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|  | **HEAD OF DELEGATION****(HoD) REPORT** |

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|  **U.S. Member Body of the International Organization for Standardization (ISO)** |  | **U.S. National Committee of the International Electrotechnical Commission (IEC)** |

**Please return this report within one month of the completion of the international meeting and submit it to the appropriate ANSI Department as follows:**

**ISO USNC**

**ISOT@ansi.org****USNC@ansi.org**

**HoD reports can be used for a variety of purposes. For example:**

* **To report results of a TC/SC meeting to the related TAG**
* **To publicize the work of the TC/SC to the related US constituency via ANSI On-line, USNC News and Notes, or other media**
* **To suggest areas for possible development of featured articles**
* **To address specific challenges and concerns that the HoD may bring to the attention of related ANSI and/or USNC/IEC management**

**PLEASE REMEMBER: Your HoD report is NOT filed as a confidential, password protected document and, therefore, may have broad, unintended distribution. Keep this in mind when preparing the report and, if appropriate, use a more secure form of correspondence to call attention to any sensitive issues.**

**Completed by:**

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| **Head of Delegation:** (Please print) |  |
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| **Telephone/Telefax:** |  |
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| **Email:**  |  |
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| **Date:**  |  |

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| **Meeting of ISO/TC (Designation/Title)** |
| **Date(s)**  |
| **Location**  |

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| **1. MEETING ATTENDANCE** |
| Please indicate, if available, both the number of delegates and the countries represented  at the Meeting: \_\_Meeting attendance roster and meeting resolutions attached, if availablePlease comment on significant or unusual attendance issues (e.g., new member bodies, regular members not in attendance, new Chairman or Secretariat, non-accredited U.S. persons, etc.). |

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|  **MEETING OBSERVATIONS** |
| **2. Overall, how well did the U.S. meet its objectives on policy or technical matters?** |
|  **\_\_ Very Successful -- U.S. positions were accepted in whole \_\_ Successful -- Compromises were reached which are acceptable to the U.S.** **\_\_ Not Successful -- U.S. positions were not accepted** |
| **3. Please comment on any issues of significance which might have an impact upon** **materially affected or interested U.S. parties.** |
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| **4. Was there any discussion for which the United States was unprepared? (e.g., late**  **document distribution, addition of new items, etc.)** |
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| **5. Did the U.S. extend an offer to assume any new TC/SC Secretariat or management**  **positions?** |
|  **\_\_ Yes \_\_ No** **(If yes, please indicate which position and provide Officer contact information.)** |
| **6. Did the U.S. extend an offer to host any future TC/SC meetings?** |
|  **\_\_ Yes \_\_ No** **If yes, please identify:** |
| **7. Were any new issues raised which require, or might involve, coordination with**  **other U.S. bodies? (Include coordination items with other U.S. TAGs, ANSI policy-level**  **committees (AIF, AIC, the USNC TMC and/or Council, etc.)** |
|  **\_\_ Yes \_\_ No** **If yes, please identify:** |
| **8. Did the U.S. put forth/agree to put forth any New Work Items?** |
|  **\_\_ Yes \_\_ No** **If yes, please identify:** |
| **9. Was there any evidence of irregular voting by participating countries?** |
|  **\_\_ Yes \_\_ No** **If yes, please identify any significant issues or concerns:** |
| **10. Are work items in the TC or SC being affected by related work in regional**  **standards bodies (e.g., CEN, CENELEC, ETSI, PASC, NAFTA, COPANT, etc.)?** |
|  **\_\_ Yes \_\_ No**  **\_\_ No related regional activity** **If yes, please explain:** |
| **11. Were any new issues raised which require, or might involve, coordination with**  **emerging market countries?** |
|  **Yes \_\_ No**  **If yes, please explain:** |
| **12. Were any issues raised which relate to or impact existing U.S. regulatory matters?** |
|  **\_\_ Yes \_\_ No**  **If yes, please explain:** |
| **13. Please identify any IMMEDIATE U.S. TAG actions which will be required as a**  **result of this international meeting.** |
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| **14. Please identify specific decisions which the U.S. delegation believes to be noteworthy for**  **publication, publicity and/or development of a future article. If there are any, would you**  **be willing to help develop an article for publication?** |
|  **\_\_ Yes \_\_ No**  |
| **15. What might be done to further promote the ANSI Federation’s goal of “global** **standards that reflect U.S. interests?” (Consider such issues as how might the U.S.**  **further promote acceptance of related American National Standards in international**  **and, where applicable, regional fora?)** |
|  **Nothing noted** |
| **16. Has this report been provided to your TAG Administrator for US TAG distribution?** |
|  **\_\_ Yes \_\_ No** |
| **17. Other Comments** |
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