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STANDARDISATION GUIDE 015:

AUSTRALIAN INVOLVEMENT IN INTERNATIONAL STANDARDISATION

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Contents

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1 PURPOSE

This Guide provides an outline of the way in which Australian interests participate in preparing International Standards via ISO (International Organization for Standardization) and IEC (International Electrotechnical Commission).

The Guide includes information on the following areas:

1. The benefits and reasons for international standardisation.

2. International Standards Development Organisations (SDOs) including ISO, IEC and other SDOs.

3. Participation in International Standards development activities including the governance structure and information about obligations for participants.

4. Information for delegates attending international meetings, including the application process and funding details.

5. Introduction to adopting International Standards. The complete guide is outlined in SG 007 Adoption of International Standards.

6. Introduction to hosting international standardisation meetings (ISO and IEC).

7. Roles and responsibilities of National Mirror Committees (NMC).

8. A brief overview of the international standardisation procedures.

9. Overview of regional Standards work.

2 BENEFITS AND REASONS FOR INTERNATIONAL STANDARDISATION

There are many benefits for Australia in active participation in international standardisation, including:

1. The facilitation of international exchange of goods and services.

2. International Standards generally reflect the best experience of industry and regulators worldwide and cover conditions in a variety of countries.

3. Facilitating participation in international certification schemes.

4. Ensuring Australia's interests are voiced in the development of International Standards.

5. Ensuring that Australia's obligations to the World Trade Organization (WTO) are met.

The WTO through the Technical Barriers to Trade (TBT) Agreement recognises the important contribution that International Standards and conformity assessment systems can make to improving efficiency of production and facilitating international trade. It also obliges signatory countries not to raise non-tariff (i.e. technical) barriers to trade. In recognition of the importance International Standards have in international trade, there are specific provisions in the Agreement related to Standards. Article 2.2 and 2.4 of the WTO TBT Agreement note that where Standards are to be used as part of regulation in a member country, the member shall use International Standards that exist and only in circumstances where there are fundamental climatic or geographical factors or fundamental technological problems can a member disregard this rule.

The mechanism by which this section of the WTO TBT Agreement operates is that any mandatory Standard issued by a signatory nation that might have an impact on trade must be reported to the other WTO signatories via a network of national notification points. The other nations then have a period during which they may lodge a challenge to the implementation of the Standard on the grounds that it represents a non-tariff barrier to trade. Alignment of the national Standard in question with the equivalent International Standard is recognised as a full and adequate discharge of a nation's obligations under this section of the WTO TBT Agreement.

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3   INTERNATIONAL AND OTHER STANDARDS DEVELOPMENT ORGANISATIONS

3.1   Standards New Zealand (SNZ)

Since 1992 Standards Australia (SA) and Standards New Zealand (SNZ) have had agreements in place to co-operate with one another to the utmost of their abilities to meet objectives of Article 12 of the Australia/New Zealand Closer Economic Relations (CER) Trade Agreement.

There are over one thousand joint Australian/New Zealand Standards (AS/NZS) whose purpose is to assist trade and harmonisation between Australia and New Zealand and by both countries to the rest of the world.

SNZ is New Zealand's leading developer and publisher of Standards and Standards' based solutions and is a business unit within the Ministry of Business, Innovation and Employment (MBIE).

More information about Standards New Zealand can be found at https://www.standards.govt.nz.

3.2   International Organization for Standardization (ISO)

ISO is a network of National Standards Bodies (NSBs) of 162 countries (on the basis of one member per country) with a Central Secretariat in Geneva, Switzerland, that coordinates the system.

ISO Standards are drafted by Technical Committees (TCs), Subcommittees (SCs) and Working Groups (WGs) comprised of experts appointed by the NSBs of ISO. The topics covered by these groups are varied, including topics from cork and cement to tourism and personal financial planning.

More information about ISO can be found at https://www.iso.org/home.html.

ISO publishes Directives on Technical Committee work and Guidance for delegates and experts. Copies of these documents are available at https://www.iso.org/directives-and-policies.html.

3.3   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 Australia via the Australian National Committee of the IEC.

Over 170 TCs and SCs, and about 700 project teams carry out the Standards work of IEC. These working groups are composed of people from all around the world who are experts in electrotechnology. The great majority of contributors come from industry, while others from commerce, government, test laboratories, research laboratories, academia and consumer groups also contribute to the work.

More information about IEC can be found at https://www.iec.ch/homepage.

3.4   Joint Technical Committee for Information Technology Standards (JTC1)

ISO and IEC have established a Joint Technical Committee (JTC1) for Information Technology Standards. It operates on the same principles as other Standards Committees, but on a much broader scale. Sub-Committees (SC) of JTC1 are effectively Standards Committees, given the breadth of the information technology field. Standards from JTC1 are joint ISO/IEC publications.

More information about JTC1 can be found at https://jtc1info.org.

3.5   International Telecommunication Union (ITU)

The ITU was established over 140 years ago as an impartial, international organisation within which governments and the private sector could work together to coordinate the operation of telecommunication networks and services and advance the development of communications technology. While the organisation remains relatively unknown to the general public, ITU's work has helped create a global communications network which now integrates a huge range of technologies, which remains one of the most reliable man-made systems ever developed. Membership of ITU in Australia is held by the Department of Broadband, Communications and the Digital Economy.

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More information about ITU can be found at https://www.itu.int.

The major provider of European Standards is the European Committee for Standardization (CEN). It has 31 National Members developing voluntary European Standards (ENs).

Australia is a Companion Standards Body (CSB) of CEN. CSBs are National Standards Bodies (NSBs) which are members of ISO, but are unlikely to become CEN Members or CEN Affiliates for political or geographical reasons.

CSBs have the right to participate in the CEN work. They may attend the General Assembly, can attend CEN Technical Committee meetings and contribute to their work. CSBs receive technical documentation (draft European Standards (ENs) submitted to enquiry and ratified texts of approved ENs) as well as all general documentation (CEN catalogue, etc.).

More information about CEN can be found at https://www.cencenelec.eu.

4   GOVERNANCE OF INTERNATIONAL STANDARDISATION

4.1   General

In the ISO and IEC systems, Technical Committees are comprised of national "member bodies", these being the recognised peak Standards body in each nation. Standards Australia is the Australian member body of ISO and, through the Australian National Committee of the IEC, is the member of IEC.

At both organisations, Standards are prepared on the basic principle of one country, one vote. Membership of the organisation is subject to payment of a fee that generally reflects the size and level of industrialisation of the member country. Involvement with ISO and IEC takes place at two levels: – policy and technical participation.

By far the greatest part of international activity in Australia is devoted to technical participation in International Standards.

4.2   Technical Committee, Project Committee, Systems Committee and Subcommittee

The Standards work of ISO and IEC is carried out through Technical Committees (TC) who may delegate part of their scope of work to Subcommittees (SC), Working Groups (WG) or Study Groups.

Where there is a need for an International Standard on a very specific topic not falling within the scope of an existing TC, a "Project Committee" (PC) may be established. A PC works in the same way as a TC but is not allowed to approve new work and once the International Standard for which it was established has been published, it is either disbanded or its status upgraded to that of a TC.

IEC also establishes Systems Committees (SyC) which operate at a level consistent with the definition of a system. A SyC sets high-level interfaces and functional requirements which potentially span multiple TC/SC work areas.

National member bodies can choose to participate or observe on international TCs, SCs, PCs and SyCs. Representatives of Australia on these Committees are endorsed by Standards Australia and the Australian Committee, acting as a "Mirror Committee" reflecting national development of international programs of work and representing Australian interests at the international level.

It is vital that Australian involvement in ISO and IEC standardisation initiatives is closely integrated with the development of Australian Standards and handled, as much as possible, by the same group of experts.

NOTE   To view the 'ISO Code of Conduct for the technical work' and the 'Selection Criteria for People Leading the Technical Work' refer to: https://www.iso.org/governance-of-technical-work.html.

4.3   Working Groups (WGs) and Maintenance Groups/Project Teams at IEC

Many international Committees and SCs make use of Working Groups (WG) for various tasks, to reduce delays and to prepare competent drafts on given subjects, ready for Committee discussion and voting. WGs may be

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established when the special knowledge of experts in various countries needs to be brought together directly to prepare a working document or to resolve a technical question for the Committee or SC.

It is also increasingly common for WGs to be used for progressive maintenance and updating of a published International Standard; these may be designated as 'Maintenance Teams' but they are in all respects the same as WGs.

The main objective is to provide direct consultation, with prompt responses, between individual experts in the field of activity of the Committee or SC.

For more information on participation on international WGs, see Clause 12.

4.4   Secretariats

Holding the Secretariat for an international Committee means that the National Member Body of ISO or IEC assumes responsibility for running the operation (project managing) of the TC in accordance with ISO/IEC Directives.

While providing the Secretariat of an international TC does not provide the country holding the Secretariat with any significant advantage in determining the technical content of the document, it does provide the opportunity to ensure that work proceeds without delay.

Providing Secretariats is a necessary element of support for the process of international standardisation, additional to the payment of the country's membership fees. Usually, the best opportunity to provide a Secretariat would arise when the subject matter is of commercial or social significance to Australia. For example, Australia holds the Secretariat of ISO/TC 183 (Copper, lead and zinc ores and concentrates) in recognition of the significance of Australian mineral exports in this field, and that industry is willing to provide financial support to maintain this Secretariat.

It should be noted that the Secretariat of a Committee cannot act as a national delegate so it is necessary to be ensured that the appropriate delegations to meetings can be arranged, in addition to the attendance of the secretary. Normally, the secretary of a Committee would be a Standards Australia employee with a high level of experience in standardisation.

Provision of the Secretary or Convenor of an ISO or IEC WG is a further means of supporting international standardisation, and provides a means of close involvement in the development of the Standard concerned. This activity provides excellent opportunities for early input to and influence on a draft International Standard.

During organisational planning meetings of ISO/IEC TC's, delegates may be asked to volunteer to accept the Secretariat of an SC or Convenorship of a WG on behalf of the member bodies they represent.

A delegate may only indicate that Standards Australia will be consulted regarding the possibility of Australia providing a Convenorship or Secretariat. If there has been no prior consideration of the question, the **Australian delegate shall not indicate** likely acceptance or otherwise of Convenorship or Secretariat responsibilities.

Administration of a Secretariat carries responsibilities from both Standards Australia Operations and the National Mirror Committee (NMC) of experts requiring:

- Managerial experience in co-ordinating and expediting work programs;

- Strict neutrality;

- A mechanism for maintaining close liaison with other ISO/IEC TCs, member bodies, other international organisations, governmental bodies and regional organisations;

- Adequate resources, inducing a high capability in electronic communication and document management; and

- Adherence to the ISO/IEC Directives on meetings, minutes, documents, and reports.

Member bodies holding TC Secretariats are totally responsible to ISO or IEC for their effective operation. SC Secretariats, also administered by member bodies, are responsible for the management and internal coordination

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of their programs and are accountable to the parent TC and to the Central Secretariat of ISO or Central Office of IEC for efficient operation. More information about the resources and qualifications required of secretariats can be found in Annex D of both the ISO and IEC Supplements to the ISO/IEC Directives Part 1.

Standards Australia will accept a Secretariat only if it is satisfied that the necessary financial support is available from organisational and industry bodies and that acceptance is in the national interest.

In some instances it may be necessary to support a Convenor with a Secretary. In considering accepting the Convenorship of a WG, the availability and resourcing of a suitable Australian Secretary may also need to be considered.

The request for Standards Australia to consider an International Secretariat requires the formal submission of a Proposal Form: International Participation, to Standards Australia, who will consider and evaluate the proposal.

In order for Standards Australia to consider nominating a Convenor for a WG, the Nomination of Australian Chairperson or Convenor for International Committee or Working Group form must be submitted to Standards Australia for consideration and evaluation.

4.5 Chairperson

Australia, in common with other countries, has from time to time provided Chairs for international Standards Committees or SCs. Standards Australia requires that any Australian delegate that is approached to consider the role of Chair of a TC or SC at ISO or IEC seeks approval from Standards Australia before accepting the nomination. This ensures early consideration of resourcing and capability for the role; and avoids unnecessary embarrassment if the submission is declined. For more information about the selection criteria for people involved in leading work at ISO please refer to the ISO Supplement to the ISO/IEC Directives Part 1 (Annex SQ).

The Chair is eligible for a maximum term of nine years (which can be spread over any number of terms). Exceptions will require approval by ISO/Technical Management Board (TMB). At IEC only one extension after the first term to a maximum of three years is permitted with approval from the parent body (ISO/SMB for a TC, or a TC for an SC). At ISO successive extensions of three years are permitted with approval from the parent body (ISO/TMB for a TC, or a TC for an SC). All other aspects of the appointment are as outlined in SG 002 Structure and Operation of Standardisation Committees.

While a good Chair is essential for the progress of International Standards work, the Chair must act in an independent capacity and cannot represent a particular country in the discussions. Also, it may be considered that he or she is less directly responsible for the speed of progress of the work than the secretary and therefore, in some respects, it may be said that resources are better directed to providing Secretariats rather than Chairs where Australian interest is greater than simply a participating membership.

5 ESTABLISHMENT OF A NATIONAL MIRROR COMMITTEE

5.1 Basis for Establishment of a National Mirror Committee

A National Mirror Committee (NMC) is a Standards Australia TC with the role and relationship to monitor and/or participate in the work of one or more given ISO or IEC Committees. It may also develop Australian Standards in related fields, particularly through the adoption of Standards produced by the ISO or IEC Committee. A proposal for establishing an NMC may result from:

- The formation of a new ISO and/or IEC TC, PC or SC in a new field; or

- An Australian community of interest expressing the need to participate on an existing international TC, PC or SC.

5.2 Proposal for International Participation

A proposal by a stakeholder or an existing Australian Committee to establish an NMC for participation in a related ISO or IEC activity shall clearly state the Net Benefit for Australia and the need for participation internationally. The proponent shall submit a Proposal Form: International Participation to Standards Australia.

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Standards Australia will consider and evaluate the proposal based on the level of participation, the scope of the international project/program of work, demonstration of strategic importance to Australia and the level of stakeholder support.

Details on the roles and responsibilities of NMCs are outlined in this document and summarised in Appendix A.

5.3   Committee Constitution

NMCs consist of representatives from an approved balanced set of Nominating Organisations – the constitution of the Committee. In some instances the constituted NMC may determine that it is appropriate to establish an SC or WG to review and provide comments and voting recommendations on the ISO or IEC documents. It is important that the composition of Committees and their subgroups be reviewed on a regular basis, including a review of the representation on the group. Additional details can be found in SG 002 Structure and Operation of Standardisation Committees.

5.4   Membership Status on International Committee

For a given ISO or IEC Committee the NMC will need to indicate whether it wishes to be a Participating (P) or Observing (O) Member.

As a P-Member of the International Committee, the NMC's role is to actively participate in the international work, monitor all work items of the international Committee and comment on drafts. It has an obligation to vote on all Draft International Standards (DIS) and whenever possible, attend international meetings.

As an O-Member of the International Committee, the NMC should monitor and follow the international work as an Observer. Members of the Committee have the right to attend international meetings and comment on DIS and Final Draft International Standards (FDIS).

NOTES

1. *Standards Australia will review the participation cases for P-Membership every 3 years.*

2. *A regular review of O-Memberships will be conducted to review relevance.*

6   CHANGE OF MEMBERSHIP STATUS

6.1   Committee Requests Change of Membership Status

If an NMC with O-Membership status wishes to become an active P-Member, the Committee may submit a new Proposal Form: International Participation to Standards Australia, who will consider and evaluate the proposal. P-Membership obliges Standards Australia to provide an increased level of facilitation. Standards Australia must assess the Net Benefit of the proposed participation in relation to other priorities and proposals.

The NMC may request a change of status to their membership from P-Member to O-Member, either in the form of Committee meeting minutes or emails supporting the request to Standards Australia. Standards Australia will notify the International body of the change upon receipt of the request and accompanying documentation.

6.2   Standards Australia, ISO or IEC Decision to Change Membership Status

If a Committee does not fulfil its roles and responsibilities as outlined in this document (and other related documents) Standards Australia reserves the right to downgrade Australia's membership of the relevant International Committee to Observing or Non-Member status.

If an NMC has been persistently inactive and has failed to contribute to 2 successive TC/SC meetings, either by direct participation or by correspondence and has failed to appoint any experts to the technical work, or

- In IEC, has failed to vote on questions formally submitted for voting within the TC or SC;

- In ISO, has failed to vote on over 20 % of the questions formally submitted for voting on the Committee Internal Balloting (CIB) within the TC or SC over one calendar year.

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Then ISO or IEC will remind the NMC of its obligation to take an active part in the work of the TC or SC. In the absence of a satisfactory response to this reminder, and upon persistent continuation of the above articulated shortcomings in required P-Member behaviour, the national body shall automatically have its status changed to that of O-Member.

NOTE   A regular review of O-Memberships will be conducted to review relevance.

7   DISBANDING A NATIONAL MIRROR COMMITTEE

7.1   National Mirror Committee Requests its Own Disbanding

A request to disband a National Mirror Committee (NMC) or WG may be made by the Committee itself. The request shall be submitted in writing to Standards Australia, either in the form of Committee meeting minutes or emails supporting the request, and shall include the reasons as to why the Committee should be disbanded.

7.2   Standards Australia Disbands a National Mirror Committee

Standards Australia may disband an NMC for one or more of the following reasons:

- NMC has completed its program of work;

- NMC has been inactive for a period of time;

- NMC is deemed to be ineffective;

- NMC is not representative of the full range of stakeholders;

- NMC is deemed not to carry out its responsibilities as outlined in this and related documents;

- The International Committee program of work is finalised and the committee is placed in abeyance; and/or

- Other circumstances as deemed appropriate or necessary by Standards Australia.

NOTE   Standards Australia will provide reasons regarding any other circumstances.

Where a Committee is deemed to be ineffective or not upholding its responsibilities, Standards Australia will notify the NMC in writing of the intent to disband the Committee. Where it is deemed that corrective actions can resolve the relevant issues, the notification shall specify the actions to be undertaken by the parties concerned and shall allow a period of at least 30 days but no longer than 90 days for those actions to be completed. At the close of the period, Standards Australia will reconsider the need to disband the NMC in light of the actions taken.

7.3   Notification

If the decision is made by Standards Australia to disband an NMC, written notification of such action shall be sent to the NMC and the relevant Nominating Organisations. If the Committee is a joint Standards Committee with Standards New Zealand (SNZ) then Standards Australia will advise SNZ accordingly. The notification shall note that disbanding the NMC will result in Standards Australia relinquishing its P- or O-Membership status in the corresponding international activity.

In the event that Australia holds a position as the Secretariat, Chair or Convenor of a relevant TC, SC or WG, the notification shall state that Standards Australia will relinquish the relevant positions. The appropriate notification(s) shall be sent to ISO and IEC regarding the change in status, including the relinquishment of the relevant positions, if applicable.

Relinquishment of an International Secretariat requires that 12 months' notice is given to ISO or IEC.

8   OPERATION OF A NATIONAL MIRROR COMMITTEE

A National Mirror Committee (NMC) with strong stakeholder support, high assessed Net Benefit and with P-Membership on the International Committee may be allocated a dedicated Project Manager (PM). The PM will

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support the Committee with their international and any national program of work as outlined under the Project Manager section of SG 004 Roles and Responsibilities in Standardisation.

An NMC with lower levels of stakeholder support, lower assessed Net Benefit or which holds O-Membership of the International Committee may be allocated a Shadow Project Manager, who will assist the Committee.

The operation of the NMC shall be in accordance with Appendix A of this document and with SG 002 Structure and Operation of Standardisation Committees.

9   JOINT AUSTRALIAN/NEW ZEALAND COMMITTEES

Standards Australia supports Australia's commitment to the Closer Economic Relations agreement and the Trans-Tasman Mutual Recognition Arrangement (TTMRA) with New Zealand. Standards Australia maintains strong links with SNZ, with whom Standards Australia has a formal agreement for preparing and publishing joint Standards (where appropriate) to support the common goal of harmonisation of standards.

Joint Australian/New Zealand Committees are formed on the basis of the development of Joint Australian/New Zealand Standards. In some instances, Australia and New Zealand will both participate in the same ISO and/or IEC Committee. It is advantageous that the mirror groups for both Australia and New Zealand have the same position when voting and commenting on ISO/IEC documents. However, it is ultimately up to the New Zealand International Review Group (IRG) of an ISO or IEC Committee as to how New Zealand will vote or comment on a draft from ISO/IEC and vice versa it is up to the Australian members of the National Mirror Committee as to how Australia votes or comments on a draft from ISO/IEC.

10 TECHNICAL PARTICIPATION IN INTERNATIONAL STANDARDISATION

10.1 How International Standards are Prepared

International Standards are those developed within the procedural directives adopted jointly by ISO and IEC. An International Standard begins with a proposal for standardisation work in a particular field and can come from almost any group within or outside of ISO/IEC.

If the proposed work is related to the scope of an existing TC, it is assigned to that Committee by the planning groups of ISO and IEC; however, the proposal must be approved by the members of the Committee, and adequate resources agreed to, before being included in the work program. The Committee may establish permanent SCs and divide the work among them; it can also form WGs to study particular issues. If no related TC exists, a survey is conducted and a new Technical or Project Committee may be established.

ISO and IEC drafts and other documents are issued electronically via their document servers, with access for national participants. Documents may be circulated to the NMC or to the SC or WG specifically formed for the purpose of reviewing international documents.

Meetings of the Committee are called by the Committee Secretariat as considered necessary for the progress of work.

The stages through which an International Standard passes during its development are summarised in Table 1 and described more fully in Appendix B. A point to note is the difference between the operations of ISO and IEC.

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Table 1 ISO/IEC project stages and associated document abbreviations

Project Stage	Associated Document	
	Name	**Abbreviation**
0 Preliminary Stage	Preliminary work item	PWI
1 Proposal Stage	New work item proposal	NP or NWIP
2 Preparatory Stage	Working draft(s)	WD
3 Committee Stage	Committee draft(s)	CD
4 Enquiry Stage	Enquiry draft, i.e.	
	Draft International Standards (ISO)	ISO/DIS
	Committee Draft for Vote (IEC)	IEC/CDV
5 Approval Stage	Final Draft International Standard	FDIS
6 Publication Stage	International Standard	ISO, IEC or ISO/IEC

10.2 Australian Technical Input on International Standards

The basic principle in developing the Australian position is that, as with preparing an Australian Standard, it should embody a balanced point of view with input from all parties affected by the subject matter (manufacturers, users, regulators, etc.).

Upon issue of a draft of an International Standard at the various stages of its development, the document is provided to the NMC via Standards Australia, advising whether comment is sought or whether the document is subject to voting.

The NMC shall review the technical content of documents out 'for comment' or Ballot and formulate the national input. Members of the NMC shall consult with their Nominating Organisation in order to take the Organisation's position into national meetings for discussion towards a consolidated national position/vote on international matters.

The Committee shall forward the consolidated Australian comments to Standards Australia, who will officially submit them to ISO or IEC.

It is important that Australian technical comment is put in at the earliest stage of the work. There is no opportunity to modify a document at the FDIS vote when a yes/no answer is required. Also, there is increasing pressure to reduce the amount of technical comment put in at the inquiry (DIS or CDV) stage and therefore, for maximum effect, serious comment should be made at the preparatory or Committee stages. Taking part in an ISO or IEC Committee's WG on a given subject usually provides the best opportunity to effectively influence the content of an International Standard.

The NMC with P-Membership on the International Committee is obligated to submit a vote on all international ballots.

A negative vote on a ballot must be accompanied by a valid technical justification in alignment with the requirements of the WTO-TBT Agreement. If the results of voting are to be considered at an international meeting, it is almost essential to attend the meeting to support the Australian viewpoint. Negative votes and comments usually do not receive much attention in the absence of the member country that has made the comments.

Questions put to letter ballot or to a vote at a meeting are decided by a defined majority of the attending P-Members. Each P-Member country has one vote, which at meetings must be cast by the head of the delegation.

Any disputed viewpoint should also be brought to the attention of the Standards Australia Manager concerned with the ISO Technical Management Board (TMB) or the IEC Standardization Management Board, as appropriate.

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For more detailed information, reference should be made to the ISO/IEC Directives, available from the ISO or IEC's websites, or from Standards Australia.

10.3 New Work Item Proposals (NWIP) by Australia

Australian Committees may wish to initiate International Standards activity, either to propose an International Standard based on work done in Australia and on Australian Standards, or to put forward proposals based on technical departures from existing International Standards, which have been found necessary in Australia.

The Australian Mirror Committee proposing a New Work Item for consideration by the ISO or IEC TC or SC shall:

- ensure that the Australian Mirror Committee is in support of the New Work Item Proposal (NWIP).

- demonstrate that the proposed project will have positive net benefit to the Australian community as a whole. The NWIP must provide a value or benefit that exceeds the costs likely to be imposed on suppliers, users and other parties in the community as a result of its development or adoption and implementation.

- obtain wide stakeholder support for the NWIP.

- once net benefit has been demonstrated and wide stakeholder support documented, a proposal should be submitted to Standards Australia including details of expected resources and timelines to complete the project and will be considered by Standards Australia's Production Management Group (PMG).

- provide a first Working Draft (WD) of the proposed document, or at least provide an outline of such a WD.

- nominate a project leader.

- submit the relevant ISO/IEC NWIP and first WD to Standards Australia, who officially submits the documentation to the relevant International Committee for consideration.

Further details regarding the requirements around proposing a New Work Item can be found in the ISO/IEC Directives, Procedures for the technical work, Part 1.

11 AUSTRALIAN DELEGATES TO ISO OR IEC MEETINGS

11.1 Nomination of Delegates and their Role

Delegates are endorsed because they are considered to be one of the experts best able to represent Australian interests in the deliberations of an ISO or IEC Committee, primarily because of their expertise in the field of activity of the Committee. They have indicated a willingness to serve and demonstrated an ability to represent the Australian position on issues of concern, their employer has indicated a willingness to commit their time, and their employer or Nominating Organisation is willing to offer financial support for their attendance at the meetings. Also, they will normally have had experience on Australian Committees.

On the ISO or IEC Committee, delegates represent Australia through Standards Australia. Delegates are accredited by Standards Australia after endorsement by the corresponding NMC. Only accredited delegates may take part in ISO and IEC meetings; refer to the Guide to nomination and funding application process to attend international meetings for more information.

Standards Australia requires information about all Australian delegates attending international meetings in order to carry out this role, and to maintain comprehensive records of Australia's international participation. In its role as the Australian member of ISO and IEC, Standards Australia must also verify that all delegates represent the Australian view for the net benefit of Australia.

The role of the delegate is, in cooperation with nominees of Standards bodies of other countries, to develop an International Standard or technical document. An International Standard should ideally be one that can be adopted in every country. From the Australian point of view, International Standards should be suitable for acceptance as Australian Standards.

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For detailed responsibilities and procedures around nomination and the role of delegates to international meetings see Appendix A and refer to the Guide to nomination and funding application process to attend international meetings.

11.2 Who do Delegates Represent?

On an ISO or IEC Committee, delegates represent Australia through Standards Australia.

Delegates do not represent:

- a professional or technical society or industry association, (even if such an organisation has initiated and co-funds their participation in Australian standardisation),

- their company or department, or a personal viewpoint,

- the Australian Government (even if they are an employee),

- ISO or IEC, or

- Standards Australia.

ISO, IEC and Standards Australia are non-government organisations and none are legally authorised to commit the Australian Government to anything or to act on its behalf.

As the Australian member of the international Committee, regardless of the size of the delegation, Standards Australia has only one vote. This means that the Australian delegation must always speak as one in negotiations with the other members. The positions of the delegation members must be unified and must be agreed upon before the meeting takes place.

If there is more than one delegate, the NMC will appoint a delegation leader, known as Head of Delegation. The leader will be the delegation's principal spokesperson. It is also often desirable to present a common view from Australia and New Zealand, but this is normally achieved separately by the two Standards Development Organisations, each of which has a separate voice and vote in ISO or IEC work.

For ISO and IEC operations to remain effective, all communications must be between member bodies. Neither delegates nor their organisation should establish direct liaison with ISO or IEC member bodies, or with ISO and IEC. Communications are more effective if channelled through Standards Australia. Of course, in the case of nominated members of WGs, communication directly among members in carrying out business assigned to a WG is more effective and is encouraged. However, Standards Australia and the NMC may need to be kept informed of such communication, as required.

11.3 Familiarisation

The delegate's first task is to familiarise themselves with the past work and present activities of the ISO or IEC Committee.

Due to the time and expense involved in conducting international meetings, most ISO/IEC work is carried out by correspondence. The relevant NMC takes part in this work, and shortly before an ISO or IEC meeting it will meet to establish the Australian position on agenda items. The international delegate will generally be asked and expected to attend this briefing either in person or via video/teleconferencing.

It is probable that the ISO or IEC meeting has been called because one or more proposals are approaching the voting stage. The Australian delegation must ensure that it clearly understands the Australian viewpoint as determined by the NMC.

Delegates should become thoroughly familiar with the content of any Australian proposal to be considered at the meeting. They should also be familiar with the Australian position on other countries' submissions. At the meeting, delegates may be called upon to defend Australian proposals and are expected to do so in conversations with delegates from other countries.

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11.4   Travel Arrangements and Funding

Delegates make their own arrangements for travel and accommodation (though convenient accommodation for meetings is usually proposed by the meeting organisers). Delegates are responsible for seeking their own independent advice on issues such as the desirability of travel to the countries involved, any necessary visas, travel and medical insurance.

Each year Standards Australia receives funds from the Commonwealth's Support for Industry Service Organisations (SISO) Program to assist selected delegates to participate on Australia's behalf at ISO and IEC meetings. These funds are provided as part of the Government's commitment to the development and adoption of International Standards, as well as the government's obligations under the WTO agreement on Technical Barriers to Trade (WTO TBT).

The Commonwealth's SISO Program is intended to supplement funds from other sources since it is expected that other Australian organisations will also provide practical support for international standardisation activities by contributing to the cost of participation. This is consistent with the government position that support for industry should be co-funded. Funding for participation at international meetings is reserved for delegates where Australia is a Participating (P) member of the ISO or IEC Committee.

Standards Australia oversees the transparent administration of funding under the SISO Program for international participation, and the selection of delegates to attend international meetings. Standards Australia seeks to ensure that funding levels permit participation in a range of international standardisation projects for the net benefit of Australia.

For more information on the application process for travel subsidy refer to the Guide to nomination and funding application process to attend international meetings.

11.5   The Australian Viewpoint at the Meeting

At an ISO or IEC meeting, the delegation will have the opportunity to discuss Australia's point of view when the appropriate item on the agenda is being considered. Where there is more than one delegate, the Head of Delegation is the official spokesperson, but may feel that another delegate is technically better informed, or for some other reason better qualified to speak on a particular point. In that case the leader may, after asking to speak, authorise that other delegate(s) speak on the subject in question. Whoever speaks must speak for the entire delegation. Any differences that may exist among the members of the delegation must be settled before any delegate speaks at a Committee meeting. Ordinarily, this is done in private as differences should not be aired in front of delegates from other countries.

The Australian position will be decided upon by the corresponding NMC and this must be promoted. If during a meeting a point is raised on which the Australian position is not clear, the delegation leader may request more time in which to formulate an opinion and recommend that the issue be deferred to later in the meeting or be handled by correspondence so that the NMC may be consulted.

WG members should also recognise that in some cases subsequent consideration of an ISO or IEC draft by a broader spectrum of opinion in Australia could result in a need for the viewpoint expressed in a WG to be modified in a formal Australian vote. Standards Australia will be pleased to advise on any points regarding the formal Australian viewpoint.

11.6   Language

The official languages of ISO are English and French and in the case of IEC, English. Technical meetings will usually be conducted in English (and sometimes French) for ISO meetings and English for IEC meetings. Translation from English into French and vice versa, where provided at ISO meetings, is normally on a consecutive basis.

11.7   Invitations to Host International Meetings

A formal invitation to host an ISO, IEC or JTC1 Plenary or a TC, PC, SC or WG meeting in Australia shall not be issued without prior written agreement from Standards Australia. A tentative invitation shall not be issued without prior discussion with Standards Australia, since a tentative invitation that is not confirmed could potentially result in embarrassment and an interruption to the smooth flow of work of the Committee. The best approach is to offer

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to investigate the possibility of a meeting being held in Australia with Standards Australia as the National Member Body.

As the Australian member body of ISO and IEC, Standards Australia is the official host for meetings in Australia and is responsible for the effectiveness of such meetings. Standards Australia will select the location and organise administrative services, interpretation and other related services. Before Standards Australia approves an invitation for a meeting in Australia, it must be ensured of the support of the relevant national Committee and of financial support for the meeting, and be satisfied with the timing, venue suitability and other arrangements.

If an industry organisation or government body requests a meeting to be held in Australia, it is expected that the body concerned will provide a financial contribution towards the cost of hosting the meeting.

Hosting of international meetings is open to NMCs with P-Membership on the International Committee and with strong stakeholder support.

11.8 Accepting Secretariats, Convenorships or Other Leadership Positions

During organisational planning meetings of ISO/IEC TCs, delegates may be asked to volunteer to accept the Secretariat of an SC, Convenorship of a WG or other leadership and coordination positions at ISO/IEC on behalf of the member bodies they represent.

A delegate may only indicate that Standards Australia will be consulted regarding the possibility of Australia providing someone for the position. If there has been no prior consideration of the question, the Australian delegate shall not indicate likely acceptance or otherwise of these responsibilities. All appointments shall be approved by Standards Australia. Further information on international secretariats can be found under Clause 4.4 Secretariats.

It is unusual for a non Standards Australia staff member to assume the role of WG Secretary. This appointment may be granted in exceptional circumstances after consideration from the National Mirror Committee and PMG.

11.9 Initiating Membership of Subcommittees or Working Groups

An Australian delegate is not authorised to make a decision on membership of an SC or WG and should only indicate at the ISO/IEC meeting that Standards Australia's agreement to membership of an SC or WG will be sought. Membership of SCs and WGs is dependent on the expertise in, and support for, the work of the SC or WG in Australia. If agreed to, Standards Australia will confirm Australia's membership to the relevant Secretariat, or WG Convener, in writing.

11.10 Reporting on the Meeting

Delegates are required to submit a report to Standards Australia and the NMC on the meeting within four (4) weeks of returning from the meeting. This report must include the purpose of the meeting, outcomes and any relevant actions, particularly how Australian comments/positions were dealt with. Where possible, the report should assess the likely international adoption of the resultant International Standards and any information that aids Australian suppliers of goods and services in improving their export potential. Where discussions have taken place regarding future meetings these details should be included in the report so that the NMC can discuss whether it is appropriate to endorse attendance at the proposed meeting.

The Head of Delegation can provide a report on behalf of all delegates attending the meeting/series of meetings happening at the same time. Delegates that attend different WG meetings that the Head of Delegation does not attend should submit a meeting report to the Head of Delegation to include in the final meeting report.

Where possible, the report should assess the likely adoption of the resultant International Standards and advise the mirror committee of any information that would aid Australian suppliers of goods and services in improving their expert potential.

A delegate who fails to provide a report may not be eligible to participate as the Australian representative at future meetings.

For an outline of the delegates responsibilities at international meetings see Appendix A.

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12 WORKING GROUP PARTICIPATION

12.1 Working Group Participation

Australian members of Working Groups (WGs) do not formally represent Australia. The ISO/IEC Directives Part 1, Clause 1.12.1 states: – "The experts act in a personal capacity and not as the official representative of the P-Member". However, it is important to seek to ensure that the views of Australian members of WGs are in harmony with any established Australian position. Every attempt should be made to ensure that an Australian member of an international WG does not pursue a technical position that is subsequently not supported by the official Australian submission, which is generally that of the Australian mirror group concerned.

12.2 Nomination of an Australian Expert to a Working Group

The time available at meetings of ISO and IEC Committees is invariably limited and does not allow for prolonged, detailed technical discussion. Many international TCs, PCs and SCs make use of WGs for various tasks, to reduce delays and to prepare suitable drafts on given subjects, ready for Committee discussion and voting.

Nomination of experts to WGs is normally only open to member countries that are P-Members of the international TC or concerned SC. In Australia, Standards Australia nominates WG members in consultation with the NMC, where appropriate.

Usually, only one WG member from each interested country is nominated. However, two or more members may be nominated if circumstances dictate.

Details of the nomination and application process for a delegate to attend international meetings are outlined in the Guide to nomination and funding application process to attend international meetings.

12.3 Structure and Governance of Working Groups

A Convener is appointed by the Committee or SC that established the WG. The Convener's role is to head the WG and to organise its work, by correspondence or meetings, as appropriate. The Convener generally prepares the report or draft that is eventually to be submitted to the TC or SC for consideration.

The Convener corresponds directly with WG members. It is not always essential for the Standards body to receive a copy of correspondence, but Standards Australia may require this information at its discretion. Equally, the WG member may be asked to copy outgoing correspondence with the WG to Standards Australia.

The decision as to whether copies of WG correspondence are required by Standards Australia will generally be established at the time that the WG is formed or is joined by an Australian member, with the WG Convener and the Australian member being advised accordingly by Standards Australia

After a WG has completed its task, it is usually disbanded. WGs on terminology, nomenclature or specific maintenance tasks often have a continuing role.

12.4 WG Convenors and Secretaries – Appointment Terms

The terms of appointment of Conveners to international WGs will be the lesser of either the life of the WG or three (3) years. It is possible to be re-appointed for successive 3-year terms with no limit to the number of terms. Parent committee resolutions are needed for all new conveners appointed after 1 May 2014. Parent committees must pass resolutions at their plenary meetings confirming the re-appointment of conveners who have been serving for 3 or more years for a subsequent term of up to 3 years. In the case of Conveners the conditions of appointment are the same as for the Chair of a National Committee; refer to SG 002 Structure and Operation of Standardisation Committees, Term of Office. An Australian in the role of WG Convener must be a member of the associated Australian mirror committee. Committee members are requested to endorse the roles of Project Editors, Co-Editors and Project Leaders. These endorsements are usually submitted for noting to PMG.

Members seeking appointment as a Convener must seek approval from Standards Australia's Program Management Group (PMG) prior to acceptance of such a position. In making a decision to appoint, Standards Australia will require endorsement from the NMC. Committee members are requested to endorse the roles of Project Editors, Co-Editors and Project Leaders. These endorsements are usually submitted for noting to PMG. In order for Standards Australia to consider nominating a Convener, Project Editor, Co-Editor or Project Leader

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for a WG, the [Nomination of an Australian Chairperson or Convenor for International Committee or Working Group form](#) must be submitted to Standards Australia for consideration and evaluation.

13 ADOPTION OF INTERNATIONAL STANDARDS

Standards Australia has a policy to adopt International Standards wherever possible. This policy is in line with Australia's obligations under the World Trade Organization's Technical Barriers to Trade (WTO TBT) Agreement, which requires Standards Australia to ensure that Standards do not result in technical barriers to international trade. As a result approximately 43 % (as at 30 June 2021) of current Australian Standards are fully or substantially aligned with International Standards.

Consideration of the adoption of an International Standard should be an integral part of the NMC's Standards development process, along with the other considerations, such as costs and benefits of implementation. The decision on whether to adopt an International Standard rests with the NMC.

Where there is a demonstrated need for use of an International Standard in Australia, in the first instance the Identical Adoption (IDT) of the International Standard as an Australian Standard should be considered.

Standards Australia has several paths to enable NMCs to adopt International Standards to keep pace with developments in international standardisation. These include:

1. **Traditional**: This requires the formal submission of a proposal to Standards Australia for consideration and evaluation of the identical adoption. A proposal should be submitted through the Project Proposal Portal on the SA website, refer to [Submitting a Proposal | Standards Australia](#).

    A Public Comment (PC) period of 4-weeks is commenced, and the relevant TC ballots on the publication of the international adoption.

2. Alternative path to the development of an Australian Standard (including international adoptions): This pathway uses SA as the proponent with support from stakeholders who can justify the research and the need for the work. The proposal is approved by the SDAC and where successful, Project Committee comprised of a group of experts is formed and invited to review the content development.

    NOTE   Consideration is to be given to small business and end user consumer interests.

    A Public Comment (PC) period of 60 days is commenced at the end of drafting. The PC is targeted towards experts in the area. All comments are resolved by SA with input from the Project Committee (PC). Where no segments of industry or stakeholders object to the development of the standard and consensus is reached, the standard will be recommended for approval for publication by the SDAC.

3. **Opt-in Adoption of International Standards as Australian Standards**:

    Where a constituted Technical Committee is an active Participating Member of an ISO, IEC or JTC1 committee and has an approved International Participation Case (IPC), the TC may opt-in to a program for the automatic adoption of International Standards unless objections are received by TC members.

    In this program, the Net Benefit is ensured through the International Participation Case (IPC).

    Provided that concurrent consultation is undertaken in Australia through the Draft International Standards (DIS) (Parallel Adoption) development process and the TC votes positively on the DIS, consensus for the adoption of the International Standard is implied via the opt-in terms and conditions.

    In the event the TC opt-in for participation and is unable to issue a parallel adoption process, at the time of publication of the International Standard, a Public Comment period of 4-weeks is commenced and if no comments are received, consensus for the publication of the adoption of the International Standard is implied via the opt-in terms and conditions.

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At any point, TC members can object to the adoption of the international standard (opt out), which would halt the adoption process until such time there is agreement to proceed.

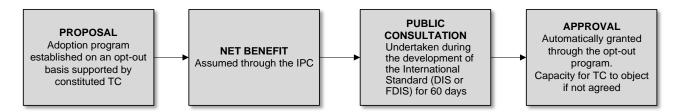| PROPOSAL Adoption program established on an opt-out basis supported by constituted TC	→	NET BENEFIT Assumed through the IPC	→	PUBLIC CONSULTATION Undertaken during the development of the International Standard (DIS or FDIS) for 60 days	→	APPROVAL Automatically granted through the opt-out program. Capacity for TC to object if not agreed

Figure 1 Process flow for alternative pathway to the adoptions of International Standards as Australian Standards

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APPENDIX A ROLES AND RESPONSIBILITIES OF NATIONAL MIRROR COMMITTEES

A.1 Scope and Application

This appendix summarises the roles and responsibilities of the National Mirror Committees (NMC), Sub-committees (SC) or Working Groups (WG) selected to participate in international standardisation through ISO and IEC. It also outlines Standards Australia's responsibilities in relation to assisting Mirror Committees with their program of work.

Further details of the governance of ISO and IEC related Committees and groups and their program of work are found in the ISO/IEC Directives.

A.2 National Mirror Committee's Responsibilities

A.2.1 Establishment of a National Mirror Committee

The Proponent/Committee shall:

- Propose Nominating Organisations to contact in the establishment of a new or reconstituted NMC.

- Propose Australia's level of participation on the International Committee as either Observing (O) or Participating (P) Membership.

  NOTE Upgrading of membership status from either O- or Non-Member to P-Member requires the submission of a Proposal Form: International Participation.

- Propose the appropriate committee scope for consideration by Standards Australia. The committee scope of the NMC shall be consistent with the applicable portion of the scope of the relevant international TC, PC or SC.

- Submit the Proposal Form: International Participation to Standards Australia, who will consider and evaluate the proposal for establishing an NMC.

A.2.2 General membership requirements

Members of a National Mirror Committee shall:

- Uphold the responsibilities outlined in this document.

- Uphold the general Committee roles and responsibilities as outlined under SG 004 Roles and Responsibilities in Standardisation.

- Adhere to the Standards Australia Technical Group and Committee Member Code of Conduct and be aware of the Nominating Organisation Code of Conduct.

- Sign and return the Committee Member Agreement to Standards Australia. Refer to SG 002 Structure and Operation of Standardisation Committees for more information on requirements for technical experts being members of WGs.

- Educate themselves on matters related to Standards development and the ISO/IEC Directives in order to effectively participate in the deliverables of the Committee and Standards development.

- Familiarise themselves with the Standards Connect training material in the Standards Australia Academy in order to effectively use the electronic workspaces.

NOTE To view the 'ISO Code of Conduct for the technical work' and the 'Selection Criteria for People Leading the Technical Work' refer to: https://www.iso.org/governance-of-technical-work.html

A.2.3 Balance of interest

The National Mirror Committee shall promptly inform Standards Australia:

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- about any changes to membership or details thereof;

- if the Committee appears unbalanced or lacks representation from Nominating Organisations with a significant interest in the work of the Committee;

- if additional representation is recommended from an industry or field not properly represented on the Committee.

A.2.4 International Standards development

The National Mirror Committee with P-Membership shall:

- monitor international work items, drafts and ballots through relevant online services;

- review the technical content of documents out 'for comment' and formulate national input to International Standards development;

- inform Standards Australia of the consolidated Australian comments reached on NWIP, CD, CDV/DIS and FDIS documents;

- inform Standards Australia of the consolidated Australian ballot vote on NWIP, CD, CDV/DIS and the FDIS documents. The NMC with P-Membership is obligated to submit a vote on international ballots;

- provide a valid technical justification in alignment with the requirements of the WTO TBT Agreement for any negative votes submitted by the NMC;

- inform Standards Australia of the consolidated Australian position reached on International Standards under systematic review;

- consult with their Nominating Organisation in order to take the organisation's position into national meetings for discussion towards a consolidated national position/vote on international matters;

- nominate a suitable Australian expert to participate in WGs where there is significant Australian interest in the relevant projects.

The National Mirror Committee with O-Membership:

- should review the technical content of documents out for comment via relevant online services;

- may comment on NWIP, CD, CDV/DIS and FDIS documents, as well as Standards under systematic review;

- may submit a vote on issues of interest – although the vote is considered by the International Committee, it is only used to determine the outcome of a ballot if a negative vote has been submitted on a DIS/CDV or a FDIS document.

A.2.5 Participation at international meetings

A National Mirror Committee with P-Membership shall:

- have previously submitted a Case for International Participation outlining the Net Benefit to Australia for participating on the respective international committee;

- consider and confirm that nominated delegates are suitable to attend international meetings (see Appendix B.2);

- reach agreement on Australia's position on all items to be discussed at international meetings and ensure this is communicated to the relevant delegates;

- where multiple delegates are attending one or more meetings in the same location, consider the need to divide and allocate any travel subsidies among the delegates.

Nominated delegates of Mirror Committees with P-Membership shall:

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- seek endorsement from the relevant NMC for each international meeting they wish to attend. Committee meeting minutes are acceptable evidence, as are emails from the Committee;

- submit a Nomination and Funding Application Form to Standards Australia via https://forms.standards.org.au including evidence of endorsement from the NMC;

- if seeking a subsidy from the Commonwealth's SISO Program, administered by Standards Australia for their attendance at international meetings, complete the necessary information by submitting a Nomination and Funding Application Form via https://forms.standards.org.au;

- if approved by Standards Australia to attend an international meeting, be responsible for their travel and insurance arrangements;

- if approved by Standards Australia to attend an international meeting as a member of an IEC Committee or SC, register electronically through the IEC MRS (Meeting Registration System);

- comply with ISO/IEC Directives Supplement Procedures specific to ISO 2001 Annex SC;

- comply with IEC Roles and Responsibilities: TC/SC officers, WG/MT Convenors and PT leaders and experts;

- familiarise themselves with the past work and present activities of the ISO or IEC Committee and become thoroughly familiar with the content of any Australian proposal to be considered at the meeting;

- promote the position adopted by the NMC;

- not raise or support issues that have been rejected by the NMC;

- if, during a meeting, a point is raised on which the Australian position is not clear, the delegation leader may request more time in which to formulate an opinion and recommend that the issue be deferred to later in the meeting or be handled by correspondence so that the NMC may be consulted. It is not acceptable for an Australian delegate to make decisions on matters that have not been discussed or agreed nationally;

- submit a comprehensive meeting report to the NMC and Standards Australia on meeting outcomes. It should be noted that delegates should prepare and submit their report within four weeks of returning to Australia. This is a condition of Standards Australia approval for attendance at international meetings;

- not accept offers to take on an ISO/IEC Secretariat, host an international meeting or make decision on membership of SC/WG, unless prior acceptance has been granted from Standards Australia.

NOTE   In most instances, the delegate is a member of an Australian mirror group. However, in some instances this may not be the case. Where there is no Australian mirror group, evidence must be provided to show that the relevant stakeholders have been consulted and support the proposed delegate.

A National Mirror Committee with O-Membership:

- may nominate a delegate to attend international meetings;

- where a delegate is to attend an international meeting, shall consider and confirm that nominated delegates are suitable to represent Australia's position at international meetings.

Nominated delegates of Mirror Committees with O-Membership shall:

- seek endorsement from the relevant NMC for each international meeting they wish to attend. Committee meeting minutes are acceptable evidence, as are emails from the Committee;

- submit a Nomination and Funding Application Form to Standards Australia via https://forms.standards.org.au including evidence of endorsement from the NMC's;

- if approved by Standards Australia to attend an international meeting, be responsible for their travel and insurance arrangements;

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> *NOTE   The Commonwealth Government's SISO Program subsidy is reserved for attendance at international meetings where Australia is an active P-Member.*

- comply with ISO/IEC Directives Supplement Procedures specific to ISO 2001 Annex SC;

- comply with IEC Roles and Responsibilities: TC/SC officers, WG/MT Convenors and PT leaders and experts;

- familiarise themselves with the past work and present activities of the ISO/IEC Committee and become thoroughly familiar with the content of any Australian proposal to be considered at the meeting;

- promote the position adopted by the NMC;

- not raise or support issues that have been rejected by the NMC;

- not vote at the international meeting;

- if during a meeting a point is raised on which the Australian position is not clear, the delegation leader may request more time in which to formulate an opinion and recommend that the issue be deferred to later in the meeting or be handled by correspondence so that the NMC may be consulted. It is not acceptable for an Australian delegate to make decisions on matters that have not been discussed or agreed nationally;

- not accept offers to take on an ISO/IEC Secretariat, host an international meeting or make decision on membership of SC/WG, unless prior acceptance has been granted from Standards Australia;

- report back to the NMC about meeting outcomes.

A.2.6 Nomination of an Australian expert to a Working Group

WG members shall:

- seek endorsement from the relevant NMC for each international WG meeting they wish to attend. Committee meeting minutes are acceptable evidence, as are emails from the Committee;

- submit a Nomination and Funding Application Form to Standards Australia via https://forms.standards.org.au including evidence of endorsement from the NMC's;

- if seeking Commonwealth SISO Program subsidy to subsidise their attendance at international meetings, complete the necessary information by submitting a Nomination and Funding Application Form via https://forms.standards.org.au;

- if approved to attend international meeting be responsible for their travel and insurance arrangements;

  > *NOTE   The Commonwealth Government's SISO Program subsidy is reserved for attendance at international meetings where Australia is an active P-Member.*

- promote the position adopted by the NMC;

- not raise or support issues that have been rejected by the NMC;

- not accept offers to take on an ISO/IEC Secretariat, host an international meeting or make decision on membership of SC/WG, unless prior acceptance has been granted from Standards Australia;

- submit a written report of the meeting to Standards Australia and the NMC within four weeks of the meeting;

- inform Standards Australia immediately if they wish to withdraw from membership of the WG.

A.2.7 Attendance via Online Videoconference/Teleconference

Delegates are encouraged to attend ISO/IEC meetings via online video or teleconference where possible. A nomination application is required when attending a meeting via video or teleconference as well as submission of a meeting report.

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A.3 Standards Australia's Responsibilities for National Committees

A.3.1 Establishment of a National Mirror Committee

Standards Australia shall:

- once broad interest is established by the proponent, consult with them to devise an appropriate list of Nominating Organisations to be invited to form a new NMC. Standards Australia will validate this list regarding appropriate balance and representation, and formally approve the establishment and constitution of the Committee;

- send official invitations for Nominating Organisations to join the new NMC;

- establish and formally constitute a balanced Committee, including the relevant committee scope, ensuring all relevant interests are represented on the Committee;

- appoint a suitable Chair (recommendations from the Committee are taken into consideration);

- provide appropriate training on ISO or IEC protocols, the operation of Australian Standards Committees and use of Standards Connect. Provide access to documentation on Committees' roles and responsibilities, Members Code of Conduct and ISO/IEC Directives;

- allocate resources to provide assistance, guidance and clarification on Committee processes.

A.3.2 Administration of a National Mirror Committee

Standards Australia shall:

- coordinate and maintain Committee members' details;

- inform ISO or IEC of nominated international experts' contact details and any changes;

- inform the International Body about Committee membership changes between Non-Member, O-Member and P-Member status;

  NOTE   SA will review the participation cases for P-Membership every 3 years.

- provide and maintain an online workspace for the Committee's documentation;

- maintain the Committee's online workspace (Standards Connect);

- provide Committee with procedural advice;

- inform the Nominating Organisation if their representative member is deemed not to be actively participating or if their actions are disruptive to the operations of the Committee (either the NMC or the International Committee);

- review the operation and constitution of the Committee over time, as required, to ensure compliance with the relevant processes and procedures and maintenance of balance.

A.3.3 International Standards development

Standards Australia shall:

- ensure ISO documentation from selected TCs, PCs and SCs to the NMC is accessible via the Standards Connect Committee Workspace;

- ensure IEC documentation from selected TCs, PCs and SCs to the NMC is accessible via IEC's website;

- send email reminders ahead of Ballot voting deadlines;

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- if required and deemed to be necessary by Standards Australia, facilitate the NMC coming to an agreement on the Australian position of a draft International Standard or other ISO/IEC document requiring a vote/comment;

- submit to ISO or IEC the consolidated Australian comments on drafts and final position on ballots;

- coordinate systematic review of ISO Standards.

A.3.4 Participation at international meetings

Standards Australia shall:

- coordinate the nomination of attendees to international meetings of TC/PC/SC and WG;

- notify ISO Secretariats of the final approved delegation and Head of Delegation;

- administer the Commonwealth's SISO Program to subsidise travel costs for delegates to attend meetings of International Committees. Subsidies are available where Australia holds P-Membership of the Committee and the meeting is held outside of Australia.

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APPENDIX B HOW INTERNATIONAL STANDARDS ARE PREPARED

B.1 Scope and Application

This appendix describes the stages in preparing International Standards. More information about the stages in preparing international standards is available in the ISO/IEC Directives Part 1. There are instances when some of the steps described below can be skipped and a "Fast-track procedure" may be used (for further information refer to Annex F of ISO/IEC Directives Part 1).

B.2 Standards Development Stages

Preliminary Stage (1)

This is the stage where new work is proposed and accepted into the work program of a Committee. A new work proposal (NP) is normally submitted via a national member of ISO or IEC and is put to a vote of the Committee concerned. It is accepted by majority approval provided at least five countries agree to take an active role in the work. The voting period (if by correspondence) is three months.

Preparatory Stage (2)

The Preparatory Stage covers the preparation of a Working Draft (WD). This draft may be based on material from any source, and may be developed by a WG (see Clause 12). The preparatory stage produces the first Committee Draft (CD).

Committee Stage (3)

At the Committee Stage, comments from national members are obtained, considered and acted upon. A CD is circulated for comment for three months, and the results may lead to a further CD or, when a consensus is reached on the content, to the issue of a draft at the enquiry stage.

Enquiry Stage (4)

This is when the draft is sent to all national members for comment and voting on the suitability of the draft for consideration as an International Standard. The enquiry draft is termed a Draft International Standard (DIS) in ISO, and a Committee Draft for Vote (CDV) in IEC (there is no significance in the difference in terminology at this stage). The voting period is three months, and the draft is approved if at least two thirds of the participating members are in favour and not more than quarter of the total votes cast are negative.

Approval Stage (5)

Successful completion of the enquiry stage means that the draft, modified as needed in the light of comments received, is submitted for vote as a Final Draft International Standard (FDIS).

The FDIS is promptly circulated to all members for a two month voting period, and votes must be explicit: yes, no or abstain. Qualifying comments with a yes vote are not acceptable at this stage, but reasons are obviously necessary if voting negatively. The voting criteria are the same as Enquiry Stage 4, and abstention or negative votes without reasons are not counted.

Publication Stage (6)

A successful FDIS ballot leads to publication of the International Standard by ISO or IEC.

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APPENDIX C REGIONAL STANDARDS WORK

In addition to International Standards work which is open to all countries, there are moves towards regionally prepared Standards, prepared in and used in certain geo-political groupings. Whether regional Standards preparation turns out to be a useful feeder for International Standards, or in fact weakens International Standards development by diverting resources from it, remains to be seen.

The most notable regional Standards activity is that of the European Union (EU), where the corresponding regional bodies to ISO and IEC are CEN (European Committee for Standardization) and CENELEC (European Committee for Electrotechnical Standardization). Membership of these organisations comprises the Standards agencies (in effect the relevant members of ISO and IEC) of Europe. Their work is given an added impetus in that under the European Union Directives, compliance with Standards which have been prepared by CEN and CENELEC under a mandate from the European commission is a designated means of complying with the EU legal requirements.

A significant difference between European regional standardisation and international standardisation is that CEN and CENELEC use weighted voting, with larger countries having a bigger vote than smaller ones. Standards Australia became a Companion Standards Body (CSB)of CEN in 2006. CSBs are National Standards Bodies (NSB) which are a member of ISO, but are unlikely to become CEN Members or CEN Affiliates for political or geographical reasons.

In order to acquire this CSB status, NSBs have to meet certain criteria. The most important is that they commit themselves to implementing, as National Standards, the European Standards developed by CEN TCs in which they participate.

CSBs have the right to participate in the CEN work. They may attend the General Assembly, can attend CEN TC meetings and contribute to their work. CSBs receive technical documentation, (draft ENs submitted to enquiry and ratified texts of approved ENs), as well as all general documentation, (e.g. CEN catalogue, etc.) from CEN.

Most CEN and CENELEC Committees have parallel activities in ISO and IEC, and in some cases the same organisation provides the Secretariat for both an international and regional Committee. There are agreements between CEN/CENELEC and ISO/IEC regarding exchange of information, avoidance of duplicated effort, and the use of International Standards as the basis of European regional Standards.

The main co-operation agreement between ISO and CEN is known as the 'Vienna Agreement' and that between IEC and CENELEC as the 'Dresden Agreement'. Generally, these work well, although there remains an element of concern by countries outside Europe that European standardisation may be to some extent disenfranchising non-European countries in International Standards activity.

In North America there has been an agreement on cooperation in Standards development between Canada, the USA and Mexico under the title 'Pan-American Standards Commission' (COPANT).

In South-East Asia and the Pacific there is no significant regional development of Standards, as such. However, there is congress of interested parties: the Pacific Area Standards Congress (PASC) which comprises Standards bodies in Asia and the Pacific Rim. In practice, membership of PASC embraces most non-European interests in ISO and IEC. PASC has determined that it will not have a Standards writing role but will provide a forum for consultation on matters of common interest. PASC does not have a permanent Secretariat, but rotates its Secretariat, and is reviewed every three years. The Chair is provided by the host organisation for each of its annual meetings.

Standards Australia has taken a prominent role in PASC activities in terms of hosting meetings, organisational support and leading work groups. PASC has been effective in promoting interest in international standardisation in countries in the region and in encouraging non-European Standards bodies to nominate office-bearers to ISO and IEC and to participate in the technical work.

In parallel with PASC, there exists the Sub-Committee (SC) on Standards and Conformance (SCSC) of the Asia-Pacific Economic Co-operation (APEC) which is a conference of government agencies concerned with trade and economic affairs. To date, APEC's discussions have taken a positive note in relation to regional harmonisation of Standards, and it is developing its discussions with PASC on this subject.

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APPENDIX D LIST OF ACRONYMS

APEC   Asia-Pacific Economic Co-operation

CD   Committee Draft

CDV   Committee Draft for Vote

CEN   European Committee for Standardization

CENELEC   European Committee for Electrotechnical Standardization

CER   Closer Economic Relations

COPANT   Pan-American Standards Commission

CSB   Companion Standards Body

DIS   Draft International Standard

DOIS   Department of Industry and Science

EN   European Standard

EU   European Union

FDIS   Final Draft International Standard

GST   Goods and Services Tax

IDT   Identical (Identical International Adoption)

IEC   International Electrotechnical Commission

IRG   International Review Group

ISO   International Organization for Standardization

ITU   International Telecommunication Union

JTC1   Joint Technical Committee for Information Technology

MOD   Modified (Modified International Adoption)

MRS   Meeting Registration System

MT   Maintenance Team

NSB   National Standards Body

NP   New Proposal

NWIP   New Work Item Proposal

O   Observing Member (O-Member)

P   Participating Member (P-Member)

PASC   Pacific Area Standards Congress

PC   Project Committee

PT   Project Team

PWI   Preliminary work item

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SC   Subcommittee

SCSC   Subcommittee on Standards and Conformance

SDO   Standards Development Organisation

SG   Standardisation Guide(s)

SISO   Commonwealth's Support for Industry Service Organisations

TBT   Technical Barriers to Trade

TC   Technical Committee

TTMRA Trans-Tasman Mutual Recognition Arrangement

WD   Working Draft

WG   Working Group

WTO   World Trade Organization

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DOCUMENT HISTORY

The following details the history of this document:

Date	Author	Amendment Details
13/3/08		v1.0 - First released
3/7/08		v1.1 - Minor amendments and re-issued
13/5/10	Process and Procedures Officer	v1.2 - Minor amendments and re-issued.
1/6/11	Project Office	v2.0 - Complete revision and rewrite of document and re-issued
20/9/11	Process and Procedures Officer	v2.1 - Add reference to the 'ISO Code of Conduct for the technical work and the Selection Criteria for People Leading the Technical Work' and re-issued.
5/12/11	Process and Procedures Officer	v2.2 - Replace reference to 'Department of Communications, Information Technology and the Arts' with 'Department of Broadband, Communications and the Digital Economy' and re-issued.
22/2/12	Process and Procedures Officer	v2.3 - Update hyperlinks after new corporate website released and re-issued.
16/01/13	Process and Procedures Coordinator	v2.4 - Reconfirmed/updated Document History and re-issued.
28/02/13	Process and Procedures Coordinator	v2.5 - Fix broken hyperlinks.
26/08/13	Process and Procedures Coordinator	v2.6 - Fixed broken hyperlinks to Project Proposal Forms.
28/01/14	Process and Procedures Coordinator	v2.7 - Include references to Convenors, new Chairperson and Convenor Nomination Form and new Nomination and Funding Web Form and general clarifications throughout.
24/03/14	Process and Procedures Coordinator	v2.8 - Minor amendments re: the maximum terms of chairs, convenors and experts to align with ISO/IEC Directives.
04/12/14	Process and Procedures Coordinator	v2.9 - Addition of clause (h) to B.2.1.
22/01/15	Process and Procedures Coordinator	v2.10 - Addition of note to section 13 to clarify that project proposals for Identical Adoptions can be submitted at any time and does not need to go through the Project Prioritisation process.
28/08/15	International Development Manager	v3.0 - Revision to include aspects of retired SDO Procedure 3.
02/02/16	Process and Procedures Coordinator	v3.1 - Clause 10.3 amended to clarify net benefit and stakeholder support requirements.
14/02/19	Process and Procedures Coordinator	v3.2 - Replaced all references to 'Standards Hub' with 'Standards Connect'. References to twice yearly Project Prioritisation process deleted. Fix outdated references ad hyperlinks.
26/05/2020	Process and Procedures Coordinator	v3.3 - Amended Clauses 11.8 and 12.4 to clarify approval required for ISO or IEC WG Secretaries and Convenorships.
05/11/2020	Process and Procedures Coordinator	v3.4 - Replaced all instances of PSB (Partner Standardisation Body) with CSB (Companion Standards Body). Updated Clauses 3.6 and 4.4
18/12/2020	Service Designer	v3.5 - Text added to section 12.4 to state that an Australian in the role of WG Convenor must be a member of the associated Australian mirror committee.

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Date	Author	Amendment Details
08/08/2021	Policy Manager	V3.6 – Fixed broken web links – external version only.
08/04/2022	Policy Writer	v3.7 - Replaced section 9. Joint Australian/New Zealand Committees. Updated 11.10 Report content. Updated 12.4 Committee member endorsement.
16/06/2023	Policy Manager Changes for SDAC	v4.0 – Added alternative standards development models.
27/06/2023	Policy Manager	V4.0.1 - Fixed links and upload of new version.