Standards Council of Canada
Mirror Committee Activity Report

1. General information

Each SCC mirror committee is required to submit an activity report on an annual basis. This activity report is designed to provide SCC with information about the activity of the committee over the period of the preceding year. The report assists SCC in articulating and quantifying the value of participation in committee activity to Canada.

When completing this report, please keep the following items in mind to ensure that the report is accurately evaluated:

- Sources should be cited where they are available;
- Overly technical language should be avoided; and
- When referring to legislation or regulation, give the short title or regulation reference, and be sure to include the jurisdiction.

When evaluating this report, SCC will augment the information provided with additional information (i.e. section 7). A complete explanation of the evaluation criteria can be found in the International Standards Development Program Overview. The points allotted for each section are identified below.

Guidance has been provided in blue and is designed to provide suggestions or further information to assist the mirror committee in responding to the questions. You do not need to directly respond to all items in the guidance; they are there for your consideration and to help frame your response. Responses should be limited to no more than 300 words.

2. Process

1. This report should be completed by the SCC mirror committee chair or another designated person in consultation with the other members of the committee and is due January 15th of every year. Work on the report can be started prior to the end of the calendar year.
2. Complete this form and send it, along with any supporting documentation to the Standards Council of Canada (isd-eni@scc.ca).
3. Committees should be prepared to provide additional clarifying or supporting information if required.
4. SCC assesses and scores all activity reports and informs SCC mirror committees of their results. For SCC mirror committees requesting financial assistance, the SCC determines allocations based on scores and the SCC budget.
5. Mirror committees may receive upon request a breakdown of the scoring applied by SCC. If the mirror committee believes that there was an error in scoring, it may request a

re-assessment of the relevant section(s). The request must be made in writing to SCC, and the mirror committee must indicate the relevant section(s) and describe the nature of the error. Any appeals must be submitted 4 weeks after the results are sent.

3. SCC mirror committee

Committee reference *(e.g. ISO/TC 127/SC 2)*	
Participation status	
Activity report year	

4. Value to Canada

Trade benefits *(5 points)*
Describe how the committee's work activities are addressing any trade related issues (interprovincially, regionally, and/or internationally), and how the work activities help align standards to reduce trade barriers and increase investment opportunities for Canadian industries.

Guidance for responding to trade benefits
The following points should be considered in the response:
- Are the standards developed by the committee used in interprovincial, regional, or international trade? How?
- What is the volume of trade of products or services associated with the standards developed by the committee?
- Are standards developed by the committee used in international supply chains? Where? How?
- Are there real or perceived technical barriers to trade impacted by the work activity of the committee? What? Where? How?

To answer this question you may use data collected by relevant industry associations or the Harmonized System (HS) codes for classifying imported and exported commodities and products. By identifying all the products your technical committee impacts, you can aggregate the value of imports and exports using the Trade Data Online database. We recognize the product categories in the HS classification system are broader than what the committee may deem relevant.

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resource links
- Canadian Legal Information Institute – to determine use of standards in Canadian regulation
- World Legal Information Institute – to determine use of standards in regulation worldwide

- Trade Data Online – to determine the trade value of products associated with the technical committee. Please list the Harmonized System (HS) code and year of reference used to evaluate the trade value.

Advancement of the national economy *(5 points)*
Describe how the committee's work activities support Canada's economic health, market relevance, and employment. Where possible, provide relevant market data related to the committee's work activities and cite sources.

Guidance for responding to advancement of the national economy:
The following should be considered in the response:
- *How many Canadian companies within the sector are using or impacted by standards developed by the committee?*
- *Can the MC provide real examples of increased income, employment, or cost savings achieved through implementation of standards developed by the committee?*
- *What is the total number of national adoptions of the committee's International Standards?*

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.
Suggested Resource links:
- *North American Industry Classification System – to find the industry associated with the mirror committee's work.*
- *Statistics Canada, "Gross domestic product (GDP) at basic prices, by industry (x 1,000,000) " Table: 36-10-0401-01 (formerly CANSIM 379-0029) – to find out the GDP associated with the industry relevant to the TC – Please clearly identify the NAICS code you associate with the relevant industry.*
- *Statistics Canada, "Labour force characteristics by industry, annual (x 1,000)" Table: 14-10-0023-01 (formerly CANSIM 282-0008) – to find out employment associated with the industry relevant to the TC – Please clearly identify the NAICS code you associate with the relevant industry.*
- *SCC website standards search – To determine the number of national adoptions*

scc ⊚ ccn

Assisting consumers *(5 points)*
Describe how the committee's work activities address consumer issues, and ensure that products are fit for purpose; and in the case of services, ensure legal certainty.

Guidance on assisting consumers:
The following should be considered in the response:
- How do standards developed by the committee ensure that its products or services meet the expectations and needs of consumers, or address consumer issues?
- How do consumers benefit from standards developed by the committee?

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resource links:
- Office of Consumer affairs (OCA), ISED- Consumer Policy Research Database – to identify policy positions and implications on various consumer interests
- Consumer Council of Canada – to identify pertinent consumer issues and links to resources.
- Transport Canada – to access government reports in the areas of transportation
- Statistics Canada – to access data on health and the environment.

Canada

Benefiting the health, safety, and welfare of workers and the public *(5 points)*
Describe how the committee's work activities address, protect or benefit the health, safety, and welfare of workers and the public.

Guidance on Benefiting the health, safety, and welfare of workers and the public:

The following should be considered in the response:
- How do standards developed by the committee address safety equipment and personal protective equipment?
- How do standards developed by the committee mitigate hazards, control safety risks, or decrease/prevent damage and injury due to misuse to workers and the public?
- How is safety of workers or the public improved by use of the standards developed by the committee?
- Do the standards address dangerous emissions such as noise, ionizing radiation, electromagnetic radiation, chemicals, etc.?
- Use and compatibility of standards developed by the committee with occupational health and safety systems (both voluntary and mandatory).

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resource links:
- Government of Canada Labour Program – information about government policies, reports, and regulations related to the labour market
- Transport Canada – to access government reports in the areas of transportation
- Parachute Canada – to find information and research about injury prevention in Canada
- The Association of Workers' Compensation Boards of Canada (AWCBC) – to find data and reports about injuries and fatalities in the workplace that are covered by the workers compensation boards
- Statistics Canada – to access data on health, injuries at work, and the environment. Canadian Institute for Health Information – to access data on health related areas (e.g. mental health and addictions, hospital care, quality and safety, health workforce).

Supporting sustainable development *(5 points)*
Describe how the committee's work activities address sustainable development, manage product life-cycles, reduce waste, or increase efficiency.

Guidance on sustainable development:
The following should be considered in the response:

- How do standards developed by the committee reduce waste and consumption of resources, and encourage re-use/refurbishment?
- How do standards developed by the committee address corporate social responsibility (social, economic, and environmental benefits for all stakeholders)?
- How do standards developed by the committee prevent or address environmental contamination?
- How has climate change been considered in standards developed by the committee?
- How are standards developed by the committee addressing consumption of energy and greenhouse gas emissions by encouraging efficiency, or through measurement/quantification?

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resource links:

- Environment and Climate Chance Canada (ECCC) – to identify latest reports and trends.
- Statistics Canada – to access data on the environment
- World Bank Development Indicators (Canada) – to access data on the environment and potentially link to global trends.
- Open SDG Data Hub, UN sustainable Development Goals – to access data on the environment and identify potential links to global trends.

Support to government *(5 points)*
Describe how the committee's work activities would support public policy (i.e. international agreements such as COP 21 Paris, etc.), regulatory compliance, or addressing government department objectives.

Guidance on support to government:
The following should be considered in the response:
- How do standards developed by the committee align to the objectives of federal, provincial, or territorial departments?
- Do any international agreements (e.g. Montreal Convention on civil aviation) benefit from standards developed by the mirror committee?
- What government initiatives, actions, and objectives (in fields such as social, economic, trade, public safety, agriculture, health, etc.) are impacted by the work of the committee?
- Do standards developed by the committee aid regulatory compliance/alignment?
- Are standards developed by the mirror committee, that are not referenced in regulation, used by government (Federal, provincial/territorial, municipal)?

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resource links:
- 2018 Budget, Government of Canada – to identify government initiatives.
- Innovation, Science and Economic Development Canada (ISED) – to identify government initiatives, recent reports, policy positions and trends.
- Global Affairs Canada (GAC) – to identify government initiatives, recent reports, policy positions and trends.
- Health Canada (HC) – to identify government initiatives, recent reports, policy positions and trends.
- Environment and Climate Change Canada (ECCC) – to identify government initiatives, recent reports, policy positions and trends.
- Public Service and Procurement Canada (PSPC) – to identify government initiatives, recent reports, policy positions and trends.

Canada

Standards in Canadian legislation or regulation *(5 points)*

Guidance on standards in Canadian legislation or regulation
The table below has been completed with a number of examples on how standards in Canadian legislation, regulation or codes should be referenced in the activity report. Information should be provided so that the reference can be easily verified. You may provide a hyperlink to the reference (see example below).

A maximum of one point per standard will be awarded. References to a standard in multiple jurisdictions may be used as evidence of interprovincial alignment under section 4 – Value to Canada, trade benefits.

Include adoptions of international standards only if the adoption is referenced in legislation, regulation or codes.

Resource links:
- Canadian legislation and regulation can be found in CanLII

Examples:

International Standard *(State the number)*	Legislation, regulation or regulatory document *(State the title and reference and provide a link, if available)*	Jurisdiction *(State the national, provincial, or territorial authority and the responsible government body)*
ISO 14000	NB Reg 2006-3, Pipeline Filing Regulation	New Brunswick
ISO 14000	NS Reg 66/98, Pipeline Regulations	Nova Scotia
IEC 60533	SOR/2005-134, Navigation Safety Regulations	Federal
IEC 60034-1	B.C. Reg. 14/2015, Energy Efficiency Standards Regulation	British Columbia
ISO 5356-1:2015	Health Canada List of Recognized Standards for Medical Devices	Federal
CAN/CSA-C22.2 No. 60079-0-15 (IEC 60079-0)	Canadian Electrical Code, Part 1	Federal

International Standard *(State the number)*	Legislation, regulation or regulatory document *(State the title and reference and provide a link, if available)*	Jurisdiction *(State the national, provincial, or territorial authority and the responsible government body)*

Canada

scc ⦿ ccn

5. Innovation

Responsive to Canadian innovation *(5 points)*
Describe how the committee's work contributes to or is impacted by evolving and emerging technologies, and commercial advancements.

Guidance on Canadian innovation
For the purpose of this document, innovation is defined as:
- An invention, new technology or new process that is not currently available in the marketplace.
- Significant modifications to the application of existing technologies/process that are applied in a setting or condition for which current applications are not possible or feasible.
- Improvements to an existing technology/process that represents a significant improvement in functionality, cost or performance of goods and services that are considered state of the art or the current industry best practice.

The following should be considered in the response
- How will future standards developed by the committee address market needs and standardization gaps?
- Do standards developed by the committee accelerate adoption or commercialization of innovative products, platforms, processes and/or services?
- Do work activities of the committee have the potential for producing sustained economic benefit to Canada?

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Suggested Resources:
Use the following charts to identify the market challenges, barriers, and resolutions to assist the MC in responding to the question on how the committee is responsive to innovation.

Canada

As a result of the committee's work, which market challenges were resolved in the past year?

	Not applicable	Resolved through standards	In Progress	Not resolved	Resolved through other means	Unsure
Cannot commercialize	☐	☐	☐	☐	☐	☐
Cannot certify product /service to access market	☐	☐	☐	☐	☐	☐
Accessing international markets	☐	☐	☐	☐	☐	☐
Lack of harmonization of requirements internationally	☐	☐	☐	☐	☐	☐
Lack of harmonization of requirements between U.S. and Canada	☐	☐	☐	☐	☐	☐
Lack of harmonization of requirements in Canada	☐	☐	☐	☐	☐	☐
Performance differentiation	☐	☐	☐	☐	☐	☐
Systems interoperability	☐	☐	☐	☐	☐	☐
Resolution of health and safety issues	☐	☐	☐	☐	☐	☐
Resolution of environmental issues	☐	☐	☐	☐	☐	☐
Other (e.g. regulatory, product/personnel certification, etc.)	☐	☐	☐	☐	☐	☐

What are the market challenges and barriers the committee is planning to address through standardization in the upcoming year?

	Not applicable	Minor challenge or barriers	Significant challenge or barriers	Major challenge or barriers
Cannot commercialize	☐	☐	☐	☐
Cannot certify product /service to access market	☐	☐	☐	☐
Accessing international markets	☐	☒	☐	☐
Lack of harmonization of requirements internationally	☐	☐	☐	☐
Lack of harmonization of requirements between U.S. and Canada	☐	☐	☐	☐
Lack of harmonization of requirements in Canada	☐	☐	☐	☐
Performance differentiation	☐	☐	☐	☐
Systems interoperability	☐	☐	☐	☐
Resolution of health and safety issues	☐	☐	☐	☐
Resolution of environmental issues	☐	☐	☐	☐
Other (e.g. regulatory, product/personnel certification, etc.)?	☐	☐	☐	☐

scc ⦿ ccn

Horizontal issues *(10 points)*
Describe how the committee's work is impacted by and deals with the horizontal issues listed below.

Guidance on horizontal issues

The following should be considered in the response

- How the committee's work is impacted by horizontal issues;
- What work the committee is doing to address horizontal issues (e.g. addressing energy efficiency in product standards);
- Does the committee's work impact other technical committees through horizontal issues?

Where possible, include links, references, and cite examples to support the response. The information provided should be clearly presented and easy to verify.

Resource links
- NRCan Energy Efficiency– to identify government priorities, recent reports, policy positions and trends.
- Environment and Climate Chance Canada (ECCC) – to identify government priorities, recent reports, policy positions and trends.
- Canadian Centre for Occupational Health and Safety– to identify government priorities, recent reports, policy positions and trends.
- Public Safety Canada– to identify government priorities, recent reports, policy positions and trends.
- Office of the Privacy Commissioner of Canada– to identify government priorities, recent reports, policy positions and trends.

Issue *(Check if applicable)*		Description *(Give a brief description of how the issue is applicable)*
Energy efficiency	☐	
Environmental aspects	☐	
Safety	☐	
Security	☐	
Privacy	☐	

Canada

Canadian new work item proposals *(10 points)*
List new work item proposals initiated, authored and submitted by Canada or co-authored by Canada and another country in the past calendar year.

Guidance on Canadian new work item proposals:

The table below has been completed with a number of examples on how Canadian new work item proposals should be referenced in the activity report. Information should be provided so that the reference can be easily verified.

The proposal must be authored by Canada, or co-authored by Canada and another national body, and submitted by Canada through the SCC in the past calendar year (January to December). The information must be verifiable by SCC using the Form NP (IEC) or Form 4 (ISO).

A maximum of five points per new work item proposal will be awarded to a maximum of ten points. New work item proposals that have progressed beyond stage 40 of the International Harmonized Stage Codes will not be considered.

Do not include proposals that have not been submitted to the international committee through SCC.

Resource links:
- International Harmonized Stage Codes

Examples:

Canadian new work item proposals *(5 points)*
List new work item proposals initiated, authored and submitted by Canada or co-authored by Canada and another country in the past calendar year.

International Standard *(State the number)*	Development stage *(stage development code)*	Leadership positions *(state if Canada is leading the NWIP, and in what capacity)*
IEC 79922-1	00 - Preliminary	Project leader
ISO 61825	20 - Preparatory	Convenor
IEC 79562	30 - Committee	None

International Standard *(State the number)*	Development stage *(stage development code)*	Leadership positions *(state if Canada is leading the NWIP, and in what capacity)*

6. International leadership

Canadian international leaders *(15 points)*
List international leadership positions held by SCC mirror committee members. Leadership positions are: International Chair, International Secretary, International Working Group Convenor, and Project Leader. For committee members holding multiple leadership positions, list each position separately.

Guidance on Canadian international leaders:

The table below has been completed with a number of examples on how Canadian international leaders should be referenced in the activity report. Information should be provided so that the reference can be easily verified by SCC.

Canadian international leaders must be nominated/approved by SCC and must be recorded in Global Directory (ISO) or the Expert Management System (IEC).

When completing the activity report, only list Canadian international leaders directly associated with the committee completing the activity report. For example, for technical committees, do not include Canadian international leaders associated with any subcommittees and vice-versa.
Mirror committee positions such as mirror committee chairs, mirror committee vice-chairs, working group experts, or heads of delegation are not considered to be international leadership positions.

Examples:

Name *(State the name of the committee member)*	Committee reference *(Specify the ISO or IEC committee or working group designation)*	Leadership position
Johnathan Doe	ISO/TC 22	International Chair
Bethany Doe	ISO/TC 22	International Secretary
Johnathan Doe	IEC/TC 57/WG 17	International Convenor
Pierre Doe	IEC/TC 57/MT 4	Project Leader/Project Editor
Jane Doe	ISO/TC 22/WG 23	Working Group Secretary

Name *(State the name of the committee member)*	Committee reference *(Specify the ISO or IEC committee or working group designation)*	Leadership position

SIRB_JA_ Activity-Report-Guidance_v2_2021-06-02

Canada

7. Committee performance

SCC will evaluate the following parameters using internal data.

- Participation by subject matter experts;
- Number of mirror committee members;
- Mirror committee balance;
- Meeting attendance; and
- Voting records.

8. Financial support

Guidance on financial support:

For mirror committees seeking financial assistance, this section must be completed. No points are awarded in the activity report for this section.

Requests for financial assistance will be considered by SCC following the evaluation of the activity report. SCC allocates financial assistance to mirror committees based on the score received in the activity report, starting with the highest scoring committees. A mirror committee's request for financial assistance does not guarantee SCC financial assistance.

Any external contributions provided must be accompanied by a completed external contribution commitment form (Form B). A form must be provided for each organization providing external contributions.

SCC will not consider external contributions, where the total external contributions is less than $1000, however organizations may provide less than $1000 as long as the total of all external contributions for the mirror committee equals $1000 or more.

If the mirror committee's application for financial assistance is approved, and the mirror committee has external contributions, the contributing organizations will be invoiced by SCC for the designated amounts.

Resource links:
- Form B – External Contribution Commitment

Financial support (0 points)
Is the SCC mirror committee requesting financial assistance?

Canada

External contribution (0 points)
Is the SCC mirror committee providing external financial contributions that will be invoiced and administered by SCC?

External contribution amount (0 points)
State the amount of external financial contributions that will be invoiced and administered by SCC (minimum $1000 required). Attach one external contribution commitment form for each organization providing external contributions and submit with the MC activity report.