ISO/TMB/WG SR
Social Responsibility

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Draft minutes of the first meeting of ISO/TMB/WG Social Responsibility

2005-03-07--11, Salvador, Bahia, Brazil

Bahia Othon Palace Hotel
Av. Presidente Vargas, 2456
Salvador, Bahia
Brazil

Monday 2005-03-07, DAY 1 – Opening plenary

1. Opening of the meeting

Jorge Cajazeira, Chair of the ISO/TMB/WG SR, welcomed all participants and declared the meeting opened.

He briefly explained how the activities of the week were structured. He urged the WG to make efforts listen to all the perspectives represented at the meeting, work on creating common visions, and bear in mind the reason for being part of the group.

2. Roll call of delegates

Kristina Sandberg, the Secretary of the ISO/TMB/WG SR, read out the list of countries represented in alphabetical order followed by the list of liaison organizations. The numbers of nominated experts present from each country and liaison organizations were noted. A copy of the participants registered to the meeting is included in Annex A.

3. Approval of the agenda (N 1 rev)

The Chair presented the revised agenda given in document ISO/TMB/WG SR N 1 rev.

He explained that the week was planed to provide the best conditions for the experts to discuss and decide on the organization of the WG, the design specification and the operating procedures of the WG. Considering the timeframe for the meeting, the experts would be divided in three ad hoc groups, working in parallel in the next day's break out sessions:

- Ad hoc group 1: Terms of reference and structure for the SR WG
- Ad hoc group 2: Design Specification and Structure of the SR Guideline
- Ad hoc group 3: Special operating working procedures for the SR WG

There was some discussion of advantages and disadvantages of holding the main part of the discussions in parallel. Concerns were raised with the difficulty to fully take part of all the discussions, especially for individual experts.

The Secretary clarified that the ad hoc group leaders would meet during the whole week to exchange information and stressed the fact that the AHGs are not making any decisions, only presenting proposals for the full WG to agree upon.

It was agreed to add a presentation on the outcomes of the pre-workshop for developing countries to the schedule, since it had involved experts from among 20 developing countries during 3 days. At the same time it was highlighted that the results from the pre-workshop is not an expression of any consensus among all developing countries.

The chair asked for approval of the proposed agenda and schedule of the meeting.
No sustained opposition was noted.

4. Appointment of the Resolution committee

To clarify the normal ISO procedures for drafting resolutions for those not familiar with ISO meetings, Sophie Clivio, the Technical Programme Manager from the ISO Central Secretariat, explained that:

1. A Resolution committee is a temporary group set up for one single meeting.
2. The task of the Resolution committee is to draft all the documented decisions during the week.
3. The Resolution committee is not a decision making body at all. It only helps providing the language for the draft resolutions.
4. All resolutions shall be approved by the WG.

The Chair invited the participants to volunteer to serve in the resolutions committee. The resolution committee was appointed, consisting of the following experts:

Name	Stakeholder category	Nominated by (Country/Liaison body)
Martin Neureiter	Industry	Austria
Rolf Schneider	Industry	USA
Amanda Tucker	NSB	UK
Junfeng Zhang	Other (research institute)	China
Deni Greene	Consumer (NGO)	Australia
Stefan Larenas	Consumer (NGO)	Chile
Adriana Alonso	NSB	Colombia
Jose Luis Tejera Oliver	NSB	Spain
Carolyn Schmidt	NGO	Ecologica
Annie Tricoche	NSB (observer)	France
Manuel Escudero		UN/Global Compact
Charles Nyangute	Industry	Kenya
Marcos Egydio	NGO	Brazil
Dato Yusof Hitam	Industry	Malaysia
Sanjay Dasguta	NSB	India
Daisy Kambalame	NGO	AICC/Malawi

5. Report of the Secretariat (N 7)

The Secretary gave a report covering the history behind the creation of the WG, a summary of the content and result of the New Work Item Proposal (NWIP), the current WG membership and the objectives of the first meeting of the WG. The report is included in Annex B.

6. Introduction to ISO

Given that several WG SR experts were not familiar with ISO and its practices, part of the first day was devoted to present an overview of the usual ISO standard development process and the specific provisions for the WG SR.

Sophie Clivio, Technical Group Manager of ISO Central Secretariat and the Technical Project Manager to this WG, made an introductory presentation on ISO organization, system, structure, working methods and types of deliverables. She also provided information and updated statistics on membership, relations with other international bodies, international co-operation and ISO standards development process. The presentation is enclosed as Annex C.

7. Special operating working procedures for the SR WG

Mike Smith, Secretary of the ISO/Technical Management Board (ISO/TMB), made a presentation about the general operating procedures for the working group and for the development process of the proposed International Standard. See Annex D.

He recalled that, although the normal ISO rules applies for the WG SR works, the TMB is ready to consider requests for special procedures that the WG SR deems relevant and necessary for the fulfillment of its task.

Mike Smith further recalled that ISO/TMB decided to develop this standard in a Working Group (WG) directly under the responsibility of the TMB instead of a regular Technical Committee (TC). One of the reasons behind this decision was that this way was considered more appropriate to ensure an effective stakeholder engagement, since it would allow stakeholders to participate as individual experts on an equal basis in the working group, instead of being part of a national delegation. It was also recognized that the generally desired outcome was for an International Standard providing guidance on SR, which implies that the normal ISO approval processes for International Standards would be applied. He also noted that the working group was expected to work on the basis of consensus, and that formal voting should be avoided, but a raise of hands would be an acceptable way of judging if consensus has been reached.

Mike Smith further highlighted the need for a special relation between this WG and ILO. He was especially pleased to let the group know that a Memorandum of Understanding (MoU) between ISO and ILO had been signed. See Annex E.

Mike Smith was asked to clarify if the standards would be aimed for certification purposes. He recalled that there is no intention to develop a standard for certification purposes.

Referring to some uncertainties noted around the NWIP, Mike explained that the ISO definition of a standard reads:

> "a document, established by consensus and approved by a recognized body that provides for common and repeated use rules, guidelines or characteristics for activities or their results aimed at the achievement of the optimum degree of order in a given context".

Mike Smith was further asked to explain the difference between guidance and guidelines and what the purpose of the International Standard is. He informed that guidance is a document that provides guidelines. He made reference to the New Work Item Proposal, explaining that the document is intended to be a “Guidance on social responsibility”. He also explained that ISO does not make any difference between guidelines and guidance documents.

One expert asked about the role of D-liaisons. Mike explained that an expert of a D-liaison is participating on exactly the same premises as an expert nominated by a national standardisation body. Note that when the document reaches a formal voting stage it will be voted on by ISO members only.

Mike further explained that the NWIP clearly states that the standard should be applicable to all types of organizations.

8. Working group procedures

8.1. Presentation and discussion

The Co-secretary, Eduardo Campos de São Thiago made an introductory presentation on the proposed ad hoc group on working group procedures (AHG 3) to be established. He pointed out the background documents and comments that should be taken into account, examples of issues for discussion by the proposed AHG 3, proposed leadership for AHG 3, proposed agenda and the expected outcome. See Annex F.

In the following discussions additional issues were added by the WG experts to be dealt with by AHG 3.

It was proposed that the special operating procedures for the WG SR should be a living document.

8.2. Mandate for and establishment of Ad hoc group 3

The WG agreed to appoint the following leadership of AHG 3:
Convenor: Tom Rotherham, IISD, Canada
Secretary: Leonor Ceruti, INN, Chile

Tom Rotherham proposed to add to the AHG 3 items how to choose convenors and secretaries to the Task Groups. The proposal was accepted by the plenary and the issue was added to the mandate.

9. Design Specification and Structure of the SR Guideline – Discussions based on proposal from the Secretariat

9.1. Presentation and discussion (N 4, N 9)

The Vice Chair, Catarina Munck af Rosenschöld, made an introductory presentation on the proposed ad hoc group on Design specification and structure of the SR Guidelines (AHG 2) to be established. She pointed out the background documents and comments that should be taken in account, examples of issues for discussion by the proposed AHG 1, proposed leadership for AHG 1, proposed agenda and the expected outcome. See Annex G.

One expert requested the AHG 2 to take into consideration all contributions and not only the proposal prepared by the secretariat. The Secretary made clear that the documents prepared by the Secretariat (N3 and N4) had the purpose to serve as starting proposals to help the work, and that all decisions are to be made by the WG.

9.2. Mandate for and establishment of Ad hoc group 2

The AHG 2 was established by the WG, with the mandate proposed by the WG secretariat.

The following leadership was appointed:
Co-convenors: Simon Zadek, AccountAbility, UK
Kernaghan Webb, Office of Consumer Affairs, Canada
Co-secretaries: Dante Pesce, Interamerican CSR Network, Chile
Tarcila Reis, UniEthos Institute, Brazil

10. Terms of reference and structure for the SR WG – Discussions based on proposal from the Secretariat

10.1. Presentation and discussion (N 3, N 8)

The Secretary made an introductory presentation on the proposed Ad hoc group on Terms of reference and Structure of the WG (AHG 1). She pointed out the background documents and comments that should be taken in account, examples of issues for discussion by the proposed AHG 1, proposed leadership for AHG 1, proposed agenda and the expected outcome. See Annex H.

The Secretary further highlighted that the proposal for organization of WG had been prepared by the secretariat to serve as a starting point for the AHG 1 discussions.

10.2. Mandate for and establishment of Ad hoc group 1

The WG agreed to move the discussion of the structure of TG 3-7 from AHG 1 to AHG 2. Otherwise the proposed mandate for AHG 1 was accepted by the WG.

The following leadership of AHG 1 was appointed:
Convenor: Hidemi Tomita, Sony Corporation, Japan
Secretary: Supachai Tepatanapong, TISI, Thailand

11. Communication

The Secretary made a presentation on communication issues, see Annex I.

The plenary discussed the level of protection of WG documents and several experts expressed that they would prefer to give public access to all WG documents, to have an open process. The Secretary explained that the reasons for proposing the use of one open and one password protected document area was that some documents such as compilation of individual experts comments could be considered sensitive information.

Responding to a question from the floor, Mike Smith recalled that from DIS (Draft International Standard) stage of the standards development the drafts couldn't be publicly available due to copyright protection. Before that stage it is up to the WG to decide on making documents publicly available.

The Chair proposed to give the question to the AHG 3 and the plenary agreed.

Tuesday 2005-03-08, DAY 2 – No plenary meeting was held

Parallel meetings in ad hoc groups:
Ad hoc group 1 – Terms of reference of the WG and structure of the WG
Ad hoc group 2 – Design specification of the standard
Ad hoc group 3 – Working group procedures

Wednesday 2005-03-09, DAY 3 – Plenary continuing

The Chair opened the meeting session by introducing the agenda of the day. He presented a short movie showing the great economic contrasts in the world that leads to the great disparity of life conditions among peoples in the world, asking everybody to think about that during the upcoming discussions.

12. Reports from the Ad hoc groups – Discussion and agreement on the Ad hoc group's output

12.1. Ad hoc group 1 – Terms of reference of the WG and structure of the WG

Hidemi Tomita presented the results of the AHG 1 meeting. The full presentation is included in Annex J.

The Chair opened for comments on the presentation from the plenary.

It was clarified that the Spanish Translation Task Force (STTF) is not about pure translation. Its purpose is also to build common understanding and being the mechanism to show to the ISO Central Secretariat that consensus has been reached on a translation version. It was agreed not to set up one translation task force for all languages. Each language group should organize their own translation task force to be accepted by the WG. It was agreed not to give the STTF leaders a permanent representation in CAG but that the Chair will call the translation TF leaders to report to CAG at relevant stages of the process.

It was proposed by the plenary to add a task group on Procedures to the WG organization as the work on defining the procedures of the WG was far from completed and was considered to be something that needs to be addressed continuously. The issue of preparing a resolution on establishment a task group on Procedures was given to AHG 3.

To allow the stakeholder groups to start their nomination of representatives to CAG a draft resolution for CAG membership was agreed.

The rest of the proposals from AHG 2 were accepted in principle by the WG to be part of the resolutions to be finally approved at the closing plenary.

12.2. Ad hoc group 2 – Design specification of the standard

Kernaghan Webb presented the results of AHG 2 meeting. He pointed out that the report was prepared after the closing of AHG 2 meeting, and had not been reviewed by the AHG 2 members. He also noted that more time would be needed to fully address certain agenda items, and so the report should be viewed only as a preliminary description of the design specification structure and elements. The presentation is included in Annex K.

The proposal for structure of the Guidance on SR received comments on not fully reflecting the discussions within the AHG 2 and not taking all of the comments provided prior to the meeting into consideration.

As there were no consensus on the proposed structure it was agreed that the AHG 2 would need to re-convene the next day and come back with a consensus proposal for the WG to consider at the closing plenary.

12.3. Ad hoc group 3 – Working group procedures

Tom Rotherham presented the Proposals for Operating Procedures from AHG 3. The proposal is included in Annex L, and with the discussion that followed his report summarized in Annex M.

Based on the lengthy discussions it was agreed that AHG 3 should re-convene the next day.

Thursday 2005-03-10, DAY 4

Ad hoc group 2 – Design specification of the standard
Ad hoc group 3 – Working group procedures
CAG – Chairmans Advisory Group (evening)

Friday 2005-03-11, DAY 5 – Closing plenary

13. Allocation of work to Task Groups

As the organization of the TGs was not yet agreed the agenda item 13 was postponed until after agenda item 14.

14. Report from subgroups

14.1. CAG

Eduardo Campos de São Thiago, the Co-secretary of the WG and secretary to the CAG gave a report from the CAG meeting, including a list of CAG members nominated by the six stakeholder groups. See Annex N.

14.2. AHG 2 – continued

Kernaghan Webb and Simon Zadek reported from the continued AHG 2 meeting.
See Annex O. It had been agreed by AHG 2 that:

Three interim task groups should be established to explore:

1. Stakeholder identification/engagement/communication (option to divide into separate groups or subgroups later)
2. Social responsibility core context: issues, definitions, principles (differing types), interface of organization and society (option to divide into separate groups or subgroups later)
3. What it would look like for the standard to address (e.g., what language might be used):
   - Guidance appropriate for all organizations to understand and apply the SR core context
   - Guidance appropriate for specific kinds of organizations

The interim task groups should also make suggestions on how these issues might be reflected in a design specification and how these issues might be worked on thereafter.

After some clarifying questions to Simon and Kernaghan, the proposal from AHG 2 was approved by the WG.

14.3. AHG 3 – continued

Tom Rotherham presented the report from the re-convened AHG 3-meeting, including the draft resolutions proposed by AHG 3 for review and approval by the plenary. See Annex P.

First a draft resolution for procedures for selecting interim TGs leadership was presented. Based on the proposed procedure the Secretary suggested that the WG leadership looked at all volunteers during the lunch break to make a proposal for allocation of interim TG leadership for the WG to approve. She further recalled that there had been a formal invitation for nomination of leadership sent out to members before the meeting, and she distributed a list of all offers received as a result, for the WG members to review.

As a result of the following discussion it was decided to allow some time for amendments of the list of volunteers. The resulting list is included in Annex Q.

A complaint about the way the appointment was conducted was noted. The main objection was that the criteria should have been set before the meeting, when asking for nominations.

The WG agreed to give the WG leadership the mandate to propose an allocation of leadership, for approval by the WG. See agenda item 13 (postponed) below.

A draft resolution on the creation of a Task Group on Operating Procedures was discussed by the plenary. The discussion included the opinion that the development of special procedures of this WG could be handled by the CAG. Other experts stated that the meeting so far had showed that there are a number of special procedures that needs to be better described and that the proposed TG will be needed. The resolution was amended based on comments from both the WG leadership and the floor and was thereafter approved by the WG.

Comments to the draft resolutions were noted for the final presentation for approval by the end of the day.

13. (postponed) Allocation of work to Task Groups

13.1. Chairmen's proposal for TG convenors, TG secretariats and Project editor

The Secretary presented the proposal for interim leadership from the WG chairs and secretariat. She explained that the proposal was put together with both geographical, stakeholder and gender balance as criteria, acknowledging the WG leadership's awareness of the fact that the balance is not complete. She finally stated that the WG secretariat expects a better process for allocation of the permanent TG leadership.

The plenary discussed the composition and balance of the proposed TG leadership and some amendments of the proposal were made on screen. The amended proposal is presented below, interim positions marked with *:

Task Group 1 – Funding and stakeholder engagement
Convenor: Ms. Catarina Munck af Rosenschöld, ISO/TMB/WG SR Vice Chair
Co-convenor: Mr. Bernardo Cazadilla, ISO/DEVCO secretary
Secretary: Mr. Charles O. Nyangute, Kenya *

Task Group 2 – Communication
Convenor: Mr. Hidemi Tomita, Japan (Industry)
Secretary: Mr. Supachai Tepatanapong, Thailand (Others – National Standards Body)
Co-secretary: Lic. Orlando Daniel Di Pino, Argentina

Task Group 3 – Operating Procedures
Convenor: Mr. Tom Rotherham, IISD (NGO)*
Co-convenor: Ms. Sophie Clivio, ISO/CS *
Secretary: Ms. Leonor Ceruti, Chile (Others – National Standards Body)*

Interim Task Group 4 - "Stakeholder engagement"
Convenor: Mr. Simon Zadek, UK (NGO)*
Co-convenor: Mr. Paul Kapelus, AICC, South Africa (D-Liaison NGO)*
Co-convenor: Mr. Ernesto Bächtold, Mexico (Industry)*
Secretary: Ms. Irit Keynan, Israel (Others – Academic)*
Co-secretary: Dr. Anthony Miller, UNCTAD (Liaison)*

Interim Task Group 5 - "Core context"
Convenor: Dr. Kernaghan Webb (Government)*
Co-convenor: Ms. Adriana Alonzo, Colombia (Others – National Standards Body)*
Co-convenor: Mr. Thierry Dedieu, France (Labour)*
Co-Secretary: Mr. Michael Chiam, Malaysia (Industry)*
Co-secretary: Mr. Darryl Neate, Canada (Others – National Standards Body)*

Interim Task Group 6 - "How"
Convenor: Mr. Yang Zeshi, China (Government)*
Co-convenor: Ms. Anabela Vaz Ribeiro, Portugal (Industry)*
Secretary: Dr. Joseph Wieland, Germany (Others – Academic)*
Co-secretary: Ms. Veronica Yaji, Nigeria (Others – National Standards Body)*/
Ms. Dineo Shilenge, South Africa (Others – National Standards Body) (alternates)*

Editing Committee
Project Editor: Ms. Deni Greene, Australia (Consumer) *

13.2. Approval of TG convenors, TG secretariats and Project editor

The Chair stated that everybody would have the chance to appoint permanent leaders, and asked the plenary to accept the proposed interim leadership in order to allow the WG to work.

The WG approved the proposed interim leadership.

15. Agreement on draft project plan (N 5)

The Secretary informed that a draft project plan, included in document N 5 had been prepared by the secretariat in order to show the milestones in the development of the standard. The plan was not further discussed and the WG agreed to put the project plan at the agenda of the next meeting.

16. Next meeting of the WG

The Secretary informed that Thailand and Japan had offered to host the second meeting of the WG SR in Bangkok. The Secretariat expressed their deep thankfulness to Thailand and Japan for their kind offer.

The WG requested 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 the result to the WG as soon as possible.

17. Any other business

17.1. Presentation: Workshops for developing countries on Social responsibility (given on Monday 2005-03-07)

Leonardo Cardenas made a presentation on the results of the pre-workshop for developing countries held in Stockholm in June 2004. He introduced his presentation by clarifying that the content of the presentation is not based on any consensus of all developing countries. The report is only reflecting the discussions between individual participants taking part of the two workshops held in Stockholm. The presentation is included in Annex R.

Thereafter a presentation by Siriwan Romchatthong was held. She reported on the results of the workshop for developing countries carried out in March 4-6, 2005, in Salvador. This presentation is included in Annex S.

The output of the workshop was accepted as input to the ad hoc groups' work.

The Chair thanked both Bernardo Calzadilla from ISO/DEVCO, Folke Hermanson Snickars from SIS Forum and all the lecturers for their enormous efforts to arrange the workshop in Salvador. He further thanked SIDA (the Swedish International Development Cooperation Agency) for making the workshop possible by their funding.

17.2. Presentation: ISO/DEVCO (given on Wednesday 2005-03-09)

Bernardo Calzadilla was invited to talk about ISO/DEVCO, the ISO policy committee specifically addressing the needs of developing countries. His presentation was based on the brochure “ISO Action Plan for Developing Countries 2005-2010”. He mentioned three ways for funding developing countries and explained that the idea is to develop capacity. He told that he is personally involved to help developing countries to participate in the process of preparing WG SR standards.

Responding to a question, Bernardo explained that ISO uses the UN definition of developing countries (in line with the OECD definition), but the countries classified as transition economies can choose themselves if they prefer to be classified as developing countries.

Bernardo explained that the idea is to achieve both regional and stakeholder balance and that previous participation is one of the criteria.

A question on possibilities to forward information about the DEVCO programme was raised. Bernando responded that he will be more than willing to provide the information to anyone interested, but all nominations must come from NSBs (National Standardisation Bodies).

18. Approval of resolutions

The chair asked the plenary to review the draft resolutions for approval. To that effect, he scrolled down all resolutions to see if there was any strong opposition to any of them.

An expert made a motion and received support that the resolutions be considered to be approved in principle, but open for a short comment period. In the absence of objections, the initial resolutions were reviewed on this basis, but after several resolutions had been reviewed a request was made that the resolutions be formally read and approved each by each, and this was then the practice adopted from this point on.

Almost all resolutions proposed were approved, some with amendments proposed by the plenary.

No consensus was reached on the proposed resolution regarding the process of nominating and selecting permanent TG Leadership. Therefore, it was agreed to be further discussed within TG 3 and a proposal for a new resolution will be presented at the next meeting of WG SR.

Draft resolutions was agreed to be submitted from the WG secretariat to the WG within one week, allowing comments from experts attending the meeting.

19. Closure of the meeting

The Chair closed the meeting, thanking all the meeting participants for their hard work and the ISO/CS for the excellent support provided by Mike Smith and Sophie Clivio.

The WG expressed their warm thanks and appreciation to Brazil and ABNT for their generosity and hard wotk in hosting this first meeting of the Working Group.

Annex A	Attendance list
Annex B	Report of the Secretariat
Annex C	Introduction to ISO
Annex D	Special procedures for the WG SR
Annex E	Memorandum of understanding ILO - ISO
Annex F	Introduction proposed ad hoc group on working group procedures
Annex G	Introduction proposed ad hoc group on design specification and structure of the Guidance on SR
Annex H	Introduction proposed ad hoc group on terms of reference and structure of the WG SR
Annex I	Communication issues
Annex J	Report of AHG 1 meeting
Annex K	Report of AHG 2 meeting
Annex L	Proposals for operating procedures from AHG 3
Annex M	Report of AHG 3 meeting
Annex N	Report from the CAG meeting
Annex O	Report from the continued AHG 2 meeting
Annex P	Report from the continued AHG 3 meeting
Annex Q	Proposal interim TG leaders
Annex R	Report from the Stockholm workshops on social responsibility
Annex S	Result of the workshop for developing countries