

# Standards New Zealand's Protocol for ISO and IEC Technical Committee Participation

## 1 Purpose

This protocol provides an outline of the procedures by which New Zealand interests participate in preparing International Standards, in particular ISO and IEC.

Participation in International fora is of increasing importance to New Zealand and to ensure that the New Zealand voice is heard it is important for New Zealand to identify areas where it should be active and then ensure that New Zealand industry, government and consumers have the ability to provide input into Standards being produced internationally. The World Trade Report of 2005 noted that:

*Standards have been applied in international trade with growing intensity over the past few decades. Moreover, the effects of standards have become more discernible as unilateral and multilateral trade liberalization has brought down tariffs in many parts of the world.*

Standards New Zealand's Council has committed to this participation in Outcome 1.8 of its Statement of Intent which notes Council's intention to ensure that we:

- *maintain our focus on our working relationship with Standards Australia and strongly support the goal of trans-Tasman harmonisation*
- *continue to ensure New Zealand's interests are well represented in regional and international communities – representation will be strategically selective and monitored to secure maximum value*
- *continue to seek funding to increase the breadth of our international activity.*

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

## 2 International standardisation fora

### 2.1 International Organization for Standardization (ISO)

ISO is a network of the national standards institutes of 162 countries, organised 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 (TC); subcommittees (SC) and working groups (WG) comprised of experts appointed by the national standards body members of ISO. The topics covered by these groups include such areas as cork and cement, ranging to tourism and personal financial planning.

More info: <http://www.iso.org>

Directives on technical committee work: <http://www.iso.org/directives>

Guidance for delegate / experts:

[http://www.iso.org/iso/en/prods-services/otherpubs/pdf/myisjob\\_2005-en.pdf](http://www.iso.org/iso/en/prods-services/otherpubs/pdf/myisjob_2005-en.pdf)

And also: [http://www.iso.org/iso/joining\\_in\\_2007.pdf](http://www.iso.org/iso/joining_in_2007.pdf)

## 2.2 International Electrotechnical Commission (IEC)

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

Over 170 technical committees (TCs) and subcommittees (SCs), and about 650 project teams and maintenance teams carry out the standards work of the IEC. These working groups are composed of people from all around the world who are expert in electrotechnology. The great majority of them come from industry, while others from commerce, government, test laboratories, research laboratories, academia and consumer groups also contribute to the work.

More info: <http://www.iec.ch>

## 2.3 International Telecommunications Union (ITU)

The ITU was established over 140 years ago as an impartial, international organization 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 organization 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, yet remains one of the most reliable man-made systems ever developed. Membership of ITU is held by the Ministry of Economic Development

Link: <http://www.itu.int/cgi-bin/htsh/mm/scripts/mm.detail?o& languageid=1& organisationid=712>

## 3 New Zealand participation

Involvement with ISO and IEC takes place at two levels: policy and technical participation.

### 3.1 Participation at the policy/governance level

Policy issues related to ISO and IEC are the responsibility of Standards New Zealand's Council and management. Duties related to these responsibilities may be delegated to persons outside Standards New Zealand (for example representatives from government and industry) but this requires agreement within Standards New Zealand.

### 3.2 Participation at the Technical Committee, Subcommittee and Working group level

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

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

**ISO:** The staff of Standards New Zealand (in some cases in conjunction with Industry Advisory Groups (IAGs)) co-ordinate the participation of experts from New Zealand.

A listing of the ISO TCs and SCs that NZ is currently participating / observing can be found at:

[http://www.iso.org/iso/about/iso\\_members/iso\\_member\\_participation\\_tc.htm?member\\_id=1998](http://www.iso.org/iso/about/iso_members/iso_member_participation_tc.htm?member_id=1998)

**IEC:** The National Committee of the IEC (in the NZ case the New Zealand National Committee (IEC)) handles the participation of experts from New Zealand.

A listing of the IEC TCs and SCs that NZ is currently participating / observing can be found at:

[http://www.iec.ch/dyn/www/f?p=103:33:0:::FSP\\_ORG\\_ID,FSP\\_LANG\\_ID:1022,25](http://www.iec.ch/dyn/www/f?p=103:33:0:::FSP_ORG_ID,FSP_LANG_ID:1022,25)

### 3.2.1 Types of participation

#### 1 Participating and Observer membership of TCs and SCs

There are varying levels of participation, and for each ISO or IEC committee, Standards New Zealand indicates whether it wishes to be a participating member (P), observer member (O) or non-member. Participation carries the obligation of voting on all documents, and attending international meetings whenever possible. Observer membership means that the New Zealand member can access the international documentation and is entitled to vote on issues of interest.

In the case of an IEC committee the New Zealand National Committee (IEC) will appoint the New Zealand member.

Standards New Zealand may appoint a convenor of an International Review Group (IRG) to a TC or SC which it has elected to be a "P" or "O" member, to receive documents from the ISO TC or SC Secretariat. This convenor may also be appointed as a balloter on documents that require voting in the TC or SCs activities.

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

- Registration of the member(s) to the ISO Global Directory.
- Registration of the members of the IRG to the ISO National Mirror Committee Section of ISO Global Directory.
- Appointment of the convenor of the IRG.
- Accreditation of an endorsed member of an IRG as head delegate representing Standards New Zealand.
- Providing access to drafts, advice, reports and voting information from the TC or SC.
- To process votes on behalf of New Zealand, based on advice and input from members.

Where appropriate, an Industry Advisory Group (IAG) will be consulted as to the individual that is most appropriate to be the convenor to represent New Zealand on the ISO technical or sub-committee.

In areas where there is significant interest from various NZ stakeholders as to the work on a particular international committee (and no NZ Industry Advisory Group exists) a balanced international review group will be established. This review group will be consulted on documents circulated by the ISO committee in order to establish a NZ position and also to assist Standards New Zealand select a delegate to represent NZ interests at meetings. In this instance the convenor appointed by Standards New Zealand must consult the members of the international review group before voting on documents.

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

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

- The New Zealand Industry Advisory Group or international review group has been consulted.

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

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

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

## **3 Secretariats and Chairperson roles**

While providing the secretariat of an international technical committee does not provide the country holding the secretariat with any significant advantage in determining the technical content of the document, it does nonetheless provide the opportunity to ensure that work actually proceeds without delay. Also providing secretariats is a necessary element of support for the process of international standardization, additional to the mere 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 NZ. It should be noted that the secretariat of a committee cannot act as a national delegate so it is usually necessary to be assured that the appropriate delegations to meetings can be arranged, in addition to the attendance of the Secretary. Normally, the secretary of a committee would be a staff member of Standards New Zealand with a high level of experience in standardization.

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

## **4 International participation on Joint Australia / New Zealand committees**

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

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

### **3.2.2 Expectations of NZ representatives**

#### **IEC**

Voting on IEC documents is undertaken by the National Committee of IEC (NZNC (IEC)). Documents from the IEC Council requiring a vote from New Zealand are circulated to the National Committee for their consideration by Standards New Zealand. Standards New Zealand will then consider any feedback from members and submit a vote to IEC.

On technical committees New Zealand is a "P" member the National Committee Secretary appoints a convenor to canvass the opinion of New Zealand international review group members and then submit a New Zealand position to Standards New Zealand, which Standards New Zealand then submit to IEC.

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

## **ISO**

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

- When a representative is endorsed as a convenor by Standards New Zealand to receive communications from an ISO committee and they are also endorsed as a balloter on documents the representative should consult with relevant parties affected by the subject matter (manufacturers, users, regulators, etc.). Comments and votes should embody a balanced point of view with input from these relevant parties. For "P" memberships an International review group will be established in order to determine the NZ position on matters.
- If a New Zealand representative has been endorsed as a balloter on a committee which NZ has "P" membership the convenor must provide comments and votes on documents within ISO's time limits.
- Prior to attending international meetings and after completion of meeting registration the endorsed member must obtain accreditation from Standards New Zealand to represent New Zealand (in order to be the NZ delegate). If more than one member is attending a particular meeting Standards New Zealand will select a head of delegation. For "P" memberships the relevant IAG or New Zealand International review group for the ISO project / committee will confirm endorsement of New Zealand representatives at the meeting.
- After receiving accreditation and prior to attending the meeting the NZ delegate should check with Standards New Zealand as to whether there are any issues that require direction from SNZ.
- After returning from the international meeting the NZ delegate(s) will forward a meeting report to Standards New Zealand and other interested parties. The report will include information about the major issues discussed at the meeting and items likely to affect / benefit New Zealand (see example report in Annex C).
- If funding becomes available for participation at international meetings funding should be sought in accordance with Standards New Zealand's travel subsidy policy

### **3.2.3 Hosting TC, SC and WG meetings in New Zealand**

#### **1 Technical and subcommittee meetings**

New Zealand may be asked to host Technical and subcommittee meetings of ISO and IEC committees. A formal invitation to host an ISO or IEC committee or subcommittee meeting in New Zealand may not be issued without prior written agreement from Standards New Zealand. It is better that delegates do not offer tentative invitations without some prior discussion with Standards New Zealand, since a tentative invitation that is not confirmed is an embarrassment and an interruption to the smooth flow of work by the committee. The best approach is to offer to investigate the possibility of a meeting being held in New Zealand.

As the New Zealand member body of ISO and IEC, Standards New Zealand is the official host for meetings in New Zealand and is responsible for the effectiveness of such meetings. It selects the location and organizes administrative services and the like. Thus before it will approve an invitation for a meeting in New Zealand, Standards New Zealand must be

assured of the support of the relevant national committee and of financial support for the meeting, and be satisfied with the timing and other arrangements.

If an industry organization wants a meeting to be held in New Zealand, it is expected that the body concerned is willing to provide a financial contribution towards the cost of hosting the meeting. Should it be expected in advance that New Zealand may be asked to host a meeting, permission should be obtained to make the appropriate offer prior to leaving New Zealand.

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

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

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

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

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

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

## 4 More information

If you would like more information about participating in the work of an ISO or IEC TC, SC or WG, please contact Karen Batt, Manager, International Development, by email at:

[karen.batt@standards.co.nz](mailto:karen.batt@standards.co.nz)

## **Annex A**

### **Glossary**

#### **balloter**

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

#### **head of delegation**

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

#### **Industry Advisory Group (IAG)**

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

#### **international review group (IRG)**

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

#### **convenor**

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

#### **NZNC(IEC)**

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

## **Annex B**

### **Acronyms**

IAG	Industry Advisory Group
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunications Union
NZNC (IEC)	New Zealand National Committee (IEC)
SC	Subcommittee
TC	Technical Committee
WG	Working Group

## Annex C

### Example International Meeting report

#### Report for Standards New Zealand ISO committee TC 89 'Wood-based panels' March 2007 Meeting – Venice, Italy

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

#### Program of work

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

#### Status of work

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

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

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

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

#### What this means for NZ

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