Standards Alliance
SADC

ISO National Mirror Committees Training

with Lesotho, Malawi and Zambia

March 30 – April 1, 2015

Maseru, Lesotho

DRAFT Agenda 3.16.2015

Day 1

U.S. trainers:

Jason Knopes, Senior Manager, ISO Outreach and Enhanced Services, ANSI
With assistance from:
- Brittany Helbling, Secretary/Administrator for U.S. TAG to ISO/TC 34
- Steven Carpenter, U.S. TAG Chair ISO/TC 82
- Deann Desai, Secretary/Administrator for ISO/TC 242

8:30   Registration

9:00 – 9:20   **Opening Remarks**
- Madeleine McDougall, ANSI
- George Makore, Southern African Trade Hub

9:20 – 10:00   **Session 1: Presentations from Lesotho, Malawi, and Zambia**
- One representative each from Lesotho, Malawi and Zambia is asked to provide a 10-15 minute presentation that discusses the big picture with respect to their country's national mirror committees, e.g., how many and for what ISO/TCs, common challenges, future goals, etc.

10:00 – 10:45   **Session 2: Overview of ISO standardization**
- ISO Structure
- ISO Standards Organizational Structure
  - Technical Committees/Sub-Committees/Project Committees
  - Groups/Ad hoc Groups
- Participating vs. Observer
- Secretariats
- Leadership Opportunities

10:45 – 11:15	Coffee break

11:15 – 12:30   Session 3: Overview of ANSI Process for Participation in ISO
- Establishment and Accreditation of U.S. TAGs
    - Approval process of new work in ISO
    - ANSI roles and responsibilities
    - Formation and accreditation of U.S. TAG
- Operations and Procedures
    - Responsibilities of U.S. TAG
    - Responsibilities of U.S. TAG Administrator
    - Cardinal Principles
    - Operating procedures

12:30 – 14:00	Lunch

14:00 – 15:30   Session 4: Understanding the need for stakeholder engagement and engaging stakeholders in new ISO projects
- Stakeholder engagement
    - Principles
    - Process
    - Guidance
- Real examples
- Q&A

15:30 – 16:00	Coffee break

16:00 – 17:00   Session 5: Building consensus among stakeholders
- Definition of consensus
- Principles
- Guidance
- Q&A

17:00 – 17:50   Day 1 Wrap-up
- Madeleine McDougall, ANSI
- George Makore, Southern African Trade Hub

DAY 2

U.S. trainers:

Jason Knopes, Senior Manager, ISO Outreach and Enhanced Services, ANSI
With assistance from:
- Brittany Helbling, Secretary/Administrator for U.S. TAG to ISO/TC 34
- Steven Carpenter, U.S. TAG Chair ISO/TC 82
- Deann Desai, Secretary/Administrator for ISO/TC 242

9:00 – 10:30	**Session 6: Participating in ISO meetings**
	- TC meetings
	- WG meetings
	- Preparing for ISO meetings
	- Effective participation of delegates/experts at the international level
	- Reporting back home
	- Hosting meetings in your country
	- Q&A
10:30 – 11:00	Coffee break
11:00 – 12:30	**Session 7: Establishing and/or strengthening National Mirror Committees**
	- Discussion to include everyone identifying each of the countries goals in terms of participation in ISO We can discuss goals and actions plans to achieve those goals
	- Q&A
12:30 – 14:00	Lunch
14:00 – 15:30	**Session 8: National Mirror Committee Leadership**
	- Selection of NMC chair and secretary
	- Other roles
	- Q&A
15:30 – 16:00	Coffee break
16:00 – 17:30	**Session 9: ISO Information Technology Tools**
	- National Standard Body
	o Global Directory
	o ISOTC Server (eCommittees)
	o Electronic Balloting

- o Project Portal
- o Submission Interface
- o Event Notifications
- o Meeting Calendar
- Expert
  - o ISOTC Server (eCommittees)
- 15 minutes Q&A

17:30 – 18:00   Day 2 Wrap-up
- Madeleine McDougall, ANSI
- George Makore, Southern African Trade Hub

DAY 3

9:00 – 15:30   **Sessions on Specific ISO/TCs/SCs**:
- NOTE: Representatives from Lesotho, Malawi and Zambia are asked to collect the following information on each of the TCs, to be provided ahead of the training if possible, otherwise to share on Day 3
  - o Does your country participate or plan to participate in the TC (P vs. O member)?
  - o Does your country have Working Group needs/plans?
  - o How big (what/who) are the member of your Mirror/TAG?
  - o What universities are in your country, and which of them participate with the Mirror/TAG?
  - o What industry partners (mining companies, engineers, and equipment companies) are in your country, and which of them participate with the Mirror/TAG?
  - o What funding is available and how to you raise funds to participate on the Mirror/TAG?
  - o What else should U.S. experts know to make the specific training more germane and applicable to the specific situation that we are finding during our training mission?

9:00 – 10:30   **ISO/TC 34 Agricultural food products**
- Brittany Helbling, Secretary/Administrator for U.S. TAG to ISO/TC 34 (food products), ISO/TC 34/SC 2 (oilseeds), ISO/TC 34/SC 11 (fats and oils), ISO/TC 34/SC 17 (food products and management systems for food safety), ISO/TC 34/WG 16 (animal welfare), ISO/TC 34/SC 16 (Horizontal Methods for Molecular Biomarker Analysis)
- Specific TC 34 and TC 34/SC 17 issues
  - o Current Work Program
  - o Working Group Experts/Participation

10:30 – 11:00	Coffee break

11:00 – 12:30   **ISO/TC 82 Mining**
- Steven Carpenter, U.S. TAG Chair ISO/TC 82
- How to enhance the National Mirror Committee to ISO TC-82
  - South African Trade Hub
  - Stakeholder Engagement
  - Consensus building
- Specific TC issues
  - Working Group Experts/Participation
  - NWIP vs. PWI vs. TR = who can P-O Members use this
  - NWIPs – what is import to your country

12:30 – 14:00	Lunch

14:00 – 15:30   **ISO/TC 242 Energy management**
- Deann Desai, Secretary/Administrator for ISO/TC 242, ISO/TC 257
- Specific TC issues
  - Current Work Program
  - Revision of ISO 50001:2011 Energy Management Systems
  - Working Group Experts/Participation
-

15:30 – 16:30   **Open Discussion, Training wrap up and closing remarks**
- Facilitated by Madeleine McDougall, ANSI and George Makore, SATH
  - Representatives from Lesotho, Malawi and Zambia are asked to present action items for how they plan to strengthen their country's mirror committees based on knowledge/skills gained at training
  - U.S. expert comments