



Standards Council of Canada
Conseil canadien des normes

International Standards Development
Requirements & Guidance –
Committee Accreditation and
Financial Assistance

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Canada

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1. Introduction

This document is part of a series of publications issued by the Standards Council of Canada (SCC) that defines the policy and operational requirements for core programs established to support SCC's mandate. For the purposes of expediency, the acronym R&G – Committee Accreditation may be used. Requests for clarification, amendments or additional copies should be addressed to info@scc.ca.

Please be aware of the following directives used within this document: “shall” is used to express a requirement that the user *must* satisfy; “should” is used to express a recommendation or that which is advised but not required; and “may” is used to express an optional, permissible action that the user may undertake. Be advised that notes do not contain requirements. The purpose of a note is to simply provide additional information.

A list of all SCC programs and accredited bodies, along with their scopes of accreditation, is publicly available at www.scc.ca.

2. Normative References

In addition to the requirements specific within this document, the following references are essential for the application of this document and shall be followed when applicable. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

CAN-P-7 Canada's Policy on International Standardization Participation

CAN-P-1005 Operational requirements for granting and maintaining SCC/SDO harmonization

3. Definitions

Accreditation

The formal recognition of the competence of a committee to carry out specific functions in accordance with established criteria. When such accreditation has been accorded by SCC to a Canadian mirror committee, the mirror committee is a component of Canada's standardization network (also see definition on delegate accreditation).

Balanced representation

A representation of interest groups in a technical or policy committee such that no single category of interest can dominate the voting procedures. Commonly used interest categories may include, but are not limited to, general interest, producers, regulators and users.

Committee accreditation

The formal recognition of the competence of a committee to carry out specific functions in accordance with established criteria by SCC. When such accreditation has been accorded to an SCC mirror committee, the mirror committee is a component of Canada's standardization network.

Committee contribution

Financial assistance that is provided by a committee (other than SCC) for the completion of the committee deliverables (see section 6.2 on examples of committee deliverables).

Delegate

Refers to an individual attending an international meeting, representing a corresponding SCC mirror committee; an expert attending international working group meeting in their own personal capacity; or an international Secretary, Chair and Convenor who acts in an international capacity.

Delegate Accreditation

The formal recognition, issued by SCC, of the competence of an individual to represent Canada and participate in international standardization meetings (required as per ISO/IEC Directives).

External Funds

Financial assistance provided to a committee and its members for their attendance in person at international meetings contributed by an organization external to the SCC (also see external funding commitment).

External Funding Commitment

Financial assistance provided by an external stakeholder (other than the SCC) for the completion of the committee deliverables (see section 6.2 on examples of committee deliverables). The terms, "stakeholders' contribution", "external contributor", and "committee contribution" are used interchangeably.

Financial Assistance

Monetary assistance that is available to a committee to support its delegates for their attendance at international standardization meetings. This monetary assistance is composed of SCC Financial Assistance and External Funding commitment, when applicable.

Financial Assistance Allocation

Monetary assistance allocated by a committee (through consensus) to a member for their attendance in person to an international meeting on behalf of Canada.

Harmonization

The integration of work related to standards development involving the preparation of standards, regional standards, and international standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC.

Harmonized committee (status)

The integration of work related to standards development between SCC and a Standard Developing Organization (SDO) involving the preparation of standards, regional standards, and international standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO.

International meetings

Gatherings and/or venues that occur between international delegates; this includes but is not limited to: plenary meetings, working group meetings, ad-hoc group meetings, project meetings, etc.

International Electrotechnical Commission (IEC)

A non-governmental organization whose membership is composed of national committees and which is responsible for preparing and publishing International Standards for the electrical and electronic fields.

International Organization for Standardization (ISO)

A non-governmental organization whose membership is composed of national standards bodies and which is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

Leadership Position

An international chair, international secretary, or an international convenor, or other international role where the delegate is responsible to the international community rather than acting in their own capacity, or representing the SCC mirror committee.

Members eligible for Allocated Financial Assistance

Any SCC mirror committee member, who is not employed by the following: federal government, provincial/territorial government, municipal government, crown corporation, Standards Development Organization (SDO), or standards application organization (SAO).

SCC Internal Funding Commitment

Financial assistance provided by SCC for the attendance in person and participation of delegates in the work of an international standardization committee (the terms SCC Internal Funding Commitment and SCC financial assistance are used interchangeably).

Standards Council of Canada Mirror Committee (SMC)

A committee established by SCC to facilitate Canadian participation in ISO and/or IEC technical activities (the terms SMC and “the committee” are used interchangeably).

Stakeholder

A person with an interest in, or concern about, Canada’s participation in ISO and/or IEC standardization activities.

Standards Application Organizations (SAO)

Organizations primarily devoted to assessing the use of standards, including testing, certification and accreditation bodies.

Standards Development Organizations (SDO)

An organization, or part thereof, accredited by SCC, that accepts responsibility for the development, approval, publication and maintenance of standards.

4. Requirements & Guidance

Context

This first edition of the Requirements and Guidance for Committee Accreditation and Financial Assistance supersedes the existing CAN-P-2018 – *Operational requirements for the allocation of SCC mirror committee assistance, and accreditation of Canadian delegates to attend ISO and IEC international meetings.*

Scope

The scope for this revision has been expanded to govern all requests for SCC Mirror Committee (SMC) financial assistance and accreditation as well as those who hold leadership positions on behalf of SCC at ISO and IEC. SCC financial assistance is available only to members of a particular SCC SMC. If an international Chair, Secretary or Convenor is not a member of an SMC, he or she is not eligible for financial assistance from the financial assistance assigned to that SMC.

Process

The process outlines procedures for obtaining SCC internal funding commitment (including support of international chair and international secretary positions) and for nominating and obtaining accreditation recognition for delegates to attend ISO and IEC meetings.

TABLE 1: REQUIREMENTS & GUIDANCE

	SCC Requirement	SCC Guidance
5. General requirements for committee accreditation and financial assistance		
5.1 Submit an Application		
5.1.1	SCC’s SMC Chair, in consultation with SMC members, shall submit an application to be considered by SCC for SCC Committee Accreditation and associated financial assistance. To be considered for SCC committee accreditation and financial assistance all TCs and SCs shall submit one completed application form.	The SDO administrator for harmonized committees can be used as a resource to help with the application process.
5.1.2	Each SMC Technical Committee TC and/or SC Chair shall be responsible for completing and submitting an application in order to be eligible to obtain SCC committee accreditation and/or financial assistance.	To aid with the completion of applications, SMC members should refer to the <i>Recommended Financial Assistance Rates by Region</i> document for recommended allocations.
5.1.3	<p>SCC internal funding commitment shall be limited to:</p> <ul style="list-style-type: none"> • active SMCs (Participating status) where members are attending international meetings related to standardization; and • individuals with demonstrated experience (see CAN-P-7) to attend international standardization activities where such attendance is in the national interest. <p>Public servants (federal, provincial, and municipal, including Crown Corporations and agencies) involved in developing and updating regulations, SDO’s, and SAO’s shall not be eligible to receive SCC internal funding commitment.</p>	No guidance

5.2 Assessment criteria		
5.2.1	To evaluate a committees' eligibility for committee accreditation and financial assistance, SCC shall apply specific assessment criteria to each committee application (see assessment criteria requirement 6.1, 6.2, 6.3).	No guidance
5.2.2	All applications are due February 1 st in advance of the fiscal year in which financial assistance is being requested. Incomplete applications, or TCs and SCs which have not responded to SCC's requests, will not be considered for SCC financial assistance.	No guidance
6. Specific requirements for committee accreditation and financial assistance		
6.1 Documentation and evaluation of committee status and participation		
6.1.1	<p>To be eligible to receive SCC financial assistance, SCC's SMC shall demonstrate that they have made efforts to meet the effective working criteria. Effective working criteria are based on the following:</p> <ul style="list-style-type: none"> • Committee performance: committee balance, participation record, and/or leadership positions; • Committee timely submissions: voting records, comments submitted, requests, etc.; • Committee initiatives: submission of New Work Item Proposals (NWIP) and related initiatives. <p>Committee balance refers to the balanced representation of the following interest categories: academic and research bodies, consumer and public interest, government, industry and commerce, labour/unions, non-governmental organizations, and SAOs. See Annex A.</p> <p>In cases where efforts have been made to achieve balanced representation and the</p>	Information on committee performance can be pre-populated from the previous year(s) and is available to the SMC membership on the committee's electronic workspace. The information can also be requested through the assigned SCC Project Manager.

	committee was not successful at achieving balance, balanced representation may be proven through the submission of evidence, including email correspondence and letters.	
6.2 Documentation of committee work plan/deliverables:		
6.2.1	<p>Each SMC TC and SC shall be required to document their committee’s work plan, indicating:</p> <ul style="list-style-type: none"> • Committee work: projected outputs and deliverables, timelines for the projects (past, current, and ongoing), future initiatives (including Canadian NWIP), need for continuity of engagement or completion of a task/project within the projected fiscal year; • Planned attendance to Committee meetings: planned attendance to international meetings for the fiscal year, including the meeting locations and number of delegates attending (an estimate is acceptable, if necessary), and the availability of other means to meet, such as WebEx, Skype, and/or teleconference; • Committee-specific planned outputs: international deliverables, including what has been or will be completed internationally and the submission of Canadian NWIP. 	
6.2.2	<p>The SCC will consider SMC deliverables as part of the project rather than each individual step/deliverable.</p> <p>Applications submitted to SCC in past years shall be submitted for confirmation by the SMC Chair. The SCC shall follow-up on deliverables and outputs in order to reassess committee work plans on a yearly basis.</p>	<p>The application information may be updated annually, semi-annually or as appropriate by the SMC committee Chair.</p>

6.3 Documentation of national interest and standardization priorities

6.3.1

SMCs shall provide information to SCC that outlines its work related to national standardization priorities and its relevance to Canadian economy. This information shall include, if applicable:

- **Committee work that is endorsed and supported by an external stakeholder** (other than SCC) in order to demonstrate financial viability for past, current, or future years. **SCC External Funding Commitment Form** shall be completed for each contributor.
- **Committee contribution:** a minimum contribution of \$1,000 CAD is required to be considered for additional SCC financial assistance.
- **Committee work** deliverables that are referenced in federal, provincial/territorial regulations and/or used by Canadian industry.
- **Committee work** is aligned with the Canada's trade priorities and with the SCC's standardization priorities.

The SMC shall inform SCC how work undertaken by the committee:

- Benefits the health, safety and welfare of workers and the public;
- Supports sustainable development;
- Assists and protects consumers;
- Advances the national economy;
- and
- Facilitates domestic and international trade.

SCC Internal Committee contribution: SCC shall commit financial assistance in the following manner:

- Committees who achieve an

Minimum external stakeholder contribution is applied to the SMC as a whole and not to individual external stakeholders.

	<p>approved ranking in their application will receive a maximum SCC financial assistance of \$5,000 CAD.</p> <p>Committees who achieve an approved ranking in their application, and who have external financial commitments may qualify to receive additional SCC financial assistance. The external financial contribution will be matched with SCC financial assistance (1:1) for a maximum total of \$5,000 CAD financial assistance</p> <ul style="list-style-type: none"> • For those successful committee applications that also have an International Chair and/or an International Secretary position, SCC will make available an additional \$2,500 CAD for each eligible position, up to a maximum of \$5,000 CAD. • The total maximum amount of SCC financial assistance is \$15,000 CAD. <p>Committee’s applications shall be considered for financial assistance only if funds are available.</p> <p>External stakeholder contributions shall be depleted prior to disbursing SCC financial assistance funds.</p>	
6.3.2	<p>SCC financial assistance budget shall be determined on an annual basis for the fiscal year (SCC’s fiscal year begins April 1 and ends on March 31) and, as such, matching funds provided by SCC (as determined under 6.3.1) are subject to availability.</p>	No guidance
7. SCC Mirror Committee financial assistance additional criteria		
7.1	<p>Financial assistance shall only be used for attendance in person within Canada when</p>	No guidance

	Canada is the hosting country of an international meeting.	
8. Canadian Delegate (s) assistance determination and accreditation process		
8.1	<p>Delegate Evaluation</p> <p>To be accredited to attend in person international meetings, a Canadian delegate, Chair, designated alternate of the SMC) shall:</p> <ul style="list-style-type: none"> • Be nominated and endorsed as an accredited delegate by the SMC Chair and SMC members; • Be eligible to receive financial assistance, to represent Canada or be nominated by SCC; • Be an active member contributing to the work of the SMC; • Be in good standing with his/her committee members. • Be supported by their organization (a delegate’s company, association, industry, or themselves in cases of self-employment, or acting independent from their employer, etc.) to represent Canada at the international committee meeting. <p>All positions for technical and policy committees shall be approved by SCC.</p>	All delegates are encouraged to attend ISO and IEC meetings via WebEx/teleconference where possible substitute for in-person attendance
8.2	<p>Delegate Accreditation</p> <p>The SMC Chair/designated alternate of the SMC shall submit a list of the Canadian delegation to SCC at least 6 weeks in advance of the international meeting date, where applicable. The list of delegate(s) shall be authorized and endorsed by SCC.</p> <p>Each Delegate shall complete and submit appropriate documentation prior to the date of the international meeting.</p>	While working group experts and leaders do not require accreditation to attend international standardization meetings, they must submit an application according to this process to receive financial assistance or medical insurance.

8.3	<p>Expense Claim</p> <p>Following the international meeting, accredited delegates by SCC, who have been approved to receive financial assistance, and who wish to obtain their financial assistance, shall submit the following:</p> <ul style="list-style-type: none"> • Proof of attendance (evidence of attendance in person at the international standardization meeting), and • A meeting summary report. 	No guidance
9 Appeals		
9.1	<p>Decisions made by SCC on delegate accreditation and financial assistance may be appealed to the Standards Solutions Branch at isd@scc.ca no later than 30 calendar days after the decision has been communicated. Individuals wishing to appeal the decision shall specify:</p> <ul style="list-style-type: none"> • The criteria they feel was not appropriately applied; • Specific rationale for the complaint or appeal; and • In case of errors included in the application, indication of the error and the corrected information. 	All decisions rendered by the Standards Solutions Branch on appeal are final.

Annex A – Stakeholder Categories

Academic and Research Bodies: Includes technical experts representing universities and other higher educational bodies or professional educators associated with them; professional associations; research institutions.

Consumer and Public Interest: Includes technical experts representing national, regional and international consumer representation bodies that are independent of any organization that would fall into the “industry and commerce” category; or individual experts engaged from a consumer or public interest perspective.

Government / Authorities Having Jurisdiction: Includes technical experts representing international and regional treaty organizations and agencies; federal, provincial/territorial or municipal government operating as departments, agencies, crown corporations, as well as, all bodies that have a legally recognized regulatory function.

Industry and Commerce: Includes technical experts representing manufacturers; producers; designers; service industries; distribution, warehousing and transport undertakings; retailers; insurers; banks and financial institutions; business and trade associations.

Labour/Unions: Includes technical experts representing international, regional, national and local trades unions and federations of trades unions and similar bodies the main purpose of which is to promote or safeguard the collective interests of employees in respect of their relationship with their employers.

Non-Governmental Organizations: Includes technical experts representing organizations that usually operate on a charitable, not-for-profit or non-profit distributing basis and that have a public interest objective related to social or environmental concerns.

Standards Application Organizations: Includes technical experts representing testing, certification and accreditation bodies; organizations primarily devoted to assessing the use of standards.

Standards Development Organizations: An organization, or part thereof, accredited by SCC that accepts responsibility for the development, approval, publication and maintenance of standards.