SCC

International Standards Development
Program Overview

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Standards
Council
of Canada

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Aussi offert en français sous le titre <<APERÇU DU PROGRAMME ÉLABORATION DES NORMES INTERNATIONALES.>>

Table of Contents

Introduction

This document provides a program overview (POV) of the Standards Council of Canada (SCC) International Standards Development (ISD) Program, its services, roles and responsibilities. For the purposes of expediency, the acronym ISD – POV may be used.

This document is updated on a regular basis. To ensure that you are using the latest edition, please visit SCC's website.

Governance of the International Standards Development Program

Standards Council of Canada

SCC is a Crown corporation established by an Act of Parliament in 1970 to foster and promote efficient and effective voluntary standardization in Canada. SCC represents Canada as the Canadian member of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organization to

- promote the participation of Canadians in voluntary standards activities,

- promote public-private sector cooperation in relation to voluntary standardization in Canada,

- coordinate and oversee the efforts of the persons and organizations involved in the Canadian Standardization Network,

- foster quality, performance and technological innovation in Canadian goods and services through standards-related activities, and

- develop standards-related strategies and long-term objectives,

in order to advance the national economy, support sustainable development, benefit the health, safety and welfare of workers and the public, assist and protect consumers, facilitate domestic and international trade and further international cooperation in relation to standardization.

Standards and International Relations Branch

The Standards and International Relations Branch (SIRB) is responsible for facilitating the participation of Canadian delegates and working group experts in international standardization activities including but not limited to ISO and IEC through the International Standards Development Program. Through analysis of standardization-related trends and engagement with key industry, government and consumer stakeholders, SIRB is able to: **7** International Standards Development Program Overview

• Provide information to help stakeholders establish standardization priorities and goals;

• Make recommendations that influence standards and conformity assessment related aspects of trade and regulatory policy;

• Identify and define the necessary conditions for Canada to optimize its use of standardization; and

• Provide a mechanism to safeguard the health and safety of Canadians.

International Standards Development Program

The International Standards Development Program (ISD) is responsible for ensuring that Canadians are able to provide value to Canada by effectively participating in international standardization activities. The program is also responsible for ensuring that Canada is effectively represented when international standardization policy is being developed. ISD is responsible for the maintenance of this Program Overview and the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*.

Establishing Canadian Participation in International Standardization work

As the Canadian member of ISO and IEC, SCC ensures effective Canadian participation in the activities of those organizations. This participation in international standardization activity occurs through Mirror Committees (MCs).

New MCs may be established as the result of a request from a Canadian applicant, or as the result of the formation of a new technical committee or subcommittee (TC/SC) in ISO or IEC. Information on the types of committees that SCC mirrors can be found in Annex D, and the criteria that SCC uses when determining whether or not to establish a MC can be found in section 5 of the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*.

Process steps – Applications to establish Mirror Committees

Applications to establish Mirror Committees	
Step	**Activity**

International Standards Development Program Overview

1	Expression of interest	The applicant contacts the International Standards Development Program expressing an interest in establishing a MC.
2	Information package sent	SCC sends the applicant an information package containing the application form and related material.
3	Submission of application	The applicant submits the completed application form and supporting documentation to SCC.
4	Evaluation of application	SCC reviews and considers the application in accordance with its established criteria. The applicant may receive requests for clarification from SCC while it evaluates the application.
5	Notice of outcome	SCC informs the applicant of the outcome of the evaluation.
6	Establishment of MC *(Successful applications only)*	In the event that the application is successful, SCC establishes a MC.

Evaluation of applications

When considering applications to establish a MC, SCC will use the evidence provided by the applicant to consider how international participation would meet the stated criteria. SCC will also conduct internal consultations to determine if participation aligns to corporate priorities.

SCC evaluates applications in a clear and transparent manner. Once applications are received by SCC, they are checked for completeness. If the application is complete, the application is evaluated independently by two SCC employees. Evaluation guidance is given to staff to ensure consistency and quality of the evaluation. Each evaluator will make a recommendation to the International Standards Development Program management who will determine if the application is:

• Accepted;

• Provisionally accepted (subject to items such as identification of additional committee members being met); or

• Not accepted.

Establishment of a Mirror Committee

When a new MC is established, SCC will generate a call for interest inviting individuals to participate as members of the MC. Interested parties are invited to submit their résumé for consideration to SCC. MC membership selection will be decided as outlined in section 4 of this document. Once the MC is established, the members will be responsible to select a chair and vice-chair (as outlined in section 5 of this document) and to begin to participate in international standardization activities.

Committee status

All MCs shall have participating (P-member) or observing (O-member) status on the mirrored technical committee or subcommittee.

Participating committee status on a technical committee or subcommittee requires the MC to participate actively in the work, attend international plenary meetings, and vote on all questions submitted to the technical committee.**9** International Standards Development Program Overview

Observing committee status on a technical committee or subcommittee permits the MC to receive committee documents, to submit comments, and to attend meetings.

Changes in committee status

MCs that are observing international work may request that their observing status be upgraded to participating status. The MC must then meet the requirements outlined in subsection 6 of the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION* to maintain participating status.

When a MC is unable to comply with subsection 6.6.1 of the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*, or upon request of the MC, or failure to be active within a twelve (12) month time period, SCC will downgrade the participation status of the committee to non-participating.

Mirror Committee membership

Members are an essential component of a well-functioning MC. SCC has outlined the essential competencies and duties of a MC member in Annex B of this document.

Process steps – applying for membership on a Mirror Committee

Applying for membership on a Mirror Committee		
Step		**Activity**
1	Submission of interest	The applicant expresses interest in participation on one or more MCs. Applicants can apply through SCC's website. The applicant will be requested to provide the following information: • Coordinates; • Résumé; and • Justification statement.
2	Processing of application	The applicant may receive requests for additional information on their submission from SCC.
3	Evaluation of application	SCC reviews and evaluates the application in accordance with criteria outlined in Annex B, and also consults with the MC chair.
4	Notice of outcome	SCC will inform the applicant of the outcome of the evaluation.
5	Membership *(Successful applications only)*	In the event that the applicant is successful, the new member will undergo on-boarding from SCC's Member Services.

Support for new members

SCC provides introductory information directly to new members. SCC also operates a mentorship program to assist new members wishing to gain experience in international standardization. Individuals wishing to participate in the mentorship program either as a mentor or a mentee should contact the SCC's member program at members@scc.ca.

Member Recognition

Every two years, SCC presents Canada's national awards in standardization. These awards recognize the commitment of individuals, organizations and committees who dedicate their time and expertise in support of Canada's national standardization network. SCC presents five awards:

International Standards Development Program Overview

• Hugh Krentz Award: Recognizes exceptional leadership and contributions of an individual in Canada's standardization network.

• SCC Corporate Commitment Award: Recognizes one organization for active participation and leadership in the development, promotion or use of standards.

• SCC Committee Achievement Award: Recognizes teamwork, consensus-building, productivity and multidisciplinary cooperation demonstrated by a standards-related committee.

• SCC Young Leader Award: Recognizes leaders of tomorrow by honouring an engaged and active participant of the standardization network who is under the age of 40.

• McMahon Dedicated Service Award: Recognizes exceptional dedication and contributions of an SCC staff member.

Nominees for SCC awards must meet the general eligibility criteria outlined on SCC's website. The nomination period is open from autumn to spring of the year preceding the awards presentation.

Certificate of Appreciation

SCC issues certificates of appreciation to outgoing members who have contributed to Canada's standardization network for at least five years.

Chairs and vice-chairs

Each MC is required to have a chair and vice-chair. MC chairs and vice-chairs are responsible for coordinating the activity of the MC. Chair and vice-chair responsibilities are outlined in Annex B, subsections B.3 and B.4 respectively.

International Standards Development Program Overview

Process steps – Selection of chairs and vice-chairs

Selection of chairs and vice chairs		
Step		**Activity**
1	Submission of interest	SCC publishes a call for nominations for a new or vacant MC chair or vice-chair position. For the vice-chair position, SCC will consult with the chair to determine the responsibilities and the number of vice-chair positions required to fulfill the outlined responsibilities. Nominees may self-nominate or be nominated by another member. The nominee provides a nomination form that includes: • Résumé; • Their proposed term of office; and • A justification statement. The call for nominations is open for a minimum of two (2) weeks.
2	Evaluation of nominations	SCC ensures that prospective chair or vice- chair applicants have the requisite experience to effectively lead the MC. If the nominee was not self-nominated, SCC will verify that the nominee wishes to have their name placed on the ballot.
3	Balloting and voting	SCC prepares a secret ballot on the committee electronic platform. The electors (MC members) vote using the method described in subsection 5.2. Ballots are normally open for a minimum of two (2) weeks.
4	Notice of outcome	SCC announces the successful chair or vice-chair.

Voting

MCs use range voting to select the chair and vice-chair, when there is more than one candidate. In range voting, electors rank candidates from one (first choice) to n (last choice) where n is the number of candidates for the position. The rankings for each candidate from all electors are summed, and the candidate with the lowest score is the successful candidate.

International Standards Development Program Overview

Where there is only one (1) candidate, the MC is required to confirm the candidate in accordance with voting rules in clause 9.1.1 of the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*.

Terms of office

The terms of office for chairs are up to six (6) years or a shorter period of time as specified by the candidate. This term is renewable for additional terms to a cumulative maximum of nine (9) years. To ensure continuity of the MC leadership, committees may wish to consider appointing a vice-chair with a view to succeeding the chair.

International leadership

International leaders are the officers of technical committees, subcommittees or working groups. While international leaders are members of the MC, they are accountable to SCC directly. International leaders represent the technical committee, subcommittee or working group when engaged in their duties. Responsibilities of international leaders are outlined in the following subsections:

• Annex B, subsection B.6 for international chairs;

• Annex B, subsection B.7 for international secretaries; and

• Annex B, subsection B.8 for international convenors/project leaders/project editors.

Canadian representatives wishing to accept a nomination for an international leader position must receive approval from SCC. In some cases, an individual may be nominated without prior notice to SCC; the nominee is permitted to accept the nomination on a provisional basis pending SCC approval.

International Standards Development Program Overview

Process steps – Approval of Canadian international leaders

Approval of Canadian international leaders		
Step		**Activity**
1	Submission of interest	The individual notifies SCC that they have been nominated or wish to be nominated as an international leader. The nominee provides a nomination form that includes: • Résumé; • Evidence of MC and/or international committee support; and • Evidence that the individual has sufficient financial and administrative resources to undertake the international leadership position. When a nomination form is required by the standardization body, it must also be completed.
2	Evaluation of application	SCC will review and consider the application in accordance with established criteria in Annex B.
3	Notice of outcome	SCC will inform the applicant of the outcome of the evaluation.
4	Nomination (*Approved applications only*)	SCC will submit the completed nomination form, when required, to the standardization body. If the nomination is successful, the individual assumes the leadership position.

Subject matter experts

Subject matter experts participate in the development of international standards at the working group level. Subject matter experts contribute greatly to the development and content of international standards, and as such, play a significant role in drafting international standards. Subject matter expert responsibilities are outlined in Annex B, subsection B.5.

Process steps – Approval of subject matter experts

Approval of subject matter experts		
Step		**Activity**
1	Submission of interest	The member notifies the MC chair that they wish to participate as a subject matter expert.
2	MC consensus	The MC confirms and approves, by consensus, that the member has the skills and technical expertise to participate as a subject matter expert.
3	Notice of outcome	The MC chair notifies SCC that the MC wishes to nominate the member as a subject matter expert.
4	Nomination	SCC notifies the relevant international officer(s) of the nomination and registers the subject matter expert in the expert directory system, when appropriate.

Mirror Committee Activity Reports

Part of the responsibility of SCC is to ensure that MCs are actively and effectively participating in international standardization activities that are of value to Canada. As such, SCC requires that MCs provide an activity report on an annual basis so that SCC can determine if the MC standards activities provide value to Canada, to respond to requests for financial assistance and to assist in member recruitment.

Process steps – Submission of Mirror Committee activity Reports

Submission of Mirror Committee activity reports		
Step		**Activity**
1	Call for reports	The MC receives a call for their MC activity report from SCC. The call will take place towards the end of the calendar year, and will include supporting documentation and forms. MCs may wish to review and update their activity reports prior to the call for their report.

International Standards Development Program Overview

2	Complete report	The MC completes the report and submits it to SCC by January 15.
3	Evaluation of reports	SCC reviews and assesses activity reports according to the established evaluation criteria.
4	Notice of outcomes	SCC communicates the results of the evaluation, and, if the MC is requesting financial assistance, the outcome of that request.

Evaluation of Mirror Committee activity reports

SCC evaluates activity reports in a clear and transparent manner. The report is evaluated independently by two members of SCC staff. Reports are assessed using a point-based system, and evaluation guidance is given to staff to ensure consistency and quality of the evaluation. A third evaluation will be conducted if there is significant variation between the two independent evaluations. At the end of this process, the report receives a score. Points are awarded for each section of the report as shown below. Points will be totaled, and the results compared to other MCs.

Activity Report Section 4 – Value to Canada		
Subsection	Max Points	Scoring criteria
Trade benefits	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.

International Standards Development Program Overview

Advancement of the national economy	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.
Assisting consumers	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.
Benefiting the health, safety, and welfare of workers and the public	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.

International Standards Development Program Overview

Supporting sustainable development	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.
Support to government	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.
Standards referenced in Canadian legislation or regulation	5	One (1) point per reference for an international standard, or adoption of an international standard referenced in federal, provincial, or territorial legislation, regulation, codes, or other statutory instruments.

International Standards Development Program Overview

Activity Report Section 5 - Innovation

Subsection	Max Points	Scoring criteria
Responsive to Canadian innovation	5	Full - five (5) points if the response clearly articulates how the MC's work activity addresses the subject, and references, examples, and sources are provided. Half - two and a half (2.5) points if the response partially articulates how the MC's work activity addresses the subject, and limited or no references, examples, or sources are provided. Zero (0) points if the response does not address the subject, or there is no response.
Horizontal issues (includes energy efficiency, environmental aspects, safety, security, privacy)	10	Two (2) points per clearly articulated applicable horizontal issue.
Canadian new work item proposals	10	Five (5) points per new work item proposal initiated, authored/co-authored, and submitted by Canada in the past calendar year.

Activity Report Section 6 – International leadership

Subsection	Max Points	Scoring criteria
International leadership	15	Five (5) points per international leader position (international chair, international secretary, international convenor, or project leader/project editor)

Activity Report Section 7 – Committee performance		
Subsection	**Max Points**	**Scoring criteria**
Subject matter experts	10	One (1) point per subject matter expert participating on a working group to a maximum of five (5) subject matter experts per working group.
Committee membership and balance	10	Five (5) points for the committee having five (5) or more members; and five (5) points for having all relevant stakeholder categories represented. Efforts to recruit for relevant stakeholders will be considered.
Voting record	5	Five (5) points for a 100% voting record, with one (1) point deducted per missed vote.
Meeting attendance	5	Full - five (5) points for attending plenary meeting(s) within the calendar year.

Note: If there is no plenary meeting scheduled during the calendar year for the international committee, the MC will be considered to have attended all eligible plenary meetings. |

Voting

Voting plays an important role in ensuring that Canadian positions are considered in international standardization.

There are several different kinds of ballots, and each has different requirements. When providing input, members should pay particular attention to the information requested on the ballot.

Process steps – Voting

Voting		
Step		**Activity**
1	Posting of ballot	SCC posts ballots received from the relevant standardization body to SCC's electronic platform. The ballot will contain a date by which the proposed national position must be submitted to
		SCC for review and submission. SCC date is set two (2) weeks prior to the international vote deadline. MCs are required to submit their national positions by SCC due date.
2	Submission of comments	The MC members provide their recommendations and comments to the MC chair using the SCC electronic platform in advance of the SCC due date to allow the chair to collate and determine consensus, if required. Should discussions on vote/comment documents occur outside of SCC's electronic platform via email or another platform, those discussions must be captured in SCC's electronic platform as these discussions demonstrate the MC's application of the consensus principle.
3	Development of national position	The MC chair reviews and dispositions the comments, develops the national position and posts it to the MC's electronic platform. The chair is responsible for addressing and collating the final comments in the appropriate template form.
4	Submission	The MC chair submits the proposed final national position to SCC using the SCC's electronic platform. SCC will review the proposed national position, and will submit the final national position to the standardizing body through the appropriate electronic balloting system.

International Standards Development Program Overview

Consensus

The development of national positions should occur by consensus. Consensus is defined in section 4 of the *REQUIREMENTS AND GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*. It is important to note that consensus need not imply unanimity. In the event that the MC is unable to achieve consensus, the MC should consider abstaining on the vote.

Once consensus has been achieved on an issue, the MC should not return to re-open the issue except when there is new and relevant information which might reasonably impact the current consensus position.

Attendance at international standardization meetings

Process steps – Establishing a Canadian delegation

Establishing a Canadian delegation		
Step		**Activity**
1	Call for delegates *(plenary meetings only)*	The MC chair determines which members are interested, eligible and available to attend the international standardization meeting. The MC chair should issue a call for delegates at least twelve (12) weeks prior to the scheduled international meeting date.
2	Propose head of delegation and delegates *(plenary meetings only)*	The MC chair compiles responses and proposes the head of delegation and delegates. The MC is to approve the proposed delegation.
3	Review of MC budget *(MCs receiving financial assistance only)*	The MC chair reviews the MC budget and if changes are required, conducts consultation with the MC to amend and approve the revised budget.
4	Submission of delegation	The MC chair submits the approved delegation to SCC using the approved form. In the case of a plenary meeting, at least eight (8) weeks in advance of the scheduled start date where possible. In the case of a working group meeting, at least four (4) weeks in advance of the scheduled start date.

International Standards Development Program Overview

5	SCC approval of delegation	SCC reviews the delegation list, approves the delegation and notifies the delegates. Where financial assistance is requested, approved amounts will be confirmed.

Head of delegation responsibilities

The head of delegation is responsible for communicating the Canadian position at international standardization meetings. The head of delegation should communicate with the other members of the delegation prior to attending the international standardization meeting to identify any issues, and discuss plans for the deliberations. If only one delegate is attending the international standardization meeting, that delegate should be designated as the head of delegation.

Delegate responsibilities

Delegates are responsible for providing assistance to the head of delegation at international standardization meetings, when required. Delegates may also be subject matter experts attending working group meetings.

Meeting report

In accordance with subsection 9.3 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*, members attending international standardization meetings are obligated to report the outcomes of meetings they attend to their respective MC and, in the case where a committee member has received financial assistance, as part of their expense claim submission to SCC.

Financial assistance

The MC is responsible for determining by consensus how the confirmed financial assistance will be budgeted and disbursed. When allocating financial assistance to MC members, attending international standardization meetings in person, the MC should consider:

a) Efficient use of funds;

b) Obligations to attend plenary meetings; and

c) Viability of attending meetings by electronic means.

SCC is responsible for the disbursement of financial assistance to those who have been approved by the MC to receive it. SCC provides recommended financial assistance rates based on historical financial assistance data which is updated on a regular basis. Financial assistance

is disbursed once the international standardization meeting has occurred, and is dependent on SCC receiving an international meeting report and proof of attendance from those who attended the meeting. Proof of attendance and the international meeting report must be provided within four (4) weeks of the meeting to receive the financial assistance; otherwise the funds may be reallocated by SCC, at its discretion.

Travel medical insurance

SCC provides travel medical insurance to Canadian residents attending international standardization meetings outside of Canada. To be eligible for this service, the member must be under the age of seventy (70), and include their date of birth on their profile within the SCC electronic platform. Members aged seventy (70) or older are encouraged to obtain their own travel medical insurance.

Eligible members will receive confirmation of insurance when they receive confirmation of their accreditation to attend the international standardization meeting. The insurance coverage period is calculated in accordance with the following criteria:

• In the case of travel to or within Canada – no travel insurance coverage;

• In the case of travel to the United States of America – one (1) day before the start of the international standardization meeting until one (1) day following the end of the international standardization meeting; or

• In the case of travel to any country other than the United States of America or Canada – two (2) days before the start of the international standardization meeting until two (2) days following the end of the international standardization meeting.

The travel medical insurance provided by SCC is subject to other limitations and exclusions. It is important for any person receiving SCC's medical insurance to review what is included, as well as what is not covered, prior to travelling.

SCC and external financial assistance

Evaluation of applications

For MCs requesting financial assistance, SCC will determine eligibility to receive financial assistance and the amount of financial assistance based on:

a) The score assigned to the MC activity report by SCC; and

b) The amount of external contributions.

International Standards Development Program Overview

MCs will not be eligible for financial assistance when:

a) SCC has not received a MC activity report; or

b) The score assigned to the MC activity report is below the established minimum acceptable score set by SCC.

In each fiscal year, SCC determines the budget for financial assistance to support MCs. The amount of allocated financial assistance to MCs approved to receive financial assistance is allotted in accordance with the table below. Financial assistance is allocated beginning with the highest scoring MCs, and continuing until the budget is expended. SCC will match external financial contributions for MCs receiving financial assistance on a one-to-one basis, to the maximum approved amount of five thousand dollars ($5,000.00).

Allocation amounts for MC financial assistance	
Quintile	Amount
First (top 20% of activity report scores)	$5,000.00
Second	$4,000.00
Third	$3,000.00
Fourth	$2,500.00
Fifth (bottom 20% of activity report scores)	$2,500.00

Invoicing of external financial assistance

If a MC is approved to receive financial assistance from SCC and the MC has received external financial contributions, SCC will invoice external contributors, and hold the money for use by the MC. Invoices are usually issued in quarter 1 of SCCs fiscal year; however, SCC may be able to accommodate earlier invoicing, if requested. External contributions paid to SCC in funds other than Canadian dollars will be matched to the lesser of:

• The amount received converted to Canadian dollars; or

• On a one-to-one basis.

International Standards Development Program Overview

Use of financial assistance

The MC is responsible for determining, by consensus, how its financial assistance will be disbursed.

When allocating financial assistance to those attending international standardization meetings, the MC should consider:

• The most efficient use of funds;

• Obligations to attend plenary meetings;

• Which projects are of highest importance to Canada;

• The average amount expensed for travelling to country destinations; and

• The viability of participating in meetings by electronic means.

Once the MC has decided on the allocation of its financial assistance to support its standardization activities for the year, the chair is responsible for providing this information to SCC using the MC budget template form or using its own budget template. External contributions, if applicable, will be spent first, prior to the use of SCC funds.

Hosting of international standardization meetings in Canada

In Canada, SCC is recognized by ISO and IEC as the official host for international standardization meetings. SCC MCs wishing to host international standardization meetings in Canada must submit an application to host for approval by the SCC. If approved, SCC issues the formal invitation to host the international meeting to ISO or IEC.

Host organizing committee

SCC requires the MC establish a host organizing committee which is responsible for preparing the hosting proposal, budget, logistics, sponsorship and organization of the meeting. The host organizing committee should consist of one or more MC members, and may also include persons who are not members of the MC such as sponsoring organization staff or an event coordinator.

The responsibilities and duties of the host organizing committee and chair are outlined in clause 12 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION.*

Hosting budget

The host organizing committee is responsible for the preparation of a budget. The budget should include the financial support, MC budget contributions (if any), in-kind contributions (e.g. rooms) and expenses to host the meeting. The amounts presented in the budget should be based on letters of commitment, quotations from hotels MC budget approvals, catering costs, and any other expenses The completed budget, with supporting documentation is to be submitted to SCC for review and approval. Upon approval by SCC, an invitation to host will be issued to the standardization body by SCC.

Budget requirements are outlined in clause 12 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*

Financial assistance

MCs directly involved in the hosting of an international meeting may use SCC financial assistance or contributions made by sponsors to support the hosting of the international standardization meeting. The MC must approve, by consensus, the use of the MC's funds for the purpose of hosting. MC funds used for hosting an international meeting are subject to the requirements outlined in subsection 13.2.1 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION*.

Information package

The host organizing committee should prepare an information package to be distributed to delegates attending the meeting at least sixteen (16) weeks prior to the scheduled meeting date. Information packages should include information outlined in the template.

A sample information package template is available from SCC and can be modified to accommodate other venues.

Letters of invitation for international delegates

SCC is responsible for the issuance of letters of invitation for international delegates attending international standardization meetings. These letters are issued to delegates for visa application purposes. SCC will issue letters of invitation to delegates who have provided the required information. Letters of invitation are sent by email and through Canada Post international letter post.

SCC may refuse to permit a hosting in Canada if there is a requirement to issue letters of invitation to delegates from countries subject to sanctions imposed by the Government of Canada under the *SPECIAL ECONOMIC MEASURES ACT* or the *UNITED NATIONS ACT*.

International Standards Development Program Overview

Mirror Committee administration

SCC authorizes administering organizations to become the MC administrator responsible for the management of one or more MCs. MC administration enhances the responsiveness of the standards development process to national and international market demands and increases Canada's global competitiveness.

Mirror Committee administering organizations

Through their accreditation, SCC-accredited Standards Development Organizations meet the requirements to administer a MC outlined in clause 10 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION.* Organizations (other than SCC-accredited Standards Development Organizations) must submit an application to SCC with evidence and supporting documentation that they meet the requirements.

Process steps – Applications to administer a Mirror Committee

Applications to administer a Mirror Committee		
Step		**Activity**
1	Submission of application	The MC administering organization submits an application, including requested supporting documentation to administer a MC.
2	Notice	SCC publishes a notice that the MC administering organization has requested to administer the MC for which they have submitted an application. The notice includes: • The name of the requesting organization; • The MC title and scope; • An invitation to submit additional applications. The notice is open for two (2) weeks. Only additional applications received by SCC due date will be considered.
3	SCC review	SCC reviews all submitted applications against the established criteria within two (2) weeks.

International Standards Development Program Overview

4	Facilitated discussion *(multiple applications only)*	In the case where more than one application is received, SCC facilitates a discussion between the applicants with a view to a resolution acceptable to all parties. Where there is no resolution, SCC undertakes further analysis and decision. The facilitated discussion must be completed within four (4) weeks of initiation of the facilitated discussion process; otherwise, SCC makes a decision based on available information.
5	SCC decision	SCC makes and communicates a decision within two (2) weeks of a facilitated discussion (if applicable) on any applications. SCC prepares an agreement for signature by the approved applicant(s).
6	Communication	The results of the application(s) are communicated to affected stakeholders by SCC.

Evaluation of applications

SCC evaluates applications in a clear and transparent manner. The application is evaluated independently by SCC staff. Applications will be evaluated against the criteria established in clauses 10.3 and 11.2 of the *REQUIREMENTS & GUIDANCE – PARTICIPATION IN INTERNATIONAL STANDARDIZATION.*

Access to International Standards

MCs and SCC-accredited SDOs may request electronic copies of ISO or IEC International Standards for:

a) Adoption by an SCC-accredited SDO; or

b) Use in the development of standards by a MC or SCC-accredited SDO.

The files may only be used for the purpose for which they have been requested. Any other use is forbidden, unless specifically authorized in writing by the SCC or organizations from which the standards originate. The use and distribution of these standards must be conducted in accordance with Annex 3 of the *Policy for the distribution of ISO publications and the protections of ISO's copyright* in the case of ISO documents or the *IEC sales policy* in the case of IEC documents.

Requests for International Standards may be made by MC members and SCC-accredited SDOs through the SCC electronic platform. Requestors will be asked to provide:

a) The designation(s) of the International Standard(s) requested;

b) The planned distribution of the International Standard(s);

c) The intended purpose for requesting the International Standard(s); and

d) The publication language(s) they are requesting.

WebEx and teleconference services

SCC offers web conferencing and teleconferencing services free of charge to MCs to facilitate their standardization activities. MC chairs may make a request to use this service by emailing the International Standards Development Program at isd-eni@scc.ca.

ISO and IEC also offer web conferencing services free of charge to technical committees and subcommittees, working groups, and experts for ISO or IEC related international standardization activity. Information on these services is available on their respective websites.

Registration and maintenance services

Issuer identification number (IIN)

The role of a unique Issuer Identification Number (IIN) is to correctly identify a card issuer in an international interchange environment. Each issuer may have only one IIN. The IIN is used to identify the card issuer; it is not used to differentiate between products, services or geographical location.

The International Standards governing the issue and use of IINs are:

• ISO/IEC 7812-1 Identification cards -- Identification of issuers -- Part 1: Numbering system; and

• ISO/IEC 7812-2 Identification cards -- Identification of issuers -- Part 2: Application and registration procedures.

Fees for this service apply. To apply for an IIN number or for any additional information on IIN registration in Canada, visit SCC's website or contact the IIN administrator at isd-eni@scc.ca.

International Standards Development Program Overview

Object Identifier (OID)

The Canadian Open Systems Interconnection Registration Authority (COSIRA) is administered by SCC. It assigns and registers numeric and alphanumeric name values – or object identifiers (OIDs) – for organizations that wish to have these names known publicly and registered at the national level for the purpose of open systems communication.

Fees for this service apply. To apply for an OID, contact the OID Administrator at isd-eni@scc.ca.

Registered Application Provider Identifier (RID)

A Registered Application Provider Identifier (RID) is a data element of five bytes that uniquely identifies an application provider in accordance with ISO/IEC 7816.

Fees for this service apply. To apply for an RID contact the RID administrator at isd-eni@scc.ca.

Complaints

A complaint is an expression of dissatisfaction by any person, organization, or against an SCC decision, for which a response is expected, or an instance where a difference of opinion or interpretation on a program requirement justifies a formal documentation of the proceedings. SCC's ISD Program accepts complaints with respect to services it delivers and processes for which it has responsibility.

Complaints from members related to the ISD Program must be submitted in writing. The complainant is required to articulate the nature of the complaint, and to provide the evidence and justification for the complaint. SCC will not take any direct action until the complaint is received in writing and supporting evidence has been provided. Please direct all complaints to the Senior Director, Standards and International Relations Branch at isd-eni@scc.ca or by mail to the following address:

Senior Director, Standards and International Relations Branch

Standards Council of Canada

55 Metcalfe Street, Suite 600

Ottawa ON L1P 6L5

Canada

Annex A Code of conduct for participation in international standardization

Everyone authorized by SCC to participate in international standardization shall:

Work for the benefit of the standards community

• Recognize that the development of international standards is for the net benefit of Canada and the broader community.

• Acknowledge that you are required to represent your stakeholder category, and must be prepared to accept consensus decisions that are in the broader interest.

Uphold the consensus process

• Uphold the principles of the consensus-based process through openness, transparency, balance and respect for each participant in alignment with internationally recognized principles of consensus in the development of standards.

Respect others

• Be polite, professional and respectful of others.

• At a meeting, focus on the meeting and minimize distractions caused by the use of electronic devices.

• Be open to the opinions of others, be patient and allow one person to speak at a time;

• Discuss and focus on the issues—not on an individual.

• Accept group decisions and do not return to 'closed agenda items' unless new, relevant information emerges.

• When attending meetings electronically, ensure electronic access is working prior to the commencement of the meeting, and ensure the meeting deliberations are kept confidential.

• Advise if an alternative representative is required for any meeting.

Use social media responsibly

• Understand that while social media can be a valuable tool for spreading information about SCC, ISO and IEC, it must always be used professionally and respectfully.

International Standards Development Program Overview

• Understand you are personally responsible for any content that is published, and that you are not a representative of SCC, ISO, or IEC.

Participate actively

• Uphold your roles and responsibilities and actively participate in standards development/conformity assessment and committee work.

• Respond, in a timely manner, to requests for review and comment of documents and be prepared to represent your constituency viewpoints.

• Participate in meetings, either in person or by other means.

• Engage and consult with your stakeholders to ensure that constituents are informed and their views represented.

• Promptly notify SCC of any changes in job title, position, or contact information in order to facilitate active participation.

• Collaborate online using the appropriate SCC, ISO and IEC IT tools.

• Vote on all ballots and motions in a timely manner.

Respect dispute resolution processes

• Identify and escalate issues and disputes to SCC in a timely manner to ensure rapid resolution.

• Uphold SCC's agreed escalation and dispute resolution processes.

Declare all relevant interests

• Behave in a transparent manner by declaring all relevant interests.

• Manage or remove potential, perceived, or actual conflicts of interest. Facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus.

Behave legally and ethically

• Act in good faith and with due care and diligence and comply with applicable laws and standards.

• Promote a culture of fair and ethical behaviour.

• Report, and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to SCC and its reputation.

International Standards Development Program Overview

Provide appropriate notice when relinquishing a position

• Leaders (chairs, convenors, secretaries, and presidents) shall provide written notice to SCC twelve (12) months in advance of their intended date of resignation.

• Participants not in leadership positions shall provide written notice to SCC of their intention to resign, and if the resignation is not immediate, the intended date of resignation.

Embrace training opportunities

• Participate in training opportunities associated with the position.

Respect competition legislation

• Obey all relevant international, federal, and provincial competition legislation.

• Avoid acting in a manner that is or appears to be anti-competitive.

• Promote a culture of adherence to the principles of competition.

• Avoid discussing pricing, market shares, profit margins, or sales regions with other participants.

• Avoid using the standards development process as a way of excluding competitors or suppliers.

• Avoid actions which prevent competition unless there is a technical reason to do so.

Respect patent rights

• Disclose promptly when they or their organization are in possession of patent rights which affect the development of international standards.

• Comply with the ISO/IEC/ITU Common Patent Policy.

Respect copyright

• Protect SCC, ISO, and/or IEC copyright on all documents in circulation.

• Refrain from sharing, reproducing, or storing any documents except as permitted by law.

• Provide international standardizing body committee documents to relevant constituents for review, comment, and informing national positions, however participants remain responsible for the confidentiality and protection of the information.

• Understand that their contributions are subject to sub-clause 2.13 of the ISO/IEC Directives – Part 1, which may limit their copyright on some materials provided to SCC, ISO and/or IEC.

International Standards Development Program Overview

Respect privacy rights

• Safeguard the privacy rights of other participants, and will not provide their personal information to other bodies without their permission.

Respect confidentiality

• Provide international standardizing body committee documents to relevant constituents for review, comment, and informing national positions, however participants remain responsible for the confidentiality and protection of the information.

Annex B Roles and responsibilities

This annex covers the key responsibilities and activities for each identified position. The essential qualifications, knowledge, skills, and abilities are common to all positions and are presented in the Common elements section.

B.1 Common elements

Essential Qualifications

• Canadian citizen, resident of Canada, or working for a Canadian organization representing Canadian interests

• Relevant professional experience with standardization

• Understanding of international and national standards development processes

• Understanding and ability to speak the standards business terminology

• Understanding of the operation of national and international standards organizations, including the written rules, procedures and directives

• Relevant practical knowledge or experience as a committee member

• Ability to travel and attend meetings in accordance with the approved meeting schedule

• Working knowledge and the ability to apply the rules, procedures and processes

Knowledge

• SCC's Act, mandate, structure, plans and priorities

• Understand the nature of international standards organizations' work and its resulting benefits

• Be fully knowledgeable of the subject and market needs

• Project management principles, practices and techniques

Skills

• High proficiency to communicate, verbally and in writing in the English language

• Active listening skills

• Develop solutions through innovative and creative thinking in a consensus environment

• Advanced time management, prioritization and planning skills

• Advanced computer skills and ability to navigate and interact with web based platforms

Abilities

• Think strategically to promote and to position the ISO/IEC/JTC initiatives and work activities nationally

• Commit time and resources to the role

• Act proactively and communicate diplomatically

• Foster and value cooperation with other ISO and IEC Committees and partners including those from regulatory bodies

• Present positions and views at meetings and by correspondence

• Participate in meetings effectively with a view to reaching agreement

• Provide input to projects according to agreed target dates in accordance with the project plan from preparation to completion

• Propose decisions to progress or to stop work on the basis of its market or global relevance

B.2 Mirror Committee member

Reporting to SCC management, Standards and International Relations Branch, a MC member shall:

• Commit the resources for drafting, reviewing and discussing projects within the agreed timeframes

• Attend meetings, whenever possible

• Participate fully in all committee work and, based on the member's knowledge and experience in the subject, provide technical input into the standard being prepared

• Be impartial and broadly represent national interests and priorities;

• Follow international and SCC's principles of transparency and consensus, and actively contribute to reaching committee consensus

• Work towards alignment with existing international standards wherever practical and relevant

• Fully and impartially consider public comment on drafts and provide meaningful reasons for the non-acceptance of proposed changes

• Provide input on documents and vote on all documents

• Track and monitoring project progress

• Raise project issues and risks that need to be recorded and resolved, and assist with the resolution of these

• Work within the policies and procedures outlined in this and other standardization guides

• Ensure that relevant interests in the subject matter, not readily apparent, be made known to the committee

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.3 Mirror Committee chair

Reporting to SCC management, Standards and International Relations Branch, the Canadian chair shall:

• Act in a neutral capacity

• Guide the vice-chair(s) of the MC in carrying out their duty

• Provide SCC with advice when evaluating potential MC members and provide feedback on the functioning of the committee membership

• Conduct meetings with a view to reaching agreement on committee documents

International Standards Development Program Overview

• Provide consensus recommendations and vote recommendations of the MC to SCC for approval

• Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present

• Ensure at meetings that all decisions are clearly formulated and made available for confirmation during the meeting

• Ensure, for all participating status (P) committees, that Canada is represented at all plenary meetings. The chair may act as head of delegation or, if unable to do so, should appoint a head of delegation

• Prepare and submit to SCC proposals on new work item proposals, hosting of an international meeting in Canada, or acceptance of secretariats or working groups convenorships

• Commit the resources for drafting, reviewing and discussing projects within the agreed timeframes

• Be impartial and broadly represent national interests and priorities

• Follow international and SCC's principles of transparency and consensus, and actively contribute to reaching committee consensus

• Work towards alignment with existing international standards wherever practical and relevant

• Track and monitor project progress

• Raise project issues and risks that need to be recorded and resolved, and assist with the resolution of these

• Work within the policies and procedures outlined in this and other standardization guides

• Ensure that relevant interests in the subject matter, not readily apparent, be made known to the committee

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.4 Mirror Committee vice-chair

Reporting to SCC management, Standards and International Relations Branch, a MC vice-chair shall:

• Act in a neutral capacity when acting as MC chair

• Support the chair of the MC in carrying out their duty

• Carry out tasks and responsibilities assigned by the MC chair in accordance with MC chair responsibilities

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.5 Subject matter expert

Reporting to SCC management, Standards and International Relations Branch, a subject matter expert shall:

• Commit the resources for drafting, reviewing and discussing projects within the agreed timeframes

• Attend meetings whenever possible

• Participate fully in all work and, based on the member's knowledge and experience in the subject, provide technical input into the standard being prepared

• Be impartial broadly representing national interests and priorities

• Follow international and SCC's principles of transparency and consensus, actively contributing to reaching consensus

• Work towards alignment with existing international standards wherever practical and relevant

• Fully and impartially consider public comment on drafts and providing meaningful reasons for the non-acceptance of proposed changes

• Vote at the ballot stage and if the vote is negative, clearly present the technical justification

• Track and monitor project progress

• Raise project issues and risks that need to be recorded and resolved, and assist with their resolution

• Work within ISO/IEC/SCC policies and procedures and other standardization guides

• Ensure that relevant interests in the subject matter, not readily apparent, be made known to the committee i.e. declare conflicts of interest

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

International Standards Development Program Overview

B.6 International chair

Reporting to SCC management, Standards and International Relations Branch, an international chair shall:

• Act in a purely international capacity

• Guide the secretary of that technical committee or subcommittee in carrying out their duty

• Conduct meetings with a view to reaching agreement on all committee documents

• Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present

• Ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation during the meeting

• Take appropriate decisions at the enquiry stage

• Advise the technical management board on important matters relating to that technical committee via the technical committee secretariat. For this purpose, the international chair shall receive reports from the chairs of any subcommittees via the subcommittee secretariats

• Ensure that the policy and strategic decisions of the technical management board are implemented in the committee

• Ensure the establishment and ongoing maintenance of a strategic business plan covering the activities of the technical committee and all groups reporting to the technical committee, including all subcommittees

• Ensure the appropriate and consistent implementation and application of the committee's strategic business plan to the activities of the technical committee's or subcommittee's work programme

• Assist in the case of an appeal against a committee decision. In case of unforeseen unavailability of the chair at a meeting, a session chair may be elected by the participants

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.7 International secretary

Reporting to SCC management, Standards and International Relations Branch, an international secretary shall:

• Monitor, report, and ensure active progress of the work

International Standards Development Program Overview

• Endeavour to bring this work to an early and satisfactory conclusion

• Ensure that the ISO/IEC Directives and the decisions of the technical management board are followed

• Act in a purely international capacity

• Prepare committee drafts, arranging for their distribution and the treatment of the comments received

• Prepare enquiry drafts and text for the circulation of the final draft international standard or publication of international standards

• Ensure the equivalence of the English and French texts, if necessary with the assistance of other national bodies that are able and willing to take responsibility for the language versions concerned

• Assist in the establishment of priorities and target dates for each project

• Notify the names and coordinates of all working group, maintenance team convenors and project leaders to the office of the CEO

• Propose proactively the publication of alternative deliverables or cancellation of projects that are running significantly overtime or which appear to lack sufficient support

• Establish the agenda and arrange for its distribution

• Arrange for the distribution of all documents on the agenda, including reports of working groups, and indicating all other documents which are necessary for discussion during the meeting

• Ensure that the decisions endorsing working group recommendations contain the specific elements being endorsed

• Make decisions available in writing for confirmation during the meeting and post the decisions within 48 hours after the meeting in the committee's electronic folder

• Prepare the minutes of meetings to be circulated within four (4) weeks after the meeting;

• Prepare reports to the Technical Management Board (TC secretariat) in the IEC within twelve (12) weeks after the meeting, or to the parent committee (SC secretariat)

• Provide advice to the chair, project leaders/project editors, and convenors on procedures associated with the progression of projects

• Maintain close contact with the office of the CEO and with the members of the technical committee regarding its activities, including those of its subcommittees and working groups

International Standards Development Program Overview

• Update in conjunction with the office of the CEO the record of the status of the membership of the committee

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.8 International convenor/project leader/project editor

Reporting to SCC management, Standards and International Relations Branch, an international convenor/project leader/project editor shall:

• Ensure that all points of view expressed are adequately summed up so that they are understood by the group and any other interested parties involved

• Act in a purely neutral and international capacity

• Manage projects according to agreed target dates in accordance with the project plan;

• Use modern electronic means to carry out the work

• Arrange for meetings with members of the working group or project team in whose country the meeting is to be held

• Coordinate arrangements with the secretariat of the parent committee where a working group meeting is to be held in conjunction with a meeting of the parent committee

• Ensure working group members receive all relevant information for meetings

• Report to the parent technical committee or subcommittee

• Be prepared to act as consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

National responsibilities:

• Lead the disposition of comments (i.e., fully and impartially consider comments on drafts and provide meaningful reasons for the non-acceptance of proposed changes) and update the draft deliverable accordingly

• Work towards alignment with existing international standards

• Consult with Canadian stakeholders or other MC members if deemed appropriate;

International Standards Development Program Overview

• Ensure that relevant interests in the subject matter, not readily apparent, be made known to the MC (i.e., declare conflicts of interest)

• Coordinate meetings with the appropriate secretariat(s) meetings

• Act as a consultant, when required, regarding technical matters arising at the proposal stage through to the publication stage

B.9 Mirror Committee Administrator

Reporting to SCC management, Standards and International Relations Branch, a MC Administrator shall:

• Manage the administrative services of the MC

• Attend and coordinate meetings and ensure active progress of the work

• Endeavour to bring work to an early and satisfactory conclusion

• Arrange for the distribution of all documents on the agenda, including reports, and indicate all other documents which are necessary for discussion during the meeting

• Provide meeting agendas and minutes to MC members and to SCC

• Call and coordinate meetings, as required, in accordance with the administering organization's policies and procedures

• Ensure the MC chair formulates and provides the Canadian delegation list to SCC within the required timelines

• Assist the MC chair with the compilation of comments and development of national positions

• Ensure the Canadian position is provided to SCC within the required timelines

• Be impartial

• Conduct membership review in collaboration with SCC

• Maintain up-to-date membership contact information and inform SCC of any changes

• Follow international and SCC's principles of transparency and consensus, and actively contribute to reaching committee consensus

• Ensure participation in projects identified in the work program

• Raise project issues and risks that need to be recorded and resolved, and assist with the resolution of these

International Standards Development Program Overview

• Work within the policies and procedures outlined in this and other standardization guides

• Ensure that relevant interests in the subject matter, not readily apparent, be made known to the MC

• Comply with the Code of Conduct for Participation in International Standardization found in Annex A of this document

B.10 Head of Delegation

• Represents the National Standards Body (NSB)/National Committee for Canada;

• Advocates the agreed-upon Canadian national position

• Defers new business, introduced for action at international meetings, that were not appropriately communicated to Canadian stakeholders in advance, until effective national consultations take place

• Briefs all delegates on national positions prior to the international meeting

• Maintains communication with SCC, and the applicable MC(s)

• Debriefs SCC and the applicable MC(s) following international meetings

• Provides SCC and the MC with a written meeting report

B.11 Delegate

• Represents the member body for Canada

• Supports the head of delegation on the agreed-upon Canadian national position

• Defers new business, introduced for action at international meetings, that were not appropriately communicated to Canadian stakeholders in advance, until effective national consultations take place

• Participates in briefing meetings on national positions prior to the international meeting

• Maintains communication with the head of delegation

• Provides, where relevant, debriefs to the head of delegation, SCC and the applicable MCs following international meetings

• Provides SCC and MC with a meeting report

International Standards Development Program Overview

Annex C Stakeholder categories

Industry and commerce

Representing manufacturers; producers; designers; service industries; distribution, warehousing and transport undertakings; retailers; insurers; banks and financial institutions; business and trade associations.

Government and authorities having jurisdiction

Representing international and regional treaty organizations and agencies; federal, provincial/territorial or municipal government bodies; and bodies that have a legally recognized regulatory function.

Consumer and public interest

Representing national, regional and international consumer representation bodies that are independent of any organization that would fall into the "industry and commerce" category; or individual experts engaged from a consumer or public interest perspective.

Labour and unions

Representing international, regional, national and local trades unions and federations of trades unions and similar bodies the main purpose of which is to promote or safeguard the collective interests of employees in respect of their relationship with their employers.

Academic and research bodies

Representing universities and other higher educational bodies or professional educators associated with them; professional associations; and research institutions.

Standards application organizations

Representing testing, certification and accreditation bodies; and organizations primarily devoted to assessing the use of standards.

Non-governmental organizations

Representing organizations that usually operate on a charitable, not-for-profit or non-profit distributing basis and that have a public interest objective related to social or environmental concerns.

Standards development organizations

An organization, or part thereof, accredited by SCC that accepts responsibility for the development, approval, publication and maintenance of standards.

International Standards Development Program Overview

Annex D Committee structure

International standards development occurs mainly in three levels:

1. Technical committees

2. Subcommittees

3. Working groups[1]

D.1 Technical committees

SCC establishes a MC for each technical committee where Canada is a participating member. The title, scope, and work activity of the MC is identical to that of the technical committee. The MC is responsible for the development of national positions, nominating subject matter experts for working groups under the responsibility of the technical committee, and attending international meetings held by the technical committee.

D.2 Subcommittees

SCC establishes a MC for each subcommittee where Canada is a participating member. The title, scope, and work activity of the MC is identical to that of the subcommittee. The MC is responsible for the development of national positions, nominating subject matter experts for working groups under the responsibility of the subcommittee, and attending international meetings held by the subcommittee. MCs established for subcommittees do not report directly to the MC established for the technical committee.

D.3 Working groups

SCC does not establish MCs for working groups or similar structures. When participating in working groups or similar structures, subject matter experts participate in working groups on the basis of their technical expertise, and are responsible for providing input coordinated with other Canadians participating.

[1] There are several additional similar structures at this level including: maintenance teams, chair advisory groups, study groups, task groups, and project teams.

International Standards Development Program Overview