

GUIDE TO NOMINATION AND FUNDING APPLICATION PROCESS TO ATTEND INTERNATIONAL MEETINGS

STANDARDS
Australia



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 and Science (DOIS) provides, as part of its grant to Standards Australia, funds to assist selected delegates 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 Standards Development Organisations (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 OVERVIEW

The purpose of this Guide is to assist National Mirror Committees in the application process for a delegate to attend international standardisation meetings.

3 NOMINATING A DELEGATE

When considering likely delegates, Standards Australia and the National Mirror Committee 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;
- understanding of the Australian view on the matters to be discussed at the meeting; and
- employer has indicated a willingness to commit their time and financial support for attendance at international meetings.

The delegate must also be endorsed by the relevant National Mirror Committee to represent the Australian view. The relevant National Mirror Committee 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 the balanced National Mirror Committee.

In most instances, the delegate is a member of the National Mirror Committee. However in some instances this may not be the case. Where there is no National Mirror Committee, Standards Australia must consult

with relevant stakeholders to gain documented support for the proposed delegate. The delegate must also complete a Committee Member Deed before they attend any international meeting.

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.

Delegates are encouraged to attend ISO/IEC meetings via online videoconference or teleconference where possible. A nomination application is required when attending a meeting via online videoconference/teleconference as well as a [meeting report](#).

4 BASIS OF FUNDING SUPPORT

A funding subsidy is provided 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 the National Mirror Committee and supplements other funds used to cover participation.

In essence, the scheme is seen as a partnership between the Australian 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 subsidies under this scheme:

- a. When an international meeting is held in Australia or New Zealand a subsidy is not applicable.
- b. A subsidy is limited to one delegate per meeting; therefore, subsidy support for an Australian delegation to attend an international Committee meeting would normally be limited to one person, even if there is a multi-person delegation.
- c. Where the National Mirror Committee considers it necessary for more than one person to attend, the subsidy per delegate may be shared between the delegates.
- d. The subsidy applies to delegates who are supported by Standards Australia and a National Mirror Committee.
- e. Where an international meeting involves Technical Committee (TC), Sub-Committee (SC) and Working Group (WG) meetings at the same location, with SC and WG meeting concurrently, and the main Committee on adjacent days, a subsidy 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.
- f. Where the Chair of an international committee (TC, Project Committee (PC), Systems Committee (SyC) or SC) is from Australia, it is desirable that the funding for this attendee shall come either from the relevant industry association or from the company of employment.
- g. Where the Chair of an international committee (TC, PC, SyC 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 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's SISO Program 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 the same financial year will be approved.

- 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

Table B1 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. A stipend may be included for each day of the meeting in accordance with the limits set out above for the meeting location. While these subsidy levels are used for guidance, the actual amount of subsidy will be determined by Standards Australia.

The rates in Table B1 are effective for travel to meetings after 01 July 2017.

NOTE: Subsidies in Table B1 are also applicable for 2017-2018.

Table B1—Subsidies for delegate travel to ISO and IEC meetings

Destination	Maximum amount for airfare	Maximum daily stipend per day of the meeting
South Asia	\$1,200	\$200
Mid/North Asia	\$1,500	\$300
Europe	\$2,400	\$400
Africa	\$2,100	\$250
North America (East Coast)	\$3,000	\$370
North America (West Coast)	\$2,000	\$370
South America	\$2,500	\$280
Middle East	\$2,000	\$250

NOTES:

- Rates to other locations (e.g. Pacific Islands) will be negotiated on a case-by- case basis benchmarked against the above amounts.
- 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.
- Travel within Australia or to New Zealand to attend international meetings is not eligible for funding.
- The Australian Taxation Office (ATO) has determined that the payment of GST is applicable to funding provided to delegates. However, there are two exceptions where GST will not be applicable.
 - Where the delegate is a retiree, student or 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.
 - Where the delegate is self-employed, but their business activities fall below the GST threshold. (A statement noting that the business activities fall below the GST threshold should be provided on the invoice and the ABN number provided so it can be verified that GST is not applicable).

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 subsidies are set is determined by the Standards Development Committee (SDC). The subsidy levels as set out in Table B1 and are revised annually.

6 SUBMITTING THE NOMINATION AND FUNDING APPLICATION

An application for nomination and funding must be submitted via <https://forms.standards.org.au> for each delegate attending an international meeting. This includes attendance at TC and SC meetings, governance meetings and WG meetings. An application must be completed for all delegates attending meetings, regardless of whether a subsidy is being sought or whether the delegate is attending in person or via online videoconference or teleconference.

The delegate is responsible for submitting the nomination and funding application via <https://forms.standards.org.au>, including evidence of endorsement from the National Mirror Committee to Standards Australia. Meeting minutes or emails from the committee in support of the delegate are acceptable as evidence of endorsement.

The application should be submitted at least six weeks prior to the meeting to allow adequate time for review and to process the application. If the above documentation is prepared less than six weeks before the meeting, the reason for the delay and why the request is urgent should be clearly stated.

An [International Funding Request Web Form Guide](#) is available to assist in completing the online application.

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.

7 APPROVAL

Once the nomination and funding application has been approved, Standards Australia will notify the delegate providing details of any subsidy amounts approved and requesting the delegate submit either a tax invoice (GST applicable) or an invoice (GST not applicable).

Standards Australia is responsible for decisions regarding the provision of funding. Where a nomination and funding application is not approved, Standards Australia will write to the delegate and the National Mirror Committee briefly outlining the reasons.

8 APPEALS

Delegates may appeal Standards Australia's decisions. Appeals may be made to the Chief Executive Officer (CEO) of Standards Australia.

9 ACCREDITATION TO ATTEND INTERNATIONAL MEETINGS

ACCREDITATION TO ATTEND ISO TC AND SC MEETINGS

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

ACCREDITATION TO ATTEND IEC TC AND SC MEETINGS

Accreditation for all IEC TC, PC, SC and SyC 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 successfully completed by the delegate Standards Australia will accredit the delegate to attend on behalf of Australia.

ACCREDITATION TO ATTEND WORKING GROUP MEETINGS

No formal accreditation is required when a delegate has been endorsed by the National Mirror Committee to attend the ISO or IEC Working Group (or Project Team/Maintenance Team) meeting. However in order to attend, the delegate must be listed as a member of the Working Group in either the ISO Global Directory (GD) or the IEC Expert Management System (EMS).

10 REPORT ON THE MEETING

Delegates are required to submit a [report](#) regarding the meeting to Standards Australia (international.participation@standards.org.au) and the National Mirror Committee 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 and the potential impact of discussions/decisions from the meeting on the Australian community. 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 National Mirror Committee 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.

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

11 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 Standards Australia will:

- explore the possibility of a suitable replacement;
- advise the Mirror Committee and request a suitable replacement;
- send apologies to the International Committee; and
- ensure that a refund is received for any monies already paid to the delegate.

12 DELEGATES TRAVEL RESPONSIBILITY

Notwithstanding the financial assistance provided under this procedure, neither Standards Australia nor 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>.

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.

ANNEX A – INTERNATIONAL NOMINATION & FUNDING APPLICATION PROCESS

