

CANADIAN STANDARDS DEVELOPMENT

National Workshop Agreement

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1. Introduction

A Workshop Agreement (WA) is a document which has been developed to begin the consensus process normally associated with a National Standard of Canada (NSC). A Workshop Agreement may be developed in any field where there are many unknowns and where speed of delivery, rather than full consensus, is of paramount importance.

A Workshop Agreement is intended to:

- bring thought leaders together on new and emerging issues to dialogue and reach general agreement on best practices;
- enable market players to negotiate in an open workshop environment;
- create understanding and co-ordination amongst various stakeholders;
- help shape the future direction of the subject and influence any future standard;
- improve quality and interoperability;
- lead to national visibility;
- allow the development of relationships within a profession or sector; and
- give visibility to relevant professional practices.

Following the guidelines outlined by this document gives the project credibility by ensuring that the basic principles of national standardization (transparency, fairness and consensus) are applied. Additionally, using a structured process to bring interested stakeholders together to agree on key guidelines should result in a published document which may provide a roadmap.

2. Definitions

Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that takes into account the views of all participants.

Developer

An organization that brings together subject area expert(s) for the development of a Workshop Agreement following the steps outlined in this document.

Maintenance

The action by the developer to review a WA to keep it technically relevant.

National Standard of Canada (NSC)

A standard developed by an SCC-accredited Standards Development Organization (SDO) compliant to SCC's Requirements & Guidance for a) accreditation of SDOs and for b) adoptions.

Standard

A document, established by consensus and approved by a recognized body that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at achievement of the optimum degree of order in a given context.

Workshop Agreement

A WA is a document produced through a workshop meeting rather than through the full

technical committee process. Market players and other stakeholders directly participate in developing a WA.

3. Guidance

Clause	Guidance
3	Proposal
3.1	The developer should document the need for the WA, including but not limited to: <ul style="list-style-type: none"> • Purpose and justification • Relevant documents • Lists of organizations that may be interested
3.1.1	The developer should document their evaluation and approval to proceed with the WA.
3.2	Workshop Awareness
3.2.1	The developer should inform the public/stakeholders through its communication channels when it has taken the decision to develop a WA (e.g., this can be done on the developer’s website).
3.2.2	The developer, in consultation with subject area expert(s), should identify appropriate workshop participants and solicit their attendance. Note: any organization, company or individual should be allowed to attend.
3.3	Workshop and WA Draft
3.3.1	The developer should identify a workshop leader who is capable of leading and facilitating discussion.
3.3.2	The leader should ensure that a comprehensive discussion on identified topic(s) is conducted.
3.3.3	The leader should ensure all participants are provided the opportunity to express their viewpoints.
3.3.4	The developer should document the agreed upon outcomes of the meeting discussions.
3.3.5	The developer should draft the WA and circulate to the workshop participants. This may be repeated until general agreement of participants is achieved. Note: this process may be conducted through a facilitated online platform.

3.4	Publication
3.4.1	The developer should ensure that the published WA includes an adequate descriptor to facilitate tracking.
3.4.2	The developer should publish the WA within 2 months from the workshop date.
3.4.3	Any special arrangements for the distribution of the WA should be put in place at publication (e.g. proactive targeted distribution).
3.5	Maintenance
3.5.1	The developer should monitor, track and collect feedback from users. Note: feedback collection may be conducted through a facilitated online platform.
3.5.2	The developer should review the WA within a 3-year timeframe.