

ACCREDITED SDOs INTERNATIONAL DELEGATES MEETING REPORT

All SDO delegates who attended an international (ISO or IEC) meeting(s) are required to complete a written report of the meeting within 4 weeks of returning. The purpose of this report is to ensure members of the Standards Reference Body (SRB), the 'mirror committee' for the International Committee, are kept up-to-date on the progress of the international standard. It also provides an opportunity for the SDO and Standards Australia (SA) to remain aware of activity in the area. This latter is important since Standards Australia is Australia's representative at ISO and IEC and all international participation must be accredited by Standards Australia.

Coverage of the report

The report is a record of the meeting where Australian participants attended. It will be used for reference purposes by the SDO and its SRB. The report is not intended to be 'minutes of the meeting' but rather as a report back on the specific matters of interest to Australia. Any personal opinions should be clearly stated as such.

The following information needs to be included in the report:

1. Standards Development Organisation (SDO) and contact details (email).
2. International committee — ISO, IEC or ISO/IEC – TC &/or SC &/or WG name and number and membership status (O or P member).
3. Details of the delegate(s) including: name, e-mail address, phone number. If more than one delegate indicate the delegation leader.
4. Meeting date(s) and location (city and country).
5. Other countries attending the meeting (details of individuals not required).
6. Purpose and objective of the meeting.
7. What was the significance of the meeting for Australia (refer to the Agenda if necessary)?
8. Provide a brief summary of the key items discussed. Where appropriate, under each item include observations such as: implications for Australia; how Australian comments/positions were dealt with; divisions or alliances between members and how these affect Australia; undue influence of other parties or delegates; proposed new work items; adequacy of briefing of the Australian delegation e.g. level of arguments, technical adequacy, review within Australia.
9. Key actions for Australia including: items Australian delegates have been asked to progress; preparation for future issues e.g. information gathering and review by SRB; consultation with industry/stakeholders on issues that will impact Australia; recommendations and reasons for upcoming votes.
10. Future activities including: the proposed next stage of work; documents (e.g. CD, DIS, FDIS) to be released; whether required to meet again e.g. to further develop the document, to consider comments (the SRB can then discuss whether it is appropriate to endorse attendance at the future meetings).
11. At the appropriate stage, e.g. DIS stage, an assessment of the likely adoption of the resultant International Standard and any information that should be made available to Australian industry to assist in their supply of goods and services and improving their export potential.
12. Other SRBs, including SA technical committees, who should receive a copy of the report.

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

Where there is more than one delegate, and especially if it is a large delegation, to a meeting it is usual to appoint a 'Head of Delegation' who is essentially responsible for co-ordinating Australia's input and representatives while at 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 WG meetings which the Head of Delegation does not attend, should submit a meeting report to the Head of Delegation for inclusion in the final meeting report.

The completed meeting report is to be forwarded to:

1. Members of the SRB (Mirror Committee).
2. The SDO responsible for the Mirror Committee.
3. The Secretary of the SDAC: accreditation@standards.org.au
4. Standards Australia international section: international.participation@standards.org.au

Delegates may also choose to send a copy to their employer (e.g. to justify expense claims) and to any organisation/association they represent on the SRB.

The SRB would be expected to discuss the report at their next meeting.