SDAC PROCEDURE 03
Attendance at International Committee meetings by SDO representatives

SDO is a P or O member of an ISO committee

SRB member(s) (or expert) wishes to attend a meeting

SRB agrees to delegate's attendance; advises SDO of the SRB's support

SDO satisfies itself the delegate is appropriate; agrees to the delegate’s attendance

SDO advises Secretary of SDAC (ASEC) of the nomination (full details of delegate included)

ASEC (as PM of dummy mirror committee) completes online nomination form

SA international staff (INTSA) advises ISO TC secretary of delegate’s accreditation

ASEC updates SDAC records; advises SDO and delegate

INTSA advises ASEC delegate has been accredited

Delegate attends ISO or IEC meeting

Delegate prepares meeting report

Copies provided to:
SDO
ASEC
INTSA

ASEC updates records; advises SDAC

INTSA updates records
SDAC Procedure 03 – Attendance at International meetings

1. SDO is a P or O member of an ISO committee

2. SRB member(s) (or expert) wishes to attend a meeting

3. SRB agrees to delegate’s attendance; advises SDO of the SRB’s support

4. SDO satisfies itself the delegate is appropriate; agrees to the delegate’s attendance

5. SDO / SRB prepare ‘net benefit case’ for SA funding of the delegate(s)

6. SDO advises ASEC of the nomination and request for funding

7. ASEC reviews funding application and ‘net benefit’; completes online nomination form

8. SA international staff (INTSA) advises ISO TC secretary of delegate’s accreditation

9. INTSA approves delegate funding

10. INTSA advises ASEC delegate has been accredited, funding approved

11. Delegate attends ISO or IEC meeting

12. Delegate prepares meeting report

13. Copies provided to: SRB members SDO ASEC INTSA

14. Delegate submits invoice to INTSA

15. ASEC updates SDAC records; advises SDO and delegate

16. ASEC updates records; advises SDAC

17. INTSA updates records

18. INTSA processes invoice; reimburses delegate

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