the TC251 Strategic Business Plan, following the meeting.

Mr Dempsey, Convenor of WG4, enquired if a project proposal on the topic of risk had yet been prepared, as previously indicated.

Mr van Wingerden advised that this had been deferred to after the meeting, due to the absence of the proposer (Mr Carpenter from Australia).

16.5 WG7 Development of ISO 55011

Mr Laplante, Convenor of WG7, gave the presentation in document TC251/N636.

This indicated that the WG had:
- progressed the development of ISO 55011, aided by many experts participating remotely
- planned to work with WG3, following the meeting, to refine the direction for a revised draft of the standard, aligned to a refined scope and target audience
- planned initial communications on the publication of ISO 55011 with WG3

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- planned to prepare the text of the DIS of ISO 55011 in time to meet the submission deadline set by ISO, in March 2020.

The Committee Manager presented Draft resolution no. 6 from document TC251/N631, concerning the work of WG7. The presented version included additional text in yellow highlight that had been proposed by the UK, which recommended the development of a formal Design Specification.

The UK commented that there was still a lack of clarity within the WG as to the purpose and direction of the development of ISO 55011. It suggested that the work should not proceed until a Design Specification had been agreed for the path forward for the standard.

Portugal stated that a Design Specification is usually prepared before a project is started, not towards the end of one. Instead it supported working with WG3 and WG4 to clarify the direction of the work.

Australia and the UK requested clarification on the process of moving from an approved Committee Draft (CD) to a Draft International Standard (DIS).

The Committee Manager advised that following a ballot of a CD that is approved, the responsible working group should review the comments received on the CD and revise the text to produce the DIS text. The process is based on consensus within the WG (noting any positions of "sustained opposition"). No referral of the text is made to the TC, prior to the DIS text being submitted to ISO for the DIS ballot.

Australia queried to what extent a draft may be changed during this process.

The Committee Manager replied that he had known instances of CDs being completely revised in going to the DIS stage. There is no limit in the ISO/IEC Directives.

The USA considered that the WG had all the necessary pieces of the jigsaw puzzle to put a useful standard together, but that it needed a better plan on how to do so. It noted that there are still 3 months before the submission deadline of mid-March and that it would still be feasible. It appreciated that this would be a challenging task at a challenging time of the year but considered that WG3 could greatly assist WG7 in setting the plan.

Australia enquired if it would be possible to backstage the draft to the CD stage for further TC consultation.

The Committee Manager advised that ISO C/S will not permit a backstage when it has an approved CD. Only when a DIS fails to be approved will it allow such a move.

Canada stated that it supported the USA. It also commented that it felt it had lack of clarity of the process and that the document is targeted at stakeholders who were not adequately represented on the WG.

Japan advised that at the CD stage it had voted against the CD. However, it was now confident that that the document had matured to a point where it could be supported by its mirror committee.

Australia advised that it had actively contributed to the development of the document, including the participation of four experts from government. However, it felt that they had not been adequately listened to.

The UK stated that it supported Australia and also had experts who felt they had not been listened to. Consequently, it wished to express sustained opposition to the work.

The Chair directed members' attention to the wording of the draft resolution and started to ask if they could accept the individual paragraphs.

Netherlands requested that the resolution should be split into separate pieces, as some members might be able to support part of the current resolution, but not all of it. This was agreed.

The USA enquired as to who would have control over the Design Specification.

The Chair replied that the original intent had been for clarification of the direction of the work through the involvement of WG3, and that WG7 would still have ownership of the work.

The UK stated that it had not wanted the creation of an onerous Design Specification, but instead had wonted some mechanism to assist to pull the different pieces of the standard together. It would accept a change of wording away from referring to a Design Specification.

The text of the draft resolution was edited to reflect this.

Portugal reminded members that ISO 55011 has a different purpose than the usual standard on asset management and should be supported. It also considered that there was sufficient consensus within the WG for the DIS to be completed.

The Chair replied that while there may be consensus in WG7, there is still confusion amongst the TC's members as to the purpose and scope of the standard. The reason for requiring the TC251/CAG to review the revised direction is that all P-members are entitled to participate on the CAG, and that a full consultation of the TC would take months and exceed the submission deadline.

The Committee Manager reminded members that the project timeline had already been extended by a year and that failure to meet the submission deadline could result in the ISO/TMB cancelling the project.

It was agreed to split the resolution into 3 separate parts (as given in the list of approved resolutions, document TC251/N638, as approved resolutions no.s 13/2019-11, 14/2019-11 and 15/2019-11).

17.   Presentation of resolutions

The Committee Manager presented the resolutions given in document TC 251/N631, including the amendments to draft resolution no. 6 (see item 16.5 above).

On draft resolution no. 3, concerning a joint working group between ISO/TC 322 and ISO/TC 207, the UK enquired as to why the resolution did not indicate that it should also be a joint WG with TC251, as had been discussed in the TC251/CAG.

The Committee Manager replied that this was because the secretariat had not yet been able to identify anyone willing to be a joint convenor on behalf of TC251, due to resource constraints.

On drat resolution no. 5, concerning the establishment of a new Ad Hoc Group (AHG), the Committee Manager explained that an AHG only exists at an ISO meeting, or until the next meeting. After that it would need to either be converted into a task group or working group, or be disbanded.

18. Items for future work

No specific items for future work were raised; however, the potential projects arising from the WG4 review were noted.

19. Requirements concerning a subsequent meeting

The member for the UK (BSI) kindly offered to host the next meeting for the TC, during 29th June to 3rd July 2020, in Brighton (with a TC251/CAG meeting on 28th June).

(*Secretariat note: Due to unforeseen events, the exact dates and location of the meeting within the UK may now have to change. We will advise on the changes as soon as we are able to do so.*)

20. Any other business

The Committee Manager reminded members to complete the ISO Feedback Survey for the meeting. Emails soliciting feedback are now being sent automatically to anyone who registers for a meeting using the ISO Meetings registration system.

21. Approval of resolutions

The approved resolutions are given in document TC 251/N638.

Draft Res. No.	Concerning	Result	Approved Resolution No.
1	Liaison arrangements	Approved unanimously	8/2019-11
2	Supporting ISO/TC 108/SC 5 in the development of its proposed series of standards	Approved unanimously	9/2019-11
3	Supporting the Joint WG between ISO/TC 322 and ISO/TC 207	Approved unanimously	10/2019-11
4	The revision of ISO 55000 and assignment of this activity to WG4	Approved unanimously	11/2019-11
5	Reappointing Maria Aurora Agullo as Convenor of the STTG	Approved unanimously and with acclamation	12/2019-11
6.1	Confirming the need for TC251 to engage in the area of asset management for public policy	Approved unanimously	13/2019-11
6.2	Confirming that ISO 55011 should continue to be developed as a full International Standard	<u>Approved</u> Disapproval: Australia Abstention: UK	14/2019-11
6.3	Confirming that the purpose and direction for ISO 55011 should be revised and be submitted for TC251/CAG review, and that WG7 should follow the revised direction	Approved unanimously	15/2019-11

	for the submission of the DIS		
7	Reappointing Marc Laplante as Convenor of WG 7	Approved unanimously	16/2019-11
8	For the establishment of a new Ad Hoc Group	Approved unanimously	17/2019-11
9	Thanking the meeting hosts and sponsors	Approved unanimously With acclamation	18/2019-11
10	Special recognition to Erika Chicaiza, Cristian Chimbo, Andrea Santana, Karen Garcia and all the support team members for their superb planning and running of the meeting	Approved unanimously and with acclamation	19/2019-11

22.   Closure of the meeting

The Chair presented a summary of the potential future work programme of the TC, given in document TC251/N639, and stressed the need for additional experts to assist the TC in its activities.

On behalf of the TC, the Chair thanked thank its host, Servicio Ecuatoriano de Normalización (INEN) and their main sponsor, the Universidad de las Américas (UDLA), as well as the other 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.

The Chair then wished the delegates good and safe journeys home, before formally closing the meeting.

UDLA events

On the Tuesday, the students of UDLA's dance department gave an amazing display of street dancing.

On the Wednesday, the members of TC251 were invited to attend a workshop on asset management, hosted by UDLA. A presentation was given jointly by Maria-Aurora Agullo (Argentina) and Boudewijn Neijens (Canada) on behalf of TC251, including a consolidated presentation of asset management initiatives in public services in many of the TC's member countries.

On the Thursday, the students of UDLA's tourism department gave a wonderful presentation describing the different types of foods that can be found in the different regions of Ecuador.

On the Friday, the students of UDLA's dance department gave a fantastic display of tango dancing.

The TC's members were delighted to be able to participate in the workshop and were very grateful to have received such excellent entertainments from the students.