Inaugural Pacific Regional Standards Committee Meeting
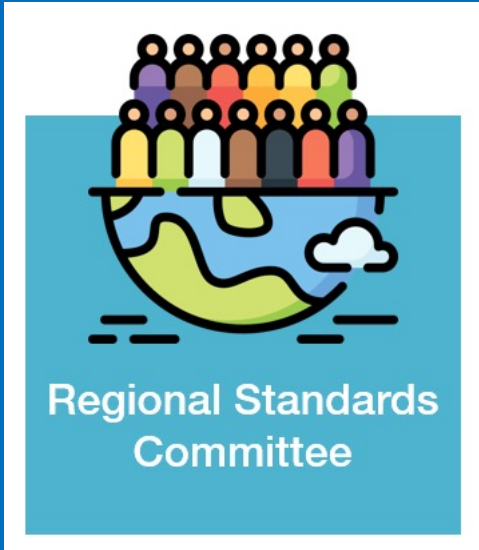
PACIFIC QUALITY INFRASTRUCTURE INITIATIVE

PQI Milestones

| Capacity Building Workshop 1: ✓ | Capacity Building Workshop 2: ✓ | Mentoring Session ✓ | Capacity Building Workshop 3: ✓ | Needs Assessments ✓ | Planning Workshop ✓ | Mentoring Session ✓ |

Capacity Building and Planning Workshops

Workshop 1	✓
Workshop 2	✓
Workshop 3	✓
Workshop 4	
5 - Planning Workshop	
Workshop 6	

Needs Assessment

✓	Explanation Session
✓	Individual Assessment
✓	1-1 Consultation
✓	Presentation of Results

Mentor Sessions

✓	Introductory Session
✓	Group Mentor Session 1
	Group Mentor Session 2
	Group Mentor Session 3

✓ Completed activities

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Agenda

1 Discussion of Operations and Roles

2 Discussion of Terms of Reference

3 Annual Meeting Calendar

Pacific QI
QUALITY INFRASTRUCTURE

Planning Workshop

- Create partnership between South Pacific countries to grow together

- Coordinate and knowledge share on standardisation related issues amongst the Pacific Nations

- Encourage step-by-step approaches that allow for shared progress.

- Leverage other countries experience and technical infrastructure

- Develop a regional framework to use existing mechanisms
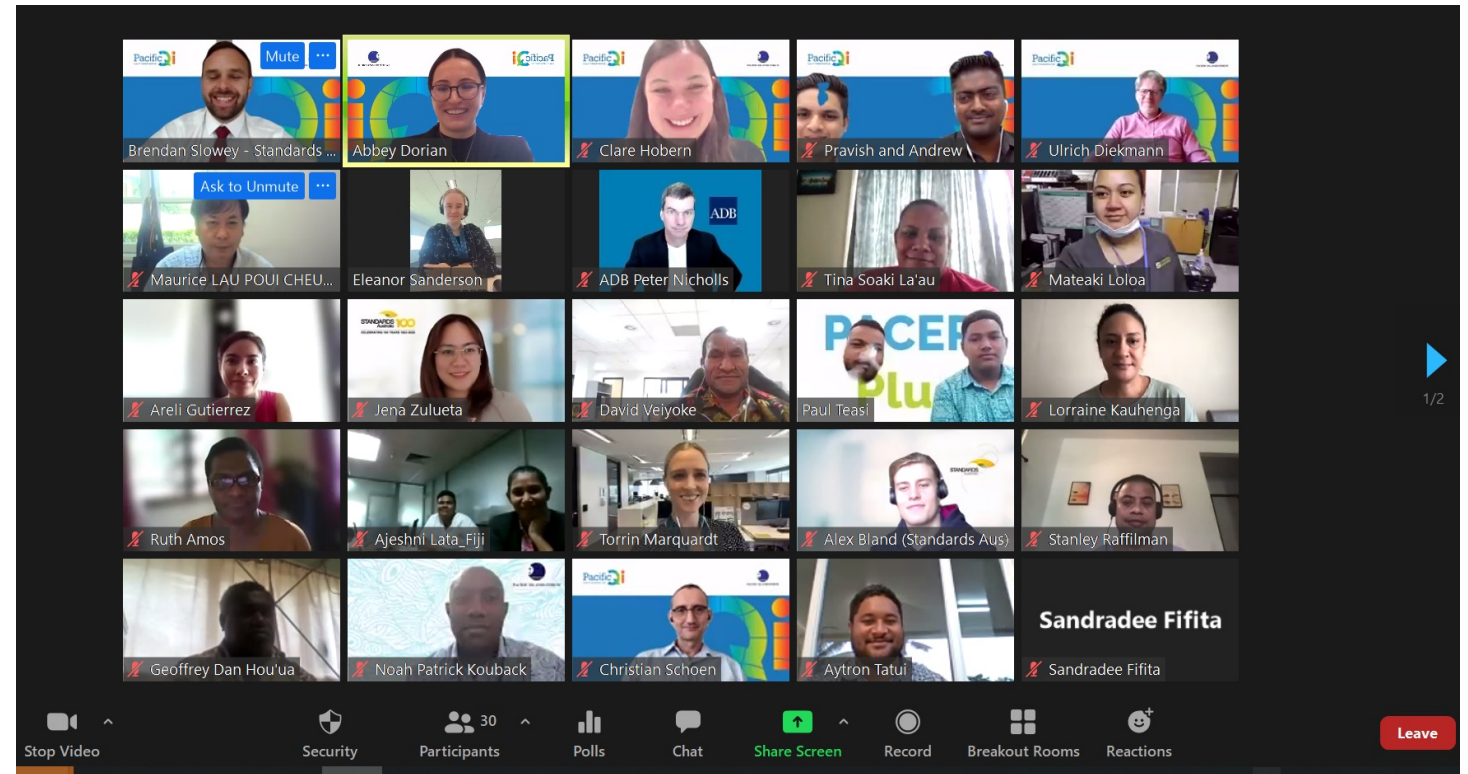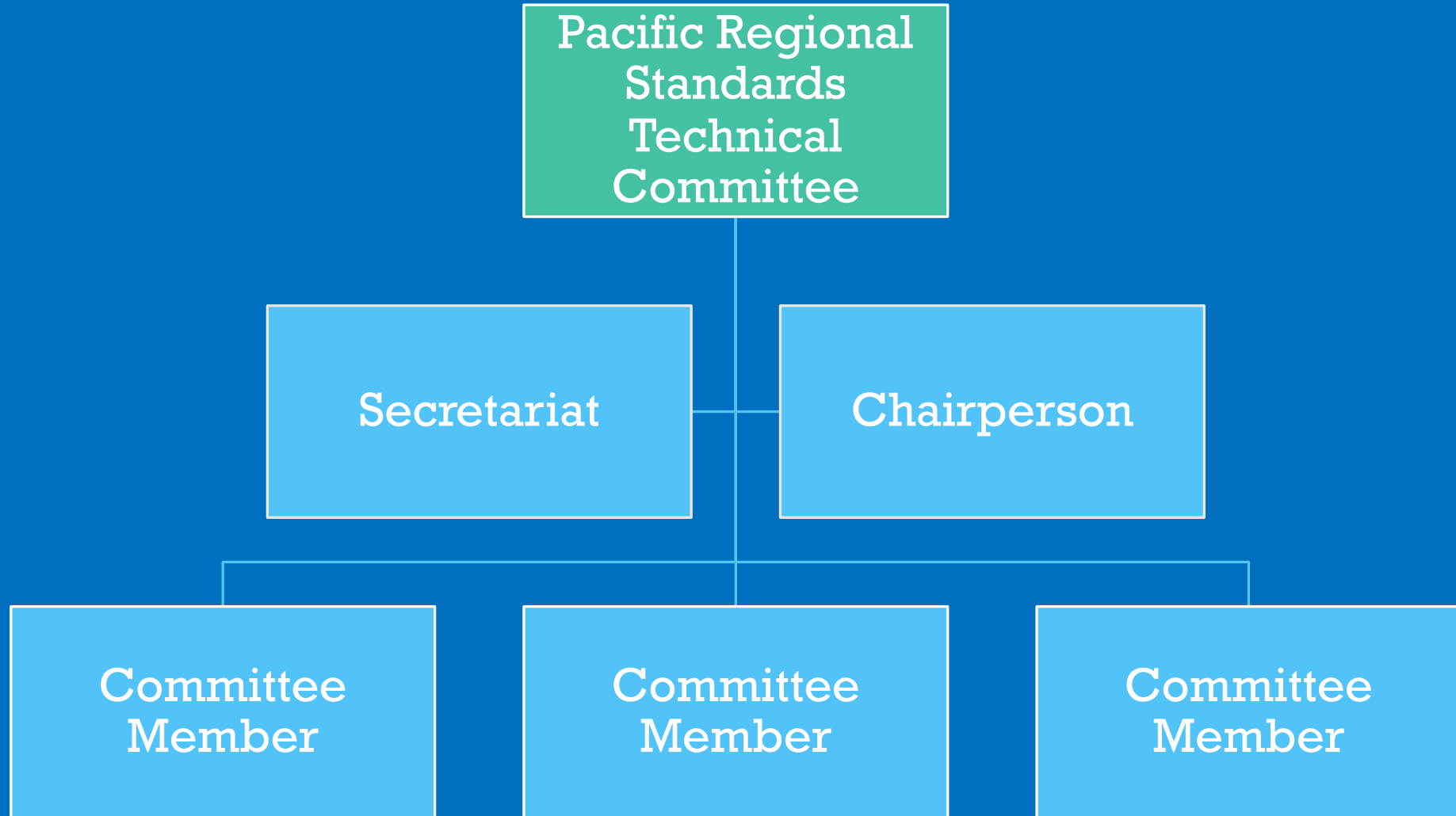
Any other business

Purpose

The Committee will coordinate standardisation activities across the region with the aim of harmonising and developing standards and making them more accessible to local stakeholders such as regulators, small and medium-sized enterprises, and consumers.

Mission and Objectives

- Create partnership between South Pacific countries to grow together.

- Coordinate and knowledge share on standardisation related issues amongst the Pacific Nations.

- Encourage step-by-step approaches that allow for shared progress.

- Leverage other countries experience and technical infrastructure.

Implementing the Pacific Regional Standards Committee
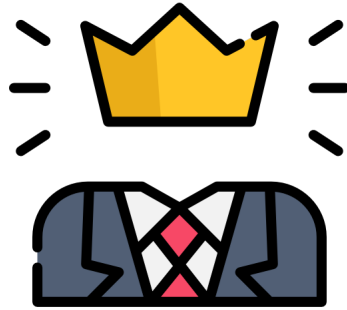
Committee Structure

Roles within the Regional Technical Committee
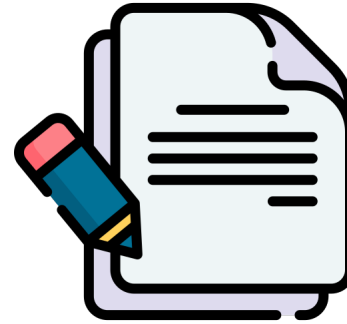
Roles within the regional Standards Committee

Secretariat

Committee Chair

Drafting Leader

Committee Member

Secretariat

Project management:

- Establishing meeting priorities, solving problems for committee members,

- Tracking committee milestones and target dates for projects.

Document preparation:

- Preparing drafts for the committee, distributing them, and collating any comments received.

Meeting preparation and follow-up:

- Assisting to set meeting dates and locations, and to draft meeting agendas including the distribution of the agenda and other meeting documents.

- Recording decisions at meetings and preparing meeting minutes. Following- up to ensure agreed actions are completed.

Management of IT tools:

- Management of committee documents, confirmation of committee votes, announce meetings.

Committee Chair
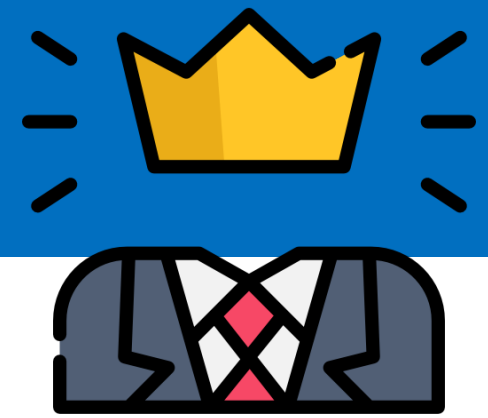
Facilitate collaborative discussion:

- Facilitate discussions and mediate disagreements between members to minimise delays in the Standards Development Process.

- Summarise the committees' view for noting and action when agreement has been reached.

Managing conduct of participants:

- Understanding committee dynamics.

- Encourage committee members to effectively prepare for committee meetings.

- Manage interests while ensuring the opinions of all stakeholders are heard, to achieve agreed outcomes.

Ensuring objectives are met:

- Understanding the objectives.

- Manage relevant tasks, issues and risks, and project deliverables.

- Ensure the committee remains focused on delivering quality outcomes.

Drafting Leader
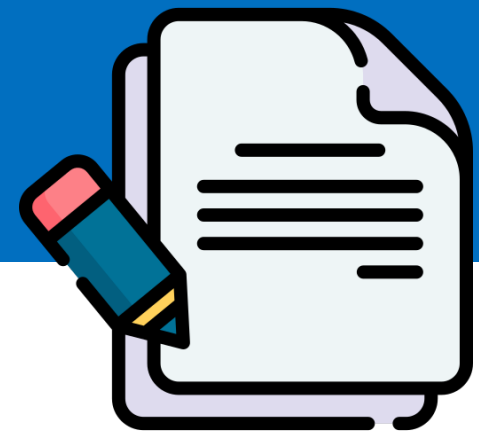
Responsibility for content:

- Develop and author technical and non-technical draft content including identification of graphics and illustrations if required.

- Responsible for all stages of development (i.e. draft, public comment, ballot draft, and final).

Manage the drafting process:

- Manage the drafting process to ensure it meets the drafting and project schedules.

- Attend committee meetings, discuss the draft, and where appropriate act as review leader when the draft is being considered.

- Circulate the draft for comment.

Incorporating feedback:

- Incorporate comments form the Committee Members and members of public.

- Address any feedback provided by the Secretariat.

Committee Member

Actively participating:

- Participating fully in all committee, provide technical input into the Standard being prepared.

- Committing the resources for drafting, reviewing and discussing projects within the agreed timeframes.

- Voting at the ballot stage and if the vote is negative, clearly presenting the technical justification.

Working toward agreement:

- Being impartial and broadly representing regional interests and priorities.

- Actively contributing to reaching committee agreement.

- Working towards alignment with existing International Standards wherever practical/relevant.

Acting ethically:

- Complying with any agreed code of conduct, set of behaviours, policies and procedures agreed to by the Committee.

- Ensuring that relevant interests in the subject matter, not readily apparent, be made known to the committee.

Governance

Decision making procedure

The most important mechanism within the regional standards committee is the decision making procedure as it forms the cornerstone of governance in the committee.

This governance mechanism will shape how decisions are made and what basic requirements must be met for a decision to be confirmed.

There are 3 options:

1. **Decisions are confirmed unanimously**: Everyone agrees

2. **Decisions are confirmed by majority vote**: This can range from 51% of eligible votes to a higher majority such as 70%.

3. **Consensus**: Consensus does not imply unanimity but references general agreement.

Unanimity

Decisions are only confirmed once all eligible voters are in agreement.

The Caribbean Community (CARICOM) requires unanimous decisions by all Parties to amend requirements for its foundational document, the Treaty of Chaguaramas (RTC).

Majority vote

Majority vote may be a fall back measure or a primary tool for decision making.

It also has a significant range:

- 51% of eligible voters constitutes majority
- A higher requirement such as 75% of eligible voters to constitute majority.

CROSQ:

a) Approval of the proposal subject to meeting the following criteria:

- That at least 4 Member States have indicated active participation in the committee

- At least 75% of positive votes of the total votes received

Adoption of PASC resolutions is principally by consensus. If required, PASC may reach decisions by a majority vote.

Consensus

Consensus means:

"General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments."

Consensus need not imply unanimity.

ISO/IEC Guide 2, Standardization and related activities — General vocabulary

• A minimum of 67% of those eligible to vote have voted affirmatively; and

• A minimum of 80% of votes received are affirmative, and

• No major interest involved with the subject of the Standard has collectively maintained a negative vote

Poll:
What decision making framework would you prefer?

Confirmation of Decision and Action Items

- Decision results:
  - Agreed
  - Disagreed
  - Will need to consult

- **Action Item 1.0:** Please confirm voting position by **12th of May 2022** via email to Ulrich Diekmann ulrichd@forumsec.org.

- **Action Item 1.1:** If you are interested in the role of Chairperson, please express your interest via email to Ulrich Diekmann ulrichd@forumsec.org **12th of May 2022.**

- **Action Item 1.2:** The Chairperson will be confirmed at the next meeting of the Pacific Regional Standards Committee.

Break

Discussion of Terms of Reference

Activity

We are going to use a virtual whiteboard through a software called Miro to complete this activity.

Prior to this session, you were provided with a Terms of Reference document that set out:

- The purpose of the regional standards committee

- The mission of the regional standards committee

-The Scope, inclusions, exclusions, liaisons and sectors of priority.

During this activity, we will co-author and edit the current draft terms of reference.

Confirmation of Decision and Action Items

- **<u>Action Item 1.3:</u>** The finalised Terms of Reference document will be circulated to you after today's session.

- **<u>Action Item 1.4:</u>** If you have comments or edits, please provide them by the **12th of May 2022.**

- No reply to the finalised Terms of Reference document will be taken as approval.

- **<u>Action Item 1.5:</u>** The finalised Terms of Reference document will be confirmed in the next meeting of the Pacific Regional Standards Committee.

Annual Meeting Discussion

Proposed Agenda

Topics to be Discussed	Notes
Presentation from CROSQ	Confirmed
Member introductory presentations	Proposed
Discussion of Needs Assessment Report	Proposed
Discussion of Priorities among Forum Island Countries with reference to Results from Needs Assessment	Proposed
Discussion of Potential Projects within the Committee	Proposed

Other Business

Summary of Action Items

Action Item	Owner	When
1.0: Confirm voting position on decision making	Committee Members yet to cast a vote	12th May 2022.
1.1: Express interests for the role of Chairperson.	Committee Members interested in the role of Chair	12th May 2022.
1.2: Confirmation of Chairperson	Committee	Next Committee Meeting
1.3: Circulation of today's presentation and finalised Terms of Reference to participants	Pacific Islands Forum Secretariat	5th May 2022.
1.4: Submission of any comments on finalised Terms of Reference to participants	Committee	12th May 2022.
1.5: Tentative confirmation of Terms of Reference and Decision Making Procedure	Committee	Next Committee Meeting

Thank you