ISO/TMB/WG SR
Social Responsibility

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Resolutions from the first meeting of ISO/TMB/WG SR, Salvador, Brazil 2005-03-07--11

NOTE: Resolutions reflect decisions taken that effect the future work of the WG or major decisions. All other decisions will be reflected in the Minutes.

Resolution 1
ISO/TMB/WG SR agrees on the establishment of a Chair's Advisory Group with the following membership:

- WG Chairs and Secretaries
- TG Convenors
- Up to two representatives from each stakeholder categories. The stakeholder categories should determine the period of time in which their representative will remain on the CAG.
- Additional representatives if necessary to ensure balance of representation (gender, regional distribution, etc.) as designated by the WG Chair. There is a clear need to balance representation with the need to maintain a functional size.
- ILO representative

Resolution 2
ISO/TMB/WG SR agrees on the following procedure for selecting their stakeholder representatives to CAG:

- Selection process managed by the stakeholder group itself
- Twinning (developed & developing);
- Provide information to WG to justify leadership role, including a description of the selection process
- Must consider whether or not to have a rotation process, but up to each stakeholder category to decide how, if any.

In addition the WG recommends the stakeholder groups to seek balance on other criteria (e.g. gender, geography and expertise).

Resolution 3
ISO/TMB/WG SR agrees that the chairs shall provide information to WG on the additional members of CAG; who they are and why they were chosen.

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Resolution 4
ISO/TMB/WG SR agrees on the following terms of reference for CAG:
The CAG should:
1. Assist the chairs and secretaries of the WG in tasks concerning co-ordination, planning and steering of the WG's work or other specific tasks of an advisory nature.
2. Advise the chairs and secretaries of the WG on:
- strategic and critical issues
- balanced representation in the Task groups
- newly identified developments within the subject area, and gaps between those developments and WG outcome

The CAG is an advisory body, not a decision-making body.

Resolution 5
ISO/TMB/WG SR agrees on the establishment of Task Group 1
Title: Funding and stakeholder engagement
Terms of reference:
- Establish funding mechanisms in consultation with ISO/CS in order to encourage developing countries and other under funded interests to participate
- Ensure fundraising and allocate funds to developing countries and other under funded stakeholder categories needing support (for example, from international organizations like the World Bank, UNDP, and other donor organizations).
- Encourage ISO member bodies to seek autonomous funds provision from national governments and other organizations.
- Establish criteria for the collection and distribution of economic support.
- Encourage ISO/DEVCO's involvement.

Resolution 6
ISO/TMB/WG SR appoints for leadership of Task Group 1:
Convenor: Mrs. Catarina Munck af Rosenschöld, ISO/TMB/WG SR Vice Chair
Co-convenor: Mr. Bernardo Cazadilla, ISO/DEVCO secretary

Resolution 7
ISO/TMB/WG SR appoints for interim leadership of Task Group 1:
Secretary: Mr. Charles O. Nyangute, Kenya

Resolution 8
ISO/TMB/WG SR agrees on the establishment of Task Group 2
Title: Communication
Terms of reference:
- Provide WG information to ensure transparency and openness.

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- Develop supporting tools for disseminating information, such as: FAQ, Introduction to ISO and SR, Implementation Documents (for SMEs, developing countries, and introduction of the "best practices"), Provision of presentation materials, Leaflets and brochures.
- Meet the needs of the other TG in terms of communication.
- Develop a plan to conduct strategic promotion and communication on WG's efforts.
- Establish criteria for approval of its output.

Resolution 9
ISO/TMB/WG SR appoints for leadership of Task Group 2:
Convenor: Mr. Hidemi Tomita, Japan
Secretary: Mr. Supachai Tepatanapong, Thailand
Co-secretary: Lic Orlando Daniel Di Pino, Argentina

Resolution 10
The ISOTMB/WG/SR resolves to create a Task group 3 – Operating Procedures, with the following terms of reference:

- address the comments received before the 1st meeting relating to operating procedures that have not already been considered
- receive and respond to questions on the application or interpretation of procedures
- make recommendations, if necessary, on revised or new procedures to the chairs in consultation with the CAG to be presented to the WG for approval
- compile a consolidated set of WG operating procedures.

The ISO Central Secretariat will Co-Chair this Task Group.

All recommendations of the TG OP will be submitted to the WG for approval; any special procedures shall be submitted for approval by the ISO TMB

Resolution 11
ISO/TMB/WG SR appoints for interim leadership of Task Group 3:
Convenor: Tom Rotherham, IISD
Co-convenor: Sophie Clivio, ISO/CS
Secretary: Leonor Ceruti, Chile

Resolution 12
ISO/TMB/WG SR agrees to establish three interim standard setting task groups with the following tasks:

- To explore the issues set out for the task group
- To make suggestions on how these issues might be reflected in a Design specification and how these issues might be worked on thereafter.

ISO/TMB/WG SR asks these task groups to decide on their title during their first meeting.

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Resolution 13
ISO/TMB/WG SR requests the interim TG 4 to explore:
- stakeholder identification/engagement/communication.

ISO/TMB/WG SR retains the option to divide this task group into separate groups or subgroups at a later stage.

Resolution 14
ISO/TMB/WG SR appoints for interim leadership of interim Task Group 4:
Convenor: Simon Zadek, UK
Co-convenor: Paul Kapelus, AICC
Secretary: Irit Keynan, Israel
Co-convenor: Mr Ernesto Bächtold, Mexico
Co-secretary: Dr. Anthony Miller, UNCTAD

Resolution 15
ISO/TMB/WG SR requests the interim TG 5 to explore:
- Social responsibility core context: issues, definitions, principles (differing types), interface of organization and society.

ISO/TMB/WG SR retains the option to divide this task group into separate groups or subgroups at a later stage.

Resolution 16
ISO/TMB/WG SR appoints for interim leadership of interim Task Group 5:
Convenor: Dr. Kernaghan Webb
Co-convenor: Adriana Alonzo, Colombia
Co-convenor: Thierry Dedieu, France
Co-Secretary: Michael Chiam, Malaysia
Co-secretary: Darryl Neate, Canada

Resolution 17
ISO/TMB/WG SR requests the interim TG 6 to explore:
- what it would look like for the standard to address (e.g., what wording might be used):
  - Guidance appropriate for all organizations to understand and apply the SR core context.
  - Guidance appropriate for specific kinds of organizations.

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Resolution 18
ISO/TMB/WG SR appoints for interim leadership of interim Task Group 6:
Convenor: Mr. Yang Zeshi, China
Co-convenor: Anabela Vaz Ribeiro, Portugal
Secretary: Dr, Joseph Wieland, Germany
Co-secretary: Veronica Yaji, Nigeria/ Dineo Shilenge, South Africa (alternates)

Resolution 19
ISO/TMB/WG SR agrees on the establishment of an Editing Committee with the following terms of reference:

- Review and edit the documents including working drafts (WD), committee drafts (CD), enquiry drafts (DIS) and final draft International Standards (FDIS).
- Ensure conformity to Part 2 of the ISO/IEC Directives.
- Compile drafts developed by each TG.
- Review and coordinate drafts written by TGs, ensuring consistency and avoiding gaps/overlaps among them.
- Verify the drafts against the design specification.
- Report the result of reviews to TGs before sending it to the WG Secretariat.

Resolution 20
ISO/TMB/WG SR appoints for interim leadership of Editing Committee:
Interim Project Editor: Deni Greene, Australia

Resolution 21
The ISO/TMB/WG/SR resolves that the foundation for its operating procedures is the ISO/IEC Directives, Part 1.

Resolution 22
The ISO/TMB/WG/SR resolves to adopt the following operating procedures for decision-making in the WG and all of its subsidiary bodies:

1. There will be no voting in the WG or in any of its subsidiary bodies. All decisions will be made on the basis of consensus as defined in the ISO/IEC Directives: "Consensus: general agreement, characterized by the absence of sustained opposition <u>to substantial issues</u> by any <u>important part of the concerned interests</u> and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE: Consensus need not imply unanimity."
    a. It is the responsibility of experts to formally notify the chair/convenor of their sustained opposition at the same meeting at which the decision is taken
    b. It is the responsibility of the WG or TG Secretariat to record in meeting minutes the formal notifications of sustained opposition
    c. It is the responsibility of the chair/convenor, where necessary in consultation with the Secretary and WG leadership, to decide if the sustained opposition is:
        i. On a substantial issue

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ii. By an important part of the concerned interests

d. In deciding on whether the objection is made by an important part of the concerned interests, the Chair/Convenor should consider developed/developing country and stakeholder representation. The Chair/Convenors's decision and its context will be recorded

e. The WG or TG will establish a mechanism to enable the Chair/Convenor to identify which experts are from which stakeholder group and/or country.

2. It is the responsibility of the Chair to propose decisions to the WG or TG. Once a decision has been proposed, the Chair may ask for a show of hands, not as a vote, but only in order to determine the level of support for a proposed decision.

3. The WG and TGs should establish a process by which decisions can be appealed on procedural grounds. Where experts at the TG level have objections on the application of the WG operating procedures, they should lodge an appeal with the WG. Appeals on application of operational procedures in the WG are to be made to the TMB.

4. The WG Secretariat will prepare and make available to the WG a Guide on the determination of consensus and decision-making. The WG Secretariat will provide specific training on this issue to TG Leadership.

Resolution 23
ISO/TMB/WG SR resolves that the number of experts in each TG shall not be limited.

Resolution 24
The ISO/TMB/WG/SR resolves that stakeholder groups may adopt any decision-making process for decisions within their group, and that this decision-making process will be communicated to the WG Secretariat.

Resolution 25
The ISO/TMB/WG/SR resolves that the Leadership selection process for Translation Task Forces (TTFs) is at the discretion of the relevant TTF.

Resolution 26
ISO/TMB/WG SR agrees on the establishment of a Spanish Translation Task Force (STTF) with the following scope of work:

- Translate into Spanish those documents that its members considered essential for an effective participation in the ISO/TMB/WG SR and all the Draft documents as well as final documents of ISO 26000.

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Resolution 27
ISO/TMB/WG SR notes the appointment for leadership of the STTF:
Convenor: Dante Pesce, Red Interamericana de Responsibilidad Social Empresariál
Secretariat: AENOR, Spain

Resolution 28
ISO/TMB/WG SR requests the ISO Council to approve the issue of an official Spanish version of ISO 26000.

Resolution 29
The ISOTMB/WG/SR resolves to adopt the following operating procedures to help implement the ILO-ISO MoU:

The WG recognizes the special status of ILO as reflected in the MoU signed between ILO and ISO on 4 March 2005 (to be circulated as an N doc); specifically, the leadership of the WG as well as of any of its subgroups will consult ILO when starting their work and regularly thereafter (at the different drafting and circulation stages) to identify early on any ILO issues that may come up and thus ensure the effective and timely implementation of articles 1.2, 2.1 through 2.4, 6.1 and 6.2 of the MoU.

Participation of ILO and its constituents in any of the subgroups will be guided by the provisions of Article 5 of the MoU.

Resolution 30
ISO/TMB/WG SR thanks representatives of Thailand and Japan for offering to host the next meeting of the working group. ISO/TMB/WG SR requests the chairs and secretariat of the WG to in co-operation with Thailand and Japan identify a proposed time and location for the next meeting and to notify that to the WG as soon as possible.

Resolution 31
ISO/TMB/WG SR thanks the chairs and secretariats for their outstanding efforts throughout the entire 1st meeting of the WG.

Resolution 32
ISO/TMB/WG SR thanks ABNT and the sponsors for the hospitality and the excellent arrangement of this 1st meeting.