



# ISO National Mirror Committee Training

## Session 4:

## Setting up an NMC

November 2, 2015

Alisa Hotel

Accra, Ghana

# Presentation overview

- International commitments and guiding documents
- Stakeholder identification and outreach
- Establishing an NMC
- NMC roles and responsibilities
- Interactive discussion and questions

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## *INTERNATIONAL COMMITMENTS*

- WTO Agreement on Technical Barriers to Trade
  - Principles for the development of globally relevant standards
    - Transparency
    - Openness
    - Impartiality and relevance
    - Coherence
    - Address the principles of developing countries

WORLD TRADE  
ORGANIZATION



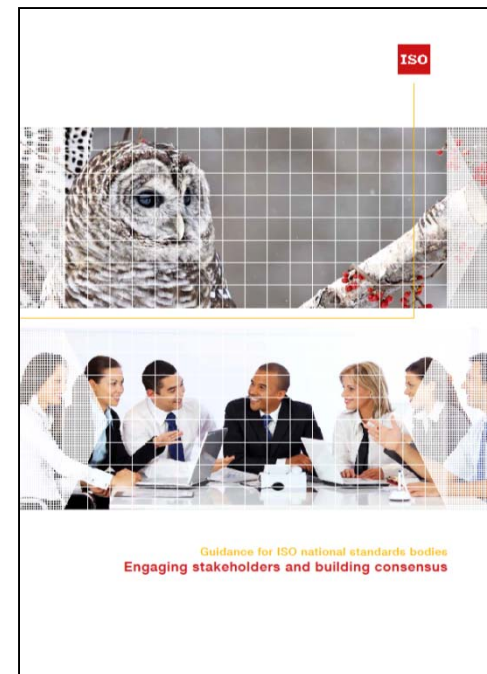
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## *GUIDING DOCUMENTS*

- ISO Guidance for ISO national standards bodies:  
Engaging Stakeholders and Building Consensus

Across NSBs, approaches vary...

The diversity strengthens the system!



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## *STAKEHOLDER IDENTIFICATION AND OUTREACH*

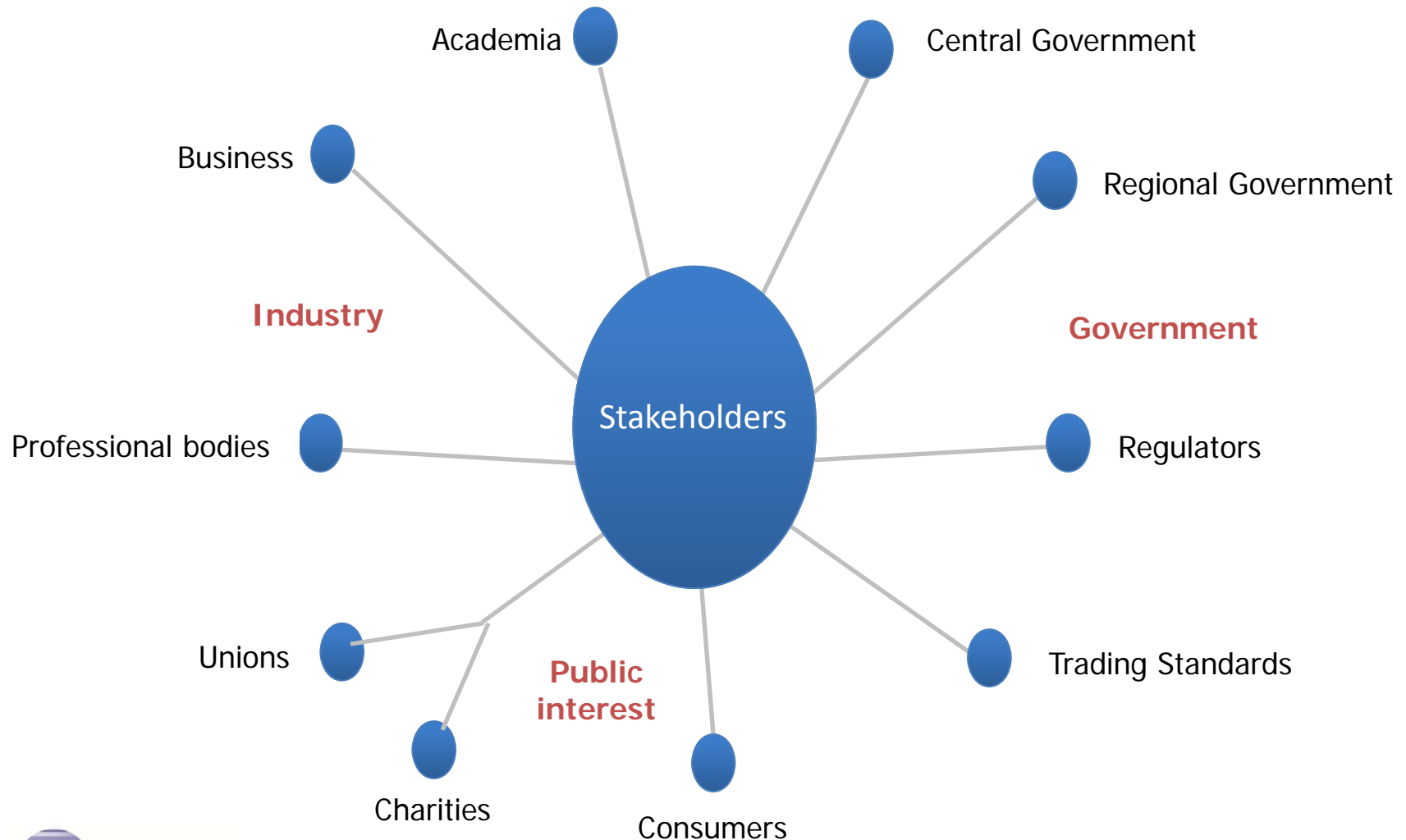
- What is the NSB's role?
- Raise awareness of the role of the NSB across government, business, industry, consumers and third sector organisations
- Increase understanding of the role of voluntary consensus standards
- Essential to involve all interested stakeholders in the development of International Standards
- Stakeholders want to engage in credible and important standardization
  
- Stakeholders need:
  - to understand the value of standards
  - to be convinced of the credibility and effectiveness of ISO international standardization, ISO standards and ISO standards development processes
  - to be identified early and engaged throughout the ISO standards development process

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## *STAKEHOLDER IDENTIFICATION AND OUTREACH*

- Engage stakeholders in a step-wise fashion:
  - Identify potential national stakeholders
  - Inform the stakeholders – What are standards? What is this project? How could it impact you? How will it be applied?
  - Collect feedback from stakeholders
  - Identify stakeholders willing to participate
- Engage stakeholders through many channels – postal service, email, press releases, teleconferences/webinar meetings, web sites, social media – be proactive and flexible
- Consult with other NSBs for advice and best practices

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## *STAKEHOLDER IDENTIFICATION AND OUTREACH*

- Focus on key issues for each audience
- Define value proposition by audience
  - Reputation (risk management, international versus private standard)
  - Better behaviours (customer care, organisational development, corporate governance)
  - Sales and exports (efficiency savings, removal of barriers to trade)
  - Safety (alternative to regulation)
  - Innovation (accelerating routes to market, increasing investor confidence)
  - Clarity (for example in food labelling, flood risk or responsible innovation)



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## *STAKEHOLDER IDENTIFICATION AND OUTREACH*

- Key questions for NSBs to consider
  - Who may be positively or negatively affected by the standard?
  - Who is likely to express concerns about the standard?
  - Who has been involved in similar standards in the past?
  - Who can help the standard address specific impacts?
  - Who would be disadvantaged if excluded from engagement?
  - Are there new stakeholders to engage since last time we considered this standard?
  - Have we considered the impact of the standard at different levels: local, national, regional, international?
  - Have we considered different stakeholder categories: academia, business, labor, consumers, service, NGOs, government agencies?

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## *STAKEHOLDER IDENTIFICATION AND OUTREACH*

- Principles and guidance
  - Proposers shall indicate relevant stakeholders in the proposal
  - Stakeholders will vary from subject to subject
  - NSBs are expected to inform and seek input from relevant stakeholders
  - All relevant stakeholders should have equal opportunity to be engaged
  - NSBs must inform stakeholders as early as possible
  
- The decision to establish an NMC should be consensus-based
  - Decide whether to support new work based on stakeholder input
  - Record the range of stakeholders involved
  - Communicate agreed position to all engaged stakeholders

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## *NMC ROLES AND RESPONSIBILITIES*

- Determine national positions and comments on action items of an ISO committee and advise the delegation of any flexibility it may have on these positions
- Nominate experts to serve on ISO working groups
- Provide assistance to secretariats of ISO committees held by the NSB
- Identify and establish close liaison with other NMCs in related fields, or identify ISO or IEC activities that may overlap
- Recommend the acceptance of secretariats for ISO committees
- Recommend that the NSB invite the ISO committee to meet in the country
- Recommend candidates for ISO committee chairs or ISO WG conveners

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## *NMC ROLES AND RESPONSIBILITIES*

- Recommend registration of the NSB as a Participating (P) or Observing (O) member of the ISO committee
- Initiate and approve NSB proposals for new ISO work
- Initiate and approve national working drafts for submittal to the ISO committee for consideration
- Determine the national position on draft ISO deliverables, questionnaires, draft reports of meetings, etc.
- Provide adequate national representation to ISO committee meetings, designate heads of delegations and members of delegations

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## *NMC ADMINISTRATOR/SECRETARY ROLES AND RESPONSIBILITIES*

- Organize the NMC
- Serve as the designated point of contact between the NSB and the NMC
- Serve as the primary administrative coordinator for all NMC operations, including:
  - Arrangements for meetings
  - Timely preparation and distribution of documents related to the work of the NMC
  - Maintenance of appropriate records
- Ensure active participation of NMC members on relevant actions

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## *COSTS OF ADMINISTERING AN NMC*

- Staff time
- Office equipment and supplies
- Meeting logistics
- Travel
- NSB fees

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## *NMC CHAIRS AND SECRETARIES - PRINCIPLES AND GUIDANCE*

- Selection of the NMC chair and secretary should take place as soon as possible after the decision to form the NMC
- The NMC secretary role can be internal or external to the NSB staff
- If the NMC secretary role is external, it is recommended that the NSB and the external organization have a written agreement covering the assignment of roles and the monitoring of performance
- NMC chairs should be selected based on ability to lead, subject matter knowledge, willingness to be involved longer term, and knowledge of ISO processes
- NMC secretaries should be selected based on knowledge of ISO rules and procedures, availability of resources to manage the work over time
- NMC chairs and secretaries are expected to act neutrally, engage stakeholders in a fair and equitable way, and lead the NMC to consensus decisions

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## *NMC CHAIRS AND SECRETARIES - PRINCIPLES AND GUIDANCE*

- The selection of the NMC chair and secretary should be on the agenda of the first NMC meeting
- NSBs appoint the NMC chair and secretary, in some cases based on recommendations from the NMC
- Effective chairing is essential and includes managing the process, resolving disagreements, finding consensus, managing meetings of diverse stakeholders
- NMC chairs may need training focused on the skills detailed above
- Effective NMC secretaries know the ISO rules and procedures, including IT-tools and drafting, and may need training on these aspects
- NSBs may wish to network their NMCs in order that leaders may share best leadership practices
- NSBs have a responsibility to ensure that NMC chairs and secretaries are updated on changes to the ISO Directives



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## *INTERACTIVE DISCUSSION*

- What obstacles has your NSB experienced for:
  - Identifying stakeholders for new ISO work?
  - Establishing NMCs?
  - Developing NMC leaders?
- What best practices can your NSB share on these issues?
- To what extent does your NSB have formalized procedures for addressing these issues?
- How does this experience relate to TC 285 in particular?

# For More Information

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