

**Steve Cornish**

---

**From:** Jorge E. Reis Cajazeira [cajazeira@suzano.com.br]  
**Sent:** Friday, June 03, 2005 12:22 PM  
**To:** Steve Cornish  
**Cc:** agreene@uscib.org  
**Subject:** RES: Process to Develop the Design Specification

Dear Steve and Adam,

Following your comments I am inclined to agree with both. Adam's proposal looks good and I will put it in the table with my strong support for the SR WG secretariat. Steven: Mike Smith is preparing a lunch between TMB and me. During this lunch I want to clarify some very sensitive points about the SR WG mandate and tasks. I wonder if you can help me in preparing these points during Geneva Chairs meeting (may get some beers, unfortunately no Brazilian Barbecue Restaurants in Geneva).

Cheers

Jorge

-----Mensagem original-----

**De:** Steve Cornish [mailto:SCORNISH@ansi.org]  
**Enviada em:** sexta-feira, 3 de junho de 2005 13:08  
**Para:** Jorge E. Reis Cajazeira  
**Cc:** 'agreene@uscib.org'  
**Assunto:** FW: Process to Develop the Design Specification

Dear Jorge,

For your information, Adam had shared with me the email from Sweden conveying the proposed schedule for the Bangkok meetings in order that I could share the schedule information with interested US persons who may be going to Bangkok. I noted in this communication the proposed schedule to develop the design specification during the course of the week in Bangkok. It was I who suggested that Adam write to you on this matter, as I had concerns about this proposed schedule and Adam has the ability to officially comment as a CAG member (which I am not).

I am sure you will agree that almost all involved are really most interested at this time in the design specification, which is a substantive issue. I am concerned that if you leave development of this document to a series of small closed meetings in Bangkok, provide it to the WG on Thursday and expect them to approve it by Friday, you will not be successful. This is very substantive and to expect that the experts can be given a document of this magnitude on one day and approve it by the next day is unrealistic. We (Adam and I) believe that if the ITG leaders and perhaps their drafting groups spend the month of July developing the proposed design specification, this could then be issued in early August to all for review and comment prior to Bangkok. In this way, necessary consultations can take place in all countries at the national level and experts will be better prepared to take action to approve the design specification when they come to Bangkok. Ideally, then the document could be approved early in the week (perhaps by close of Tuesday) and then TGs could meet on Wednesday and Thursday to commence their work consistent with the design specification.

I hope you will realize that I offer these comments not because I am concerned about the specific content of the design specification, but only in the spirit of helpfulness so that you can have the most productive meetings possible in Bangkok.

Thanks, and my best regards,

Steven

----- Forwarded message follows -----

From: Adam B. Greene <agreene@uscib.org>  
Date sent: Fri, 03 Jun 2005 11:30:14 -0500

Jorge:

What would prevent the ITG leaders from developing a draft design specification in July for distribution to the WG by August? If the draft is not prepared until some time in August, we would not have a very long comment period or allow time for experts to review the compiled submissions.

Also, I was not thinking of a meeting, but of the ITG leaders working by email and conference call, which would be easier, quicker, and cheaper.

Adam

----- Forwarded message follows -----

From: "Jorge E. Reis Cajazeira" <cajazeira@suzano.com.br>  
Date sent: Fri, 3 Jun 2005 10:49:57 -0300

Dear friends,

First of all I am quite convinced that one meeting among leadership on August shall be convenient. As you know will be a meeting in Stockholm 22-24 June between Brazil-Sweden-ISO and we can discuss it there and come back to you with some advice.

Adam, since it is your suggestion and in case that we approve it is possible you to host the small meeting?

Second: Hans, if I understood well your point and just to clarify, the pre-workshop in Thai will be similar to the Salvador workshop, it means the propose is just to improve understanding among Devco about SR issues and ISO world. Nothing more.

Cheers

Jorge

----- Forwarded message follows -----

From: "Adam B. Greene" <agreene@uscib.org>  
Date sent: Thu, 02 Jun 2005 15:36:10 -0500

Dear Anna-Karin:

Thank you for your note on the proposed process to develop the design specification. I may have misunderstood, but it appears from the process you set out that the first time that the WG would see the draft design specification would be the second to last day of the WG meeting in Bangkok. If that is correct, I am very concerned that we will not have enough time to reach consensus on the design specification.

I believe that we must start much sooner and use a more open and iterative process if we hope to agree on the design specification in Bangkok. I would suggest something along the following lines:

6/3/2005

June 30: Interim Task Group 4-6 issue papers completed

July 1-31: ITG leadership develop the draft design specification based on the ITG issue papers.

July 31: The draft design specification is sent to WG for comment by August 31.

Sept. 5: The compiled comments from WG experts are sent to the WG for review prior to the Bangkok meeting.

At the Bangkok meeting itself, the discussion of the draft design specification should begin no later than the second day to ensure that we have enough time to reach agreement.

As per my earlier suggestion to the CAG, I still think our discussions in Bangkok would benefit from a plenary discussion on the first day regarding the scope and mandate of the WG as defined by the TMB and the NWIP (for example on the nature of a "guidance document" as called for by the TMB). There are still many different ideas about the scope and purpose of this activity, and I believe it would be very useful to clarify these issues at the outset.

I hope you find these comments helpful and would be interested in your reaction.

Best regards,

Adam Greene  
Industry Expert representing the  
International Organization of Employers (IOE)

Esta mensagem pode conter informação confidencial.

Se você não for o destinatário ou a pessoa autorizada a receber esta mensagem, não poderá usar, copiar ou divulgar as informações nela contidas ou tomar qualquer ação baseada nessas informações. Se você recebeu esta mensagem por engano, favor avisar imediatamente o remetente, respondendo o e-mail e, em seguida, apague-o. Agradecemos sua cooperação.

*This message may contain confidential information.*

*If you are not the addressee or authorized person to receive it for the addressee, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by replying this e-mail message and delete it. Thanks in advance for your cooperation.*

## Steve Cornish

---

**From:** Anna-Karin Jansson [anna-karin.jansson@sis.se]  
**Sent:** Monday, May 30, 2005 9:31 AM  
**To:** ISO-TMB-WG-SR-CAG; CALZADILLA Bernardo; OBINCHU NYANG'UTE Charles; TOMITA Hidemi; Supachai Tepatanapong; DI PINO Daniel; CERUTI Leonor; KAPELUS Paul; BÄCHTOLD Ernesto; ZILBERG Tami; MILLER Anthony; WEBB Kernaghan; ALONSO ROZO Adriana María; DEDIEU Thierry; TOW HUI Chiam; GREENE Deni; CAÑIZARES Jesus; darryl.neate@csa.ca; YANG Zeshi; VAZ RIBEIRO Anabela; WIELAND Josef; YAJI Veronica; SHILENGE Dineo Precious  
**Cc:** SMITH Michael; Sara Ellström  
**Subject:** Draft meeting schedule WG SR Bangkok, Thailand

To:  
- WG SR CAG-members  
- Leaders and interim leaders TG 1 -3 and ITG 4-6  
- Leaders of Spanish Translation Task Force  
- Interim project editor of Editing Committee  
- Hosts of the meeting

Dear all,

Please find enclosed a first draft version of the meeting schedule for the WG SR-meeting in Bangkok 26-30 September 2005, for your comments.

The main goal of the WG SR meeting in Thailand should be to agree on a Design specification and organization of the standard writing TGs. Our idea for this would be to ask ITG 4 - 6 to jointly come up with a proposal for approval by the WG closing plenary. The appointment of permanent leadership for the new organization should also be agreed at the meeting. This is discussed within TG 3 at the moment, and we will come back with more information on how this process might affect the planning of the meeting.

Below please find some questions that we would appreciate to have your response to and comments on, by Friday 3 June 2005 to <mailto:anna-karin.jansson@sis.se>.

### Specific questions

#### **To leaders of TG 1, TG 2, TG 3, Editing Committee, Spanish Translation Task Force**

Please let us know if you wish to schedule a meeting during the week, and your preferred day and time.

#### **To leaders of ITG 4, ITG 5, ITG 6, CAG**

Please let us have your comments on the attached meeting schedule.

#### **To leaders of ITG 4, ITG 5, ITG 6**

Please comment our proposal for the process to come up with a Design specification:

- 1) The ITG 4-6 leaderships to jointly prepare a first draft proposal for a design specification (as a starting point for further discussions at the Bangkok meeting) based on the comments received on their respective ITG-reports.
- 2) Pre ITG-leadership meeting on Sunday 25 September.
- 3) Start the Bangkok meeting with a WG Plenary giving the ITG 4-6 the mandate to draft a proposal for Design specification to be presented to the WG on Thursday.
- 4) Let the ITG 4-6 come up with a consensus proposal for the Design specification and standards writing

6/3/2005

organization in a mix of common and separate meetings, with coordination meetings with ITG-leaderships Monday and Tuesday evenings.

5) Proposed Design specification and organization to be approved by the WG on the closing plenary.

**To all secretaries**

Please give your thoughts on the number of attendants to each meeting, to facilitate the allocation of meeting rooms.

Yours sincerely,

Secretariat of ISO/TMB/WG SR  
Kristina Sandberg

---

Secretariat of ISO/TMB/WG SR, Social Responsibility  
SIS, Swedish Standards Institute  
Postal address: SE -118 80 Stockholm, Sweden  
Office address: Sankt Paulsgatan 6  
Office: +46 8 555 520 00  
Telefax: +46 8 555 521 76  
[www.sis.se](http://www.sis.se)

Kristina Sandberg  
Phone +46 8 555 520 61  
<mailto:kristina.sandberg@sis.se>

Assistant: Anna-Karin Jansson  
Phone +46 8 555 520 25  
<mailto:anna-karin.jansson@sis.se>

<<Meeting schedule WG SR Bangkok September 2005.xls>>

# Meeting schedule WG SR Bangkok September 2005

2005-05-30

**Draft version 1**

**ISO/TMB/WG SR N xx**

ISO/TMB/WG SR Hotel Intercontinental Bangkok Meeting locations - see below		Pre-meetings and SR Workshop									WG SR (26-30 September 2005)														
		Fri 23 Sep			Sat 24 Sep			Sun 25 Sep			Mon 26 Sep			Tue 27 Sep			Wed 27 Sep			Thu 28 Sep			Fri 29 Sep		
		GROUP	Attendees	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M
Opening ceremony												1													
WG SR Plenary												1									1	1		1	1
Task Group 1 - Funding and stakeholder engagement																									
Task Group 2 - Communication																									
Task Group 3 - Operational procedures																									
Interim Task Group 4 - "Stakeholder engagement"																									
Interim Task Group 5 - "Context"																									
Interim Task Group 6 - "How"																									
Joint meeting - Interim Task groups 4, 5, 6																									
CAG - Chairman Advisory Group										11															
STTF - Spanish Translation Task Force																									
Editing Committee																									
Workshop on SR					2	2		2	2																
Different coordination meetings WG-, TG- and/or ITG-leadership (informal)																									
Registration for Workshop and WG SR-meeting				3*	3*					3*	3*														
Welcome Reception																									
Dinner																									

**Meeting times** - M = 09:00 to 12:30; A = 13:30 to 17:30; E = 18:00 to 22:00

**Meeting rooms**

- 1 - Grand Ballroom
- 2 - Platinum
- 3 - President 2
- 4 - Premier
- 5 - Ballroom 1
- 6 - Ballroom 2
- 7 - Concorde 1-2
- 8 - Concorde 4-5
- 9 - Concorde 3
- 10 - Concorde 6
- 11 - Boardroom

* Registration hours	
Friday 23 September	17.00 - 19.00
Saturday 24 September	08.00 - 09.00
Sunday 25 September	17.00 - 19.00
Monday 26 September	08.00 - 09.00

Confirmed meetings  
 To be confirmed