

Protocol for ISO and IEC Technical Committee, Subcommittee and Working Group Participation

1 Purpose

This protocol provides an outline of the procedures by which New Zealand interests participate in the development and preparation of International Standards, specifically ISO and IEC standards.

Participation in International fora is of increasing importance to New Zealand and to ensure that the New Zealand voice is heard it is important for New Zealand to identify areas where it should be active and then ensure that New Zealand industry, government and consumers have the ability to provide input into Standards being produced internationally.

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. Standards New Zealand coordinates New Zealand participation in international standardisation activities. As a full member body of ISO and IEC, Standards New Zealand is required to enter a vote on each new work proposal it receives from ISO or IEC.

Part of this role includes soliciting input from stakeholders on the relevance and potential benefit of any proposed new standards work to New Zealand. The comments and feedback received from stakeholders are used to form the New Zealand voting position on each proposal.

A record of New Zealand's voting position and the subsequent full international voting results can be found on the Standards New Zealand web site (see **Annex B**)

It is vital that Standards New Zealand participates in the activities of those committees where there is potential for the greatest net benefits to New Zealand, bearing in mind that New Zealand is a small economy and resources must be directed to priority areas. It is also important to ensure that where there is New Zealand participation that the New Zealand position on issues is thoroughly canvassed with affected stakeholders and that these views are well represented at the appropriate international standards fora.

2 International standardisation fora

International Organization for Standardization (ISO)

ISO is a global network of the National Standards Bodies (NSB's) of 163 countries, organised on the basis of one member per country, with a Central Secretariat in Geneva, Switzerland, that coordinates the system. Each member represents ISO in its country. Individuals or companies cannot become ISO members.

ISO Standards are drafted by Technical Committees (TC); subcommittees (SC) and working groups (WG) comprised of experts appointed by the NSB members of ISO.

International Electrotechnical Commission (IEC)

The International Electrotechnical Commission (IEC) is the leading global organisation that prepares and publishes international standards for all electrical, electronic and related technologies. These standards serve as a basis for national standardisation and as references when drafting international tenders and contracts. IEC currently has 60 full members, including Standards New Zealand and 23 Associate Members.

Over 200 technical committees (TCs) and subcommittees (SCs), and over 700 project/maintenance teams carry out the standards work of the IEC. These working groups are composed of people from all around the world who are experts in electrotechnology. The great majority of them come from industry, while others from commerce, government, test laboratories, research laboratories, academia and consumer groups also contribute to the work.

3 New Zealand participation

Participation at the Technical Committee, Subcommittee and Working group level

The main body of work undertaken within ISO and IEC occurs on the technical committees, subcommittees and working groups/project teams.

It is important that New Zealand is aware of and participates in the work of committees where there is significant benefit for New Zealanders to participate, or where there is significant risk to New Zealand industry if there is no participation.

A link to the listings of the ISO and IEC TCs and SCs which New Zealand currently holds participating (P) or observing (O) membership can be found at **Annex B**.

Types of participation

1 Participating and Observer membership of TCs and SCs

There are varying levels of involvement in the development of international standards and for each ISO or IEC committee, Standards New Zealand indicates whether New Zealand wishes to be a participating member (P), observer member (O) or non-member.

In areas where there is significant interest from various New Zealand stakeholders as to the work on a particular international committee, an International Review Group (IRG) will be established. This IRG will be consulted on documents circulated by the ISO committee in order to establish a NZ position and also to assist Standards New Zealand select a delegate to represent New Zealand interests at meetings.

Participating (P) membership carries the obligation of voting on all documents, and attending international meetings whenever possible. Observer (O) membership is a watching brief which means that the New Zealand member can access the international documentation.

In liaison with the IRG, Standards New Zealand will assign a convenor to a TC or SC which has elected to be a P member, to receive documents from the ISO TC or SC Secretariat. This convenor may also be appointed as a balloter on documents that require voting in the TC or SCs activities. If the convenor has been appointed as a balloter they must consult the members of the IRG before voting on documents.

An administration fee is paid to assist in covering Standards New Zealand costs where New Zealand is a P member as part of its coordination services to arrange for members to receive information from a committee and coordinate the following services:

- Registration of the member(s) to the ISO Global Directory.
- Registration of the members of the IRG to the ISO National Mirror Committee Section of ISO Global Directory.
- Appointment of the convenor of the IRG.
- Accreditation of an endorsed member of an IRG as head delegate representing Standards New Zealand.

- Providing access to drafts, advice, reports and voting information from the TC or SC.
- To process votes on behalf of New Zealand, based on advice and input from members.

In appointing a convenor to represent New Zealand the following should be considered:

- The person is recognized as an expert in the field of the technical work of the international committee.
- The person is able to represent the New Zealand position.
- The work of the TC or SC is of benefit to New Zealand.
- The international review group has been consulted.

It is important for all committee members and observers to update Standards New Zealand regarding any changes in their contact details (their employer, phone, or email details).

2 Working groups (ISO/IEC), project teams (IEC) and maintenance teams (IEC)

A significant amount of work undertaken in the initial preparation stages of an international Standard is undertaken by a working group, project team or maintenance team of the technical committee or subcommittee. At the working group level participants act as individuals and do not officially represent their country on these groups. Consultation of New Zealand stakeholders is not as crucial at this point in the process; however every attempt should be made to ensure that a New Zealand member IRG (or project/maintenance team) does not pursue a technical position that is at odds with an official New Zealand position. That is any position already adopted by a New Zealand committee should be promoted and issues that have been raised and rejected by a New Zealand committee (IRG) should not be raised or supported in the ISO/IEC forum.

3 Secretariats and Chairperson roles

While providing the secretariat of an international technical committee does not provide the country holding the secretariat with any significant advantage in determining the technical content of the document, it does nonetheless provide the opportunity to ensure that work actually proceeds without delay. Also providing secretariats is a necessary element of support for the process of international standardization. Usually, the best opportunity to provide a secretariat would arise when the subject matter is of significance to NZ. It should be noted that the secretariat of a committee cannot act as a national delegate so it is usually necessary to be assured that the appropriate delegations to meetings can be arranged, in addition to the attendance of the Secretary.

Chairpersons are appointed for six year terms, but usually hold office for an extended period given that there is not an oversupply of suitable candidates. While a good chairperson is essential for the progress of international Standards work, the chairperson must act in an independent capacity and cannot represent a particular country in the discussions.

4 International participation on Joint Australia / New Zealand committees

Joint Australia/New Zealand committees will often discuss work which is underway on international committees. However it is important to note that New Zealand representatives must vote through Standards New Zealand and Australian members through Standards Australia. This ensures that each national member body maintains their sovereignty to vote in the best interests of their country's stakeholders.

In some cases Australia may be "P" members on a committee and New Zealand nonmembers and vice versa.

Expectations of New Zealand representatives

IEC

On technical committees where New Zealand is a "P" member, the NZNC (IEC) Secretary assigns a convenor to canvass the opinion of New Zealand IRG members, the convenor then submits a New Zealand position to the NZNC (IEC) Secretary, which is then submitted to IEC.

If a New Zealand representative is to attend an IEC meeting they must be accredited/endorsed by the Secretary of the NZNC (IEC) prior to attending the meeting.

ISO

Once you have been appointed to an IRG or an ISO committee you are responsible for protecting personal data you collect, use or have access to as per the ISO Member Data Protection Policy (see link in **Annex B**). ISO collects personal data from people involved in standardization work through its IT tools and services. Due to the international structure of ISO, this personal data is likely to be used in and outside the territory of Switzerland by the ISO Central Secretariat, ISO Members, third parties and other individuals located in nearly all countries in the world.

For a copy of the declaration for participants in ISO activities, see the link in **Annex B**.

Once a representative is endorsed to participate in the work of an ISO committee the following is expected of them:

- When a representative is endorsed as a convenor by Standards New Zealand to receive communications from an ISO committee and they are also endorsed as a balloter on documents, the representative should consult with relevant stakeholders (IRG) in order to determine the New Zealand position on matters.
- If a New Zealand representative has been endorsed as a balloter on a committee which New Zealand has "P" membership, the convenor must provide comments and votes on documents within ISO's time limits.
- Prior to attending international meetings and after completion of meeting registration the endorsed member must obtain accreditation from Standards New Zealand to represent New Zealand (in order to be the NZ delegate). If more than one member is attending a particular meeting Standards New Zealand will select a Head of Delegation. For "P" memberships the relevant IAG or IRG for the IEC/ISO project/committee will confirm endorsement of New Zealand representatives at the meeting.
- After receiving accreditation and prior to attending the meeting the New Zealand delegate should check with Standards New Zealand as to whether there are any issues that require direction from SNZ.
- After returning from the international meeting the New Zealand delegate(s) will forward a meeting report to Standards New Zealand and other interested parties. The report will include information about the major issues discussed at the meeting and items likely to affect/benefit New Zealand (see example report in **Annex C**).

Hosting TC, SC and WG meetings in New Zealand

1 Technical and subcommittee meetings

New Zealand may be asked to host technical and subcommittee meetings of ISO and IEC committees. A formal invitation to host an ISO or IEC committee or subcommittee meeting in New Zealand may not be issued without prior written agreement from Standards New Zealand.

It is better that delegates do not offer tentative invitations without some prior discussion with Standards New Zealand, since a tentative invitation that is not confirmed is an embarrassment and an interruption to the smooth flow of work by the committee. The best approach is to offer to investigate the possibility of a meeting being held in New Zealand.

As the New Zealand member body of ISO and IEC, Standards New Zealand is the official host for meetings in New Zealand and is responsible for the effectiveness of such meetings. Thus before it will approve an invitation for a meeting in New Zealand, Standards New Zealand must be assured of the support of the relevant technical or subcommittee, financial support for the meeting and be satisfied with the timing and other arrangements.

If an industry organization wants a meeting to be held in New Zealand, it is expected that the body concerned will provide the financial support required to host the meeting. Should it be expected in advance that New Zealand may be asked to host a meeting; permission should be obtained from Standards New Zealand to make the appropriate offer prior to the offer being made.

Clause 4.2.1.2 of the ISO/IEC Directives Part 1 states that *"A National Body wishing to act as host for a particular meeting shall contact the Chief Executive Officer and the technical committee or subcommittee secretariat concerned. The National Body shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the technical committee or subcommittee for the purpose of attending the meeting."*

Overseas delegates attending an international meeting in New Zealand should check the link in **Annex B** to ascertain if they will require a visa to enter New Zealand:

2 Working group (ISO/IEC) and project/maintenance teams (IEC) meetings

Working group meetings are less formal and if a New Zealand member of a working group wishes to propose that a meeting of the working group be held in New Zealand (whether hosted by the member's own organization, or by an industry body or by Standards New Zealand), it should be realized that the offer is subject to confirmation by Standards New Zealand. (If circumstances allow, it is better to discuss the proposal beforehand with Standards New Zealand).

Please note that participation and representation at ISO and IEC forums is at the discretion of the New Zealand Standards Executive.

4 More information

If you would like more information about participating in the work of an ISO or IEC TC, SC or WG, please contact isoadmin@standards.co.nz

Annex A: Glossary

Balloter

An endorsed representative by Standards New Zealand (perhaps through an IAG or international review group) to vote on documents, on behalf of New Zealand, issued by ISO.

Head of delegation

An endorsed representative by Standards New Zealand or the NZNC (IEC) to be the lead representative at an international meeting. If a vote was required at a meeting this person would vote on that item on behalf of New Zealand.

Industry Advisory Group (IAG)

Industry Advisory Groups are groupings of independent, technical experts who provide advice to Standards New Zealand on standardisation priorities and the strategic direction for standardisation for the sector for which they have responsibility. IAG's can also act as international review groups where appropriate.

International review group (IRG)

An international review group is a group of individuals who are consulted on documents circulated by the ISO committee in order to establish a NZ position and also to assist Standards New Zealand select a delegate to represent NZ interests at meetings.

Convenor

An endorsed representative by Standards New Zealand (through an IRG) for ISO and an endorsed representative for IEC by the NZNC (IEC) for IEC, that has access to particular technical committee, subcommittee, working group of project team documents at ISO or IEC. The convenor assists members of the IRG to form the New Zealand view.

NZNC (IEC)

The 'New Zealand National Committee (IEC) represents New Zealand's electrotechnical interests in IEC management and standardization work. The committee is comprised of a combination of public and private sector representatives.

Annex B: Related links

ISO:

<http://www.iso.org>

IEC:

<http://www.iec.ch>

ISO/IEC Directives Part 1 and consolidated ISO supplement

<http://www.iso.org/directives>

ISO/IEC Directives Part 1 + IEC supplement

http://www.iec.ch/members_experts/refdocs/?ref=menu

ISO Guidance for delegate/experts:

https://www.iso.org/iso/my_iso_job.pdf

New Zealand's voting position and subsequent full international voting

results: <https://www.standards.govt.nz/international-engagement/new-work-item-proposals/>

Listing of the ISO TCs and SCs that NZ currently holds participating (P) or observing (O) membership can be found at:

<https://www.iso.org/member/1998.html>

Listing of the IEC TCs and SCs that NZ currently holds participating (P) or observing (O) membership can be found at:

http://www.iec.ch/dyn/www/f?p=103:33:17561305644201:::FSP_ORG_ID,FSP_LANG_ID:1022,25

Delegates attending an international meeting from overseas should check the following link to ascertain if they will require a visa to enter New Zealand:

<http://www.immigration.govt.nz/migrant/stream/visit/>

ISO Member Data Protection Policy:

<https://www.iso.org/iso-member-data-protection-policy.html>

Declaration for participants in ISO activities:

<https://www.iso.org/declaration-for-participants-in-iso-activities.html>

Annex C: Example of an International Meeting report
Report for Standards New Zealand
ISO committee TC 89 'Wood-based panels'
March 2007 Meeting – Venice, Italy

The latest series of TC 89 meetings were held in Venice, Italy on 26 – 28 March 2007.

Program of work

Project ref.	Project title	Current stage	Limit dates
ISO/DIS 16895-1	Wood-based panels – Dry-process fibreboards - Part 1: Classifications	40.60	FDIS: 2007-07-07 IS: 2008-01-07
ISO/CD 16895-2	Wood-based panels – Dry-process fibreboards - Part 2: Requirements	30.00	DIS: 2007-07-31 FDIS: 2008-07-31 IS: 2009-07-31

Status of work

ISO/DIS 16895 - 1 (Classifications) will be sent to FDIS stage shortly and relatively few changes were made to the DIS document issued.

The second circulation of ISO/CD 16895-2 (Requirements) was discussed at the meeting and the main item of discussion surrounded the inclusion of limits of formaldehyde emission for varying classes. After extensive discussion it was agreed that in this edition of the Standard only a maximum level would be included for formaldehyde emissions rather than several levels. (This may change in the future). One level will be given for each test method (the reference being the reference chamber method). The suggested values to be included will be based on the European E1 classification and will be as follows:

	Chamber mg/m ³	Desiccator mg/L	Gas analysis mg/m ² h
Formaldehyde emission level	0,124	0,7	3,5

Part 2 will be circulated for DIS in a few months' time.

What this means for NZ

- *Membership and participation on the committee:*
P-membership on this subcommittee includes: Austria, Belgium, Canada, China, Finland, France, Germany, Indonesia, Ireland, Italy, Japan, Republic of Korea, Malaysia, (New Zealand), Norway, Portugal, Romania, Russia, South Africa, Spain, USA, Ukraine, UK.
- *Likely use in other countries:* Countries such as The Republic of Korea are likely to use ISO 16895-1 and 2 once complete (as per advice from Korean delegate). 10% of imports into Korea of fibreboard originate in New Zealand (and 15% from Australia)