



Clarifications on the Updated Documents for Participation in International Standardization

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General

1. **Who at SCC is available to provide assistance and answer questions on the new R&G, POV, forms and applications?**

Questions on the new Requirements & Guidance (R&G), ISD Program Overview (POV), forms and applications can be sent to your assigned SCC Project Manager or to isd-eni@scc.ca.

2. **What opportunities will members have to provide input to future revisions of the R&G?**

SCC consulted with all members on the new R&G and POV. Comments submitted were considered and incorporated where appropriate, in keeping with SCC procedures.

Members may send feedback on the new R&G or POV at any time to isd-eni@scc.ca. The ISD program will take all comments under consideration during revision of our R&G, POV, forms and applications.

3. **Will the SCC documentation that has been withdrawn still be available?**

SCC will post on our website only the most recent information which covers the services, roles and responsibilities of the ISD Program. Withdrawn documentation can be obtained by emailing a request to isd-eni@scc.ca.

4. **Why has SCC updated all of its documentation?**



SCC has updated documentation to simplify and clarify requirements, better address stakeholder needs, capture more comprehensive information on standardization and comply with the requirements of the SCC quality management system.

Establishment of a new committee

5. Does an application form need to be completed if changing status from O to P or NP to P?

Yes, all changes to mirror committee status must be accompanied by an Application to Establish a Mirror Committee (Form C).

Mirror committee requirements

6. What happens if a mirror committee is unable to meet the membership and representation requirements?

A mirror committee (MC) shall become non-participating (NP) when the MC is unable to comply with the requirements outlined in the R&G - Participation in International Standardization. Efforts will be made by SCC, through the SCC Member Program, to assist the MC with meeting the membership representation requirements.

7. What is the minimum number of members required for a mirror committee?

Each MC shall have a minimum of five (5) members including a chair and vice-chair.

8. Should the mirror committee chair or vice-chair be identified in the annual activity report?

No, identification of the mirror committee chair and vice-chair are not part of the Mirror Committee Activity Report (Form A).

9. How will SCC implement the requirements related to mirror committee chairs?

All mirror committees shall have a minimum of one vice-chair selected and installed by March 31, 2019.

A mirror committee chair who has served for nine years or more will have a term that ends on December 31, 2019, and cannot be re-appointed for any further terms. These chairs can continue as members on the mirror committee. The mirror committee shall select a successor and submit a nomination for the new chair by December 31, 2018 to allow for training of the new chair.

A mirror committee chair who has served for six to eight years will have a term that ends on December 31, 2020, and cannot be re-appointed for any further terms. These chairs can continue as members on the mirror committee. The mirror committee shall select a



successor and submit a nomination for the new chair by December 31, 2019 to allow for training of new chair.

A mirror committee chair who has served for five years or less will be appointed for a term of three years ending on December 31, 2021. At the end of the three year term in 2021, a chair may be re-appointed if they have served less than the maximum allowable time of 9 years.

Any mirror committees administered by an administering organization shall be subject to the policies and procedures for mirror committee chairs and vice-chairs of the administering organization as per the R&G – Participation in International Standardization.

10. How will chairs know how many years they have served for, and how many years they have remaining?

SCC has established a comprehensive list of chair term limits. MC Chairs can contact the SCC Project Manager responsible for their committee if they have any questions about how many years they have served for and how many years they have remaining in their term.

11. How should the mirror committee inform SCC of changes in the chair or vice-chair?

The mirror committee leadership should work with their SCC Project Manager when needing to make changes to the chair or vice-chair positions. This process begins with a call for nominations for a new or vacant MC chair or vice-chair position. The call for nominations will be published on SCC's electronic platform by the applicable SCC Project Manager.

12. Is any accommodation available to mirror committees that have difficulty finding a replacement chair?

The SCC Member Program is available to assist in recruiting chairs and mirror committee members. Requests can be made through the SCC Project Manager responsible for the committee.

13. Do the mirror committee chair requirements apply to administered mirror committees?

Any mirror committees administered by an administering organization shall be subject to the policies and procedures for mirror committee chairs and vice-chairs of the administering organization as per the R&G. Should the administering organization policies not address the matter, the administering organization is encouraged to use the requirements within the R&G.



14. Can a member who has chaired a mirror committee for 9 years become the chair of a different mirror committee?

Yes, chair term limits are committee specific so a MC chair of one committee can become the chair of a different MC with a new term applied.

15. Does SCC expect that vice-chair will be appointed as the chair once the term of the existing chair expires?

No, however, holding the position of vice-chair can provide valuable experience in preparation for taking on the full responsibilities of the chair position in the future.

16. Is it possible to have a mirror committee co-chair?

No, mirror committees must have at least one vice-chair, and may appoint additional vice-chairs as necessary to support a single chair. Vice-chairs must have clearly defined responsibilities.

17. Can a person who has previously chaired a mirror committee for 9 years become the chair of that mirror committee again after a period of time?

No, an individual who has served a total of 9 years chairing a given mirror committee has reached the limit for holding the chair position for that particular mirror committee.

18. Why does SCC single out “support to government” in the activity report as opposed to other priorities such as “support to small business”?

As a crown corporation, SCC receives the funds to support Canadian participation in international standards development as part of our annual appropriation of government funds. Therefore, SCC is accountable to the federal government (specifically Innovation, Science and Economic Development Canada (ISED), to which SCC reports directly) to see that these funds are dispersed in support of government priorities.

19. Will working group secretaries and project leaders be eligible for points under section 6 of Form A?

Yes, any international position that can be verified on the IEC's Experts Management System (EMS) and/or the ISO Global Directory will be eligible for points in the annual Activity Report.

20. Can a public service employee be the chair or vice-chair of a mirror committee?

Yes, public service employees can hold the position of chair or vice-chair, if their appointment is supported by the membership of the mirror committee and by their employer.



Member requirements

21. What services are available to mirror committees to help them recruit new members?

Prospective members are eligible to [apply online](#) through SCC's website to any mirror committee of interest. SCC's website also lists the committees that are [actively recruiting](#). For more specific requests on how the Member Program can assist, please contact the SCC Project Manager for your committee.

International standardization meeting accreditation

22. Will SCC be updating the recommended rates of financial assistance?

Yes. SCC provides recommended financial assistance rates based on historical financial assistance data which is updated on a regular basis. This information will be available on the SCC website.

23. Do members need to request travel medical insurance when requesting accreditation to attend international standardization meetings?

No, a separate request for travel medical insurance is not required by members when requesting accreditation to attend international standardization meetings. SCC provides travel medical insurance to Canadian residents attending international standardization meetings outside of Canada. To be eligible for this service, the member must be under the age of seventy (70) and include their date of birth on their profile within the SCC electronic platform. Members aged seventy (70) or older are encouraged to obtain their own travel medical insurance.

24. Are working group experts required to receive accreditation prior to attending a working group meeting?

Experts attending working group meetings, once nominated, are required to be accredited when seeking financial assistance or SCC travel medical insurance.

25. Is travel medical insurance available to members over the age of 70?

No. Members aged seventy (70) or older are encouraged to obtain their own travel medical insurance.

26. Is travel medical insurance available to members who are public service employees?

Yes. SCC provides travel medical insurance to Canadian residents attending international standardization meetings outside of Canada. To be eligible for this service, the member must be under the age of seventy (70) and include their date of birth on their profile within the SCC electronic platform.



27. When does SCC travel medical insurance start and stop?

SCC travel medical insurance is effective:

- In the case of travel to or within Canada – no travel insurance coverage;
- In the case of travel to the United States of America – one (1) day before the start of the international standardization meeting until one (1) day following the end of the international standardization meeting; or
- In the case of travel to any country other than the United States of America or Canada – two (2) days before the start of the international standardization meeting until two (2) days following the end of the international standardization meeting.

28. Are members able to receive financial assistance if they are unable to attend a meeting due to unforeseen circumstances such as a medical emergency?

SCC evaluates these situations, in consultation with the mirror committee membership, on a case by case basis.

29. Are all members eligible to receive financial assistance to attend international standardization meetings?

Each MC is responsible for determining by consensus how the confirmed financial assistance will be budgeted and disbursed taking into consideration exclusions outlined in 13.2.1 of the Requirements & Guidance – Participation in International Standardization.

Notable exclusions include:

- To financially support public service employees;
- To attend a CEN or CENELEC meeting as an observer;
- To financially support standards development organization employees;
- To purchase alcohol, entertainment or gifts for hosting a meeting in Canada.

30. How are SCC, ISO, and IEC encouraging and supporting effective virtual attendance at international standardization meetings?

SCC offers web conferencing and teleconferencing services free of charge to MCs to facilitate their standardization activities. MC chairs may make a request to use this service by emailing isd-eni@scc.ca

ISO and IEC also offer web conferencing services free of charge to technical committees and subcommittees, working groups, and experts for ISO or IEC related international



standardization activity. Information on these services is available on their respective websites or through SCC.

31. Can a mirror committee member receive financial assistance from another mirror committee in order to attend an international standardization meeting (e.g. from one sub-committee to attend a meeting of a different sub-committee)?

Yes, each MC is responsible for determining by consensus how the confirmed financial assistance will be budgeted and disbursed. If agreed to by the committee, the funds can be transferred to a different sub-committee to support their related activities.

32. Is use of the meeting report template mandatory?

Yes, MC members attending international standardization meetings shall provide a meeting report to the MC within four (4) weeks following the meeting, using SCC approved templates.

National positions and reporting

33. Can SCC provide best practices for the development of national positions?

The training video on development of national positions is available on the [SCC website](#). Further information is also available from SCC Project Managers.

34. Can national positions be developed by publishing a proposal and assuming that lack of opposition indicates agreement?

Yes, Approval of national positions by lack of sustained opposition is permitted.

Administering organizations

35. Do SCC-accredited Standards Development Organizations meet the criteria of an administering organization?

Yes, SCC-accredited Standards Development Organizations are deemed to have met the requirements through their accreditation.

36. Are government bodies eligible to become administering organizations?

Yes. Any organization wishing to become an administering organization must submit an application to SCC for consideration and approval. The form is available on the [SCC website](#).

Administration of mirror committees

37. Will administering organizations have to enter into an agreement with SCC for each mirror committee they administer?



Yes, each agreement covers only one mirror committee.

Hosting of international standardization meetings

38. Is SCC considering updating the requirement excluding hosting where a P-member country is subject to a statutory sanction regime?

SCC evaluates these situations on a continual basis.

39. Can SCC funds be used to support hosting of an international standardization meeting in Canada?

Yes, each MC is responsible for determining by consensus how the confirmed financial assistance will be budgeted and disbursed taking into consideration exclusions outlined in 13.2.1 of the Requirements & Guidance – Participation in International Standardization.

Mirror committee financial submissions

40. Is mid-year submission of external financial contributions permitted?

No, SCC conducts its budgeting exercise only once per year in coordination with the evaluation of Mirror Committee Activity Reports (Form A), which must be submitted by January 15th of each year.

41. How does SCC determine the amount of financial assistance for member travel?

SCC financial assistance is provided based on an evaluation of specific criteria, and helps many participants attend numerous standardization activities throughout the year. Assistance is intended to help defray some, but not necessarily all, costs of international standardization activities.

42. What is the minimum amount of external contributions that a mirror committee must obtain?

The minimum external contributions for a mirror committee must be \$1000; this amount can be collected from one or more external contributors.

43. Can external contributions be smaller than \$1,000 as long as the total for the mirror committee is more than \$1,000?

Yes.

44. Why has SCC established a minimum of \$1,000 in external contributions?

SCC established a minimum of \$1000 in external contributions based on evaluation of historical data.



45. Can external contributions come from individuals or can they only come from organizations?

External contributions may come from organizations or individuals.

46. Do all external contributions need to be invoiced by SCC?

Yes, all external contributions must be invoiced by SCC in accordance with accounting principles.

47. How many points must a mirror committee score to receive funding?

The amount of points that a mirror committee must receive in order to receive funding varies from year to year because each application is evaluated relative to the other applications submitted, and the amount of external contributions received varies.

48. What scores are associated with each quintile?

The scores associated with each quintile vary from year to year because each application is evaluated relative to the other applications submitted during that year.

49. Can a mirror committee carry funds over from the previous year?

Only external contributions not spent in the previous fiscal year can be carried forward. These external contributions will not be matched.