NOMINATION AND FUNDING TO ATTEND INTERNATIONAL MEETINGS

1 BACKGROUND

Standards Australia coordinates Australia's participation in international standardisation activities. 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 public benefit.

Each year, the Department of Industry (DOI) provides, as part of its grant to Standards Australia, funds to assist selected delegates from accredited Standards Development Organisations (SDOs) 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. The 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 and contribute to the cost of participation.

Standards Australia oversees the transparent administration of funding under the Support for Industry Service Organisations (SISO) Program for international participation, and the selection of delegates to attend international meetings. Standards Australia seeks to ensure that all accredited SDOs with a legitimate interest in international standardisation have equal access to this funding in the form of travel subsidies. Standards Australia also seeks to ensure that funding levels permit participation in a range of international standardisation projects for the public benefit.

2 SCOPE AND APPLICATION

The following procedure describes the process for nominating a delegate and obtaining travel subsidy support for delegates to attend ISO and IEC meetings.

3 NOMINATING A DELEGATE

When considering likely delegates, the SDO must take into account the prospective delegate's:

- knowledge and level of expertise;
- previous standardisation activities;
- negotiation skills;
- technical expertise to represent the Australian view at the meeting; and
- understanding of the Australian view on the matters to be discussed at the meeting.

The delegate must also be endorsed by the relevant national mirror group to represent the Australian view. The relevant national mirror group must have submitted a case for international participation outlining the Net Benefit to Australia for participating on the respective international committee. In order to approve a delegate, Standards Australia must be satisfied that the delegate has the necessary support from a balanced national mirror group.
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, the SDO must consult with relevant stakeholders to gain documented support for the proposed delegate.

In cases where there is a mirror group the name of the mirror group and the specific meeting at which the delegate was endorsed must be specified on the Nomination and Funding Application. Where there is no mirror group, relevant correspondence must be attached to the application to demonstrate support for the delegate.

It is not strictly necessary that the delegate has previous experience in international standards meetings as the necessary briefing and training can be provided by Standards Australia.

NOTE: Whilst Chairs and Secretaries are not representatives of the Australian viewpoint, they are office bearers at International meetings and their participation and attendance also requires that a Nomination and Funding Application be completed.

3.1 ATTENDANCE VIA WEBEX/TELECONFERENCE

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

4 BASIS OF FUNDING SUPPORT

Funding is provided in the form of travel subsidies to assist representatives to attend international standardisation meetings and represent Australia’s views where such attendance is in the national interest or will assist Australian industry in world markets.

The travel subsidy applies to delegates who are supported by an Australian mirror group and supplements other funds used to cover participation.

In essence, the scheme is seen as a partnership between the Federal Government, Standards Australia, accredited SDOs and industry or professional associations in the interests of Australia.

The following general guidelines apply to the provision of a subsidy under this scheme:

a) When an international meeting is held in Australia a subsidy is not applicable.

b) Travel subsidies are limited to one delegate per meeting; therefore, funding support for an Australian delegation to attend an international committee meeting¹ would normally be limited to one person, even if there is a multi-person delegation.

c) Where the Australian mirror group considers it necessary for more than one person to attend, the subsidy per delegate may be shared between the delegates.

d) Where an international meeting involves main committee, subcommittee and working group meetings at the same location, with subcommittees and working groups meeting concurrently, and the main committee on adjacent days, funding would normally be limited to supporting the number of concurrent meetings of major interest to Australia, and a total cap of funding is applied to ensure that the funding is spread across a broad range of industries.

e) Where it is considered necessary for more than two persons to attend a series of concurrent meetings at the same location, then a subsidy may be shared between delegates.

f) Where the Chair of an international meeting is from Australia, it is desirable that funding for this attendee shall come either from the relevant industry association or from the company of employment.

¹ Main committee, editing committee, project team or maintenance team (at IEC), subcommittee, or working group.
g) Where the Chair of an international Committee (TC or SC) is from Australia, and funding is not available from an external source and a funding subsidy is sought, a subsidy may be considered for both the Chair and to the Australian delegate attending the meeting. This is because the Chair is required to act in an independent capacity and it is important that an Australian delegate is there to put the Australian viewpoint forward.

h) The Commonwealth DOI funding subsidy is reserved for attendance at international meetings where Australia is an active P-member.

i) Retrospective funding (whereby an application for a subsidy is received after the commencement of an international meeting) is not applicable.

j) Every funding application will be assessed on its individual merits and approval for one application does not mean that future applications within one financial year will gain approval.

k) Standards Australia may consider applications on the basis of sector equity to support Net Benefit for Australia, promote Australian Standards to benefit Australian exporters and subsidise areas where there is a risk if Australia is not represented.

5 FUNDING LEVELS

Appendix A to this procedure provides maximum subsidy levels for delegates. These levels are fixed amounts for travel to the most common destinations, including a daily stipend for each destination. While these subsidy levels are used for guidance, the actual amount of subsidy will be determined by Standards Australia on a case-by-case basis.

The level of funding subsidy is on the basis that the international meeting is the principal reason for the trip. If this is not the case then the following variations will apply:

• Where the trip is also for other purposes, partial payment of this amount on a pro-rata basis shall apply, i.e. the amount shall be discounted by the percentage of time spent overseas not attending the international meeting.

• Where a delegate is already on business, but at a different location, the amount of the travel subsidy will normally be half the lowest cost detour fare.

In some cases written confirmation of the purpose of the trip may be required.

The process by which travel subsides are set is determined by the Standards Development Committee (SDC). The subsidy levels are set out in Appendix A and are revised annually.

6 PROCEDURE

6.1 SUBMITTING THE NOMINATION AND FUNDING APPLICATION

The Nomination and Funding Application should be submitted by the delegate via https://forms.standards.org.au at least six weeks prior to the meeting to ensure a smooth and timely passage of the application.

An International Funding Request Web Form Guide is available to assist in completing the online application.

Please refer any questions about the Web Form to the relevant Project Manager (PM).

6.2 EFFECTS OF THE GOODS AND SERVICES TAX (GST)

The Australian Taxation Office (ATO) has determined that the payment of GST is applicable to funding provided to delegates. However, there are three exceptions where GST will not be applicable.
1. Where the delegate is not registered for GST, such as retirees, students or similar ("not engaged in an enterprise" - Tax Office interpretation).

2. Where the delegate is employed but is attending the meeting independently and without any funding support from their employer. In this case, the delegate may submit a "Statement by a Supplier" form (#3346) available from the Taxation Department (http://www.ato.gov.au). A copy of the exemption statement will need to be submitted with the Funding Application.

3. Where the delegate is self-employed, but their business activities fall below the GST threshold.

6.3 APPROVAL

Once the Nomination and Funding Application has been approved, Standards Australia will notify the delegate of the approval via email providing details of the amount approved and requesting the delegate submit either a tax invoice (GST applicable) or an invoice (GST not applicable).

Where a nomination and/or funding application is not approved, Standards Australia will write to the delegate and the relevant SDO briefly outlining the reasons.

7 ACCREDITATION

7.1 ACCREDITATION TO ATTEND ISO TECHNICAL COMMITTEE AND SUBCOMMITTEE MEETINGS

Once the nomination of the delegate is approved Standards Australia will inform the Secretary of the ISO TC or SC (copied to the Australian delegate and SDO) and notify that the delegate is accredited to attend the meeting. If there is more than one delegate attending then Standards Australia will notify the TC or SC Secretariat of the Head of Delegation.

7.2 ACCREDITATION TO ATTEND IEC TECHNICAL COMMITTEE AND SUBCOMMITTEE MEETINGS

Accreditation for IEC TC or SC meetings will occur via the IEC Meeting Registration System (MRS), at http://meetings.iec.ch/. Once the nomination of the delegate is approved by Standards Australia, the delegate will be emailed details of the official website registration process. Once the registration is completed by the delegate the Operations Secretariat will accredit the delegate to attend on behalf of Australia.

8 WORKING GROUPS

8.1 WORKING GROUP PARTICIPATION

Australian members of working groups (WGs) do not formally represent Australia. The ISO/IEC Directives - Part 1: Procedure 2013, 1.12.1 page 12 states: – “The experts act in a personal capacity and not as the official representative of the P-member or A-liaison organization (see 1.17) by which they have been appointed.” The relevant SDO must, however, seek to ensure that the views of Australian members of working groups 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.

8.2 MAINTAINING RECORDS

Participation of many of the working group members is recorded in the ISO Global Directory (GD). However some working groups are formed on an ad hoc basis and participant details are not uploaded into the ISO GD. This may also occur where a working group does not formally meet but communicates via email distribution. In the case of IEC, the details of working group, maintenance team and project team participants are included in the IEC Expert Management System (EMS).

It is important that when any Australian expert is attending a working group meeting that they are recorded in the ISO GD or IEC EMS as an expert of that working group/maintenance team/project team.
8.3 PAYMENT

Invoices should be forwarded to Standards Australia by replying to the original email from international.participation@standards.org.au that noted the amount of subsidy approved. Replying to this email will ensure that the correct application identification number is linked to the invoice.

Standards Australia will arrange an electronic transfer payment to be made to the delegate within three weeks of receipt of invoice.

9 REPORT ON THE MEETING

Delegates (and Australian Chairs or ISO and IEC committees) are required to provide a written report to Standards Australia on the meeting within 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 Australian mirror group can discuss whether it is appropriate to endorse attendance at the proposed meeting.

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

The SDO must circulate the report to the relevant mirror group/s and/or relevant stakeholder groups and retain a copy on file for a minimum period of 2 years.

The meeting report is to be completed then submitted by replying to the original email from international.participation@standards.org.au that noted approval to attend the meeting. Replying to this email will ensure that the correct application identification number is linked to the meeting report.

Secretaries of ISO and IEC committees are required to report quarterly on activities of their committees, where outcomes from meetings are documented. This report is sufficient for the purposes of reporting.

9.1 WHEN THE DELEGATE IS UNABLE TO ATTEND

On occasions, due to unexpected circumstances, the nominated delegate may not be able to attend the meeting. In such instances the relevant SDO must:

- Explore the possibility of a suitable replacement;
- Advise Standards Australia;
- Send apologies to the International Committee; and
- Ensure that a refund is received for any monies already paid to the delegate.

10 APPEALS

SDOs and/or delegates may appeal Standards Australia’s decisions. Appeals may be made to the Chief Executive Officer (CEO) of Standards Australia.

11 RECORDS

Funding allocations under this policy are subject to Commonwealth audit. Therefore, under Commonwealth Legislation, appropriate records are required to be kept.

All SDOs are required to keep an electronic copy of the approved version of the Nomination and Funding Application and relevant approvals for a period of two (2) years.
12 DELEGATES RESPONSIBILITY

Notwithstanding the financial assistance provided under this procedure, neither Standards Australia or the relevant international standards organisation accepts liability for any damage, loss, injury or death suffered during, or as a result of any travel for which a subsidy is provided. All such travel is undertaken at the delegate’s own risk and liability. Standards Australia urges delegates to seek their own independent advice, such as the desirability and safety of travel to the country or countries involved and medical clearance, so that delegates are able to travel safely.

The Australian Government provides travel advisory and consular assistance service on its website, [http://www.smartraveller.gov.au](http://www.smartraveller.gov.au). Delegates are also urged to take out travel insurance, at their own expense, for such travel.

All delegates should seek independent advice regarding liability for any damage, loss, injury or death suffered during, or as a result of any travel to international standards meetings.
## APPENDIX A FUNDING LEVELS FOR TRAVEL TO INTERNATIONAL MEETINGS – TRAVEL FUNDED BY COMMONWEALTH GRANT

### Rates

The following rates are effective for travel to meetings after 01 July 2014. These amounts are revised annually.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Maximum amount for airfare</th>
<th>Maximum daily stipend per day of the meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Asia</td>
<td>$1,400</td>
<td>$230</td>
</tr>
<tr>
<td>Mid/North Asia</td>
<td>$1,600</td>
<td>$300</td>
</tr>
<tr>
<td>Europe</td>
<td>$2,700</td>
<td>$370</td>
</tr>
<tr>
<td>Africa</td>
<td>$2,500</td>
<td>$270</td>
</tr>
<tr>
<td>North America</td>
<td>$2,600</td>
<td>$340</td>
</tr>
<tr>
<td>South America</td>
<td>$2,900</td>
<td>$290</td>
</tr>
<tr>
<td>Middle East</td>
<td>$2,300</td>
<td>$250</td>
</tr>
</tbody>
</table>

**NOTES:**

(a) Rates to other locations (e.g. Pacific Islands) will be negotiated on a case-by-case basis benchmarked against the above amounts.

(b) Where the delegate comes from a region not serviced by an international airport (for instance, Tasmania) or the meeting is being held at a location which cannot be reached on the international ticket (including domestic extensions flights) an additional allowance of up to a maximum of $300 is available.

(c) Travel within Australia or to New Zealand to attend international meetings is not eligible for funding.

### Daily Stipend

Where appropriate, a stipend may be included for each **day of the meeting** in accordance with the limits set out above for the meeting location.
APPENDIX B – INTERNATIONAL DELEGATES MEETING REPORT

1. Meeting Reports to Standards Australia

All delegates who are attending international ISO or IEC meetings are required to complete a report of the meeting and provide an electronic version to Standards Australia within 4 weeks of returning from the meeting.

The Head of Delegation can provide a report on behalf of all delegates attending the meeting or series of concurrent meetings. Delegates attending different working group meetings which the Head of Delegation does not attend, should submit a meeting report to the Head of Delegation, for details to be included in the final meeting report.

The [meeting report](#) is to be completed then submitted by replying to the original email from [international.participation@standards.org.au](mailto:international.participation@standards.org.au) that noted approval to attend the meeting. Replying to this email will ensure that the correct application identification number is linked to the meeting report.

2. Details of the Meetings

- This meeting report is intended to be used as a record of the meeting where Australian participants attended and will be used for reference purposes for Standards Australia and the Australian mirror group. The report is not intended to be ‘minutes of meeting’ but rather as a report back on the specific matters of interest to Australia.

- The report must include the purpose of the meeting, outcomes and any relevant actions, particularly how Australian comments/positions were dealt with. It should present the highlights from the meetings and the observations of the attendees.

- 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 Australian mirror group can discuss whether it is appropriate to endorse attendance at the proposed meeting.

- Any personal opinions should be clearly stated as such.

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

- Should any further information be required on any of the subjects raised in the report, correspondence should be addressed to the Project Manager of the Australian mirror group.

*NOTE: [Click here](#) to open the meeting report template.*