



Secretariat of ISO/TC 251

Date: 8th December 2021

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

**Report on the 10th meeting of ISO/TC 251 Asset management,
held by webinar, on 3rd November 2021**

1. Opening of the meeting

Mr Rhys Davies, the TC251 Chair, called the meeting to order at 23:00hrs UTC on the 3rd of November.

A minute of silence was held in memory of Bram Alkema (Netherlands) following his recent passing before the meeting, following a short illness. Bram had been a founding member of ISO/PC 251 (later to become TC251) in 2010, and had attended nearly every meeting. He made a significant contribution to TC251's work, and did so with a positive attitude and good humour. We shall definitely miss him.

The ISO Code of Conduct was presented by the TC251 Committee Manager.

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'.

24 ISO Member Bodies and 3 Liaison members attended the plenary meeting.

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

3. Agenda

The TC followed the agenda given in document TC251/N748.

4. Appointment of the drafting committee

The Committee Manager presented document TC251/N759 and advised that due to the need to produce and circulate draft resolutions in advance of the meeting, it had been necessary to request volunteers to work with him to prepare them. He was grateful to Mrs Adell (France) and Mr Paulsson (Sweden) for their assistance.

5. Chair's report and opening address

The Chair gave the presentation in document TC251/N760, which also included a report on the TC251 Chair's Advisory Group (CAG) meeting of 27th September. This indicated that:

- The Chair's Advisory Group (CAG) had met in September to review progress in the TC's activities and to prepare for the plenary meeting
- The ISO General Assembly had met during September and had adopted an intention to combat climate change
- The ISO/TMB had established a new Advisory Group to examine Environmental, Social and Governance (ESG) issues, to which the TC had nominated Boudewijn Neijens (WG3 Convenor) as its representative, as this was primarily an issue concerning communications
- He had a key concern about the language currently being used in the TC to describe e.g. physical versus non-physical, tangible versus intangible, or financial versus non-financial assets. This is only relevant to people in the TC's discipline and has been discussed for many years without resolution. It not only hides the complexity of what the TC is trying to communicate, but more importantly means little to the TC's user base. While there is agreement to provide stronger reference to ESG factors and the TC's contribution to the UN's SDGs, the TC does not currently provide the evidence that its standards are relevant to those discussions
- He recognized that the 55000 and 55001 revisions are not intended to be wholesale revolutionary changes and stated that he was not asking for a change of deep thinking. Instead, across all the TC's standards development activities, he recommended that the TC's members should challenge themselves to avoid using the phrases they currently fall back on. In going forward, they should try to change their language to use phrases that will make the TC's work more relevant to the sustainability community.
- He considered that this would not take much effort. Indeed, it may deconflict old debates and it may make the TC's work more relevant to a rapidly growing audience, and with the ear of leaders around the world.

The UK indicated that it supported the Chair's comments and the use of the "6 Capitals model". It provided the following comment and link in the meeting chat: << If you're interested, this is a superbly written and clearly delivered series of Reith Lectures <https://www.bbc.co.uk/programmes/articles/43GjCh72bxWVSqSB84ZDJw0/reith-lectures-2020-how-we-get-what-we-value> >>.

The Chair replied that he did not wish to dictate which model the TC should follow, and that the WGs should examine the merits of those available.

6. Report of the Secretariat

The Committee Manager gave the presentation in document TC251/N761.

6.1 Report of the 9th ISO/TC 251 virtual meeting, 2019-05-19

The Committee Manager advised that he had received no comments against the report (given in document TC251/N745) and recommended that the TC should approve the report.

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 ISO Documents system
- 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 has instructed that physical meetings should not be held before the end of January 2022. [*This has since been extended until the end of February 2022*]
- Guidance for hybrid (virtual + physical) meetings has been issued by ISO. TCs need to consult ISO before planning hybrid meetings.
- The ISO/General Assembly had issued a commitment to reducing climate change
- The ISO/TMB has established a new Task Force on the topic of "Risk" as there is perceived resistance to the work of ISO/TC 262 both in ISO and the IEC. This was particularly manifested during the recent revision of ISO's Annex SL "harmonized structure" but had also occurred elsewhere. Once participation details are known, Tom Carpenter (Australia) would be nominated to represent the TC on this Task Force, following his close involvement in the work to revise Annex SL.
- An ISO/TMB Advisory Group on ESGs has been established and held its 1st meeting on 26 October 2021.

7. Confirmation of Liaisons

The Committee Manager gave the presentation on liaison members in document TC251/N762.

The Committee Manager thanked the liaison members for their reports (see documents TC251/N763 and N776).

No liaison member attending accepted an invitation to present their liaison report.

8. Activity reports of TC 251 Working Groups

8.1 Chair's Advisory Group (CAG) & Strategic Business Plan

The TC 251 Deputy Chair, Ashley Barratt, gave the presentation in document TC251/N764, concerning the TC's Strategic Business Plan (SBP):

- The revision of the SBP needed to be delayed. A draft had been circulated for a review by the CAG's members, before being circulated out to the TC's members (as document TC 251/N755). A large number of comments had been received on it, which required additional processing time, before a revised draft would be balloted for approval by the TC's members.
- He recognized the contribution of Ben Mogridge (UK) in the preparation of the drafts of the SBP.

8.2 WG3 Communications

Mr Boudewijn Neijens, Convenor of WG3, gave the presentation in document TC 251/N765, which indicated:

- While the TC's website (<https://committee.iso.org/home/tc251>) is still one of ISO's most visited "committee" websites, there was a noticeable drop-off in the number of visits being made during 2021 when compared to 2020.
- This is also reflected in a reduced number of applications for inclusion in the list of "Known Certified Organizations"
- While Newsletter #6 had been produced, additional new material needed to be posted on the website to encourage users to return to it
- Case studies are the main reason for many users in coming to the website. The WG would be grateful for the assistance of the TC's members and their national mirror committee members in producing new case studies
- Once the work in revising ISO 55000 and ISO 55001 moves forward, this would be expected to generate additional interest and articles for the website; however, the other projects also need to provide information as they progress.
- Jack Kelly (USA) had been appointed as Deputy Convenor for the WG.

In going forward, the WG intended:

- Looking at how to increase usage of the website
- Refining the Known Certified Organization process
- Reviewing/expanding the website paper on "Achieving the UN's Sustainable Development Goals"
- Working with mirror committees on case studies
- Awaiting information from the WGs on the development and revisions of their standards to create new website materials.

The Chair supported the call for case studies, as these help to create awareness of the TC's work. He additionally added that those WGs working on new areas (like WG7, 8 and 9 should consider the benefit that can be achieved through using articles to give early exposure of thinking to the market in the same way that WG5 successfully did during the development of ISO55010.

8.3 WG4 Product improvement & Revision of ISO 55000

Mr Jack Dempsey, Convenor of WG4, gave the presentation in document TC251/N766, which indicated that:

- The WG had been continuing its activities in maintaining the TC's Knowledge Base, Product Improvement Facilitation, Feedback collation and Liaison management, in addition to the work on the revision of ISO 55000.
- It was noticeable that there had been no new product improvement proposals (PIPs) submitted since the last plenary, which is perhaps due to the revisions of ISO 55000 and ISO 55001 having been started. It would welcome the submission of new PIPs.
- As part of the feedback process, the WG had established a team to assist the TC in conducting surveys. It would appreciate having people with knowledge of running surveys join that team.
- The WG had been holding fortnightly meetings every other Tuesday and Wednesday to progress the revision of ISO 55000, which had been well attended.
- It had been examining the development of asset management "Fundamentals" and "Principles", as well as terminology, for inclusion in the revision of ISO 55000.

- It had noted that there were some changes in terminology in the Annex SL “harmonized structure” that would also need to be incorporated.

In going forward the WG would:

- Maintain its Knowledge Base, Product improvement, Feedback and Liaison Management activities, for which Jyrki Paavilainen, as Deputy Convenor, would take the lead.
- Hold a joint meeting with WG6 to align the revisions of ISO 55000 and 55001 (Mr Dempsey made an open invitation to all members of the TC to join that meeting)
- Work on the development of a Committee Draft for circulation to the TC’s members.

The Chair noted the proposal in PIP #16 to develop a “Sector/Asset Specific Guidance Standard Template”. He advised that the railways sector, through the UIC, had already developed sector guidance. He stated that the TC needs to consider how to involve external groups and sectors in developing such a template.

In the meeting chat, Mr Neijens (WG3) indicated that <<The existing third party sector guidance documents (e.g. from UIC) are available on TC251's website under Resources>>.

8.4 WG5 Finance

Mr Johan Paulsson, Convenor of WG5, gave the presentation in document TC251/N767, which indicated that:

- The WG had been pleased to note that the recent ballot to revise ISO/TS 55010 had been approved.
- The WG has been holding regular fortnightly meetings, with good participation
- A draft had been completed for an annex to ISO/TS 55010 to provide tactical guidance related to the development, management and alignment of asset registers.

In going forward

- The annex would be finalised as part of the pending revision of the TS
- The WG would actively engage with WG4 and WG6 to examine the aspects of ISO/TS 55010 that could be taken forward into the revisions of ISO 55000 and ISO 55001
- It would act as the focus point for the financial aspects of asset management within TC 251.

Canada asked for clarification as to whether the annex would be incorporated as part of the revision to the TS, or if it would be published separately.

Mr Paulsson replied that it would be incorporated.

Norway enquired if it was intended that the TS would remain as a Technical Specification, or if it would be elevated to being a full International Standard through this revision

Mr Paulsson replied that it was intended to remain as a TS. However conversion to a full standard could be considered for its next revision, and even the development of the annex into a separate full standard on asset registers.

8.5 WG6 Revision of ISO 55001

Mr Martin Kerr, Convenor of WG6, gave the presentation in document TC251/N768, which indicated that:

- The WG had established a number of teams to examine the themes of:
 - o Leadership and people
 - o Knowledge and information management
 - o SAMP
 - o Life cycle management
 - o Risk
 - o Value and decision making
- The revised version of the Annex SL “harmonized structure” had been published in May.

In going forward:

- The outputs from the work on the themes, along with the changes to Annex SL would be taken forward into a Working Draft for the WG’s members to review.
- A coordination meeting would be held with WG4 to check on alignment between the revisions of ISO 55000 and ISO 55001
- A Committee Draft would then be prepared for circulation to the TC’s members

The Committee Manager advised that in ISO/TC 176 some of the “principles” given in ISO 9000 had not been applied in ISO 9001:2000, and had led to some criticism. TC 251 would need to coordinate between ISO 55000 and ISO 55001 to avoid this happening.

Mr Kerr agreed that WG4 and WG6 should cooperate to avoid this.

8.6 WG7 Development of ISO 55011

Ms Tiffany Batac, Convenor of WG7, gave the presentation in document TC251/N769, which indicated that:

- The WG had been pleased to note that the ballot to approve the revised Design Specification for ISO 55011 and to restart the project had been approved
- The WG had since been holding biweekly meetings, with additional task group meetings as necessary
- The task groups had focused on the development of specific themes or deliverables, e.g.:
 - o Terms and Definitions
 - o An Annotated Outline / Key Themes for ISO 55011
 - o The development of an article on AM and public policy with specific reference to the water sector
 - o Case studies
- The WG had prepared a template for the inclusion of case studies into the standard

In going forward

- The WG was on track to deliver a Committee Draft for review by the members of TC 251

In the meeting chat, Canada suggested << Why don’t we reach out to all the certified organizations in different countries and obtain case studies? >>

8.8 WG8 Development of ISO 55012

Dr Goa Ang, Convenor of WG8 gave the presentation in document TC251/N770, which indicated that:

- Participation in the WG's meetings had initially been inconsistent and a problem, but the situation had since improved
- A Design Specification had been completed and been reviewed by the CAG.
- A Working Draft had been circulated to the WG's members and comments received against it.
- Robert Radovanovic (Canada) had been appointed as Deputy Convenor for the WG

In going forward

- The comments received on the Working Draft would be reviewed and a Committee Draft prepared for circulation to the TC's members.

The Chair commented that the WG needed better engagement by the TC's members. He was however pleased to note that the WG intends reaching out to WG6 to coordinate its work.

8.9 WG9 Development of ISO 55013

Dr Yang Xiao-feng, Convenor of WG9 gave the presentation in document TC251/N771, which indicated that:

- Since the approval of the project to develop ISO 55013 the WG had held numerous meetings and quite intense discussions to clarify the scope of the work
- The original proposal had been for a standard on "Data asset value evaluation index system", whereas there was now consensus on re-focussing this to something equivalent to "Guidance on the management of data assets in asset management"
- A revised Design Specification based on this new direction had been produced and reviewed by the CAG.
- A Working Draft had been produced for the future standard.

In going forward:

- The WG would address the issue of the title for the work
- The Working Draft would be revised into a Committee Draft for circulation to the TC's members and a number of teams had been established to do this.
- The guidance would focus on:
 - o Definition of factors and the range of factors that can be generally applied to data across many types of assets in varied business contexts.
 - o Definition of usefulness and guidance on how data assets become useful to an organization in relation to its objectives and in aligning asset management objectives with stated or unstated organizational objectives.
 - o Definition of the types of value that data assets could hold and the types of stakeholders relevant to each type of value.
 - o Alignment with other bodies of knowledge in relation to definition of key terms such as data asset, asset data, , data quality, data governance, etc. (for example the ISO 8000 series of standards on *Data Quality* or the standards on *Buildings Information Modelling*, or BIM).

Netherlands advised it had provided comments on the Design Specification and would be sending an expert to join the WG9 meeting the following day. It queried if the WG would now be working on the application of asset management to data assets (in which case they could be managed through ISO 55001) or if it would be focussing on data needed to manage assets (as described in ISO 55000).

Dr Yang welcomed the additional participation.

The Deputy Convenor of WG9, Dr Shiv Iyer, stated that the WG wanted to provide guidance on the application of the principles of asset management to the management of data as assets.

In the meeting chat, the UK suggested <<Not just the AM principles but the whole of ISO 55001>>

8.10 Spanish Translation Task Group (STTG)

Ms Maria-Aurora Agullo, Convenor of the STTG, gave the presentation in document TC251/N772, which indicated that:

- It had been active in translating all of the TC's published standards, the website's pages and website materials, as well as the Newsletters.

In going forward,

- The STTF would continue to be active in providing translations, as and when the TC produced standards or new website materials.

The Chair thanked Ms Agullo for her report and the members of the STTF for their excellent work. He noted from the WG3 report that some of the most frequently visited pages on the website were now the Spanish language versions. This indicated that the greatest growth in the use of the TC's standards was now in the Spanish speaking countries, and the importance of providing such translations.

8.11 Ad Hoc Group 4 Information management

Dr Shiv Iyer, Convenor of AHG4, gave the presentation in document TC251/N773, which indicated that:

- Two papers on *Asset Management Digital Transformation* and *Managing Data and Information To Support Asset Management Decision-Making* are currently in development and are on track for delivery before the end of the year

In going forward, and once the papers have been completed:

- the papers will be sent to WG3 for posting on the TC's website
- the WG will be disbanded.

Mr Dempsey, Convenor of WG4, requested that he be given sight of the articles before they are released publicly.

Dr Iyer agreed to this.

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

The Committee Manager gave the presentation in document TC251/774, which indicated that:

- The JTCCG had met in October 2021
- A key action arising from the meeting was the establishment of a new JTCCG Task Force (TF15) to examine the development of a future strategy to improve the alignment of ISO management system standards.

- Once its Terms of Reference and participation details are confirmed, TC251 would need to select representatives to participate in its activities

(TF15 has since been established and Kris Goly, USA, as well as the TC's Deputy Chair have agreed to act as the TC's representatives on it. A 1st meeting of TF15 has been set for 10th December 2021)

10. Presentation of resolutions

The draft resolutions had been circulated in advance of the meeting as document TC251/N775.

The Committee Manager presented each resolution in turn before asking if any clarifications were needed.

On draft resolution 8, for the development of ISO 55013, several members indicated that the title given for ISO 55013 in the draft resolution did not sufficiently reflect the re-direction of the work, as previously reported by WG9. Consequently, it was agreed to amend the text of the draft resolution to improve alignment with the WG9 report.

During the balloting of the resolutions (under agenda item 14) Australia raised concerns about the resources that would be needed for national mirror committees to review and provide comments on 5 Committee Drafts in parallel. It considered that their primary focus would need to be on the revisions of ISO 55000 and ISO 55001. Other members supported this concern. Canada suggested that the start of the CD reviews on ISO 55011, ISO 55012 and ISO 55013 should be delayed by 2 months, from December to February 2022. Consequently, the draft resolutions D6, D7 and D8 were amended to indicate a February starting date for the 3 CDs, prior to the resolutions being balloted.

11. Items for future work

No items for future work were noted.

12. Requirements concerning a subsequent meeting

It was proposed (by a draft resolution) that the TC should hold a further virtual plenary meeting around May 2022.

The Chair advised that he did not yet have any visibility as to when it would be feasible for the TC to return to holding physical meetings, which are temporarily suspended by ISO, due to the Covid19 pandemic. He doubted that this would be achieved before the end of 2022.

13. Any other business

In reference to the Chair's opening remarks concerning changing the language in the TC's standards, the UK enquired if the TC should plan any definitive actions to achieve this.

The Chair responded that he would prefer to see this addressed by the WGs themselves rather than by establishing new Ad Hoc Groups at this time.

The UK then enquired if the TC could initiate discussion of this issue via internet blogs or articles.

The Chair replied this could be a useful approach.

14. Approval of resolutions

The approved resolutions are given in document TC 251/N777.

Draft Res. No.	Concerning	Result	Approved Resolution No.
1	Liaison arrangements	Approved unanimously	1/2021-11
2	Confirmation of convenorships for the CAG, WG3 and WG4	Approved unanimously	2/2021-11
3	Appointment of Deputy convenors to WG3 and WG8	Approved unanimously	3/2021-11
4	Circulation of a Committee Draft for ISO 55000	Approved unanimously	4/2021-11
5	Circulation of a Committee Draft for ISO 55001	Approved unanimously	5/2021-11
6	Circulation of a Committee Draft for ISO 55011	Approved unanimously	6/2021-11
7	Circulation of a Committee Draft for ISO 55012	Approved unanimously	7/2021-11
8	Circulation of a Committee Draft for ISO 55013	Approved unanimously	8/2021-11
9	Circulation of a revised Strategic Business Plan for ballot	Approved unanimously	9/2021-11
10	Holding a future plenary meeting around May 2022	Approved unanimously	10/2021-11

16. Closure of the meeting

The Chair thanked members for their participation in the meeting, and especially those for whom the meeting was in the middle of the night. He looked forward to meeting with them again around May.

The meeting was formally closed at 03:00hrs UTC.

The members then joined an online social event (our thanks to Mr Neijens for having arranged this).