

# GUIDE



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



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# GUIDE



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INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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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.

**IMPORTANT – The 'colour inside' logo on the cover page of this publication indicates that it contains colours which are considered to be useful for the correct understanding of its contents. Users should therefore print this document using a colour printer.**

## 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".

# **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, Annex 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>