STANDARDS COMMITTEE NOMINEE AND TECHNICAL FORUM HANDBOOK

February 2020

Ai GROUP

This page is intentionally left blank

INTRODUCTION

Australian and international standards affect the public and private sectors across all industries. Standards boost economic prosperity by providing efficiencies and cost savings that directly impact on the nation's productivity and global competitiveness. Ultimately standards improve the quality of life for all of society.

For business, standards facilitate trade, ensure product safety, promote innovation, improve energy efficiency and provide a framework for addressing environmental responsibilities. With appropriate alignment and maintenance of standards, consumers and businesses, that design, manufacture, produce and distribute product and/or provide services, can benefit greatly.

Thank you to all members who provided input to this revised edition of the *Standards Committee Nominee and Technical Forum Handbook.* It is a valuable resource to those who are currently or planning to represent us in standards development.

The Handbook answers fundamental questions about the value proposition for member involvement, the extent of Ai Group's involvement, requirements of our nominees and an outline of the process found in standards development.

On behalf of Ai Group thank you for your contribution to standards development.

Innes Willox

Chief Executive
Australian Industry Group

CONTENTS

1. Standards development and committees

1.1 What is the value of member involvement with standards development?

The primary reason individuals and organisations decide to be involved in standards development is to participate in and influence the crafting of Australian and ISO / IEC (International Organization for Standardization / International Electrotechnical Commission) Standards that impact their businesses and entities.

Standards can impact business as they are often a compliance tool of regulators and form a fundamental market conformance requirement. Standards can directly impact the bottom line of a supplier, particularly if they prescribe the minimum performance and delivery of a product or service.

Ai Group members who are involved in the standards development ecosystem are exposed to key developments in their respective industries and gain important insight into the strategic direction and creation of new markets.

Standardisation exposes members to other sector leading practices and thought leaders. The resultant debates and discussions are rich in technical, market, regulatory and user information.

Business and industry leaders should consider the strategic value of engaging with standards development. This is informed by considering:

- What potential does a given standard have to sustain, shape or create a new market?
- How does a specific standard directly affect the value of the core business?
- How might standards impact the organisation's capital and process productivity?
- Are these standards regulated (mandatory), contained in industry codes, specified within the supply chain or used to promote product compliance and mitigate risks?
- Would knowing about the development and likely content of a standard ahead of publication benefit the business and inform their strategic planning processes?

1.2 What is Ai Group's involvement with standards development?

Ai Group plays a key role in the national and international standards development landscape. Ai Group is a peak nominating organisation that is representative of a broad range of sectors including: manufacturing; engineering; construction; automotive; food; transport; information technology; telecommunications; call centres; labour hire; printing; defence; mining equipment and supplies; airlines; and other industries.

Ai Group is recognised as a leading contributor and supporter to the standards ecosystem through its formal involvement and collaboration with Standards Australia. Ai Group's staff and members are involved with Standards Australia at many levels including the Council and technical committees.

Ai Group has over 260 nominees on approximately 400 Standards Australia technical committees. In addition to industry representation, the technical committees also include representatives from Government, regulators, academia, unions, consumers and other stakeholders. Positions on technical committees are held by nominating organisations to ensure that a broad base of stakeholders are represented.

Technical committees are responsible for the development and maintenance of Australian, joint Australian and New Zealand, as well as International Standards that are regularly referred to in legislation, regulations and industry codes of practice.

1.3 What is Ai Group's policy on standards development?

Ai Group supports standards development in Australia. It recognises the critical role that standards play in underpinning international trade and creating a safety net to promote consumer confidence.

Standards set out performance requirements and outcomes designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended. They establish a common language that defines quality and safety criteria.

1.3.1 Net benefit

Ai Group supports the requirement that "*every Australian Standard must demonstrate a positive Net Benefit. This means each standard has a positive impact on relevant communities … The value of each Australia Standards must outweigh its costs to society.*"[1]

1.3.2 International trade

Ai Group recognises the importance of international trade in contributing to the prosperity of the Australian economy. We understand that participation in the global market requires adherence to International Standards wherever possible.

Ai Group supports the World Trade Organization's requirements that technical regulations "... *are not prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to trade.*" [2]

Ai Group recognises that Standards Australia is a signatory to the WTO Technical Barriers to Trade Annex 3 *The Code of Good Practice for the Preparation, Adoption and Application of Standards.* Ai Group supports the use of International Standards as a basis for national standards wherever this is effective and appropriate as required by this Code. Ai Group also recognises that the development of national standards may be required where "... *international standards or relevant parts would be ineffective or inappropriate, for instance, because of an insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems.*"[3]

1.3.3 Innovation

Ai Group believes that Australian Standards should not be written to restrict innovation. Standards should be developed to outline performance requirements and results rather than defining prescriptive requirements around a product, service or system. Decisions to move standards from a prescriptive to a performance basis must consider impacts on safety.

1.3.4 Wide constituency

Ai Group accepts that the foundation of the standardisation process are committees that consist of individuals who are nominated by organisations that represent the views and experience of large groups of affected parties. Ai Group requires that our nominees liaise and consult with other interested Ai Group members, when appropriate, to ensure that the viewpoint of the

---

[1] Standards Australia's statement on Net Benefit – see **www.standards.org.au/standards-development/what-is-standard**
[2] World Trade Organization Agreement on Technical Barriers to Trade Annex 3: Code of good practice for the preparation, adoption and application of standards Clause E
[3] Ibid Clause F

nominee is the viewpoint of Ai Group members as a whole.[4]

1.3.5 Non-conforming product

Ai Group supports conformance with the relevant Australian and International Standards for all products whether produced in Australia or imported. Non-conformance with standards is a significant issue with the potential to affect community safety and the viability of businesses. Industry and all levels of government must address the wider issue of non-conforming products across all industry sectors otherwise legitimate businesses will continue to underperform and may resort to business models that encourage product non-conformance in order to compete.

1.3.6 The 'Ai Group position'

Ai Group will request seats on technical committees that we believe are of value to members, however there is no obligation on Ai Group to either request a seat or put forward a nominee to fill a seat. Ai Group values the views of our members and has established procedures for taking them into account during the development of the *Ai Group position,* however the ultimate responsibility for and expression of the *Ai Group position* remains with us. See Section 1.4 and also the hierarchy of approvals shown in the Annexure.

1.3.7 Nominees

i. Member involvement

Ai Group members are free to request a seat (either as a participating 'P', for information only 'FIO,' or observer member) on any technical committee noting that they can only occupy one seat on any given committee. Ai Group will take advice from the chair of the relevant member reference group (MRG), if one exists, however the decision for fielding a nominee remains with Ai Group.

ii. Non-member involvement

Ai Group's engagement with standards development is for the benefit of members. In the event where a committee seat holds strategic value to Ai Group and/or there are no suitable members available to occupy the seat then Ai Group reserves the right to nominate a non-member to the position.

A register of all non-members must be kept for review by Ai Group's Standards Leaders Group. These appointments will be for a duration of 3 years and then reviewed. They may be extended on a rolling basis. Non-members are expected to adhere to the same standard of conduct as member representatives.

Ai Group also reserves the right to accept the nomination from a member of a third party to sit on their behalf subject to the acceptance of the requirements in this Handbook.

1.4. What are the expectations of Ai Group committee nominees?

1.4.1 Requirements

Ai Group asks the following of our *nominees* to:

i.   have domain experience and/or expertise (participating seats only) within the terms of

---

[4] Standards Australia, Standardisation Guide, SG4 *Roles and Responsibilities in Standardisation, Clause 6.2*

reference of the relevant standards committee.

ii. be aware of SA's policies in the Standardisation Guides. Nominees are asked to note the standards development process as outlined in Standardisation Guide SG 1 *Preparing Standards* – see here.

iii. represent Ai Group and our members' interests and not your company or your personal views (see Section 1.4.4 "*Ai Group position*").

iv. be available to discuss standards committee related issues and provide a briefing, if required, to other Ai Group members.

v. regularly attend meetings, vote when required and devote the time to contribute to standards development.

vi. send notice of ballot intention to Ai Group by email at **standards@aigroup.com.au** – this does not include ISO/IEC balloting. *Unless we advise you otherwise there is no requirement to wait for Ai Group approval for underline positive balloting apart from ensuring that you are voting consistently with other Ai Group representatives on the committee* (See Section 1.4.5)*.*

vii. be involved in standards development for at least the term of current or proposed project/s.

viii. advise Standards Australia and Ai Group if you are unable to attend meetings and to make arrangements with an Ai Group authorised deputy to attend on your behalf. Note that nominees missing two successive meetings will be asked to show cause.

ix. forward minutes of the committee to Ai Group (email to: standards@aigroup.com.au) with any comments highlighting any potential policy, regulatory or standards issues and any matter that may impact other members. (Note that where more than one nominee represents Ai Group then only the *lead nominee* needs to forward the minutes - see 1.4.3 *Lead nominee*).

x. advise Ai Group if a negative ballot is contemplated or if there are circumstances that may lead to a negative ballot.

xi. seek guidance and approval from Ai Group for all Project Proposals (adoptions, new standards, revised standards and amendments but excluding those associated with ISO/IEC processes)

xii. cover (or their employer to cover) costs associated with travel to standards committee meetings. Note that Standards Australia provides a subsidy (subject to conditions) for required international travel.

xiii. abide by Standards Australia's committee member code of conduct.

xiv. declare all interests as required by Ai Group and Standards Australia protocols.

1.4.2 Nomination process

The following process outlines the steps for a member to become official nominee of Ai Group on a Standards Australia committee.

In making decisions for selecting a nominee, a candidate will be chosen that best meets the collective interest of all members.

- Ai Group is made aware of a vacant seat on a committee or is approached by a member seeking a seat where Ai Group is not represented.
- in the case where the vacancy is due to a member's representative resigning, Ai Group (at our discretion) will give the member the opportunity to offer a replacement subject to the best interest principle above.
- if required, Ai Group may then approach the relevant member reference group seeking a nominee and if unsuccessful approach members more broadly. Vacancies to be advertised in Ai Group's SRS newsletter.
- if Ai Group has more members with an interest than seats then:
  - o we will select the nominee or form an internal working group to make the

selection; and

- o we will invite the balance of members to form a member reference group (if one does not already exist).
- the member agrees to abide by Ai Group requirements (see Section 1.4 above).
- Ai Group will advise Standards Australia of their nominee's details.
- SA will send the Committee Member deed to the Ai Group nominee.
- Once the nominee completes and returns the signed paperwork, they will be granted access to the committee documents and will start to receive notices of meetings etc.

1.4.3 Lead nominee

When Ai Group has more than one nominee on a committee then a "*Lead nominee*" will be appointed. Ai Group will provide the *Lead nominee* with the contact details of the other Ai Group nominees.

The *Lead nominee* has the following responsibilities:

- send minutes of the meeting to the Ai Group SRS contact;
- coordinate attendance of deputies when nominees are unable to attend;
- coordinate the Ai Group vote at the ballot stage;
- coordinate the *Ai Group position* as required; and
- liaise with Ai Group on issues as they arise.

1.4.4 The "Ai Group position"

In all standards and regulatory fora, the *Ai Group position* should always reflect and be consistent with:

I. **Ai Group's public policy positions -** positions that are disseminated by the Head of *Influence and Policy* through Ai Group staff members.

II. **Ai Group's principles for standards development** – there are four principles that guide the development of the Ai Group's position namely:

- ✓ standards must have a net benefit (see Section 1.3.1);
- ✓ standards should not unnecessarily restrict trade (see Section 1.3.2);
- ✓ international standards should be used where practicable (see Section 1.3.2); and
- ✓ standards should be written to encourage innovation (see Section 1.3.3).

III. **Ai Group committee viewpoints -** may be developed by nominees from discussion and consultation with other nominees, member interest groups, members and Ai Group. Ai Group's views will take precedence at all times.

IV. See Annexure for Ai Group's hierarchy of approvals and decision making.

1.4.5 Voting (balloting) for document publication

The procedures in this clause are intended only for projects involving the development of new, adoptions, revisions and amendments to Australian and/or joint Australian/New Zealand standards and not for ISO and IEC standards. It is only for balloting applicable for the publication of an AS/NZS standard and does not apply to other informal voting that may take place during the development phase.

Where there is more than one Ai Group nominee on a committee then the *Lead nominee* is responsible for coordinating the voting position (for document publication) for Ai Group. Unless specific approval is given by Ai Group then all nominees must be consistent with their voting i.e. either all positive, all abstain or all negative.

Single nominees who have no member reference group backing them must provide notice to Ai Group of their intended voting position and reasoning.

Ai Group reserves the right to direct nominees on how a ballot is to be cast.

Negative balloting

Given the significant investment in time by committee members to complete a standards project, then negative balloting can only be considered in exceptional circumstances. Out of respect for our nominee's time and our staff', Ai Group has introduced the following procedures when a negative ballot is being considered.

The following rules and process apply when a nominee is considering casting a negative ballot.

i.   Ai Group's approval must be sought before a negative ballot can be cast.
ii.   Nominees will be asked to submit their technical reasons to justify the negative ballot in writing.
iii.   Ai Group will ask for evidence that the technical issue was raised at the Public Comment stage (or earlier) i.e. comments were submitted that underpin the reason for a negative ballot. If evidence cannot be provided that the issue was raised at the public comment stage then Ai Group is unlikely to support casting a negative ballot.
iv.   Ai Group will call a meeting with interested members to ensure that there is broad support for a negative ballot.
v.   Ai Group will advise Standards Australia that they intend to cast a negative ballot on behalf of members outlining the technical reasons.
vi.   Ai Group will work with members and Standards Australia to resolve the issue leading to a negative ballot.

1.4.6 Disclosure of views

Ai Group members, when involved in discussions dealing with significant matters, should disclose if their views are personal, employer or Ai Group views.

1.4.7 Nominee appointment duration

Ai Group reserves the right to assign fixed terms to committee seats. Note that this is of particular importance for committees where seats are in high demand.

1.4.8 Disclosure of interests

Ai Group reserves the right to request copies of nominees' disclosure of interests from Standards Australia.

1.5 How do you handle a Project Proposal?

Project Proposals are developed by stakeholders and are used by Standards Australia to initiate either: the development of new standards, revise or amend existing standards or to adopt

international standards.

Standards Australia accepts project proposals at any time throughout the year. Proposals that meet all key quality criteria are approved on a monthly basis. Ai Group members may be requested to support a project proposal on behalf of Ai Group by a committee or by a third party or they may wish to develop and submit a Project Proposal themselves. In all cases, members must seek Ai Group approval for Project Proposals. (*This enables Ai Group to distribute the Project Proposal to all members for comment).* Ai Group will provide such approval by direct correspondence to the Proposer and Standards Australia.

1.5.1 Support of third-party Project Proposals

If Ai Group is requested to support a Project Proposal (including situations where a nominee's committee is developing a Project Proposal), Ai Group will:

i.   call for member comment by either a direct approach to members or the relevant MRG and by advertising the Project Proposal in the SRS newsletter.
ii. form a position based on this comment; and
iii. advise of the Ai Group's position to either support, abstain or oppose to Standards Australia and/or the proposer.

1.5.2 Development of Project Proposals

If Ai Group and / or a member agrees to develop and submit a Project Proposal to Standards Australia, then the following protocols apply:

- Ai Group will work with interested members in developing the Project Proposal.
- Ai Group will make available a draft to interested members for comment.
- Once member feedback has been incorporated in the draft then external stakeholders will be consulted. If this consultation is to be done through a committee, then Ai Group must collate all statements of stakeholder support.
- Ai Group will finalise the Project Proposal and submit it to Standards Australia.

1.6. What if you encounter issues?

- If a nominee believes that a breach of standards development processes has occurred, then they must bring this to the attention of Standards Australia and Ai Group.
- If it is a technical issue, then the nominee should raise it with the Committee chair.
- If the issue remains unresolved by the committee chair the nominee will raise the issue with Standards Australia's Project Manager.
- If the matter is still unresolved it is then to be raised with Ai Group's Standards Adviser.

2. Ai Group technical forums

2.1 Member Reference Groups (MRGs)

Member reference groups (MRGs) are formed by Ai Group to focus on a specific regulatory and / or standards issue. As at the date of issuing the 2020 version of the Handbook Ai Group Standards and Regulatory Services has the following MRGs:

- Electrical Equipment Manufacturing and Suppliers Forum (EEMSF)
- Water and Plumbing Products Cluster (WPPC)
- Rotating Machines Forum (RMF)

- Electrical Vehicles Member Reference Group (EV MRG)

Ai Group will establish a Charter for each MRG and include the following:
- Purpose and objectives
- Terms of reference
- Membership
- Meetings

Ai Group will appoint a chair from membership or co-chair as appropriate.

2.1.1 Disclosure of interests

Disclosure of interests are essential in situations where technical issues are being discussed and members in positions of influence have commercial interests (e.g. a commercial relationship with a member) that may result in a perception that they are not acting in the common good.

The following rules/procedures will apply to disclosures of interests by members holding the positions of chair / co-chair of MRGs:

i.   interest disclosures to be made in writing to Ai Group annually.

ii.   oral disclosures to be made in meetings when possible conflicts of interest arise and noted in the minutes.

iii. Disclosure documents will be held by Ai Group's Standards Leaders Group.

2.2 Managed Forums (MFs)

A Managed Forum is open to members and non-members alike as a subscription service. It has enhanced resourcing and a fee is charged. Manage Forums are not bound by Ai Group's regulatory or standards technical positions however they are not separate legal entities to Ai Group. Please see Ai Group's *Managed Forum Guidelines*.

3. Ai Group governance forums

3.1 Standards Leaders Group

The Standards Leaders Group (SLG) provides high level strategic and policy advice, applicable to standards development matters to Ai Group. The SLG will advise the Standards and Regulatory Services team on:

- Ai Group policy positions that should be reflected in standards development and regulatory advocacy;
- Areas of strategic importance to regulation and standards for Ai Group members;
- Priorities for engagement with standards and regulatory advocacy;
- Positions for Standards Australia's fora;
- Provide input to strategic committees of international / national technical infrastructure organisations; and
- Building relationships with Technical Infrastructure entities.

The SLG will draw members from:

- building / construction
- electrical accessories
- electrical appliances
- electrical rotating machines
- steel sector
- mining services
- plumbing products
- digital technologies
- technical infrastructure
- other sectors as required

The SLG will be chaired by the Head of Influence and Policy and convened by the Senior Adviser Standards and Regulation. It will meet twice a year before Standards Australia's Council meeting.

4. Who do you contact?

For further information on Ai Group Standards Services please contact the Senior Adviser – Standards and Regulation on email: standards@aigroup.com.au or phone: 1300 556677

Annexure – Approval hierarchy

The table below outlines the approval hierarchy governing Ai Group and members representation and appointment in standards development, member reference groups, Australian Building Codes Board committees and Standards Australia Council positions.

APPROVALS			AUTHORITY			
	Procedure	Approval Frequency Annually	CEO	Head Public Policy	Senior Advisor	Committee Nominees
Appointment of MRG Chairs		5 per 3 years	X			
Appointment of BCC and PCC representatives		2 per 3 years	X			
Appointment of Standards Australia Councillors		4 per 3 years	X			
SRS submissions	*Ai Group Representation Policy 6/7/2018*	Approx. 12		X		
Committee nominee appointments		Approx. 50			X	
Project Proposals		Approx. 50			X	
Ai Group technical views in committee						X
Ballot - positive		> 100				X
Ballot - negative		> 2		X	X	

Notes:

1. The Senior Advisor – Standards and Regulation may elect to form an internal committee comprised of Ai Group staff to assist with high risk decision making (see SRS 009 *Decision making structure for Standards Australia seats*).

2. The appointment by the CEO of MRG chairs, BCC/PCC seats and Councilor seats will be usually on advice from the Head of Public Policy and Senior Advisor Standards and Regulation with additional perspectives from the SLG.

3. SRS submissions will also include formal correspondence on letter head to Standards Australia and regulators.

4. Appeals can be lodged against Ai Group decisions by emailing details of your concern to ceo@aigroup.com.au.

Ai GROUP

Contact Us

☏ 1300 55 66 77

🖥 aigroup.com.au

✉ standards@aigroup.com.au