**ORGANIZATIONAL MEETING FOR THE US/TAG**
**TO THE ISO/TMB SOCIAL RESPONSIBILITY WORKING GROUP**

**WEDNESDAY, JUNE 1, 2005**
**9:30 AM to 4:30 PM**

**U.S. Council for International Business**
**1030 15th Street, NW, (Between K and L Streets)**
**2nd Floor, Room 230**
**Washington, DC**

**TELECONFERENCING INFORMATION:**

- Telephone Number: 1-719-457-0701
- Access Code: 568123

**DRESS CODE:** Business Casual

**DRAFT AGENDA**

**MORNING SESSION**
**US/TAG ADMINISTRATIVE ISSUES**
**9:30 AM to 12:30 PM**

**OPENING ITEMS 9:30 AM to 9:45 AM**

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| **AM1** | **Opening remarks.** |
| **AM2** | **Introductions.**<br><br>**Summary:**<br>All participants will be asked to introduce themselves and their affiliations. |
| **AM3** | **Approval of agenda.**<br><br>**Recommended action:**<br>To approve the agenda for this meeting as presented in this document. |

**US/TAG ADMINISTRATIVE ISSUES**

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| **AM4**<br><br>**9:45 AM to 10:00 AM** | **Status of the approval and accreditation of the US/TAG and the US/TAG Administrator.**<br><br>**Summary:**<br>ANSI originally received applications for accreditation from both the American Society for Quality (ASQ) and CSA-America to serve as the US/TAG Administrator for the ISO/TMB Working Group on Social Responsibility. Public commenting on these applications started in the March 4, 2005 edition of ANSI Standards Action with a closing date for comments of April 4, 2005. As you will note from document **AM4.1**, public review comments were not received in connection with either of these applications. However, a number of responses were received indicating support for ANSI staff taking on the US/TAG administration role for the reasons stated in these responses. Therefore, the ANSI ISO Council (AIC) was asked to approve that ANSI staff administer this US/TAG, and the AIC has recently completed this approval action.<br><br>ANSI has prepared and submitted an application for accreditation which is now subject to public commenting to ANSI until June 27, 2005. Upon the completion of this public commenting period, the ANSI Executive Standards Council (ExSC) will be asked to approve the ANSI application. The documentation of the AIC's approval action, the ASQ and CSA-America applications and the complete results of both public commenting periods will be |

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| | provided to the ExSC to inform its decision. In the interim, ANSI staff will proceed forward on organizing time sensitive and strategic US/TAG business under the auspices of the AIC Ad Hoc Group on SR. This AHG will be expanded to allow open participation to all those interested in potential US/TAG membership and we will conduct these interim activities in compliance with the ANSI model procedures for US/TAGs, which are provided as document **AM4.2**. |
| **AM5**<br><br>**10:00 AM**<br>**to**<br>**10:30 AM** | **US/TAG funding issues**<br><br>**Summary:**<br>With the expected approval of the ANSI application for accreditation of the US/TAG, a cost-recovery program must be established to ensure ANSI has the adequate resources to provide support to the US/TAG's work. According to ANSI's procedures and business practices, ANSI will not administer an activity such as this without firm commitments from the affected interests (that is, the US/TAG members) to provide financial support to cover the costs incurred by ANSI and without those funds having been provided. Initially, this commitment from the affected interests must be for a three-year period. The US/TAG members and other US interests must bear the responsibility for helping ANSI acquire the necessary funds to make happen what those members and interests have requested of ANSI.<br><br>Document **AM5.1** provides an estimate of the annual ANSI costs for administering this US/TAG as well as an estimate of ANSI costs for the second half of 2005.<br><br>It is recommended that ANSI solicit the funds to support ANSI administration of the US/TAG for the remainder of 2005 as much as possible from industry, which is has been the greatest supporter of ANSI administering this US/TAG. This would not preclude any and all other parties from other stakeholder categories from participating in the US/TAG, and we would ask all others to also contribute at the rate of a more nominal fee for 2005 ($200 for each individual). This will ensure that the US/TAG is well funded for 2005 and will provide the US/TAG with time during the remainder of this year to establish its ongoing funding model and rates.<br><br>In addition, document AM5.1 also suggests two additional funds that the US/TAG may wish to establish to support participation of appropriate ANSI experts at international and US/TAG meetings as well as participation of developing country experts at international meetings. Regarding these additional funds, it is recommended that the US/TAG assign responsibility for further developing the programs and procedures for these within the US/TAG Membership & Participation Subgroup proposed in Agenda Item AM6 below.<br><br>**Recommended actions:**<br>1. To support that all potential US/TAG members will provide to ANSI by July 1, 2005 a written commitment to provide financial support for ANSI administration of this US/TAG for an initial three-year period. ANSI will prepare and issue a form for potential US/TAG members to complete and return to ANSI to provide this commitment.<br><br>2. To support that ANSI will solicit the funds to support ANSI administration of the US/TAG for the remainder of 2005 as much as possible from industry, asking all those from other stakeholder categories to also contribute for 2005 at the rate of a more nominal fee ($200 for each individual). ANSI will issue appropriate invoices to all potential US/TAG members to collect these funds by July 15, 2005.<br><br>3. To assign to the US/TAG Membership & Participation Subgroup proposed under Agenda Item AM6 below the development of programs and procedures to support the proposed ANSI Experts Participation Fund and the Developing Country Participation Contribution. |
| **AM6**<br><br>**10:30 AM** | **US/TAG membership and participation outreach.**<br><br>**Summary:** |

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| **to**<br>**11:00 AM** | **1. Designation of US/TAG members by stakeholder category.**<br><br>Document **AM6.1** provides an initial US/TAG roster. Document **AM6.2** provides proposed descriptions of the six stakeholder categories identified for the ISO/TMB SR WG. This document was originally proposed by and has been updated by Mr. Randy Richards of Caterpillar based on recent email correspondence among potential US/TAG members. Discussion will occur seeking to finalize these stakeholder category descriptions, after which the initial US/TAG roster can be reordered accordingly.<br><br>Discussion should also occur seeking to agree that AM6.2 as presented or as revised at the meeting should be sent to the appropriate ISO/TMB SR WG task group for consideration and use within the WG at the international level.<br><br>The meeting should also discuss and agree on whether self-designation of stakeholder category is sufficient or whether some US/TAG process should be established to question or verify self-designations that may appear to be incorrect or inappropriate. Mr. William D'Alessandro of Victorhouse News Service suggested that such a process may be necessary with the following rationale for his suggestion:<br><br>> Something short of a furor erupted in Salvador over proper categorization. The issue of proper and improper representation in the interest groups emerged as a bone of contention. Surely there must be some procedure, other than self-declaration, to determine which interest group a delegate on the US mirror committee falls. The self-categorization situation ought to have a system of checks on the national as well as international level, which was kind of the conclusion made in Salvador.<br><br>**2. Participation outreach.**<br><br>Given the subject and related expectation for effective stakeholder engagement, we can anticipate requests to provide financial assistance to experts in some stakeholder categories to support their effective participation at both US/TAG meetings and at international meetings. Indeed, this will provide broader input resulting in more effective US/TAG positions, and it may eventually lead to broader support and credibility for the resulting ISO SR standard. In addition, for effective engagement and participation of developing countries, a special fund will be set up at the international level. It is proposed that ANSI should contribute in order to demonstrate our good will, commitment and leadership in this activity.<br><br>Therefore, it is proposed that the US/TAG establish a Membership and Participation Subgroup, comprised where possible of 2 to 3 persons from each stakeholder category (six of whom are the WG Experts from the categories), with the following terms of reference:<br>• To identify key parties in all stakeholder categories and especially in the lesser-represented categories to be approached and encouraged to join the US/TAG;<br>• To propose to the US/TAG appropriate ways to conduct the participation outreach efforts;<br>• To conduct the participation outreach efforts to the identified key parties;<br>• To develop an ongoing US/TAG funding model and procedures;<br>• To develop programs and procedures to support the proposed ANSI Experts Participation Fund and the Developing Country Participation Contribution;<br>• To oversee the administration the proposed ANSI Experts Participation Fund and the Developing Country Participation Contribution based on the agreed programs and procedures; and<br>• To develop and implement a process to question or verify self-designations that may appear to be incorrect or inappropriate, if the consensus is that such a process is necessary.<br><br>**Recommended actions:**<br>1. To agree on the descriptions of the stakeholder categories as presented in document AM6.2 or as revised at the meeting. |

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| | 2. To agree to submit AM6.2 as presented or as amended at the meeting to the appropriate ISO/TMB SR WG task group for consideration and use within the WG at the international level.<br><br>3. To agree on whether self-designation of stakeholder category is sufficient or whether some US/TAG process should be established to question or verify self-designations that may appear to be incorrect or inappropriate.<br><br>4. To agree on the formation of the US/TAG Membership & Participation Subgroup as detailed above or as these details are revised by the meeting's discussions. |
| **AM7**<br><br>**11:00 AM**<br>**to**<br>**11:30 AM** | **Responsibilities and qualifications of and the process for electing the US/TAG Chair.**<br><br>**Summary:**<br>Document **AM7.1** provides proposed information on the responsibilities and qualifications of, as well as a proposed process for electing, the US/TAG Chair. At this meeting we will discuss this document and participants are invited to suggest improvements to it.<br><br>**Recommended action:**<br>To approve document AM7.1 as presented or as revised at the meeting. |
| **AM8**<br><br>**11:30 AM**<br>**to**<br>**12:00 Noon** | **Responsibilities and qualifications of and the process for selecting ANSI experts to the ISO/TMB SR WG and its task groups.**<br><br>**Summary:**<br>Document **AM8.1** provides proposed information on the responsibilities and qualifications of, as well as a proposed process for selecting, the ANSI experts to the ISO/TMB SR WG and its task groups. At this meeting we will discuss this document and participants are invited to suggest improvements to it.<br><br>**Recommended action:**<br>To approve document AM8.1 as presented or as revised at the meeting. |
| **AM10**<br><br>**12:00 Noon**<br>**to**<br>**12:10 PM** | **Date and location of the next US/TAG meeting.**<br><br>**Recommended action:**<br>To agree on a date and location for a next US/TAG meeting. The week of August 15, 2005 is suggested. |
| **AM11**<br><br>**12:10 PM**<br>**to**<br>**12:20 PM** | **Any other business.**<br><br>**Summary:**<br>Meeting participants with any other items of business are invited to raise them for discussion. It may be necessary to hold over any new items raised for action by correspondence following this meeting or for action at the next US/TAG meeting. |
| **AM12**<br><br>**12:20 PM**<br>**to**<br>**12:30 PM** | **Review of action items from the morning session.**<br><br>**Summary:**<br>ANSI staff will provide a summary review of decisions and follow-up actions resulting from this morning session's discussions. |

**LUNCH BREAK 12:30 PM to 1:30 PM**

**AFTERNOON SESSION**
**ISO/TMB SR WG TECHNICAL & OPERATIONAL ISSUES**
**1:30 PM to 4:30 PM**

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| **PM1** | **The March 2005 ISO/TMB SR WG meeting in Brazil.**<br><br>**Summary:**<br>For your information and reference, please find attached the final resolutions of the first ISO/TMB SR WG meeting in Brazil, provided as document **PM1.1**. |
| **PM2** | **Review of current work within ISO/TMB SR WG task groups and development of ANSI input at this time.** |
| **PM2.1**<br><br>**1:30 PM to 1:45 PM** | **Chairman's Advisory Group (CAG).**<br><br>**Background:**<br>As agreed at the first SR WG meeting, the CAG will:<br>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.<br>2. Advise the chairs and secretaries of the WG on:<br>• strategic and critical issues;<br>• balanced representation in the task groups; and<br>• newly identified developments within the subject area, and gaps between those developments and WG outcome.<br><br>The CAG is an advisory body, not a decision-making body.<br><br>**Summary of current work:**<br>At present, the only correspondence debate within the CAG has been in relation to a suggestion from Mr. Adam Greene of USCIB. His suggestion is to devote time early in the meeting of the next WG Plenary to review and discuss the key ISO documents that should guide the work: 1) the Advisory Group's recommendations; 2) the outcomes of the Stockholm conference; 3) the TMB's resolution; and 4) the NWIP itself. This is considered necessary in order to get full understanding in the WG of the TMB's decision and the mandate set out in the NWIP. Following that discussion, the full WG should be able to reach a consensus on the broad outlines of the guidance standard. Document **PM2.1** provides the string of email correspondence within the CAG on this subject.<br><br>**Recommended action:**<br>To discuss and decide if ANSI and any U.S. persons on the CAG should indicate to the WG leaders their support for the position of Mr. Greene. |
| **PM2.2**<br><br>**1:45 PM to 2:15 PM** | **Task Group 1 (TG1) - Funding and stakeholder engagement.**<br><br>**Background:**<br>As agreed at the first SR WG meeting, TG1 will:<br>• Establish funding mechanisms in consultation with ISO/CS in order to encourage developing countries and other under funded interests to participate;<br>• Ensure fundraising and allocate funds to developing countries and other under funded stakeholder categories needing support;<br>• Encourage ISO member bodies to seek autonomous funds provision from national governments and other organizations;<br>• Establish criteria for the collection and distribution of economic support; and<br>• Encourage ISO/DEVCO's involvement.<br><br>**Leadership:**<br>Convenor: Ms. Catarina Munck af Rosenschöld, ISO/TMB/WG SR Vice Chair<br>Co-convenor: Mr. Bernardo Cazadilla, ISO/DEVCO secretary |

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| | Secretary: Mr. Charles O. Nyangute, Kenya (interim)<br><br>**Summary of current work:**<br>At present, SIDA is committed to provide funding for developing countries and a seminar in Thailand, and ISO has positive signals from SECO in Switzerland of additional support. In addition, ISO has contacted USAID, World Bank, IADB, DANIDA and NORAD for support. Seminars are being planned to be held (partly SIDA funded) in Africa, Eastern Europe and the Arabic region. From contact with the TG1 Chair, we expect that the TG members will soon be asked to provide input on the following questions:<br>• How should we work within TG1?<br>• How should we get funding for "underrepresented" groups?<br>• How should balanced representation be defined?<br>• What criteria should be established for who is eligible for funding?<br><br>**Recommended action:**<br>Meeting participants are invited to discuss any thoughts they may have on the questions above that we may wish to capture or submit for consideration in the work of this TG. |
| **PM2.3**<br><br>**2:15 PM to 2:45 PM** | **Task Group 2 (TG2) - Communication.**<br><br>**Background:**<br>As agreed at the first SR WG meeting, TG2 will:<br>• Provide WG information to ensure transparency and openness;<br>• 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;<br>• Meet the needs of the other TGs in terms of communication;<br>• Develop a plan to conduct strategic promotion and communication on WG's efforts, and<br>• Establish criteria for approval of its output.<br><br>**Leadership:**<br>Convenor: Mr. Hidemi Tomita, Japan (Industry)<br>Secretary: Mr. Supachai Tepatanapong, Thailand (Others – National Standards Body)<br>Co-secretary: Lic. Orlando Daniel Di Pino, Argentina<br><br>**Summary of current work:**<br>The following draft documents, provided in document **PM2.3**, have recently been circulated to TG2 members for comment:<br>• N1 (Draft TG2 Communications Action Plan);<br>• N2 (Draft Form to Subscribe to an ISO/TMB SR WG Information Network);<br>• N3 (Draft Form to Survey on Upcoming SR-related Events);<br>• N4 (Draft Nomination Form for ISO/SR Designated Presenters); and<br>• N5 (Draft Form to Collect ISO/TMB SR WG FAQs)<br>• A First and a Second Edition of an ISO/TMB SR WG Newsletter.<br><br>**Recommended action:**<br>Meeting participants are invited to discuss any thoughts they may have that we may wish to capture or submit for consideration in the work of this TG. Meeting participants are reminded of the following ANSI comments developed at our February 23, 2005 meeting which have already been submitted to the ISO/TMB SR WG:<br><br>ANSI and its experts and observers advocate the greatest possible openness and transparency for this ISO work, given the subject itself and the high level of stakeholder interest in it. This will greatly increase the stakeholder confidence and credibility of this ISO effort. Therefore, we suggest that all documentation of the WG and its subgroups should be publicly available on the WG's website. This should include but is not limited to circular letters and numbered documents, meeting minutes and resolutions, compilations of |

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| | comments and working drafts (WDs) and committee drafts (CDs) of the ISO SR guidance standard. We appreciate that DIS and FDIS versions must be strictly copyright protected and cannot be publicly available. We strongly suggest, however, that meeting minutes do not directly attribute to individuals comments made in meetings. |
| **PM2.4**<br><br>**2:45 PM to 3:15 PM** | **Task Group 3 (TG3) - Operating Procedures**<br><br>**Background:**<br>As agreed at the first SR WG meeting, TG3 will:<br>• address the comments received before the 1st meeting relating to operating procedures that have not already been considered;<br>• receive and respond to questions on the application or interpretation of procedures;<br>• 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; and<br>• compile a consolidated set of WG operating procedures.<br><br>**Interim Leadership:**<br>Convenor: Mr. Tom Rotherham, IISD (NGO)<br>Co-convenor: Ms. Sophie Clivio, ISO/CS<br>Secretary: Ms. Leonor Ceruti, Chile (Others – National Standards Body)<br><br>**Summary of current work:**<br>Recently, draft procedures documents for the following issues, provided in document **PM2.4.1**, were circulated for comment to TG3 members:<br>• CAG Alternates;<br>• Media participation;<br>• Selection process for TG Convenors; and<br>• Process to develop additional or provide interpretations of WG procedures.<br><br>Additional issues for TG3 to address in the future will include:<br>• WG meetings (timing of TG meetings; information/documentation during meetings; clarification of decision-making; workshops)<br>• Special invited experts to WG and TG meetings; and<br>• The role of non-experts in WG and TGs (i.e. observers and internal liaisons).<br><br>**Recommended action:**<br>• To approve the proposed procedures for CAG alternates with the addition of explicit text stating that the alternate can only attend in the absence of and not in addition to the primary representative.<br>• To not approve at this time the proposed procedures for media participation as they raise more concerns than they resolve. On what bases will a request for accreditation be granted or denied? On what bases may an accreditation be revoked? On what bases may a TG Convener decide to deny media access to a TG meeting? On what bases may experts request that a TG meeting be closed to the media? Do media have access to the meetings by accreditation by the WG leaders only or must they also be officially named as observers by the ISO member body in which they are domiciled? Why shouldn't media have access to a stakeholder meeting is the stakeholder group has no objection? Should the presence of media be announced at the start of all WG or TG meetings?<br>• To reconfirm the ANSI comments previously submitted on the process for nominating and selecting TG leaders as presented in document **PM2.4.2**.<br>• To approve the proposed procedures to develop additional or provide interpretations to WG procedures. |
| **PM2.5**<br><br>**3:15 PM to** | **Interim Task Group 4 (ITG4) - Stakeholder engagement.**<br><br>**Background:**<br>As agreed at the first SR WG meeting, ITG4 will: |

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| **3:45 PM** | • Explore stakeholder identification/engagement/communication and make suggestions on how these issues might be reflected in a design specification and how these issues might be worked on thereafter.<br><br>**Interim Leadership:**<br>Convenor: Mr. Simon Zadek, UK (NGO)<br>Co-convenor: Mr. Paul Kapelus, AICC, South Africa (D-Liaison NGO)<br>Co-convenor: Mr. Ernesto Bächtold, Mexico (Industry)<br>Secretary: Ms. Irit Keynan, Israel (Others – Academic)<br>Co-secretary: Dr. Anthony Miller, UNCTAD (Liaison)<br><br>**Summary of current work:**<br>Recently, a document provided as **PM2.5.1** was circulated to ITG4 that encourages ITG4 members to:<br>• clarify definitions (e.g. of stakeholder);<br>• propose to the WG how this element might be handled in the design specification (e.g. in one or several places); and<br>• how the element might be worked on going forward after Thailand.<br><br>ITG4 members were reminded that all of these aspects need to take careful account of the contents of the existing documentation related to the ISO SR work item. In addition, experts are invited to offer up additional documents that they consider relevant to the work.<br><br>**Recommended action:**<br>Meeting participants are invited to discuss any thoughts they may have that we may wish to capture or submit for consideration in the work of this ITG. Meeting participants are reminded of the ANSI comments developed at our February 23, 2005 meeting which have previously been submitted to the WG and which are presented in document **PM2.5.2**. |
| **PM2.6**<br><br>**3:45 PM to 4:15 PM** | **Interim Task Group 5 (ITG5) - Core context.**<br><br>**Background:**<br>As agreed at the first SR WG meeting, ITG5 will:<br>• Explore social responsibility core context: issues, definitions, principles (differing types), interface of organization and society and make suggestions on how these issues might be reflected in a design specification and how these issues might be worked on thereafter.<br><br>**Interim Leadership:**<br>Convenor: Dr. Kernaghan Webb (Government)<br>Co-convenor: Ms. Adriana Alonzo, Colombia (Others – National Standards Body)<br>Co-convenor: Mr. Thierry Dedieu, France (Labour)<br>Co-Secretary: Mr. Michael Chiam, Malaysia (Industry)<br>Co-secretary: Mr. Darryl Neate, Canada (Others – National Standards Body)<br><br>**Summary of current work:**<br>At this time, a drafting group has been established within ITG5, and ANSI is included on this group. By the end of May a document will be provided which compiles inputs from the drafting group members. The document will undergo a series of reviews and commenting periods within ITG5 during the month of June.<br><br>**Recommended action:**<br>Meeting participants are invited to discuss any thoughts they may have that we may wish to capture or submit for consideration in the work of this ITG. Again we draw your attention to the previously submitted ANSI comments in document **PM2.5.2** as they may relate to this item. |
| **PM2.7**<br><br>**4:15 PM** | **Interim Task Group 6 (ITG6) – How.**<br><br>**Background:** |

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| **to**<br>**4:45 PM** | As agreed at the first SR WG meeting, ITG6 will:<br>• 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.<br>• Make suggestions on how these issues might be reflected in a design specification and how these issues might be worked on thereafter.<br><br>**Interim Leadership:**<br>Convenor: Mr. Yang Zeshi, China (Government)<br>Co-convenor: Ms. Anabela Vaz Ribeiro, Portugal (Industry)<br>Secretary: Dr. Joseph Wieland, Germany (Others – Academic)<br>Co-secretary: Ms. Veronica Yaji, Nigeria (Others – National Standards Body)/<br>Ms. Dineo Shilenge, South Africa (Others – National Standards Body) (alternates)<br><br>**Summary of current work:**<br>To date a lengthy email consultation (provided in document **PM2.7**) has occurred within ITG6 on whether or not the SR standard should resemble, in terms of structure, format and text, the existing ISO management system standards, or whether it should simply take them into consideration among many other source documents.<br><br>**Recommended action:**<br>Meeting participants are invited to discuss any thoughts they may have that we may wish to capture or submit for consideration in the work of this ITG. When considering how we may wish to respond, meeting participants are reminded of the following ANSI comments developed at our February 23, 2005 meeting which have already been submitted to the ISO/TMB SR WG:<br><br>Sections 5 & 6 of the proposed structure for the ISO SR guidance standard (see SR WG document N4 attached to **PM2.5.2**) clearly represent the structure of a management system standard, which is contrary to the general consensus of the AG, the Stockholm conference and the ISO/TMB's decisions resulting from the AG and the conference. Indeed, the ISO/TMB discussed and agreed in developing the NWIP that this document will not be a new ISO MSS and therefore, no ISO Guide 72 justification study was necessary to accompany the NWIP. Many ISO members voted on this proposal understanding that it did not represent a new ISO MSS.<br><br>In addition, the ANSI representative on the ISO/TMB provides the following clarification:<br><br>There can be no doubt that the ISO/TMB did decide that all existing and relevant work should be taken into account. However, the words "this work needs to be carried out in an innovative manner," in ISO/TMB Resolution 35/2004 refers to both:<br>• the fact that the SR WG will have specific operations and procedures to reflect its stakeholder dynamics, and also<br>• that the SR standard should be free and flexible in terms of structure, format or presentation in order to best address the subject of SR, without being constrained to the structure, format or presentation of existing ISO standards, MSS or otherwise. |
| **PM2.8**<br><br>**4:45 PM**<br>**to**<br>**4:50 PM** | **Editing Committee.**<br><br>**Background:**<br>As agreed at the first SR WG meeting, the editing committee will:<br>• Review and edit the documents including working drafts (WD), committee drafts (CD), enquiry drafts (DIS) and final draft International Standards (FDIS).<br>• Ensure conformity to Part 2 of the ISO/IEC Directives.<br>• Compile drafts developed by each TG.<br>• Review and coordinate drafts written by TGs, ensuring consistency and avoiding gaps/overlaps among them.<br>• Verify the drafts against the design specification.<br>• Report the result of reviews to TGs before sending it to the WG Secretariat. |

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| | **Interim Leadership:**<br>Project Editor: Ms. Deni Greene, Australia (Consumer)<br><br>**Recommended action:**<br>None necessary at this time, as there is no current activity in this Editing Committee until the other TGs and ITGs advance their work. |
| **PM2.9**<br><br>**4:50 PM**<br>**to**<br>**4:55 PM** | **Spanish Translation Task Force (STTF).**<br><br>**Background:**<br>As agreed at the first SR WG meeting, the STTF will:<br>• 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.<br><br>**Leadership:**<br>Convenor: Mr. Dante Pesce, Red Interamericana de Responsibilidad Social Empresariál<br>Secretary: Mr Jesus Cañizares, AENOR, Spain<br><br>**Recommended action:**<br>None necessary at this time, as there is no current activity in this Editing Committee until the other TGs and ITGs advance their work. |
| **PM3**<br><br>**4:55 PM**<br>**to**<br>**5:00 PM** | **Review of action items from the afternoon session.**<br><br>**Summary:**<br>ANSI staff will provide a summary review of decisions and follow-up actions resulting from this afternoon session's discussions. |
| **PM4**<br><br>**5:00 PM** | **Closing remarks.** |