



COMMISSION INTERNATIONALE DE L'ECLAIRAGE
INTERNATIONAL COMMISSION ON ILLUMINATION
INTERNATIONALE BELEUCHTUNGSKOMMISSION

**Code of Procedure
for Drafting and Presentation
of CIE Standards**

1996

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Code of Procedure

for the drafting and presentation of CIE Standards

Foreword

In 1989 and 1992, ISO and IEC recognised CIE as an international standardising body as detailed in the respective ISO and IEC resolutions (reproduced in Annex A to C). In the future, to ensure global circulation of CIE Standards, ISO and IEC will adopt CIE Standards as joint CIE/ISO or IEC Standards. This will use a process where ISO/IEC Member Bodies can vote only 'yes' or 'no' on CIE Standards. It was also agreed that ISO/IEC will not start parallel work in fields where CIE has already produced, or is preparing, a standard. For new CIE Standards a close liaison with ISO and IEC shall be secured. Similarly, liaison will be set up where an ISO or IEC Technical Committee is working on a draft standard in which a CIE Division has an interest.

1. Introduction

To ensure that international standards have similar structure and layout, ISO and IEC have already agreed on joint Directives (Directives: Part 1, Procedures for the technical work; Part 2, Methodology for the development of International Standards; Part 3, Drafting and presentation of International Standards, latest editions 1989).

Fundamental procedures for CIE Standards are laid down in the "Code of Procedure for Divisions and Technical Committees - 1992". Although the rules described in this Code conform with those described in the above ISO/IEC Directives, the present document has been produced to summarise the basic steps to be followed in preparing a CIE Standard. It also gives more detailed advice on the structure and preferred layout of a CIE Standard to enable its adoption as CIE/ISO or IEC Standard. A short summary of the procedures and the preferred layout of a CIE Standard are to be found in Annex D and E.

2. Abbreviations

CIE administrative abbreviations used throughout this document are as follows:

BA	Board of Administration	IS	International Standard
CB	Central Bureau	LB	Letter Ballot
CIE DP	CIE Draft Proposal	NC	National Committee
CL	Circular Letter	TC	Technical Committee
Code D/TC	Code of Procedure for Divisions and Technical Committees	TCC	Technical Committee Chairman
DD	Division Director	TCS	Technical Committee Secretary
DE	Division Editor	TM	Technical Manager
DS	Division Secretary	TR	Technical Report
DS xxx:	Draft Standard xxx	VPP	Vice-President Publications
GS	General Secretary	VPT	Vice-President Technical
ILV	International Lighting Vocabulary		

3. Drafting a CIE Standard

3.1 Establishment of a Technical Committee to write a draft standard

Proposal for a new Standard can be submitted by a Division, the BA, a NC or the CB. Following such a proposal, CIE Divisions finding it necessary to summarise the knowledge in a particular field of light and lighting in the form of a CIE Standard shall propose a TC, develop its Terms of Reference (see also Statutes: 6.5.3, By-Laws: 2.3 - 2.6, and Code D/TC: 1.4.7) clearly stating that it has as its task the development of a CIE Standard, and nominate a chairman.

The Division shall keep in mind that CIE Standards are usually short documents stating important findings, methods of determining lighting quantities, summarising values used in lighting calculations. These should refer to new or existing detailed CIE Technical Reports (TRs) or Guides, where the background information for the Standard, examples for its use, etc. are described. The drafting of the TR can be done by the same TC or another TC of the same Division. Either way, the TR must be approved and published before the Standard. See Code D/TC 1.8.1.1 and 1.8.1.2.

The chairman shall nominate TC members from at least five member countries and shall develop with their help a proposed working programme. This shall include a time-table for producing the CIE Standard.

The Division shall ballot by letter or at one of its meetings on the establishment, membership and programme of the TC and shall inform the CB using Form C as reproduced in the Code D/TC.

The CB conducts a BA LB (or puts the item onto the Agenda of a BA meeting).

The CB informs the BA and the DD, to whose Division the new TC belongs, on the outcome of the LB. The DD informs his Division and the TCC of the BA decision. In case of approval, the DD allocates a TC number and the CB

- supplies the new TCC with all necessary background material;
- informs the NCs on the establishment of the new TC, its Terms of Reference and Members, inviting the NCs to propose further active members to the TC (see By-Laws: 2.5);
- announces the establishment of the TC, its Terms of Reference and Members in CIE NEWS;
- informs ISO and IEC Secretariats on the establishment of the CIE TC inviting ISO/IEC to set up liaison.

3.2 Work at TC level

The TCC shall finalise the membership of his TC, appoint a TCS and shall supply the DS and CB with a complete address list of his TC (including fax and if available E-mail numbers).

The TC will usually develop the text of the draft standard partly by correspondence, partly in TC meetings. Every draft shall be clearly marked by the TC number followed by "Draft No. xx", where xx is the consecutive numbering of the drafts. A draft should never be termed "final". On the structure and preferred layout of the draft standard, see Section 4.

Information of the circulation of a draft shall be sent to the CB enabling it to keep track of the development of the standard. As soon as there is reasonable agreement on the technical contents of the draft standard, the TCC or TCS shall send a copy of the draft to the CB, preferably accompanied by a computer readable form of the draft. The disk should contain an ASCII character copy, without the formatting codes as well as a file produced in the word processing format of the author. Precise description of the word processing system used for drafting (title of application software with version number) shall accompany the disk together with a hard copy of the draft. This will enable the CB to find out incompatibility questions and

try to secure remedies at an early stage to speed up final editing and publication. At present the CB word processing system is MS-WORD and Word for Windows

The CB will check the draft for layout and will communicate with the TCC or TCS.

As soon as the TC feels that it has concluded the drafting, it shall conduct a TC LB (with information to liaison organisations) the result of which shall be submitted with Form A (see Code D/TC) to the DD or DS with the request for further processing. A copy shall also be sent to the CB.

3.3 Work at Division level

The DS shall circulate the draft within the Division for comments. The comments shall be sent back to the TC for reviewing and, if necessary, updating of the draft. DD, DE and CB shall be copied. Although Standards shall reflect majority opinion, all efforts should be taken to reach consensus. The Standard shall refer to Technical Reports as "Normative References". These may include minority opinions (see Code D/TC 1.8.1.1).

The updated disk and hard copy (a joint product of the TC and the DE) shall be sent by the TCC to the DD, again using Form A (see Code D/TC), who either conducts a Division LB or ask CB to conduct it and simultaneously requests CB to conduct a BA LB (Forms A, B as per Code D/TC shall be used). At this stage, besides an updated copy of the text (disk and hard copy) the original artwork (figures, graphs, half tone pictures) shall be sent to the CB as hard copy and, if possible, on disk.

Divisional members are responsible for ensuring that their NC is kept fully informed of the contents of the Standard at all draft stages.

CIE Standards are multilingual documents and are to be published in the three official languages of the CIE (English, French, German). To speed up final publication, the Division may start translation of the draft at this stage.

DS sends Division LB result to CB (or vice versa in case the CB conducted the Division LB).

3.4 Work at CB level

The CB publishes annually in CIE NEWS a list of all TCs working on a Standard with title and active national and invited expert members.

3.4.1 Information on Letter Ballots

CB conducts BA LB, and informs the BA on its outcome and on the outcome of the Division ballot.

CB forwards Division and BA ballot results to VPT, VPP, TCC and DD of the pertinent Division. VPT and VPP decide on whether further modifications are needed or not. Depending on the nature and amount of comments on the BA and Divisional LBs,

- VPP may advise CB to prepare a marked-up copy for further processing by the CB;
- or sets up an ad-hoc editorial committee to deal with the finalisation of the manuscript (usual composition: VPT, DD, DE, TCC, TM, chaired by VPP);
- or the VPT refers the manuscript back to the DD and TC for substantial revision.

In the first two cases the VPP signals to CB for further processing, in the third case the work has to be restarted at Division level (item 3.3). However, if the procedures described in 3.1 and 3.2 are followed correctly, this 3rd case should not usually arise.

3.4.2 CIE Draft Standard

As soon as *CB receives the marked-up copy* from VPP, it files it and assigns a CIE Draft Number to it (CIE DS xxx, or in case of a multi part standard: DS xxx-y where y indicates the part number divided from the main number by a hyphen, e.g. DS 015-2).

The CB sends an information copy to ISO and/or IEC headquarters requesting comments on the layout. (Agreement on the technical contents by ISO/IEC TCs with whom liaison has been established having been secured at the TC balloting stage !)

The CB, if necessary, with the linguistic help of members of the TC, *prepares* and prints *the draft standard* in all three official CIE languages (showing on the front cover the date of issue and the last date for comments) and circulates it to NCs for comments (one copy per NC) in the language of drafting. NCs may request a further copy in one of the other CIE languages and may copy the DS for their internal commenting/voting procedures.

CB includes the DS xxx in the List of Publications and makes it available for sale.

NC comments are due six months after date of issue. CB collects and orders the comments and forwards them to VPT, VPP, DD and TCC. VPP, after consulting the other parties prepares a marked up copy of the DS xxx and sends it to the CB with a list of those comments that were not accepted together with the reasoning why they were not accepted.

CB prepares the 2nd draft of the DS xxx and circulates it together with a statement on the non-accepted comments to NCs, who shall cast their yes/no vote within three months (see Form F in Annex G). The DS xxx fails if it does not get the two third majority of the returned votes.

Every modified draft gets a new sub-number. Also the different language versions are clearly distinguished by a letter code (E for English, F for French, G for German). E.g. Draft 3 of the French version of DS 014 published in 1997 shall be marked as CIE DS 014.3/F-1997.

The CB shall inform the BA and TCC on the outcome of the vote and, in the positive case, negotiate with ISO/IEC on joint publication.

If the DS xxx has not received the required majority of 2/3 of the replies, VPT and VPP decide on further action, requesting the Division to refer back to the TC or to appoint a new TC to deal with the draft, or appoint a harmonising committee to bring the draft into an acceptable form. In the first two cases the draft goes back to item 3.2 "Work at TC level". In the third case after harmonisation the CB re-issues the NC LB.

3.4.3 ISO/IEC/CIE Draft Standard

ISO and/or IEC forward the CIE DS xxx to their member bodies for acceptance as an International Standard. If the draft receives the required majority, it will be published as a two language joint CIE/ISO and/or IEC International Standard. If it does not receive the required majority, the ISO or IEC member body objections are communicated to the CIE CB who consults the VPT, VPP, DD and TCC on possible harmonisation.

If harmonisation is possible, VPT and VPP appoint a harmonising committee to bring the draft into an acceptable form. After harmonisation the CB re-issues the NC LB and sends the amended and balloted text back to ISO or IEC (stage 3.4.2).

3.4.4 Publishing the International Standard

ISO or IEC send to CIE CB the page proof of the IS. Proof-reading is done by the TM and the TCC. After receiving the page proof back from the TCC, CB returns it to ISO/IEC and signals to the BA the closing of the TC, sends acknowledgement letter to TCC and requests the TC to send the background material used for preparing the IS to the CB for archiving.

4. Structure and layout of CIE Standards

4.1 General principles

As it is anticipated that CIE Standards will be processed by ISO and/or IEC as joint International Standards, the drafting recommendations described in the IEC/ISO Directives Part 3 should be followed as closely as possible. In this clause a shortened description of the statements given in these Directives is presented. TCCs working on CIE Standards are encouraged to consult the original IEC/ISO Directives together with the CIE Code D/TC for more details.

In drafting a CIE Standard the style shall be as simple and concise as possible. This is particularly important for those readers whose mother tongue is not one of the official languages.

Analogous wording shall be used to express analogous provisions; identical wording shall be used to express identical provisions.

The same term shall be used throughout a standard, and if available, the terms, symbols and definitions used in the ILV shall be used.

Annex F enumerates basic International Standards that shall be consulted on standardised terminology; quantities, units and their symbols; abbreviations; bibliographic references; etc.

4.2 General arrangement of a standard

The elements which together form a standard are classified in three groups:

- *preliminary elements* are those elements that identify the standard, introduce its content, and explain its background, its development and its relationship with other standards (4.2.1);
- *normative elements* are those elements setting out the provisions with which it is necessary to comply in order to be able to claim conformity with the standard (4.2.2);
- *supplementary elements* are those elements that provide additional information intended to assist the understanding or use of the standard (4.2.3).

4.2.1 Preliminary elements

The preliminary elements are: Title page, Contents, Foreword and Introduction. From among these only the Introduction shall be prepared by the TC, giving specific information and commentary about the technical content of the standard, and about the reasons prompting its preparation. It shall not contain requirements.

The other preliminary elements will be prepared by the CB.

4.2.2 Normative elements

Normative elements consist of two distinct types:

General normative elements:

Title;
Scope;
Normative references.

Technical normative elements, as e.g.:

Definitions, symbols and abbreviations;
Requirements;
Test methods;
Normative annexes.

4.2.2.1 Title

The wording of the title shall be established with great care; while being as concise as possible, it shall indicate, without ambiguity, the subject-matter of the Standard in such a way as to distinguish it from that of other Standards, without going into unnecessary detail. Any necessary additional particulars shall be given in the scope.

The title shall be composed of separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than the following three elements shall be used:

- a) an *introductory element* indicating the general field to which the Standard belongs (this can often be based on the title of the Division or TC);
- b) a *main element* indicating the principal subject treated within that general field;

- c) a *complementary element* indicating the particular aspect of the principal subject or giving details which distinguish the document from other Standards, or other parts of the same Standard.

E.g.: Colorimetry - Standard sources for colorimetry - Supplementary sources

4.2.2.2 Scope

This element shall appear at the beginning of every standard, to define without ambiguity the subject of the standard and the aspect(s) covered, thereby indicating the limits of applicability of the standard or particular parts of it. It shall not contain requirements (see 4.4.1).

4.2.2.3 Normative references

This element shall give a list of normative documents with their titles, publication dates and publishers, to which reference is made in the text in such a way as to make them indispensable for the application of the standard. The TR or Guide on which the Standard is based should be one of the Normative References, together with other relevant Standards or publications.

The list shall be introduced by the following wording:

"The following standards contain provisions which, through reference in this text, constitute provisions of this Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below."

4.2.2.4 Definitions, symbols and abbreviations

This is an optional element giving definitions necessary for the understanding of certain terms used. The definitions shall be introduced by the following wording:

"For the purposes of this Standard, the following definitions, symbols and abbreviations apply."

Rules for the drafting and presentation of terms and definitions are given in Annex B of the IEC/ISO Directives - Part 3. New definitions, symbols and abbreviations have to be submitted to Division 7, where the TC for updating the ILV will check them against proposals made by other TCs or organisations.

4.2.2.5 Requirements

This element includes the following:

- a) all characteristics relevant to the aspect(s) of the process(es) or service(s) covered by the standard, either explicitly or by reference;
- b) the required limiting values of quantifiable characteristics;
- c) for each requirement, either a reference to the test method for determining or verifying the values of the characteristic (see 4.2.2.6), or the test method itself.

Verbal forms for the expression of requirements are given in 4.4.2.

A clear distinction shall be made between normative requirements and statements included only for information or guidance.

Standards listing characteristics for which suppliers are required to state values that are not specified by the standard itself shall specify how the values are to be measured and stated.

4.2.2.6 Test methods

This element gives all the instructions concerning the procedure for determining the values of characteristics, or for checking compliance with stated requirements, and for ensuring the reproducibility of the results. Where appropriate, tests shall be identified to indicate whether

they are type tests, routine tests, sampling tests and so on. References should be given to the definitions of these various types of test.

4.2.2.7 Normative annexes

Normative annexes are integral parts of the standard which, for reasons of convenience, are placed after all other normative elements. The fact that an annex is normative (as opposed to informative) shall be made clear by the way in which it is referred to in the text, by a statement to this effect in the foreword and by an indication at the head of the annex itself.

4.2.3 Supplementary elements

Supplementary elements are informative annexes and footnotes and notes.

4.2.3.1 Informative annexes

Informative annexes give additional information, and are placed after the normative elements of a standard. They shall not contain requirements. The fact that an annex is informative (as opposed to normative) shall be made clear by the way in which it is referred to in the text, by a statement to this effect in the foreword and by an indication at the head of the annex itself.

Annexes shall be designated by the capital letters of the alphabet, beginning with A but omitting I and O.

4.2.3.2 Footnotes

Footnotes give additional information, but their use shall be kept to a minimum. They shall not contain requirements.

Footnotes shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes shall normally be distinguished by Arabic numerals followed by one parenthesis: 1), 2), 3), etc., forming a continuous numerical sequence throughout the document. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: ¹⁾ ²⁾ ³⁾ etc.

4.2.3.3 Notes integrated in the text

Notes integrated with the text of a standard may be used only for giving information which is essential to the understanding of the document. They shall not contain requirements.

Notes should normally be placed after the clause, subclause or paragraph to which they refer.

All notes integrated with the text shall be numbered in a continuous sequence throughout the document. All lines of a note shall be inset from the margin of the main text by at least five characters, so that the extent of the note can be correctly understood for printing purposes.

4.2.3.4 Notes to tables and figures

Notes to tables and to figures shall be treated independently from footnotes and notes integrated with the text. They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. A separate numbering sequence shall be used for each table and each figure. Such notes may contain requirements.

4.3 Divisions and subdivisions of a standard

A CIE Standard may consist of several parts, published under the same standard number. The following numbering system shall be used:

CIE S xxx-y/L-NNNN,

where xxx stands for the standard number,

y is the part number within standard series number, (the xxx-y number is the same as the DS xxx-y number of the respective draft standard)

L indicates the languages of the standard (E, F, G), and

NNNN is the year of the last updating of the Part y.

Within a standard (or part standard) the subdivision into sections is made by Arabic numerals, where the single number sections are called clause, subdivisions within a clause are called subclause. No fullstop is set after the number of a subclause.

4.4 Editorial details

4.4.1 Wording of "Scope" clause

This element shall be worded as a series of statements of fact. Forms of expression such as the following shall be used.

"This Standard

- *specifies*
- *establishes*
- *gives guidance on*
- *defines terms ..."*

the dimensions of
a method of ..."
the characteristics of
a system for ..."
general principles for

Statements of applicability of the standard shall be introduced by the following wording:

"This Standard is applicable to ..."

4.4.2 Verbal forms for the expression of requirements

The following verbal forms shall be used:

- for a requirement: shall/shall not;
- for a recommendation: should/should not;
- for a permission: may/need not;
- for a possibility: can/cannot.

The IEC/ISO Directives - Part 3 contain detailed editorial requirements and guidance on

abbreviations;
bibliographic references;
indications of dimensions and tolerances;
lists;
mathematical style;
preparing tables and figures;
quantities, units and symbols;
representation of numerical values;
spelling and abbreviations of names and organisations;
use of trade-names;

Editors of a draft standard should consult these parts of the Directives to ensure a homogenous layout and avoid lengthy and time-consuming reformatting at a later stage of drafting.

Some helpful references are given in Annex F.

Annex A: ISO Council Resolution 10/1989

“Council, deeming that the International Commission on Illumination (CIE) fulfills the prerequisites laid down in 1.1 and 1.2 of Council resolution 19/1984, accepts the International Commission on Illumination as an international standardizing body for the purpose of Council resolution 19/1984 with a view to CIE documents being processed as ISO International Standards following the procedure set out in Council resolution 19/1984”.

(Council resolution 10/1989)

Annex B: CIE Council Resolution 1/89 on Joint ISO/CIE Standards

**CIE Council Resolution 1/89
on Joint ISO/CIE Standards**

In order to implement the cooperation of CIE and ISO on international Standards the following resolution is adopted by the CIE Council.

1 Policy

- 1.1 In view of ISO Council Resolution 10/89 strong efforts shall be made to issue joint ISO/CIE Standards on fundamental aspects of the metrology, evaluation and application of light and colour including other radiation aspects in the optical wavelength range.
- 1.2 Joint ISO/CIE Standards shall primarily reflect basic definitions, methods and evaluation criteria for specification purposes. They shall establish as far as adequate quantitative requirements of measures and associated tolerances.
- 1.3 Background information and guidance on the state of the art shall be included in the underlying CIE Publications referred to in the joint ISO/CIE Standard.
- 1.4 Proposed ISO/CIE Standards shall be voted on by CIE member countries as CIE Standards. If adopted by ISO they shall only be published as joint ISO/CIE Standard.
- 1.5 In cases where the established working programme of ISO and CIE overlap CIE offers its cooperation to harmonize activities and standardization.

2 Procedure

- 2.1 CIE develops its publications as usual including CIE rules and procedures.
- 2.2 CIE Divisions examine existing and upcoming publications as candidates for joint ISO/CIE Standardization.
- 2.3 In general existing publications will not be transferred as a whole into a joint ISO/CIE Standard. Instead parts of one or more CIE publications may be extracted and edited by the Divisions to become an ISO DIS. One exception is CIE Standard S001 and S002 which may be submitted immediately to ISO in order to start and to test the agreement with ISO.
- 2.4 In special cases a CIE Technical Committee shall be established to work straightforward towards an ISO DIS including final voting by CIE.

Annex C: Memorandum of mutual understanding between IEC and CIE

**MEMORANDUM OF MUTUAL UNDERSTANDING
BETWEEN IEC AND CIE**

1. Preamble

This MOU supplements the existing joint IEC/ISO/CIE memorandum of 1986. Its object is to delineate the responsibilities of the IEC and CIE more clearly in order to intensify the collaboration and to avoid duplication of effort and delays.

2. Situation

2.1 The International Electrotechnical Commission (IEC) with headquarters in Geneva and the Commission Internationale de l'Eclairage (CIE) with headquarters in Vienna are both recognized international standards making bodies.

Whereas: -

2.2 The IEC develops and publishes standards in the complete domain of electrotechnology.

2.3 The CIE develops and publishes standards in the field of light and lighting.

2.4 The CIE has existing technical liaison status with IEC Technical Committees.

2.5 The IEC and the CIE have existing joint publications in the area of lighting vocabulary.

2.6 Certain other fields of activity of the IEC and the CIE overlap.

Therefore:

2.7 The IEC and the CIE formally recognize each other's scopes and authority as published in their respective Statutes and wish to improve bilateral cooperation.

3. Procedure

To implement this understanding -

The IEC undertakes to:

3.1 Recognize the CIE as a competent authority for submitting its approved standards to IEC for direct endorsement and issue as an IEC/CIE standard in accordance with the provisions of the IEC/ISO Directives.

3.2 Effect joint development of standards in those areas where the domains overlap or complement each other.

- 3.3 Where mutually acceptable, publish the approved standards produced under items 3.1 and 3.2 above as joint IEC/CIE "double-logo" standards.
- 3.4 Provide published copies of such standards to CIE at a discount of 50% on the IEC catalogue price on the condition that they are not re-sold at less than the catalogue price.

The CIE undertakes to:

- 3.5 Keep the IEC informed of its work programme and, in particular, notify the IEC of all projects which it wishes to see ultimately adopted as IEC standards.
- 3.6 Consider its existing standards and propose those suitable for adoption by IEC.
- 3.7 Release the copyright to IEC of any standards which it wishes published by the IEC.

4. Disputes

Any dispute or contestation on the operation of this agreement will be negotiated by the Chief Executives of each organization. Failing this, the matter will be resolved by the two Presidents.

5. Effectiveness and Termination

This MOU becomes effective upon signature by both parties and remains valid until renounced by either party upon written notice of termination one year in advance.

Signed:

For the IEC

For the CIE

General Secretary

Executive Director

Date: 92-03-16

Date: 92-03-12

Annex D: Statement on CIE Standards

In view of recent agreements with ISO and IEC joint International Standards shall be issued in order to avoid duplication of work, confusion and conflicting results. In the following, essentials of the philosophy and handling are summarised following a request of CIE Divisions and TC-Chairmen.

For details of the procedure and editorial issues consult the *Code of Procedure for Drafting and Presentation of CIE Standards* including latest amendments.

1. Subject

CIE Standards shall reflect basic terms and criteria, methods of metrology and evaluation in the field of light and lighting (including UV and IR radiation, colour and actinic effects) intended for world-wide application. They shall establish as far as possible quantitative requirements and tolerances.

2. Contents and Structure

CIE Standards shall

- 2.1 identify the subject, the background, the content, the application, the limitation and the relation to other standards in the **Scope** of the Standard;
- 2.2 define terms and/or methods of measurement and evaluation as clearly and concisely as possible referring to underlying CIE publications for background information, usually in the **Body** of the Standard;
- 2.3 contain a full **List of References** relevant to the CIE Standard. In particular, the list shall include all underlying and related CIE publications;
- 2.4 contain additional information, if necessary, usually as an informative **Annex**.

3. Procedure

As a rule CIE Divisions shall examine existing and proposed publications as a subject for a CIE Standard. In general, parts of one or more CIE Publications may be considered for a Standard.

Consequently a Technical Committee shall be established to prepare the Standard or the development of a Standard shall be included in the working programme of an existing TC. The chairman shall nominate TC members from at least five member countries. NCs shall be invited to propose further active members. The TCC shall develop with the help of the Members a proposed working programme and time-table for producing the CIE Standard.

In order to meet CIE Publication policies it is important to base a Standard on Technical Reports and Guides as background information already existing or developed in parallel with the Standard. TRs must be approved and published before the Standard.

The final document requires the approval of the Division, the Board of Administration and of CIE National Committees.

4. Publication

CIE Standards shall be published as joint standards of CIE, and ISO and/or IEC to secure world-wide recognition. All procedural questions of this process are handled by the Central Bureau. It is however important that the Divisions co-operate in this process.

Annex E: Structure of a CIE Standard

Introduction

.....

1 Scope

This International Standard

e.g.:

- specifies ..."
- establishes ..."
- gives guidance on ..."
- defines terms ..."



the dimensions of ..."
a method of ..."
the characteristics of ..."
a system for ..."
general principles for ..."

This Standard is applicable to ...

2 Normative references:

The following standards contain provisions which, through reference in this text, constitute provisions of this Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below.

.....

3 Definitions, symbols and abbreviations:

For the purposes of this Standard, the following definitions, symbols and abbreviations apply.

3.1 (term): (definition)

.....

4 (Clause)

.....

4.1 (Subclause)

.....

Annex A

(normative and informative)

.....

Annex F: (excerpts from IEC ISO Directives - Part 3: Drafting and presentation, 1989)

Basic International Standards

The following is a non-exhaustive list of the most generally applicable basic International Standards, compliance with which is required. For specific subjects, the provisions of other, less generally applicable standards will be relevant.

Standardised terminology

CIE 17.4: *International Lighting Vocabulary*.

NOTE - See also the *IEC Multilingual Dictionary of Electricity*.

Terminological standards developed by individual ISO technical committees are listed in the ISO Catalogue under the group heading "0010 Vocabulary" for each field concerned.

International vocabulary of basic and general terms in metrology (BIPM/IEC/ISO/OIML).

Principles and methods of terminology

ISO 704: *Principles and methods of terminology*.

Quantities, units and their symbols

IEC 27: *Letter symbols to be used in electrical technology* (all parts).

ISO 31: *Quantities, units and symbols* (all parts).

ISO 1000: *SI units and recommendations for the use of their multiples and of certain other units*.

IEC 113: *Diagrams, charts, tables* (all parts).

IEC 416 and ISO 3461: *General principles for the presentation of graphical symbols*.

IEC 617: *Graphical symbols for diagrams*.

Bibliographic references

ISO 690: *Documentation - Bibliographic references - Content, form and structure*.