

GUIDE



Guidelines for ensuring the coherence of IEC publications – Horizontal functions, horizontal publications and their application

IEC GUIDE 108:2019

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IEC Glossary - std.iec.ch/glossary

67 000 electrotechnical terminology entries in English and French extracted from the Terms and Definitions clause of IEC publications issued since 2002. Some entries have been collected from earlier publications of IEC TC 37, 77, 86 and CISPR.

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**GUIDELINES FOR ENSURING THE COHERENCE OF IEC PUBLICATIONS –
HORIZONTAL FUNCTIONS, HORIZONTAL PUBLICATIONS
AND THEIR APPLICATION**

FOREWORD

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This third edition of IEC Guide 108 has been prepared, in accordance with ISO/IEC Directives, Part 1, Annex A, by the Standardization Management Board.

This third edition cancels and replaces the second edition published in 2006.

The main changes with respect to the previous edition are as follows:

- 1) adoption of common terminology for use in the aspect-specific Guides;
- 2) addition of the task of the Advisory Committee in charge of supporting a horizontal publication;
- 3) addition of categories, types and aspects of horizontal publications;
- 4) addition of responsibilities for the different Advisory Committees and technical committees.

The text of this IEC Guide is based on the following documents:

Four month's vote	Report on voting
SMBNC/1/DV	SMBNC/2/RV

Full information on the voting for the approval of this Guide can be found in the report on voting indicated in the above table.

This publication has been drafted in accordance with the ISO/IEC Directives, Part 2.

In this document, the following print types or formats are used:

- requirements and normative annexes: in roman type;
- notes/explanatory matter: in smaller roman type;
- terms that are defined in Clause 3: **bold**.

A bilingual version of this publication may be issued at a later date.

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INTRODUCTION

This Guide defines rules for dealing with **horizontal functions** and **horizontal publications**. This Guide is to be used in conjunction with the ISO/IEC Directives and with the **aspect-specific** Guides.

The fundamental concept of a **horizontal publication** is that it is an international publication (not a TS or a PAS) that is widely applicable and to be used by all relevant committees and that has undergone an enhanced approval process as described in this document.

In this Guide:

- the term "committees" includes technical committees, project committees, subcommittees and systems committees.
- the term "publication" includes International Standard, Technical Report, Technical Specification, Publicly Available Specification and Guide.
- the term "product" is used to refer to individual products, processes, services and combinations thereof, commonly known as "systems".

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GUIDELINES FOR ENSURING THE COHERENCE OF IEC PUBLICATIONS – HORIZONTAL FUNCTIONS, HORIZONTAL PUBLICATIONS AND THEIR APPLICATION

1 Scope

This Guide defines and describes:

- the concept of **horizontal functions** and **horizontal publications**;
- the relationship between **horizontal publications** and **product publications**;
- the optional use of types and categories of **horizontal publications**;
- the procedures for the designation of **horizontal functions** to a technical committee;
- the responsibilities of a technical committee with a **horizontal function**;
- the interaction between technical committees with **horizontal functions** and **product committees**;
- the interaction between Advisory Committees and technical committees with **horizontal functions**;
- the responsibilities of Advisory Committees related to **horizontal functions** and **horizontal publications**;
- the responsibilities of **product committees** using **horizontal publications**.

Note: The IEC Standardization Management Board (SMB) has decided that Guides such as this one can have mandatory requirements which shall be followed by all IEC committees developing technical work that falls within the scope of the guide, as well as guidance which may or may not be followed. The mandatory requirements in this Guide are identified by the use of “shall”. Statements that are only for guidance are identified by using the verb “should”. (See IEC Directives Supplement Part 1, A1.1)

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC Directives, Part 1:2019, *Procedures for the technical work*

3 Terms, definitions and abbreviated terms

3.1 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

3.1.1 aspect

specific way of treating a product in an area of application

Note 1 to entry: The areas of application dealt with in relevant Guides are those of, for example, safety, EMC, EMF, environment, and security.

3.1.2 horizontal function

task assigned to a committee to prepare one or more **horizontal publications** related to a given scope

Note 1 to entry: The assignment of a **horizontal function** to a committee is a pre-condition for a committee to prepare **horizontal publications**.

3.1.3 horizontal publication

document dealing with a subject relevant to a number of committees and of crucial importance to ensure the coherence amongst publications

3.1.4 product publication

document covering a specific product or family of related products within the scope of a single **product committee**

3.1.5 product committee

committee with a scope which covers a specific family or group of products

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3.2 Abbreviated terms

Abbreviated term	Description
AC	Advisory Committee
EMC	Electromagnetic Compatibility
EMF	Electromagnetic Fields
IS	International Standard
NP	New Work Item Proposal
PAS	Publicly Available Specification
SMB	Standardization Management Board
TR	Technical Report
TS	Technical Specification

4 Horizontal publications

4.1 General

The categories of **horizontal publications** (see 4.2) and the types of **horizontal publications** (see 4.3), if used for certain **aspects**, shall be defined in the relevant **aspect-specific** Guide to ensure consistency within an **aspect**, see Figure 1.