

ANSI Proposed ISO/TMB SR Selection Procedures for Task Group Leaders.

ANSI has reviewed the proposed process detailed in document N16 and offers the following revised process for selection of ISO/TMB SR WG Task Group Leaders:

1 Nomination Process

- 1.1 The WG Secretariat shall issue a call for nominations once the structure and scope of task group(s) has been approved by the WG.
- 1.2 The call for nominations shall be issued to all WG experts, ISO member bodies and international liaison organizations for a two-month response period.
- 1.3 With the call for nominations, the WG Secretariat will circulate an outline of the range of tasks and financial and human resources normally involved in assuming leadership of the task group(s).
- 1.4 All national member bodies and liaison organizations may submit nominations.
- 1.5 Nominations must include documentation regarding how the nominees meet the criteria detailed under Section 2 below.
- 1.6 Nominations must be submitted as a package (i.e. including a nomination for both Chair and Secretary of the task group).
- 1.7 Nominations must be made for a specific task group.
- 1.8 If more than one nomination is made, each nomination must involve different people.

2 Qualification Criteria for Nominations

- 2.1 Nominations must be twinned arrangements involving a developed and a developing country.
- 2.2 Documented skills/experience/knowledge in social responsibility, one of its sub-elements, or ISO standardization.
- 2.3 Leadership and meeting management skills (especially for convenors)
- 2.4 English language skills (convenors and secretaries)
- 2.5 Understanding of ISO procedures (convenors and secretaries)
- 2.6 Commitment to act in a neutral and impartial international capacity (convenors and secretaries)
- 2.7 Information on sources of funding and other support to serve as convenor or secretary.
- 2.8 Commitment to serve as convenor or secretary for the 3-year standards development cycle.

3 Selection Process

- 3.1 The WG Convenor and Secretary, in consultation with the CAG, will review all nominations to determine that the qualification criteria detailed in section 2 above have been fulfilled. Any nominations that do not fulfill the nomination criteria will not be further considered.
- 3.2 Based on their review of all nominations, the CAG will recommend a slate of convenors and secretaries for the task groups that is primarily based on matching specific skills/experience/knowledge to the work of the task groups.
- 3.3 In addition, it will be highly desirable for the CAG to recommend, where possible, a slate of task group leaders that seeks to achieve a balance across all task group leadership by stakeholder categories, geographic regions, and gender.
- 3.4 Only one task convenor and one task group secretary will be recommended by the CAG and will be elected for each task group. Multiple convenors and secretaries assigned for political convenience has the potential to introduce confusion and is not efficient in terms of cost and resources.
- 3.4 A vote on task group leadership will be taken as soon as possible following the development of the CAG's recommendations, and ideally prior to the next WG meeting, through a letter ballot of all experts. If necessary, task group leadership may be approved at an opening plenary of the WG so that the task group may immediately proceed.
- 3.5 The WG Secretary will circulate the CAG's recommended slate of task group leaders, along with information on all nominations that have been submitted,

to all WG experts.

- 3.6 All WG experts will have one month to respond on a letter ballot to approve task group leaders. WG experts may vote for other nominees that were submitted but were not recommended by the CAG.
- 3.7 For each task group, the convenor/secretary team receiving the most votes from those responding will be considered elected to the positions.
- 3.8 In the event that election results do not result in some level of balance among stakeholder categories, geographic regions and gender, the CAG will note this and recommend specific actions to be taken at the next WG plenary meeting.