Standards Council of Canada
Conseil canadien des normes

International Standards Development

Canadian Participation in ISO and IEC

CAN-P-7:2011

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Canada

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Foreword

The 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. Although financed in part by Parliamentary appropriation, SCC policies and operations are managed independently of Government. The SCC is overseen by a Board of Directors whose membership includes government and private sector representation.

With the goal of enhancing Canada's economic competitiveness and social well-being, SCC leads the efforts of Canadians in the development and use of national and international standards and offers a range of standardization-related programs and accreditation services to both standards development bodies and conformity assessment organizations.

SCC accreditation programs are accessible to all applicants from World Trade Organization (WTO) member economies, as defined by an Order in Council to the *Standards Council of Canada Act*. In accepting applications from outside Canada, SCC respects the International Accreditation Forum's (IAF) Cross Frontier Policy. Additionally, under formal agreements, SCC works in cooperation with foreign accreditation bodies to ensure the effective surveillance of accredited client activities.

SCC program policies and procedures are designed to meet the impartiality, non-discriminatory and conflict of interest requirements of ISO/IEC 17011, *Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies*. Clients who believe the SCC has failed to comply with these requirements should submit an official complaint in accordance with the most recent version of CAN-P-15, available at www.scc.ca.

For more information, visit www.scc.ca

Introduction

This Canadian Procedural (CAN-P) Document is part of series of publications issued by the Standards Council of Canada (SCC) that define the policy and operational requirements for core programs established in support of its mandate. Requests for clarification, amendments, or additional copies should be addressed to info@scc.ca.

SCC accreditation or recognition is a formal attestation of an organization's competence to manage and perform activities defined by its specific program scope. Accreditation or recognition does not function as a guarantee that the services provided by the accredited or recognized organization will satisfy the demands of its clients. Business transactions between these organizations and their clients remain legal matters between the two parties.

Please be aware of the following directives used within this document: "shall" is used to express a requirement that the user *must* satisfy in order to be in compliance with the CAN-P; "should" is used to express a recommendation, or that which is advised but not required; and "may" is used to express an optional, permissible, action that the user may undertake within the limits of this CAN-P. Be advised that notes do not contain requirements. The purpose of a note is to simply provide additional information.

A list of all SCC programs and accredited bodies, along with their scopes of accreditation, is publicly available at www.scc.ca.

Context

At the international level, the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and the International Telecommunication Union (ITU) are responsible for the development of voluntary standards. Nationally, the accredited SDOs have this responsibility. The Canadian member of ISO is the SCC. For IEC, it is the Canadian National Committee of the IEC (CNC/IEC), sponsored by the SCC. SCC's membership in ISO and IEC provides Canadian interests with the opportunity to participate in the work of the ISO and IEC towards the development of international standards. SCC provides financial (membership dues) and administrative support for Canadian membership in ISO and IEC. The SCC is not responsible for Canadian participation in the ITU. SCC engages with the ITU and its committees only when it relates to existing ISO and/or IEC activities.

SCC will, in conformity with its policies and procedures, establish the administration of the international work of a harmonized Canadian National Mirror Committee to an accredited standards development organization (SDO) where possible. A single technical committee will be established when advantageous, which responds to the demands of both national and international standards work. This document is one of several issued by SCC to define the policies, plans, and procedures established by the Council to help achieve its mandate.

1. Scope

National Standards Bodies (NSB), such as SCC, as the Member Body for their country, have the right to participate in the work of any ISO or IEC Technical Committee. SCC may choose to be a participating (P) member or an observer (O) member of individual Technical Committees or Subcommittees within ISO and IEC. It may also begin, end or change its status on a committee at any time. In the case of SCC choosing to be a participating member, the SCC facilitates the process of negotiation and consensus building among national stakeholders in SCC Mirror Committees and through these committees contributes to the international negotiation and consensus-building process. Because of this, close cooperation and synergy are required between the international standardization work taking place in international Technical Committees and national standardization taking place in the SCC Mirror Committees.

This document specifies: the policies and responsibilities that apply to SCC Mirror Committees established by SCC to provide Canadian input into the development of international standards by the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and established Joint Technical Committees (JTC); the policies, responsibilities, and procedures that apply to the acquisition and operation of International Secretariats, Canadian Chair positions and Working Group Convenors of ISO/IEC/JTC Technical Committees (TC), Project Committees (PC) and Subcommittees (SC).

SCC Mirror Committees have the key tasks of:
- Following up international standardization work in their field of activity;
- Participating actively in that work by consulting national stakeholders (such as manufacturers, users, professionals, and government officials); and
- Formulating the national viewpoint and voting on draft International Standards.

This document does not cover specific procedures that may exist for Advisory Committees established by the SCC to provide Canadian input to ISO, IEC or JTC policy development or governance committees such as the Committee on Consumer Policy (COPOLCO), the Canadian Advisory Committee on Developing Country Matters (DEVCO), the Committee on Conformity Assessment (CASCO), the Technical Management Board (TMB) or the Standardization Management Board (SMB). For specific procedures for these committees reference should be made to the appropriate Terms of Reference.

Note:
Joint Technical Committees may be established by ISO and IEC when a topic is of interest and relevance to both organizations.

2. Normative References

CAN-P-1 *Canadian Standards Development System Requirements* Part 1: SDO Accreditation Requirements

Part 2: NSC Approval Requirements

CAN-P-1005 *Operational requirements for granting and maintaining SCC/SDO harmonization*

ISO/IEC Directives *Part 1: Procedures for the Technical Work*

Part 2: Rules for the Structure and Drafting of International Standards

JTC1 Supplement and Procedures Specific to JTC1 Standing Documents

3. Definitions

For the purpose of this document the following terms and definitions shall apply. Other definitions are found in *ISO/IEC Guide 2*.

3.1 accreditation

formal recognition of the competence of an organization or an individual to carry out specific functions in accordance with established criteria.

Note(s):
(1) Where such accreditation has been accorded to an organization by SCC, the organization so accredited is a component of the National Standards System.

(2) Accreditation that has been accorded to an individual by SCC is done so in order that the individual so accredited can participate in various roles, including being a member of a SCC Mirror Committee, a member of a delegation attending international meetings, an assigned expert to a Working Group or appointed as an international leader of an ISO, IEC or JTC committee (i.e. Chair of an International Committee, Secretary or Convenor).

(3) SCC formally informs the International Secretariat and/or International Convenor of which Canadians are accredited to attend international meetings as Canadian delegates or to participate on Working Groups as experts.

3.2 accredit

formally recognize the competence of an organization or individual to carry out specific functions in accordance with established criteria.

3.3 adoption

publication of a national normative document based on a relevant International Standard.

Note:
The adoption can be identical, or contain deviations to suit national conditions.

3.4   balanced representation

a representation of affected interest groups in a standards-development committee such that no single category of interest can dominate the committee proceedings. Typically, the interest groups are categorized as follows: producer, user, general interest, regulator, and consumer.

Producer: those who are predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).

User: those who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s), or service(s).

General Interest: those with a demonstrated interest and relevant expertise and are not associated with the production, distribution, direct use, or regulation of the product(s), material(s), or service(s).

Regulator: any federal, provincial, municipal, other government body, or body/authority including those designated by a government responsible for regulating the acceptability, manufacture, sale or use of the subject products, materials or services and those enforcing these rules and regulations.

Consumer: individual member of the general public purchasing or using property, products or services for private purposes.

3.5   Canadian National Committee of the IEC (CNC/IEC)

SCC sponsors the Canadian National Committee of the International Electrotechnical Commission (CNC/IEC) as the Member Body at the International Electrotechnical Commission (IEC). CNC/IEC is an Advisory Committee of SCC that provides policy advice on matters pertaining to the IEC and has oversight responsibilities for SCC Mirror Committees to the IEC.

3.6   Chair of an International Technical Committee

an individual nominated by the Secretariat of the Technical Committee and appointed by the appropriate governing body to carry out the duties of the Chair of the Technical Committee.

3.7   Chair of an International Subcommittee

an individual nominated by the Secretariat of the Subcommittee and appointed by the Technical Committee to carry out the duties of the Chair of the Subcommittee.

3.8 Chair of a SCC Mirror Committee

an individual assigned by the National Standards Body or by an SCC-accredited SDO to carry out the duties of the chair of the SCC Mirror Committee.

Note:
The responsibilities of ISO/IEC/JTC International Chairs are described in the latest versions of the ISO/IEC/JTC Directives and Supplements.

3.9 consensus

a general agreement, characterized by the absence of sustained opposition to substantial issues by an important part of the concerned interests and by a process seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note(s):
(1) Consensus need not imply unanimity.

(2) Sustained opposition is not intended to provide a "veto" to any one party.

3.10 Convenor

an individual appointed by the parent committee to be responsible for leading the work of a Working Group, Project Team or Maintenance Team.

Note:
At IEC, the individual responsible for a Project Team is called the Project Leader.

3.11 harmonization

the integration of work related to standards development involving the preparation of national and international standards with the object of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO.

Note:
Harmonization of SCC Mirror Committees with the National Technical Committee of an SCC-accredited SDO is done in accordance with *CAN-P-1005 Operational requirements for granting and maintaining SCC/SDO harmonization*.

3.12 International Electrotechnical Commission (IEC)

non-governmental organization composed of national committees, is the body responsible for preparing and publishing International Standards for the electrical and electronic fields.

3.13 International Organization for Standardization (ISO)

A non-governmental organization whose membership is composed of national standards bodies ISO is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

3.14 international standard

a standard that is published by an international standardizing/standards organization and made available to the public.
[*ISO/IEC Guide 2:2004*, definition 3.2]

3.15 International Standard

international standard where the international standards organization is ISO or IEC.
[ISO/IEC Directives, Part 2:2004, 3.3]

3.16 Joint Technical Committee

a Technical Committee established by ISO and IEC to work as a single Committee when a topic of interest arises that is relevant to both organizations.

Note:
For example JTC 1 works in the field of Information Technology.

3.17 Maintenance Team

a group of experts designated by the P-members of the Technical Committee or Subcommittee whose task is to keep a publication or set of publications up-to-date.

Notes:
(1) The Convenor of the Maintenance Team is appointed by the Technical Committee or Subcommittee to which they will report.

(2) The term Working Group may include Maintenance Team or Project Team.

3.18 National Standards Body (NSB)

a standards body recognized at the national level that is eligible to be the national member of the corresponding international and regional standards organizations.

3.19 National Standard of Canada (NSC)

a standard prepared or reviewed by an SCC-accredited Standards Development Organization (SDO) and approved by SCC in accordance with the requirements of *CAN-P-1*, *Part 2*.

Note:
The term "National Standard of Canada" has been registered by SCC under the Trade Marks Act.

3.20 National Standards System (NSS)

Canada's network of people and organizations involved in standardization activities coordinated by SCC. The NSS is composed of SCC-accredited standards development organizations, and bodies providing certification of products, services, personnel and management systems, inspection bodies and calibration and testing laboratories. It also encompasses SCC Mirror Committees for international standardization.

3.21 observing status

refers to the status of an SCC Mirror Committee. Observing committees are entitled to receive committee documents and may submit comments and attend meetings. Observing Committees of ISO and IEC are not obligated to vote.

3.22 participating status

refers to the status of an SCC Mirror Committee. Participating committees are obligated to vote on all documents formally submitted for voting within the Technical Committee or Subcommittee and to participate in international meetings.

3.23 Project Team (IEC Reference)

when a new work item is proposed, IEC P-members approving the work item are required to appoint experts able to participate in the development of the project. These experts form a Project Team (PT) under the responsibility of the Project Leader. PTs may either be grouped together into working groups or report directly to the parent committee.

Note:
The term Working Group may include Maintenance Team or Project Team.

3.24 SCC Mirror Committee

a technical committee established by SCC to facilitate Canadian participation in ISO and IEC technical activities.

3.25 Secretariat

the national body to which has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to an International Technical Committee or Subcommittee.

Note(s):
(1) Internationally, SCC is recognized as the Secretariat for those committees that Canada has been assigned responsibility.

(2) In Canada, SCC Standards Branch staff serve the Secretariat function and are responsible for the administration and oversight of all SCC Mirror Committees.

3.26 Secretary

an individual appointed by the Secretariat to manage the technical and administrative services provided.

3.27 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.

Note:
Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

3.28 standardization

the activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context.

Note(s):
(1) In particular, the activity consists of the processes of formulating, issuing and implementing standards.

(2) Important benefits of standardization are improvement of the suitability of products, processes and services for their intended purpose, prevention of barriers to trade and facilitation of technological cooperation.

3.29 standards development

process based on the principles of consensus, as applied in Canada, for the approval, preparation, publication, and maintenance of standards.

3.30 standards development organization (SDO)

an SCC-accredited organization that assumes (or accepts) responsibility for the development, approval, preparation, publication and maintenance of standards.

Note:
In Canada, SDOs are accredited according to the requirements of *CAN-P-1*, *Part 1*.

3.31 subject area

a clearly defined field of standards development activity identifying the specific parameters to be covered.

3.32 working group

a group established by a Technical Committee or a Subcommittee comprising a restricted number of individually named experts nominated by P-members or international organizations in liaison Category A, to undertake specific tasks as directed by the parent Committee. A Working Group reports to its parent Technical Committee or Subcommittee through a Convenor appointed by the parent committee.

4.   Principles

4.1   Consensus Process

The principles used in Canada governing the consensus process are:
- Equal access and effective participation by concerned interests.

- Respect for diverse interests and identification of those who should be provided access to provide the needed balance of interests.

- Mechanism for dispute resolution.

4.2   Openness and Transparency

The principles used in Canada governing openness and transparency are:
- Open access by interested parties to the procedures guiding the standards development process; and,

- Clarity with respect to the processes.

4.3   National Interest

The basis for the development or adoption of standards in Canada shall be the consideration of national interest.

Note:
Where a technical subject or issue is likely applicable to other countries, the subject and the proposed requirements may be best addressed in an international standard.

4.4   SCC Mirror Committee Voting

An SCC Mirror Committee establishes a Canadian voting position by consensus of its members.
In determining an affirmative voting position the following principles should be considered:

- the proposal is technically sound and acceptable for use in Canada;

- the proposal is technically sound, although it has no relevancy for present use in Canada;

- the proposal is in accordance with Canadian practice, (as laid down in a Canadian standard or other standard, or embodied in basic design criteria used in Canada);

- the proposal is not in conflict with Canadian cultural and/or jurisdictional imperatives.

In determining a negative voting position, the following principles should be considered:

- the proposal is not technically sound;

- the proposal is not acceptable for use in Canada;

- the proposal will conflict with published Canadian standards, related standards or basic design criteria used in Canada;

- the proposal is in conflict with Canadian cultural and/or jurisdictional imperatives.

In determining an abstention voting position, the following principles should be considered:

- there has been no SCC Mirror Committee participation in the development of the document;

- the subject has no present or expected future relevance for Canada; or

- the SCC Mirror Committee was not able to reach a consensus.

5. Establishment and Administration of SCC Mirror Committees

5.1 General

Canadian participation and input into the technical work of ISO and/or IEC shall be conducted through SCC Mirror Committees, which are approved by, function under the authority of, and report to SCC. These Committees are administered by SCC or by an SCC-accredited SDO and comply with the requirements contained in this document.

5.2 Establishment of an SCC Mirror Committee

- Proposals for establishing an SCC Mirror Committee may result from:

- A change in technical, commercial, or other considerations requiring a review of the need for Canadian participation in ISO and/or IEC technical work;

- An addition to a committee's program of work which is of interest to Canadian stakeholders;

- The creation of a new ISO and/or IEC Technical Committee in a new field or the establishment of a new Subcommittee, Working Group or Ad-hoc Group under an existing Technical Committee; or

- A change in SCC priorities within the Technical Committee Program.

5.3 Canadian Participation

A proposal by a stakeholder to establish an SCC Mirror Committee for Canadian participation in a related ISO and/or IEC activity shall state clearly the nature of Canadian interest, how the standards to be developed will 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 indicate whether there are adequate human and financial resources to actively participate in the work. SCC will consider the proposal and register Canada as a P member of an ISO and/or IEC Technical Committee based on a clear demonstration of the need for Canadian participation based on the elements above and sufficient support indicated by those affected to ensure active participation. (See Annex A, Criteria for the Establishment of an SCC Mirror Committee).

A stakeholder proposal, including a request made by an SCC accredited SDO, to establish an SCC Mirror Committee shall be submitted to SCC for evaluation, consideration in relation to the overall priorities of the Technical Committee Program and approval by SCC.

5.4 Administration of SCC Mirror Committees

5.4.1 Administered by SCC

Where there is no corresponding national work and where an SCC Mirror Committee is not harmonized with that of an SDO Technical Committee in accordance with *CAN-P-1005*, administration of the SCC Mirror Committee shall be in conformance with the requirements and responsibilities as defined in *CAN-P-7*.

5.4.2 Administered by a SCC Accredited SDO

Where there is corresponding work at the national level being performed by a SDO committee it is the objective of SCC that the national and international standards committee work be integrated to the greatest extent possible whenever Canadian practices and conditions permit. This harmonization of national and international standards committee work is administered by an SCC-accredited SDO, under the authority of SCC and shall be in conformance with the requirements and responsibilities of the applicable SDO and the policies outlined in *CAN-P-1005 for Operational requirements for granting and maintaining SCC/SDO harmonization.*

6. SCC Responsibilities for SCC Mirror Committees

The SCC's responsibilities for SCC Mirror Committees include but are not limited to:

- Ensure that SCC Mirror Committees conform to the requirements of this document;

- Prepare members with all necessary information to assist them in fulfilling their role as a committee member, i.e. member orientation package, notices of SCC training workshops and individual training as required;

- Distribute committee documentation;

- Maintenance of membership information;

- Review and coordinate responses, comments, voting actions, and proposals from SCC Mirror Committees to ensure compliance with ISO/IEC Directives, the JTC1 Supplement and Standing Documents;

- Forward all responses, comments, voting actions submitted by the SCC Mirror Committee to the responsible Secretariat or Central Office as applicable;

- Provide assistance to the Chairs of SCC Mirror Committees in understanding and undertaking their duties;

- Review and take corrective action where SCC Mirror Committees fail to comply with their roles and responsibilities as defined in this document;

- Maintain adequate records of standards development activities on the SCC electronic workspace;

- Ensure confidentiality of committee documents and membership information;

- Determine whether members of the SCC Mirror Committee are participating actively in accordance with clause 7.4;

- Liaise with ISO and IEC for the submission of Canadian New Work Item Proposals, nominations of Canadian Technical Committee Officers, and requests from Canada to hold committee Secretariats; and

- Extend offers on behalf of the SCC Mirror Committee to host ISO and/or IEC meetings in Canada.

6.1 Staff Competence

SCC shall have sufficient and competent staff to manage and support its standardization program and activities. Staff shall be knowledgeable about standardization, including related matters of principles, policies and techniques, as required. Criteria and procedures used to ensure the assignment of competent persons to standardization activities shall be defined by the SCC.

7. Composition and Responsibilities of SCC Mirror Committees

7.1 General Requirements

Each SCC Mirror Committee shall be established in accordance with the requirements of *CAN-P-7*.

7.2 Title, Scope, and Designation of a SCC Mirror Committee

The title and scope of an SCC Mirror Committee shall be identical to that of the corresponding ISO, IEC or JTC Technical Committee or Subcommittee.

7.3 Membership

7.3.1 General Requirements

Participation in the standardization process shall be accessible to affected persons and organizations. A member of an SCC Mirror Committee shall be able to demonstrate practical and/or relevant experience, and preferably in-depth knowledge, in the field of endeavour.

7.3.2 Training on Standards Development

SCC Mirror Committee members shall seek out training on standards development in order to effectively participate in the deliberations of the Committee and in the standards development process. As a minimum, all SCC Mirror Committee members shall review the membership information package distributed by SCC when accepted as a committee member.

Note:
SCC offers a series of introductory training workshops to help committee members adapt to the ever-changing and challenging environment of their standards-related work. The list of workshops is available at
http://www.scc.ca/en/get_involved/training

7.3.3 Balance of Interests

SCC Mirror Committees shall make efforts to facilitate balanced representation of interest categories, typically producers, users, general interest, regulators and consumer and public interest representation as needed. This shall reflect Canadian national interests.

Note(s):
(1) SCC may consider reasonable limits on SCC Mirror Committee size so as not to impair the ability of the SCC Mirror Committee to reach consensus or to ensure a properly functioning committee.

(2) If stakeholders from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of activity of the SCC Mirror Committee, each may apply for membership.

(3) Additional guidance on consumer and public interest representation is provided in Annex B, the *ISO/IEC Statement on Consumer Representation in Standardization Work* as well as *CAN-P-1011, Participation in Standardization: A Guide for Consumer and Public Interest Representatives.*

7.3.4   Citizenship Requirements

SCC Mirror Committee members should be Canadian citizens, residents of Canada, or working for a Canadian organization.

By exception and in accordance with the intent of the committee, non-residents shall only be considered when the SCC Mirror Committee believes their technical expertise strengthens Canada's voice at the international level.

In those cases where a non-resident is appointed to an SCC Mirror Committee the member shall act in Canada's interest and abide by the rules outlined in *CAN-P-7*. They shall not act in a way that would bring discredit to the SCC Mirror Committee, the SCC, or Canada and be free from conflict of interest.

7.3.5   Observers

SCC Mirror Committees may accept requests from individuals or representatives of organizations, which have an interest in the work, as observers.

Note:
Observers do not have voting rights.

7.3.6   Membership Appointed Under Accredited SDO

SCC Mirror Committees administered by an SCC-accredited SDO shall appoint members in accordance with the policies and procedures of the applicable SDO and *CAN-P-1005 Operational requirements for granting and maintaining of SCC/SDO harmonization*.

Note:
SCC may have Ex-Officio membership without vote on any SCC Mirror Committee.

7.3.7   Membership Appointed By SCC

SCC-administered SCC Mirror Committees, members shall be appointed by the SCC following consultation with the SCC Mirror Committee Chair.

Requests for membership shall include a copy of the prospective member's curriculum vitae as well as a brief description of the member's experience in the field of endeavour that demonstrates practical or relevant experiences that would qualify them for membership.

7.3.8   Conflict of Interest

Any SCC Mirror Committee member, including the Chair, who find themselves in a conflict of interest shall declare that they are in conflict and remove themselves from the discussion and decision on the particular item.

7.3.9   Membership Profile

All SCC Mirror Committee members shall be responsible for ensuring that all contact information in their member profile is kept current and up-to-date on the SCC's electronic workspace.

7.3.10 SCC Mirror Committee Member Removal

The SCC, in consultation with the SCC Mirror Committee Chair, shall remove any member from the SCC Mirror Committee who is deemed to be not actively participating in the work of the committee in accordance with clause 7.4. or any member who, not in good faith, acts excessively disruptive to the operation of the SCC Mirror Committee or its members.

7.4   Active Participation

All SCC Mirror Committee members shall actively contribute to the work of the Committee and shall be assessed by SCC through the review of Committee activities and in consultation with the SCC Mirror Committee Chair. Active participation includes:

- Use of SCC's electronic workspace dedicated to the work of the SCC Mirror Committee;

- Responding to documents that are requested for review, reply, comment or voting action, using the appropriate forms and templates within the specified timeframes;

- Providing comments on work under development within the specified timeframes;

- Initiate and approve Canadian proposals for new work items for submission by SCC when appropriate;

- Participating in SCC Mirror Committee meetings either in person or by other means;

- Recommending action through the SCC Mirror Committee Chair regarding adoption of International Standards as National Standards of Canada to SCC or the SDO as appropriate;

- Recommending to SCC registration of Canada as a Participating, Observer or Non-Participating member of an ISO or IEC Technical Committee or Subcommittee as required;

When attending an international meeting all accredited delegates shall contribute to the content of the *Head of Delegation Meeting Report* (see Annex C *Head of Delegation (HoD) Report*).

8.   Criteria for Appointment and Responsibilities of an SCC Mirror Committee Chair

8.1   Criteria for an SCC Mirror Committee Chair

The SCC Mirror Committee Chair shall be:

- willing and able to devote the time to the work required in order to achieve effective involvement of the committee in meeting its responsibilities;

- knowledgeable in the subject matter of the committee to coordinate comments, formulate technical decisions, and make recommendations which have been developed by consensus; aware of national and international implications, application, and limitations of the international committee work;

- able and prepared to act as Head of Delegation to international meetings of the Technical Committee or Subcommittee as required;

- fluent speaker and writer in order to express effectively the Canadian position, and the personal attributes to enable them to negotiate compromises advantageous to Canada.

8.2 Appointment of an SCC Mirror Committee Chair

8.2.1 Chair Appointed Under Accredited SDO

In consultation with SCC, Chairs shall be appointed by the SDO in accordance with the policies and procedures of the applicable SDO.

8.2.2 Chair Appointed by the SCC

For a newly established SCC Mirror Committee working in a subject area for which no SDO has been identified, the Chair shall be appointed by SCC.

For an existing SCC Mirror Committee working in a subject area for which no SDO has been identified, where the Chair's term has expired, SCC shall consider the following options:

- Reappoint the existing Chair (in accordance with clause 8.3);

- A recommendation from the outgoing Chair;

- A recommendation of the SCC Mirror Committee;

- A formal call for nominations and election process conducted by SCC or the SCC Mirror Committee membership.

Nominations of prospective Chairs, submitted to SCC for consideration and approval, shall include a curriculum vitae and any other relevant information pertaining to the experience of the prospective Chair that may qualify them for the appointment.

8.3 Term of Office for an SCC Mirror Committee Chair

The appointment of a Chair shall be for an initial term not in excess of three years. The Chair may seek reappointment for additional terms in consultation with the SCC Mirror Committee and approval of SCC.

In the case of a committee harmonized and under the administration of an SCC accredited SDO, the policies and procedures of the SDO for the term of office shall apply.

8.4 Appointment of a Vice-Chair or Designated Alternate

The SCC Mirror Committee Chair, in consultation with the SCC Mirror Committee, shall appoint a Vice-Chair and/or designated alternate from the membership of the committee to act on behalf of the Chair as required.
In the case of a committee harmonized and under the administration of an SCC-accredited SDO, the policies and procedures of the SDO shall apply.

8.5 Responsibilities of an SCC Mirror Committee Chair

The Chair's responsibilities include but are not limited to:

- Determine qualifications and suitability of membership requests and assist SCC in membership decisions;

- In consultation with SCC, or appropriate SDO, appoint a Vice-Chair or Designated Alternate;

- Act in a neutral capacity and provide the consensus recommendation of the SCC Mirror Committee membership on comment documents and voting ballots;

- Coordinate, collate and submit SCC Mirror Committee comments and voting recommendations by the time frames specified to the SCC on the electronic workspace using the appropriate templates;

- Ensure that SCC Mirror Committee members comply with their responsibilities and take necessary action as appropriate, including requests to SCC for member removal;

- Respond to SCC requests for any committee related guidance;

- Provide SCC with formal nominations to accredit Canadian delegations to participate in Technical and Subcommittee meetings;

- Be prepared to act as Head of Delegation, or to appoint a Head of Delegation to international meetings of the Technical Committee, Subcommittee, or JTC1 Working Group;

- Provide SCC with formal nominations of Canadian experts wishing to participate in Working Groups, Maintenance Teams or Project Teams;

- Ensure that SCC is provided with a Head of Delegation report following a meeting attended by SCC Mirror Committee delegates (Annex C *Head of Delegation (HoD) Report*);

- Submit to SCC an Annual Report on the activities of the SCC Mirror Committee;

- Call an SCC Mirror Committee meeting (may be in person, teleconference etc.) when deemed necessary and ensure that notices and minutes of all meetings are posted on the SCC electronic workspace;

- Recommend to SCC any change of status on the Technical Committee and/or its related Subcommittee(s) as needed. Such a recommendation should be based on the results of the evaluation of the need for Canadian participation in the technical work;

- Submit to SCC proposals from the SCC Mirror Committee for Canada to host international meetings in Canada for any Technical Committee or Subcommittee.

- Submit to SCC for approval, proposals from the SCC Mirror Committee to introduce new work items or to provide an offer from Canada to accept Technical Committee Secretariats, Subcommittee Secretariats, or Working Group Convenorships.

8.6 SCC Mirror Committee Chair Performance

The SCC Mirror Committee Chair shall be assessed by SCC in the fulfillment of the duties and responsibilities listed in clause 8.5.

8.7 Removal of an SCC Mirror Committee Chair

SCC shall remove an SCC Mirror Committee Chair who has not fulfilled the duties and responsibilities as outlined in Clause 8.5.

9. Working Groups

9.1 General

An international Technical Committee or Subcommittee may form a Working Group for the preparation of draft proposals. A Working Group comprises a restricted number of individually appointed experts by the participating Member Bodies of the Technical Committee or Subcommittee. In cases where there are common elements between various Technical Committees or Subcommittees, a Joint Working Group (JWG) may be established for coordination of the technical work.

Note:
The term Working Group may include Maintenance Team or Project Team.

9.2 Need for Canadian Participation

Participation by a Canadian expert as a Working Group member shall be considered in those cases where there is significant Canadian interest in the work, an SCC Mirror Committee with participating status exists for the Technical Committee or Subcommittee in question, and particularly where the resulting standard may have an impact on trade, exchange of technology, industrial, commercial, health and safety, environmental or user needs. Appointment of an expert at the initial stages of the work is recommended. The appointment of all Working Group experts shall be the responsibility of SCC.

9.3 Canadian Experts

The number of Canadian participants appointed to a Working Group should be reasonably limited in size. The term of appointment of an expert is determined by the completion of the tasks assigned to the Working Group. The Canadian expert shall act in a professional capacity and not as an official delegate or representative

of SCC or the SCC Mirror Committee; however, the expert does require accreditation by the SCC to act as an expert. The expert shall have the ability to determine if a specific requirement or compromise is acceptable to relevant Canadian stakeholders.

9.4 Working Group Expert Eligibility

Only members of the SCC Mirror Committee shall be eligible for accreditation as a Working Group expert.
Note:
This requirement ensures that experts are familiar with the work of the committee, relevant standards procedures, and receive the documents of the Technical Committee or Subcommittee as appropriate.

9.5 Financial Support

Canadian experts shall obtain financial support in order to attend meetings and actively participate in the development of the work through the Working Group.

10. International Meetings

10.1 Canadian Participation

Each participating national member of an ISO or IEC Technical Committee or Subcommittee, or in the case of JTC1, a Subcommittee or Working Group, has the right to be represented at a meeting by one or more delegates. Canadian attendance at international meetings shall be required where Canada holds participating status on the respective committee.

10.2 Selection and Accreditation of Delegates

The SCC Mirror Committee Chair shall be responsible for selecting those members chosen to attend international meetings as part of the Canadian delegation taking into consideration the expertise needed by Canada to express the Canadian position. SCC shall be notified of the Canadian delegation 6 weeks in advance of the meeting, where possible. SCC shall accredit and notify the appropriate International Leaders of the Canadian delegation.

10.3 Head of Delegation

If the Canadian delegation consists of more than one individual, the SCC Mirror Committee Chair shall appoint a Head of Delegation. The Head of Delegation will act as spokesperson for the SCC Mirror Committee but may call on other delegates to speak to specific agenda items. The Head of Delegation is also responsible for the development of the *Head of Delegation Meeting Report* that is to be submitted to SCC on the SCC electronic workspace following an international meeting. (See Annex C *Head of Delegation (HoD) Report*).

10.4 Inability to Attend – Appointment of Proxy

If a Canadian delegation is unable to attend but the SCC Mirror Committee identifies a need for representation or voting on certain agenda items, there may be a provision for proxy arrangements. Such proxy voting may be notified by letter to the International Secretariat, or by proxy granted to another participating member in advance of the meeting. The Canadian delegation, on approval from SCC, may act as a proxy for another participating member of the committee if requested to do so.

10.5 Authority for Delegation

Canadian delegates to ISO, IEC or JTC meetings represent the National Member Body for Canada. All delegates shall support the Canadian position and all comments on behalf of the National Member Body. A Canadian delegate shall not represent his or her employer or themselves during the technical sessions and shall refrain from expressing personal opinions contrary to the official Canadian position.

10.6 Financial Support

Canadian delegates shall obtain financial support in order to attend international meetings and actively participate in the development of the work.

10.7 International Commitments

Commitments beyond those previously endorsed by the SCC Mirror Committee and approved by SCC, are subject to confirmation by SCC. In particular this applies to:

- a change in committee membership status (Participating/Observer/Non-Participating);
- nomination of Working Group Experts, other than Ad Hoc Groups established just for short duration on a specific topic;
- participation in a test program or pilot projects that involve financial or human resource commitments on behalf of Canada;
- the undertaking of International Leadership positions (International Secretary, International Chair, International Convenor, Liaison Officer, Editor, Project Team Leader, Maintenance Team Leader);
- invitations to host international meetings in Canada.

10.8 Hosting International Meetings in Canada

The SCC Mirror Committee, with prior approval from SCC, may host an international Technical Committee or Subcommittee meeting in Canada. SCC shall be responsible for issuing the official invitation to the international committee to hold a meeting in Canada.

10.9 Criteria for Hosting in Canada

Approval from SCC to host an international Technical Committee or Subcommittee meeting in Canada requires consideration of the following criteria:

- an active SCC Mirror Committee involved in the international committee in question (participating status);

- evidence that a Hosting Committee has been established to secure all necessary resources for the successful operation of the meeting; and

- a detailed budget that identifies sources of funds and all associated costs of hosting the meeting.

10.10 Role of the SCC in Canadian Hostings

SCC does not provide financial support for the hosting arrangements of an international Technical Committee, Subcommittee or Working Group meeting including responsibility for entertainment, transportation of delegates, hotel bookings or living expenses.
SCC, upon request, will assist with the following administrative items:

- issue visa letters for international delegates who require them;

- provide delegate name badges and country placards;

- provide SCC promotional materials subject to availability;

- arrange for a SCC staff person to officially open the meeting if feasible, and

- oversight of a hosting bank account on behalf of the Hosting Committee.

Note:
The term Working Group may include Maintenance Team or Project Team.

11. Privacy and Copyright

11.1 Membership Information

SCC shall be responsible for the protection of personal information for all members of SCC Mirror Committees including the collection, use, or disclosure of this information in accordance with applicable legislation such as the federal Personal Information Protection and Electronic Documents Act.

11.2 ISO and IEC Copyright

SCC Mirror Committee members shall protect the ISO and IEC copyright which is extended to all documents from the working draft stage through to publication. Except as permitted under the laws of Canada and clause 11.3, no extract of ISO or IEC documents may be reproduced, stored in any retrieval system or transmitted in any form or by any means: electronic, photocopied, recorded, or otherwise.

11.3 Confidentiality of SCC Mirror Committee Work

SCC Mirror Committees shall respect the confidentiality of all documents and related comments presented, circulated or developed within an SCC Mirror Committee or delegation and shall be treated as confidential. The passing on of user name and password is not permitted.

Members are permitted to provide committee documents to relevant constituents for review and comment in order to assist the member in developing an informed organizational position on standards work in progress. When distributing documents, members shall be responsible for ensuring that recipients are aware of the confidential nature of the information.

12. Appointment of a Canadian to an ISO/IEC/JTC International Chair, International Working Group Convenor, Project Team, or Maintenance Team Position

12.1 SCC Approval to a Leadership Position in ISO/IEC/JTC Technical Committee or Subcommittee

Since the contribution of a Canadian as an International Chair, Convenor of a Working Group, Project Team or Maintenance Team of an ISO/IEC/JTC Technical Committee (TC), Project Committee (PC) or Subcommittee (SC) reflects on the overall Canadian contribution to ISO/IEC/JTC work, the general supervision and coordination of which is the responsibility of SCC, the nominee shall be fully informed of what is involved before accepting an appointment and shall seek approval from the SCC in advance of any commitment. Following approval from SCC, the nominee shall sign a Memorandum of Agreement (MOA) with SCC (Annex D Memorandum of Agreement Between the Standards Council of Canada and those Representing Canada in an International Leadership Position).

12.2 Tentative Offers to Accept International Leadership Positions

During meetings of ISO/IEC/JTC, delegations are often invited to volunteer to accept leadership positions of the TC/PC/SC or Working Groups, Project or Maintenance Teams on behalf of the member bodies they represent. Delegations may accept a leadership position on behalf of the SCC provided that the Head of Delegation communicates clearly to the international forum that acceptance of any such role is provisional and subject to official acceptance or rejection by SCC at a future date. Tentative offers shall be submitted to SCC for approval prior to confirmation of formal acceptance by SCC to the international committee in question (See Annex E Tentative Offers to Accept International Leadership Positions).

12.3 Appointment to a Leadership Position

International Chair: In accordance with the latest versions of the ISO/IEC/JTC 1 Directives and Supplements, the Chair of a Technical Committee is nominated by the Secretariat of the Technical Committee, and approved by the Technical Management Board (TMB) in ISO or the Standardization Management Board

(SMB) in IEC. The Chair of a Subcommittee is nominated by the Secretariat of the Subcommittee, and approved by the Technical Committee.

International Convenors: Each Working Group, Project Team or Maintenance Team will have a Convenor appointed by the parent committee.

Canadian Proposals: A proposal for nominating a Canadian to an International Leadership position shall meet each of the criteria, 1 through 4, listed below (See also Annex F Requirements for a Leadership Position). The proposal shall be submitted to the SCC by either the Canadian Secretariat of the committee concerned when the Secretariat is held by Canada or by the Chair of the applicable SCC Mirror Committee for consideration and approval by SCC in accordance with clause 12.1. Following approval by SCC, the nomination recommendation shall be made by the SCC to the ISO TMB, IEC SMB or parent TC/PC as appropriate for their approval.

Criterion 1
There shall be an active SCC Mirror Committee with balanced representation, or an agreement to establish the same, to participate and represent Canadian interests in the work of the Technical Committee or Subcommittee.

Criterion 2
There shall be substantive evidence of the availability of adequate administrative and financial resources to support the ISO/IEC/JTC leadership function in meeting its obligations to SCC.

Criterion 3
The designated Technical Committee or Subcommittee leader shall have a general knowledge of the subject within the scope of the Technical Committee or Subcommittee Secretariat, with demonstrated abilities to undertake the technical and administrative work involved, and fluency in the working language of the committee.

Criterion 4
The Canadian organization providing a Technical Committee or Subcommittee leader must understand and accept the duties and responsibilities of the leadership position as outlined in the latest version of the *ISO/IEC/JTC1 Directives and Supplements* and *CAN-P-7*.

12.4 Relinquishment of a Leadership Position

An organization or individual that wishes to relinquish the position of International Chair or International Convenor shall inform SCC in writing. A minimum of twelve (12) months written notice is required for International Chair positions and minimum of six (6) months written notice is required for International Convenor positions (See Annex G Relinquishment of a Leadership Position).

13. Responsibilities of a Canadian ISO/IEC/JTC International Chair and International Convenor of an ISO/IEC/JTC WG/PT/MT

The responsibilities of ISO/IEC/JTC International Chairs and International Convenors are described in the latest version of the *ISO/IEC/JTC 1 Directives and Supplements*. Canadian ISO/IEC/JTC International Chairs and International Convenors shall be fully aware of these Directives and shall comply with them at all times.

13.1 Attendance of Canadian Leaders at International Meetings

The cost of attendance of Canadian International Chairs and International Convenors at international meetings is borne by the sponsoring organization as outlined in Criterion 2 of clause 12.3.

13.2 Responsibilities of Canadian International Leaders to SCC

Canadian held International Chairs or International Convenors shall provide SCC with the following documentation:
- Meeting progress report following an international meeting, attended by the International Chair or International Convenor (See Annex C *Head of Delegation (HoD) Report*).

13.3 Performance of a Canadian International Leader

Canadian International Chairs and International Convenors shall be assessed by SCC in review of committee activities and the fulfillment of the duties and responsibilities as outlined in the latest version of the *ISO/IEC/JTC 1 Directives and Supplements* and *CAN-P-7*.

13.4 Removal of Canadian International Leaders

SCC shall remove a Canadian International Chair or International Convenor who has not fulfilled the duties and responsibilities as outlined in the latest version of the *ISO/IEC/JTC Directives and Supplements* and *CAN-P-7*.

13.5 Relationship between the Canadian International Chair and the SCC Mirror Committee

Canadian International Chairs must maintain strict neutrality. Canadian International Chairs shall not advocate Canadian positions or act as Canadian delegates; however, they shall be a member of the SCC Mirror Committee.

13.6 Relationship between the Canadian International Convenor and the SCC Mirror Committee

A Canadian International Convenor should make use of the expertise of the members of the SCC Mirror Committee and be familiar with applicable Canadian

standards and Canadian positions. The Canadian International Convenor shall be a member of the SCC Mirror Committee.

14. SCC Approval for the Acquisition of ISO/IEC Secretariats

Within the framework of *ISO/IEC/JTC 1 Directives and Supplements* there are opportunities for a National Member Body to acquire the Secretariats of Technical Committees and Subcommittees. These may occur at the time of the creation of a new Technical Committee by the ISO TMB or the IEC SMB, during the formation of a new Subcommittee by one of the established Technical Committees or when a National Member Body wishes to relinquish a Secretariat.

When SCC is notified of an ISO/IEC Technical Committee or Subcommittee Secretariat vacancy or when a proposal for a new Technical Committee is initiated by Canada, SCC shall decide and approve to acquire the Secretariat based on whether there is sufficient support within Canada for this undertaking. Any organization that agrees to support a Secretariat shall sign a Memorandum of Agreement (MOA) with SCC (See Annex D Memorandum of Agreement Between the Standards Council of Canada and those Representing Canada in an International Leadership Position).

14.1 Tentative Offers to Accept International Secretariats

During meetings of ISO/IEC/JTC, delegations may be invited to accept a Secretariat of a TC/PC/SC on behalf of the member bodies they represent. Delegations may accept a Secretariat on behalf SCC provided that they communicate clearly to the international committee that acceptance is provisional and subject to official acceptance or rejection by SCC at a future date. Any tentative offers shall be submitted to SCC for consideration and approval. (See Annex H Tentative Offers to Accept International Secretariats).

14.2 Criteria for undertaking an ISO/IEC TC/PC/SC Secretariat in Canada

A Canadian proposal to undertake a Secretariat shall be submitted to SCC and must satisfy criterion 1 through 5 outlined below (see Annex I Criteria for Undertaking an ISO/IEC TC/SC/PC Secretariat). SCC will communicate its decision to or not to undertake the Secretariat to the proposer.

Criterion 1
In general, standardization in the subject area, covered within the scope of a Canadian-held Technical Committee or Subcommittee Secretariat, shall be of importance and relevance to Canada as a means of promoting trade and contributing to economic efficiency, health, safety, environment and address regulatory objectives when applicable. It shall also further international co-operation in the fields of standardization and enhances the quality of life for Canadians.

Criterion 2
There shall be either an active SCC Mirror Committee with balanced representation, or an agreement for same, to participate and represent Canadian interests in the work of the Technical Committee or Subcommittee Secretariat.

Criterion 3
There shall be substantive evidence of the availability of adequate administrative and financial resources to support the Secretariat function in meeting its obligations to SCC and the ISO TMB and the IEC SMB.

Criterion 4
The designated Technical Committee or Subcommittee Secretary shall have a general knowledge of the subject coming within the scope of the Technical Committee or Subcommittee Secretariat, with demonstrated abilities to undertake the technical and administrative work involved, and fluency in the working language of the committee.

Criterion 5
The Canadian organization providing a Technical Committee or Subcommittee Secretary must understand and accept the duties and responsibilities of the Secretariat as covered in this document and within the latest version of *ISO/IEC/JTC 1 Directives and Supplements*.

14.3 Relinquishment of an ISO/IEC/JTC Secretariat

When SCC wishes to relinquish a Secretariat of a Technical Committee, SCC will inform the Chief Executive Officer in ISO or IEC, giving a minimum of 12 months' notice. In the case of Subcommittees, SCC shall inform the Secretariat of the parent Technical Committee of its decision giving a minimum of 12 months' notice (See Annex G Relinquishment of a Leadership Position).

14.4 Responsibilities of an ISO/IEC/JTC Secretariat and Secretary

The responsibilities of ISO/IEC/JTC Secretariats and Secretaries are defined in the latest version of the *ISO/IEC/JTC 1 Directives and Supplements*. The Canadian Secretariat and Secretary shall be fully aware of these Directives and Supplements and shall comply with them at all times and shall also comply with decisions of the ISO TMB and IEC SMB.

14.5 Attendance of Canadian Secretary at International meetings

The cost of attendance of Canadian International Secretaries at international meetings is borne by the sponsoring organization as outlined in Criterion 3 of clause 14.2.

14.6 Responsibilities of Canadian International Secretaries to SCC

Canadian-held International Secretaries shall provide SCC with the following documentation:

- An annual report by no later than January 31 of the following year covering work activities during the year (See Annex J Annual Report). It shall include at a minimum the following:

  Information on meetings and membership of the TC/PC/SC;

  A brief description of issues encountered during the past year in terms of work activities, membership, significant procedural issues, and publications.

14.7 International Canadian Secretary Performance

Canadian International Secretaries shall be assessed by the SCC in fulfillment of the duties and responsibilities as outlined in the latest versions of the *ISO/IEC/JTC 1 Directives and Supplements* and *CAN-P-7*.

14.8 Removal of a Canadian International Secretary

SCC shall remove a Canadian International Secretary who has not fulfilled the duties and responsibilities as outlined in the latest version of the *ISO/IEC/JTC 1 Directives and Supplements* and *CAN-P-7*.

14.9 Relationship between the Canadian International Secretary and the SCC Mirror Committee

A Canadian International Secretary should make use of the expertise of the members of the SCC Mirror Committee and be familiar with applicable Canadian standards and Canadian positions. It is encouraged that the Canadian International Secretary be a member of the SCC Mirror Committee.

15. Mechanism for Dispute Resolution (Complaints and Appeals)

Complaints against the operations of the SCC Technical Committee Program shall be submitted in writing to the Program Manager, International Standards Development. Following processing of the complaint the Program Manager, International Standards Development shall communicate a final decision to all parties involved.

Note(s):
(1) An appeal or complaint may be technical or procedural in nature.

(2) A written complaint or appeal shall be provided by the appellant which shall state the nature of the objection(s) including any adverse effects, the section(s) of the procedures or the specific actions or inactions that are at issue, and any specific remedial action(s) that would satisfy the appellant's concerns. Any previous efforts to resolve the objection(s) and the outcomes of each shall be noted.

Annex A - Criteria for the Establishment of an SCC Mirror Committee

(NORMATIVE)

<u>**Canadian Participation**</u>

A proposal by a stakeholder to establish an SCC Mirror Committee for Canadian participation in a related ISO, IEC or JTC activity shall state clearly the nature of Canadian interest, how the standards to be developed will 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 indicate whether there are adequate human and financial resources to actively participate in the work.

SCC will consider the proposal and register Canada as a P member of an ISO, IEC or JTC Technical Committee based on a clear demonstration of the need for Canadian participation based on the elements below and sufficient support indicated by those affected to ensure active participation.

A stakeholder proposal, including a request made by an SCC accredited SDO to establish an SCC Mirror Committee should be submitted to the Program Manager, International Standards Development for evaluation, consideration and approval by SCC. (Clause 5.3 *CAN-P-7*).

NOTE: SCC **recommends** the use of the template provided below which is intended to assist in the consistent collection and provision of the required information to meet the requirement.

Committee Identification:

_____

Criterion	Justification for the Establishment of an SCC Mirror Committee
Advancement of the national economy	Will the standards under development facilitate innovation and technological advancement for Canadian business? Is there evidence to indicate the standards would be beneficial to Canadian domestic or export markets?
Support sustainable development	Will this standard support the social economic and environmental goals that express the broader expectations of Canadian society as a whole?
Benefit the health, safety and welfare of workers and the public	Will the standards allow the product to perform its function so as to limit the probability of risk of injury or damage? Will the standards written be in a form suitable for adoption as part of Codes, regulations and work methods?
Assist and protect consumers	Will this standard help consumers a) benefit from, and drive competitive markets b) benefit from access to clear, concise, and accurate information that allows them to assess the value and usefulness of the product and or service and c) overcome consumer

	detriment, in particular those who experience detriment due to vulnerabilities such as low income or low literacy levels?
Facilitate domestic and international trade	Will the standards be developed in an open and transparent process, involving balanced representation, technology-neutral and based on performance so as to provide a level playing field and promote manufacturers to compete more effectively in an open market? Will the standards have a positive impact on internal or external trade?
Availability of human and financial resources to conduct the work	Is there direct evidence of the necessary human resources available from affected stakeholders to establish a participating SCC Mirror Committee? Will financial resources be made available by affected stakeholders to actively participate in the international work?

Annex B - Excerpt from ISO/IEC Policy Statement on Consumer Representation in Standardization Work

(INFORMATIVE)

Consumer Participation in Standardization Work

ISO and IEC recognize as a basic principle of standards activities that the interests of governments, manufacturers, all categories of users and consumers, and any others concerned, should be taken into account. This implies that, for standardization work at the international level, delegations to technical committee meetings should be in a position to represent all interests within their respective countries. Therefore, consumers should be represented to a degree which reflects their importance as customers using a particular material, service or product.

The importance of international standards must be recognized and taken into consideration following the World Trade Organization (WTO) Agreement on Technical Barriers to Trade (TBT). A number of initiatives have been taken at the regional and national level, which place emphasis on using standards based on consensus (e.g. the adoption of the National Technology Transfer and Advancement Act in the United States, the New Approach in Europe). These agreements and initiatives also acknowledge that any effective consensus must be widely based, to ensure that all parties to the use of a product or service have an equal voice in determining the standards applicable to it. Therefore, consensus procedures require the access of consumer representatives to all levels and stages of the standardization process.

To promote consumer representation in the work of national standards bodies, ISO and IEC adopted recommendations on consumer representation in standardization in 1979. Although there is a tradition of consumer representation in standardization in some countries stretching back many years, some national members initially faced difficulties when trying to implement these recommendations. National members reported problems identifying representative consumer opinion and setting up the best organizational structure to take account of it effectively in their work.

Considerable progress has been made in setting up national consumer organizations since the recommendations were first made. Some national standards bodies have established a formal consumer committee whose membership is drawn from the general public, academic institutes and other organizations with an interest in consumer issues.

Consumer representatives have made a considerable contribution to the work of the international standards bodies over the past few years. Standardization for the environment and for services are but two examples of international standardization work initiated as a result of consumer pressure. Consumer representatives can also bring to the technical work many years of experience in the comparative testing of products. At the policy level, consumer representatives can help to ensure the market relevance of standards work programmes.

For their part, ISO and IEC undertake to promote the addressing of consumer issues in their work.

Annex C – Head of Delegation (HoD) Report

(NORMATIVE)

	HEAD OF DELEGATION (HoD) REPORT

Standards Council of Canada
Conseil canadien des normes

Canadian Member Body of the International Organization for Standardization (ISO)

ISO **IEC**

Canadian National Committee of the International Electrotechnical Commission (IEC)

Please complete this report within one month of the completion of the international meeting and return to SCC staff contact indicated on the 3rd page of this document.

Meeting of TC/SC/PC XX –
Date:
Location:

Meeting Attendance

☐ Meeting attendance roster attached – business cards of attendees
☐ Meeting roster not available

Please comment on significant or unusual attendance issues (e.g., new member bodies, regular members not in attendance, new International Chairman or International Secretariat, non-accredited Canadian persons, etc.).

Meeting Observations (Use additional space as necessary)

Overall, how well did Canada meet its objectives on policy or technical matters?

☐ Very Successful - Canadian positions were accepted in whole
☐ Successful - Compromises were reached which are acceptable to Canada
☐ Not Successful - Canadian positions were not accepted

Please comment on any issues of significance which might have an impact upon relevant Canadian stakeholders.

☐ Not applicable

Was the Canadian delegation adequately prepared for the discussions that ensued at this TC or SC meeting?

(Consider whether documents arrived in time for adequate review and discussion prior to the meeting; whether Canadian positions were developed for each item on the agenda; whether last minute controversial agenda items were added by the International Chair or International Secretariat, etc.)

Did Canada extend a conditional offer to assume any new officer positions?
(Note 1: Clause 12.2 of *CAN-P-7* requires previous approval of SCC for extending an offer to assume new international leadership positions. "Other" may apply for Ad Hoc Groups established for a short timeframe to complete a specific task).

☐　　No
☐　　Yes, positions are indicated below:
　　　(please provide additional contact information as appropriate)

☐　Secretariat　　　☐ Chairman　　　☐ Convener
☐　Project Editor　　☐ Project Leader
☐　Other, indicate_____

Did Canada extend a conditional offer to host any future meetings?
(Note Clause 10.8 of *CAN-P-7* requires previous approval of SCC for extending an offer to host future TC/PC Plenary meetings)

☐　　Yes　　　☐ No

If yes, please identify:

Were any new issues raised which require, or might involve, coordination　　with other Canadian bodies?
(Include coordination items with other SCC Mirror Committees, SCC policy-level Committees, and the CNC/IEC etc.)

☐　　Yes　　　☐ No

If yes, please identify:

Was there any evidence of "block" or "alliance" voting by participating countries?

☐　　Yes　　　☐ No

If yes, please identify any significant issues or concerns:

Are work items in the TC or SC being affected by related work in regional standards bodies (e.g., CEN, CENELEC, ETSI, PASC, NAFTA, COPANT, etc.)?

☐   Yes   ☐   No   If yes, please explain:

Were any issues raised which relate to or impact existing Canadian regulatory matters?

☐   Yes   ☐   No

If yes, please explain:

Please identify any IMMEDIATE SCC Mirror Committee actions which will be required as a result of this international meeting.

Please identify specific decisions which the Canadian delegation believes to be noteworthy for publication.

Other Comments

Completed by:
Head of Delegation:
(Please print)
_____

Telephone:
_____

Email:
_____

Date:
_____

Signature:
_____

RETURN TO: Standards Council of Canada (SCC)   Tel: +1 613 238 3222
200-270 Albert Street   Fax: +1 613 569 7808
Ottawa, ON K1P 6N7   E-mail:
NOTE: This report should be posted to the   ISO Committees
appropriate Forum site for all members of the   IEC Committees
SCC Mirror Committee.   JTC Committees

Annex D – Memorandum of Agreement between the Standards Council of Canada and those representing Canada in an International Leadership position

(NORMATIVE)

This is an agreement between the Standards Council of Canada (SCC) and **XXXX** (the name of individual as the (International Secretary, International Chair or International Convenor, Project Team/Maintenance Team Leader) of **TC, Name of Committee.**

I. Definitions

Secretariat: National body to which has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to a Technical Committee or Subcommittee. SCC is the Secretariat for Canada.

International Secretary: Individual appointed by the Secretariat to manage the technical and administrative services provided.

International Chair: Individual who chairs a Technical Committee or Subcommittee and is responsible for the overall management of that committee including any Subcommittee and/or Working Groups.

International Convenor: Individual appointed by the P-members of a Technical Committee or Subcommittee to deal with specific tasks. The International Convenor organizes the Working Group meetings and reports to its parent Technical Committee or Subcommittee on the work.

II. Key Responsibilities of SCC:

1. SCC is responsible for determining whether or not to acquire or relinquish a Secretariat of a Technical Committee, Project Committee or Subcommittee.

2. SCC is responsible for the consideration, approval and removal of a Canadian in a leadership position (International Secretary, International Chair, International Convenor, Project/Maintenance Team Leader) of a Technical Committee, Project Committee or Subcommittee.

3. SCC is responsible to inform the appropriate personnel in ISO/IEC who the Secretaries are of Canadian held Secretariats and any Canadian nominations for the position of International Chair for Technical Committees, Project Committees or Subcommittees.

4. SCC is responsible for monitoring the work activities of Canadian International Secretaries, International Chairs and International Convenors and providing guidance and advice to same.

5. SCC is responsible for ensuring that the latest version of the *ISO/IEC/JTC 1 Directives and Supplements* and decisions of the TMB/SMB are followed by the Canadian leaders.

III. Key Responsibilities of International Leaders

The Canadian International Leader shall discharge their assignments in a professional manner.

Canadian International Leaders shall carry out their duties and responsibilities in accordance with the *ISO/IEC/JTC 1 Directives and Supplements*.

Canadian International leaders shall prepare and disseminate required reports, minutes and documents to SCC and their respective Technical Committee, Project Committee or Subcommittee.

Canadian leaders shall possess current electronic communications capability.

Canadian leaders shall provide substantive evidence of the availability of adequate administrative and financial resources to support their leadership position.

Canadian leaders shall inform SCC in writing if they wish to relinquish the position of International Chair, International Secretary, International Convenor or Secretariat of a Technical Committee or Subcommittee. A minimum of twelve (12) months written notice is required for International Chair and Secretary positions and Secretariat and a minimum of six (6) months written notice is required for International Convenor positions.

IV. Signatures

Leadership position accepted by: Approved by:

_____   _____

_____   _____

_____   _____

Name: **Name:**
Title/Position: **Title/Position:**
Organization: **Organization:**

_____   _____

Date: **Date:**

On behalf of the Standards Council of Canada (SCC):

_____

Program Manager, International Standards Development

_____ _____
Chief Executive Officer   **Date**

Annex E - Tentative Offers to Accept International Leadership Positions

(NORMATIVE)

Tentative Offers to Accept International Leadership Positions

Position/Coordinates

Proposed leadership position:

International Chair ☐
International Convenor ☐
Project/Team Leader ☐
Maintenance Team ☐

Committee/Working Group/Project/Maintenance Team:

Title:
Number:

Name and coordinates of proposed nominee:

Name: Address:
Title: Telephone:
Organization: Email:

Offers

Did you make an official tentative offer to the committee/team to assume an international leadership position on behalf of Canada?

Yes   ☐   No   ☐

If a tentative offer was made, please provide official resolutions: Document attached ☐

Have you been approached by the committee secretariat or by a Canadian member or other to gauge your interest in an international leadership position?

Yes   ☐   No   ☐

If yes, please provide details below:

Please provide committee/team meeting date and venue where the formal call for nominations will occur:

Date:
Venue:

Please provide the start date of the International Leadership Position:

Date:

RETURN TO: Standards Council of Canada (SCC)   *NOTE: Please submit this report via email*
                          200-270 Albert Street   *to the appropriate email address:*
                          Ottawa, ON K1P 6N7   ISO Committees
                          Tel: +1 613 238 3222   IEC Committees
                          Fax: +1 613 569 7808   JTC Committees

Annex F - Requirements for a Leadership Position

(NORMATIVE)

Requirements for a Leadership Position
(in accordance with Clause 13.3)

Leadership Position:

International Secretary ☐
International Chair ☐
International Convenor ☐
Project/Team Leader ☐
Maintenance Team Leader ☐

Committee/Working Group/Project/Maintenance Team:

Title:
Number:

Name and coordinates:

Name:
Title:
Organization:
Address:
Telephone:
Email:

Required Documentation for Justification of Leadership Position		
Provide written documentation from your organization/sponsor stating support for your participation in work activities and the financial resources required to support the leadership position		
Provide your curriculum vitae and written statement outlining how your present and former work experience is relevant to the work of the TC/SC/PC		
Signed confirmation that *ISO/IEC/JTC 1 Directives, Supplements* and *CAN-P-7* have been read (see below)		
I have read the ISO/IEC/JTC 1 Directives, Supplements and CAN-P-7	**Signature:** _____	
	Date: _____	

RETURN TO: Standards Council of Canada (SCC)
200-270 Albert Street
Ottawa, ON K1P 6N7
Tel: +1 613 238 3222
Fax: +1 613 569 7808

NOTE: Please submit this report via email to the appropriate email address:
ISO Committees
IEC Committees
JTC Committees

x

Annex G - Relinquishment of a Leadership Position

(NORMATIVE)

Relinquishment of a Leadership Position

Name and coordinates:

Name:
Title:
Organization:
Address:
Telephone:
Email:

Leadership Position:

International Secretary ☐
International Chair ☐
International Convenor ☐
Project/Team Leader ☐
Maintenance Team ☐

Committee/Working Group/Project/Maintenance Team:

Title:
Number:

State effective date of resignation:

Date:

Provide statement as to treasons for relinquishing the leadership position:

Provide any recommendations for replacement of the leadership position:
Name:
Title:
Organization:
Address:
Telephone:
Email:

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IEC Committees
JTC Committees

Annex H - Tentative Offers to Accept International Secretariats

(NORMATIVE)

Tentative Offers to Accept International Secretariats

Proposed committee title and number for secretariat:

Title:
Number:

Name and coordinates:

Name:
Title:
Organization:
Address:
Telephone:
Email:

Did you make an official tentative offer to the committee to assume an International Secretariat on behalf of Canada?

Yes ☐   No ☐

If a tentative offer was made, please provide official resolutions: Document attached ☐

Does the Canadian committee/or representatives within the committee have interest in assuming the International Secretariat?

Yes ☐   No ☐

If yes, state the name and coordinates of those interested:
Name:
Title:
Organization:
Address:
Telephone:
Email:

RETURN TO: Standards Council of Canada (SCC)   *NOTE: Please submit this report via email to the appropriate email address:*
200-270 Albert Street
Ottawa, ON K1P 6N7   ISO Committees
Tel: +1 613 238 3222   IEC Committees
Fax: +1 613 569 7808   JTC Committees

Annex I – Criteria for Undertaking an ISO/IEC TC/SC/PC Secretariat

(NORMATIVE)

Criteria for Undertaking an ISO/IEC TC/SC/PC Secretariat in Canada
(in accordance with Clause 15.2)

Committee title and number:

Title:
Number:

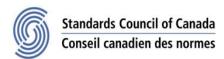| Requirements for Justification of Undertaking a Secretariat |
|---|
| Should Canada assume the Secretariat of the proposed TC/SC/PC provide statements to indicate the importance of the secretariat for Canada in terms of the following:
Advancement of the National Economy
Will the standards developed allow for technological advancement and product innovation for Canadian business?
Is there conclusive market evidence to support standards in this area?
Support Sustainable Development
Are the standards intended to promote the sound management and protection of the environment and ecology?
Benefit the health, safety and welfare of workers and the public
Are the standards intended to allow the product to perform its function so as to limit the probability of risk of injury or damage?
Will the standards written be in a form suitable for adoption as part of Codes, regulations and work methods?
Facilitate domestic and international trade
What impact if any will the standards being developed have on trade? |
| State the name and title of TC/SC/PC Committee and any other relevant interested stakeholders, not currently represented on the TC/SC/PC, who may be interested in participating on the TC/SC/PC |
| Provide written documentation from your organization/sponsor stating administrative and financial resources to support the work activity of the Secretariat |
| Provide curriculum vitae of the proposed TC/SC/PC Secretary and a written statement outlining how their present and former work experience is relevant to the TC/SC/PC Secretariat |
| Signed confirmation that *ISO/IEC/JTC 1 Directives, Supplements* and *CAN-P-7* have been read (see below) |
| ***I have read the ISO/IEC/JTC 1 Directives, Supplements and CAN-P-7***

Signature: _____

Date: _____ |

RETURN TO: Standards Council of Canada (SCC)
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NOTE: Please submit this report via email to the appropriate email address:
ISO Committees
IEC Committees
JTC Committees

Annex J – Annual report

Standards Council of Canada
Conseil canadien des normes

ANNUAL REPORT

Canadian Member Body of the International Organization for Standardization (ISO)

ISO IEC

Canadian National Committee of the International Electrotechnical Commission (IEC)

Please complete this report and return to SCC staff contact indicated on Page 2 of this document.

Annual Report from TC/SC/PC XX –
Date (YYYY-MM-DD):

Submitted by:

Name:
TC/SC/PC Position Held:

Summary and Highlights

Meetings

What meetings were held during the reporting period and by what group (TC/SC/PC/WG)? Identify date, location and key focus of meeting.

Voting Record

Voting percentage of the international:

TC   SC   PC

Number of P member countries on:

TC   SC   PC

Number of O member countries on:
TC   SC   PC

Change to Membership

Increase of P members: #   ; Country(ies):
Decrease of P members: #   ; Country(ies):
Increase of O members: #   ; Country(ies):
Decrease of O members: #   ; Country(ies):

Work Activities

State highlights of TC/SC/PC accomplishments during the reporting period.

Publications during the reporting period (e.g. IS, Guides, etc…)

Document Type and Number Processed
Identify the following documents processed during the reporting period where applicable:

NWIPs
CD/CDV
DIS
FDIS
Draft Technical Report (TR)
Draft Technical Specification (TS)
Publicly Available Specification (PAS)

Identify future work activities:

Identify any issues/challenges facing the TC/SC/PC:

Recommendations/other comments:

Please identify specific decisions which the Canadian delegation believes to be noteworthy for publication:

Signature:

Date:

RETURN TO: Standards Council of Canada (SCC)   *NOTE: Please submit this report*
                        200-270 Albert Street   *via email to the appropriate*
                        Ottawa, ON K1P 6N7   *email address:*
                        Tel: +1 613 238 3222   ISO Committees
                        Fax: +1 613 569 7808   IEC Committees
                                                                  JTC Committees

BIBLIOGRAPHY

[1] CAN-P-1: *Canadian Standards Development System Requirements*

[2] CAN-P-1005: *Operational requirements for granting and maintaining SCC/SDO harmonization*

[3] CAN-P-1011: *Participation in Standardization: A Guide for Consumer and Public Interest Representatives*

[4] ISO/IEC Guide 2:2004, *Standardization and related activities – General vocabulary*

[5] ISO/IEC Directives Part 1: *Procedures for the Technical Work*

[6] ISO/IEC Directives Part 2: *Rules for the Structure and Drafting of International Standards*

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