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CGSB Procedures Manual for the Development and Review of Standards

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for
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December 2002

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1. INTRODUCTION

1.1 PURPOSE OF THE PROCEDURE MANUAL

This document describes the procedures of the Canadian General Standards Board (CGSB) with respect to the development and review of consensus standards. It is to be used in conjunction with the *CGSB Policy Manual for the Development and Review of Standards* (hereafter referred to collectively as the "CGSB Policy Manual") and the *CGSB Style Guide*.

1.2 SCOPE

This manual deals with the procedures concerning structure and operation of CGSB voluntary standards committees, and the consensus standards development process. Its intended users are CGSB staff and those who voluntarily serve on CGSB standards committees. This document, together with the *CGSB Policy Manual* and the *CGSB Style Guide*, is applicable to the various types of consensus standards developed by CGSB.

1.3 CHANGES IN PROCEDURES MANUAL

Comments or suggestions about this procedure document should be submitted to the Manager, Standards Division, Canadian General Standards Board (hereinafter referred to as the Manager). Changes in this document will be published and brought to the attention of committee members and the Standards Council of Canada (SCC).

Note: In this manual the auxiliary verb "shall" states a mandatory requirement, the auxiliary verb "should" expresses a recommendation, and "may" gives permission.

1.3.1 Approval

The Procedures Manual shall be reviewed and revised as necessary. The Manager shall approve all revisions. The approved revisions shall be recorded on an Amendment Register.

1.3.2 Amendment

Replacement pages shall be published periodically with the revision date at the bottom of each page and shall be distributed together with a copy of the Amendment Register to Procedures Manual holders.

The Amendment Register shall contain the information given in the example below in page order:

Paragraph of Amended Procedure	Title of Amended Paragraph	Date of Amendment	Supersedes Paragraph
3.1.3.3	Feasibility	2002-06-09	3.1.3.3 (2002-02-08)

1.4 REFERENCES

Refer to Section 4 - Definitions for descriptions of terms and acronyms and Sections 5 & 6 for Referenced Documents and Related Documents respectively.

1.5 AVAILABILITY

The *CGSB Procedures Manual for the Development and Review of Standards* is available to any interested party upon request.

2. CGSB STANDARDS COMMITTEES

2.1 COMMITTEE FORMATION

CGSB shall establish a committee of directly and materially effected individuals and organizations that have an interest in participating on the committee. CGSB shall solicit wide representation by inviting effected individuals and organizations to express an interest in committee membership.

2.1.1 Forming a New Committee

CGSB shall form a new committee when:

- a project proposal is approved as a new work item; and
- work is to commence on the preparation of a draft standard; and
- the new work item does not fall within the scope of an existing committee or the scope of a current committee cannot be expanded to accommodate the new work item.

2.1.2 Committee Scope

The scope of a new committee is drafted at the 10-Proposal Stage (Refer to par. 3.1.3) by the Team Leader and Committee Secretary in consultation with the sponsor. The scope is reviewed and amended as needed by the standards committee at its first meeting. The Committee Secretary is responsible for ensuring that a committee's scope is clear and unequivocal. The committee scope is approved by the committee at a committee meeting or through a ballot. CGSB shall establish the title for each committee.

The Committee scope should be examined by the Committee Secretary on a regular basis taking into consideration that the work may expand or decrease.

The committee scope shall include the review of standards under its responsibility with the intent to re-approve, revise, or withdraw at the time of regular review.

2.1.3 Committee Size

The average size of a committee is in the range of 30 to 35 voting members; there is no restriction on information membership.

2.1.4 Committee Balance

2.1.4.1 General

CGSB shall establish a balance among the categories of interest representing the voting membership of the committee. A balanced committee is one in which no single category of interest comprises a majority of voting members.

2.1.4.2 National Perspective and Representation

The committee shall, when possible, be structured to provide CGSB with a Canadian perspective through broad geographical representation.

Voting membership shall meet the requirements of the National Standards System as given in *CAN-P-2, Criteria and Procedures for the Preparation and Approval of National Standards of Canada*. When forming a balanced committee, voting membership shall not be limited to individuals who are residents of Canada or representatives of Canadian organizations; however, the Canadian national interest must be maintained.

2.1.4.3 Category Classification

CGSB shall classify members typically into one of four categories of interest, namely, producer, user, general interest, or regulator (Refer to Section 4 – Definitions).

The classification of standards committee members into categories requires judgement to be applied in recognition of the subject of the standard being considered. For example, in some cases, a representative of an organization may be classified as a producer on a particular committee and a user on another committee or the same committee involved with another subject.

2.1.4.4 Consultants

A consultant seeking membership shall initially declare his or her category of interest and inform CGSB of any changes on an ongoing basis. A consultant retained by an organization, that directly supports the participation of the consultant on the committee, shall be considered to represent the same category of interest as the supporting organization. Consultants who provide a service to more than one category of interest shall declare a primary interest category. A consultant shall update CGSB and the committee on any change in representation due to changes in work affiliations.

2.1.4.5 Unbalanced Committees

There may be some circumstances where the subject matter considered by the standards committee is specialized to the extent that it is not possible to form a balanced committee. In such cases, substantiating reasons for the imbalance shall be established and documented by CGSB before proceeding with the standards work. The Committee Secretary shall file an explanation in the committee file and notify the responsible Team Leader. If the standard is a proposed National Standard of Canada (NSC), the Team Leader should advise the Standards Council of Canada (SCC).

2.1.5 Other Types of Committees

There are other types of groups that exist outside of Standards Committees (Refer to Section 4 – Definitions). They include:

- Coordinating Committee;
- Working and Task Groups; and
- Canadian Advisory Committees.

2.2 COMMITTEE CHAIRPERSON

2.2.1 Election

Each committee shall elect a chairperson and preferably, also a vice-chairperson. The chairperson selected shall be neutral and unbiased. The chairperson and vice-chairperson are normally voting members of the committee. When the chairperson and vice-chairperson decline voting privileges, the organizations they represent may appoint other representatives to the committee as voting members. CGSB shall appoint an interim chairperson in the absence of a chairperson or a vice-chairperson. A CGSB staff member may also serve as chairperson on a temporary basis.

The Committee Secretary shall make a call for nominations when electing a chairperson. Each nomination received must have a nominee and seconder. Election shall be by letter-ballot if there is more than one nomination. If only one person is nominated then that person may be acclaimed as chairperson.

2.2.2 Term

The chairperson shall be elected for a period of three years. The position of committee chairperson shall be reviewed at the end of each three-year term. A chairperson should serve no more than three consecutive three-year terms. CGSB may call for a review of the position of committee chair at any time.

2.2.3 Responsibilities

The chairperson shall conduct the meetings of the committee, and shall ensure the proper functioning of the committee. Committee meetings shall be chaired in a neutral and unbiased fashion. The chairperson shall keep discussion relevant to the subject, ensure that all facets of a question are considered and the views of all members are heard, summarize points of view, and judge when a consensus of opinion is reached.

The chairperson shall assist in the preparation of the meeting agenda and ensure that the minutes correctly record the decisions taken at the meeting. The chairperson, with the assistance of the Committee Secretary, ensures committee members complete action items in a timely manner. The chairperson, on an approved motion from the committee, or upon request from CGSB, may create task groups and working groups.

The chairperson shall advise and make recommendations to CGSB on matters related to the operation of the committee. The chairperson shall assist CGSB with the review of membership participation, comments on ballots, and the possible resolution of negative votes. The chairperson shall liaise with CGSB and members of the committee on committee work progress and operational matters.

The chairperson may be appointed a designated spokesperson for the committee, subject to ratification by CGSB, in order to make an official statement or to respond to an issue related to committee standardization activities.

2.3 COMMITTEE MEMBERSHIP

2.3.1 Types of Membership

There are three types of membership: (see Section 4 – Definitions)

- Voting Member;
- Information Member; and
- Alternate Member.

2.3.2 Membership Solicitation

CGSB shall solicit wide representation by inviting affected individuals and organizations to express an interest in committee membership. Interested participants are identified through public notification of a work item, research performed during development of a work proposal, initial committee meetings, and referrals from experts in the field of development.

The invitation to become a member of a CGSB committee should contain enough information so that the invitee can make an informed decision to participate. The Committee Secretary shall provide information on the responsibilities of a voting member to comment on draft standards, to attend as many committee meetings as possible, and to return letter-ballots. It is also important that the Committee Secretary explain the benefits that a new or revision to the standard(s) can accrue. As necessary, the Committee Secretary follows up the invitation.

2.3.3 Eligibility for Membership

2.3.3.1 General

Any individual and organization is eligible for information membership. However, circumstances do exist where an individual or an organization may not be eligible for voting membership.

2.3.3.2 Eligibility

Except as limited below, membership on Standards Committees shall be open to all individuals and representatives of organizations who are technically qualified or otherwise knowledgeable in the subject area of the committee.

- Members of Standards Committees shall be from organizations or individuals active in the subject areas to fulfil their commitment. Wide representation and maximum participation are encouraged;
- Individuals from organizations shall be at sufficiently responsible levels in their organizations to ensure good communication with their management;
- Only one voting member may represent an organization except when it is necessary to maintain balance, or when it is desirable to make use of special qualifications. An organization may have more than one voting member, but never more than three. This, however, is discouraged;
- An individual shall represent only one organization;
- Non-members may attend meetings subject to the approval of the chairperson and CGSB, but without voting privileges;

- CGSB staff may not be a voting member of a CGSB standards committee; and
- All who have contributions to make are welcomed, provided there is a reasonable balance of interests. Balanced representation of all major interests concerned must be maintained (for example, producers, users and general interest). Refer to par. 2.3.6.1.

2.3.3.3 Foreign Applicants

CGSB shall consider requests for voting membership from individuals and organizations that are non-resident of Canada. However, in order to maintain Canadian interest, Canadian citizens are first given the opportunity to participate as voting members. If balance permits, interests from other countries may be given the opportunity to become voting members, in particular, when the standard under development impacts on international and inter-provincial trade, health, safety and environmental aspects.

Effective and meaningful contributions from other countries are normally organized under the auspices of the national standards bodies of those countries.

2.3.3.4 Multiple Memberships

One member shall normally represent an organization as a voting member, on a committee. When an organization requests more than one voting member, justification is needed. In such instances, all other criteria for voting membership must continue to be met.

2.3.3.5 Standards Development Organizations (SDOs) and Certification Organizations

Standards Development Organizations and Certification Organizations shall be permitted information status on a committee. Under special circumstances, based on the nature of the standard (i.e. qualification and certification of personnel), voting membership may be extended.

2.3.4 Request for Membership

Interested individuals and organizations are encouraged to request membership. Requestors shall identify their interest and their willingness to support and participate in the standards development process.

Requests for Standards Committee membership are ongoing. Except during a letter-ballot, the Committee Secretary will process all requests for membership.

When the requester is eligible for membership and meets the criteria to receive funding (Refer to par. 3.1.2.4), they will be apprised of the resources available.

2.3.5 Member Orientation

2.3.5.1 Information Kit

The Committee Secretary shall provide new committee members with the following information as part of the membership orientation process:

- CGSB General Information Kit;
- CGSB Policy Manual;
- CGSB Procedures Manual; and
- Background information specific to the project.

2.3.5.2 On-going Committee Work Relating to the Standards

When the work commences, CGSB apprises the sponsor(s) and committee of the following details:

- The published document will bear an appropriate expiry date relative to the date of its publication; and
- During the five-year period, the Standards Committee retains responsibility for the technical validity of the document.

2.3.6 Assignment of Membership

2.3.6.1 General

CGSB shall review membership requests and assign voting or information membership taking into consideration, as a minimum:

- eligibility for membership (Refer to par. 2.3.3);
- committee size; (Refer to par. 2.1.3)
- category classification of represented interests; (Refer to par. 2.1.4.3)
- committee balance among categories of interest; and (Refer to par. 2.1.4)
- national representation (Refer to par. 2.1.4.2 & 2.3.3.3)

2.3.6.2 Voting Membership

Applicants shall be granted voting membership when, as a minimum, the above criteria are fully satisfied. Otherwise, CGSB shall assign the applicant information membership. Voting members may name an alternate if required. An alternate can replace a voting member of a committee temporarily.

2.3.6.3 Information Membership

CGSB shall assign information membership to an applicant when voting membership cannot be assigned.

2.3.6.4 Preference to Associations

CGSB shall give preference, when assigning voting membership, to an association rather than to an individual or organization where:

- a large number of individuals and organizations express a desire to participate in the standards development process;
- the individuals and organizations requesting representation represent the same category of interest; and
- those individuals or organizations are members of the association.

2.3.6.5 Organization Holds Membership

It is the organization, not the individual that retains the membership. Should a committee member leave the organization, the Committee Secretary shall contact the organization for a replacement. The previously listed member can represent their new affiliation if balance permits and the new organization is pertinent to the committee work.

2.3.6.6 Individual Member Changes

The member shall inform CGSB when there has been a change in employment or change in responsibilities for the organization represented. The organization represented shall appoint a new representative on the committee to retain voting membership.

2.4 COMMITTEE MAINTENANCE

2.4.1 General

CGSB shall maintain committees that initiate new standardization activities, keep standards up to date, and hold meetings on a regular basis.

2.4.2 Merging Committees

CGSB should merge committees when a merged committee serves the purpose of the existing committees as well or better. A merging of committees is possible where there exists a similarity of subject matter and a commonality in stakeholder participants. In the case of a merger, CGSB shall transfer the membership, and the standards to the remaining committee. Following the merger, CGSB shall review the scope and title of the remaining committee, and shall update its membership and balance.

2.4.3 Committee Inactivity

2.4.3.1 Definition

CGSB shall consider a committee inactive if the committee does not initiate new standardization activities, keep its standards up to date, or hold meetings. Canadian Advisory Committees are the exception as they are not required to complete the above activities in order to be deemed active.

2.4.3.2 Assessment

For an inactive committee, CGSB shall assess the support to re-approve, revise, or withdraw standards at the time of regular review.

2.4.3.3 Maintain Inactive Committee

When there is support to reaffirm, revise or withdraw the standards, CGSB shall provide notification of the proposed action and subsequently proceed to reactivate the inactive committee.

When there is no support to reaffirm or revise the standards, CGSB shall not maintain the membership of the inactive committee. Instead, CGSB shall provide notification of the intent to withdraw the document(s) and subsequently shall proceed to complete the withdrawal process.

2.4.4 Dissolving a Committee

2.4.4.1 General

A committee shall be dissolved when:

- the work of the committee is better served by another existing committee; or
- as a result of committee inactivity and the withdrawal of the standards for which the committee is responsible, all the standards for which a committee is responsible are withdrawn and the publications archived.

2.4.5 Membership Maintenance

2.4.5.1 Active Committees

The Committee Secretary shall actively monitor the membership of an active committee as the balance can change due to a number of circumstances such as new member requests, retirements, transfers, changes of employment and deaths.

When, for instance, an additional producer requests membership and this would result in an unbalanced committee, a preferable solution is to add a new user or general interest representative to the committee to maintain the balance since committee membership is not limited. Otherwise the Committee Secretary adds the individual requesting membership on the information member list pending a suitable vacancy.

If an imbalance cannot be avoided due to special circumstances, the Committee Secretary adds a note of explanation to the committee file and notifies the responsible Team Leader early in the process. If the standard is a proposed National Standard of Canada (NSC), the Team Leader should advise the Standards Council of Canada (SCC) early on as well.

CGSB shall review with the committee, at each of its meetings, committee membership and committee balance.

CGSB shall confirm the voting membership and committee balance prior to bringing a standard before the committee for letter-ballot. At the time of letter-ballot, the voting membership of the committee shall be the members registered with CGSB.

Organization member changes must not be made during a ballot. The exception is organizational resignations, which are beyond CGSB's control.

The Committee Secretary in consultation with the Chairperson shall review the contributions of members of the committee to ensure that all members continue to comply with CGSB membership policy. If a high proportion of letter-ballots is not returned, or if many ballots are marked "abstain", the Committee Secretary must ascertain the reason and, with the Chairperson, review the composition of the Committee. (Refer to par. 2.5.3).

2.4.5.2 When a Committee is Reconvened

The Committee Secretary reviews the scope of the committee and the membership when the committee is reconvened for new or maintenance work. The Committee Secretary contacts organizations which were on the committee at the time of approval of the standard, as well as new potential interests. Much of the procedure in forming a new committee should be followed, depending on the time since previous committee activity. The Committee Secretary shall confirm membership information provided by one member concerning another.

2.4.5.3 Committee Membership

Committee membership information is maintained by CGSB staff. The committee membership information (name and affiliation) is also available to the public for review.

2.5 RESPONSIBILITIES OF COMMITTEE MEMBERS AND CGSB

2.5.1 Committee Secretary's Responsibilities

A Committee Secretary shall:

- assist and advise committees in the management of its technical work;
- maintain the balance of committees;
- arrange committee meetings and prepare minutes;
- assist with planning and scheduling of projects;
- issue documentation;
- prepare agendas for committee meetings in conjunction with the Chairperson;
- judge when consensus is reached on a draft standard.
- prepare draft standards, implement decisions taken;
- collect information on other related standards in existence (that is, standards searches);
- guide committees on principles and practices of CGSB in developing standards;
- ensure compliance with CGSB and SCC policies;
- maintain files for each committee;
- in consultation with the Chairperson, attempt to resolve any negative ballots at the committee level before the standard is submitted for second-level approval (Refer to par. 3.1.6.7).

2.5.2 General Responsibilities for Voting and Information Members

Both voting and information members shall:

- comply with CGSB Policy and Procedures in the development and review of standards.
- conduct themselves in an orderly manner during all standards development activities, and
- advise CGSB when a change occurs in committee representation for the organization represented or when there is a change in the legal status of an organization.

2.5.3 Voting Members' Responsibilities

Voting members shall:

- be responsible for the development, approval and review of standards within the scope of the committee. It is particularly important that they are satisfied that the drafts are appropriate, and that major issues have not been overlooked;

- try to complete assignments that they have accepted within the agreed time frame;
- participate in committee activities including commenting on working drafts (WD), attending as many meetings as possible and returning completed ballots (voting by proxy is not permitted);
- examine documentation critically;
- suggest agenda items;
- come to meetings prepared;
- bring any other relevant documentation to other members' attention;
- effectively communicate to his/her organization the activities of the committee; and
- participate on some working groups established to prepare draft documents.

2.5.3.1 Participation

Voting members shall review and comment on documentation distributed, participate at committee meetings and respond to letter-ballots issued to approve standards. Participation and voting (i.e. on letter-ballots or at committee meetings) by proxy is not permitted.

2.5.3.2 Lack of Participation

If a committee voting member continually fails to participate, the Committee Secretary shall make enquiries and if appropriate, take steps to encourage attendance or obtain a new nomination from the organization. The organization can be removed from the committee or have its status changed to information member for lack of participation.

2.5.3.3 Alternate Members

A voting member may name an alternate voting member, if required. Notification of an alternate voting member must be received by the Committee Secretary in writing. The alternate must be a representative from the same organization as the voting member being temporarily replaced.

2.5.4 Information Member Participation

When an organization chooses not to participate actively on a committee or, due to balance the organization cannot be a voting member, the Committee Secretary can place the organization's representative on the information membership list.

The information member receives correspondence relating to the committee's activities.

2.5.5 Non-member Participation

Non-members may attend meetings subject to the approval of CGSB and the chairperson, but without voting privileges.

2.5.6 Termination of Membership

2.5.6.1 General

Membership on a committee may be terminated either by the individual member, the organization represented by the member, or CGSB.

2.5.6.2 Organization

An organization may terminate its membership, appoint a new representative, or request a change in status from voting to information by advising CGSB.

2.5.6.3 CGSB

CGSB shall terminate the voting membership of an individual and, or an organization for lack of participation and compliance to CGSB policies and procedures. A lack of participation shall be considered when there is a

failure to comment on WD, return letter-ballots and participate at committee meetings. CGSB shall issue a warning letter of pending termination to those voting members who fail to comment on WDs, fail to return the last three letter-ballots or not attend or provide an alternate representative at the most recent two committee meetings. CGSB shall subsequently terminate voting membership privileges for failure to return the next letter-ballot or attend the next meeting.

2.6 COMMITTEE OPERATION

2.6.1 Consensus Process

A committee shall operate by consensus, both in the conduct of its meetings and in formal letter-ballots. Voting members of a committee shall approve a standard. Information members of a committee cannot approve a standard, but they may, and are encouraged to comment on the contents of a document. The committee shall take these comments into account during its deliberations. The committee shall also give due consideration to any comments received from other sources resulting from public notification.

A consensus requires that all opinions be considered and weighed and that the final decision reflects the will of a substantial majority of those entitled to vote. A consensus thus requires less than unanimity, but more than a simple majority. Unimportant or non-persuasive objections are not allowed to block the resolution of a proposal or the promulgation of a standard indefinitely. On the other hand, one or two important persuasive negative votes on a letter-ballot may require the document to be reconsidered by the whole committee (Refer also to Section 4 – Definitions).

2.6.2 Coordinating Committees, Working and Task Groups

2.6.2.1 General

It is often necessary to form a coordinating committee, working group and/or task group to address specific issues in a more concerted manner. Chairpersons of a coordinating committee, working and task group shall be members of the committee, but other group members may not be limited to members of the committee. Experts who are not members of a committee may be invited to participate on a working group or task group. CGSB encourages the committee to retain a balance of interests where possible when identifying participants for coordinating committees, working and task groups. The size of such groups is generally smaller than that of the committee.

2.6.2.2 Coordinating Committees

CGSB may form a coordinating committee to advise on programs, to solicit funding and to co-ordinate the activities of several standards committees operating within the same subject area. CGSB shall establish the scope and terms of reference for the coordinating committee. CGSB shall subsequently review and ratify the scope approved by the coordinating committee.

Membership is open to those knowledgeable in the subject matter to be discussed. When the coordinating committee is coordinating the activities for several committees, the chairperson of each committee shall be represented.

2.6.2.3 Working and Task Groups

Working Groups and Task Groups are formed and dissolved by the committee at a meeting, or by the committee chairperson between meetings, subject to the approval of the committee members. A Working Group is established to work on the preparation of committee draft documents on an on-going basis. In contrast, a Task Group is established to work on a specific task and is dissolved upon completion of the task.

The committee shall define the objective and scope for the Working and/or Task Group. Each group shall strive to reach general agreement on the issues within an agreed time frame and shall report to the committee. The chairperson of each group shall report the group's recommendations to the committee and shall keep CGSB informed of progress and the names of participants.

2.6.3 Draft Reproduction

CGSB drafts are copyright protected by HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Public Works and Government Services Canada, the Minister responsible for CGSB. CGSB committee members participating in the development of a draft standard for purposes of its development may reproduce the draft only for such a purpose. No other reproduction, transmission, telecommunication or publication of whole or any part of a draft may be undertaken without the prior written permission of the CGSB.

2.6.4 Documentation Retention

CGSB shall keep adequate records of work undertaken by the committee. Documentation shall be retained for at least seven years.

2.6.5 Conducting Business Electronically and by Correspondence

The Committee Secretary should consider alternatives to meetings such as correspondence, teleconferencing, or usage of SiteScape Internet Work Forum (Refer to par. 2.6.6). The effective participation of members shall also be considered when choosing the communication method.

2.6.6 Committee Meetings

2.6.6.1 Exploratory Meeting

Exploratory meetings are held in order to confirm that the work will (or will not) proceed. The Team Leader is responsible for managing the exploratory meeting and will usually chair the meeting. Typical agenda items are:

- opening remarks/introductions
- approval of agenda
- background on CGSB and the National Standards System
- discussion to clearly define the problem and propose objectives for a standards committee
- development and discussion of optional courses of action for standards development, followed by a recommendation
- development of draft committee scope
- development of an initial list of committee members
- sponsorship of the project (funding)
- program of work
- next meeting (preliminary or committee meeting)
- adjournment.

2.6.6.2 Preliminary Meetings

Once it is confirmed that work will go head, preliminary meetings may be helpful to review the existing documents, to prepare a working draft, to establish a timetable for the development and completion of a standard. The sponsor(s), acting chair for the first committee meeting, CGSB, and key stakeholders are typically present at preliminary meetings.

Typical agenda items are:

- information on CGSB and the standards development process
- discussion to clearly define the issue(s) and propose objectives for a standards committee
- discussion of optional courses of action for standards development
- development of a draft committee scope
- development of an initial list of potential committee members and a draft letter of invitation to potential committee members
- estimate the schedule for the work program

- develop the draft agenda for the first committee meeting
- discussion on preparation of first draft standard and/or supporting documentation for the first committee meeting
- assign and complete action items prior to the first committee meeting
- any other business.

2.6.6.3 *Committee Meetings to Develop and Review Standards*

Committees shall meet only when necessary, in order to advance the development of a standard. CGSB shall convene a meeting of a committee when there exists support and, as a minimum:

- there is a revised or new draft document for review; or
- there are comments on a WD or letter-ballots results to be considered.

These meetings are detailed in par. 2.6.7.

2.6.7 **Preparation Prior to a Committee Meeting**

The Committee Secretary shall be responsible for the administrative arrangements of committee meetings. The Committee Secretary, in consultation with the chairperson, shall develop the agenda and distribute the discussion papers, draft documents and other necessary documentation.

Note: The Committee Secretary shall distribute to the committee members all information provided by individual members on the subject under discussion.

2.6.7.1 *Meeting Notification*

The Committee Secretary should send notification of a meeting at least four weeks ahead of the meeting. A preliminary notice and an attendance reply form can be sent as soon as basic meeting information is available. A final notice of meeting is sent when arrangements have been finalized and it is confirmed that a reasonable number of members will be attending.

The preliminary meeting notice shall include:

- date, place and time;
- agenda or objectives for the meeting;
- related papers (if available, e.g. draft standard, ballot comments, actions from members, etc.); and
- meeting attendance confirmation form.

The final notice of meeting shall include:

- date, place and time;
- agenda;
- related papers (e.g. draft standard, ballot comments, actions from members, etc.);
- map (optional); and
- attendance reply form, if it has not already been sent.

2.6.7.2 *Agendas*

Agendas always include the following, and generally in the order presented:

- opening remarks and introductions of those present—attendees can be asked to identify their particular interest and reason for participating;
- approval of the agenda (by vote);
- approval of the previous minutes (by vote);
- membership review;

- review of a draft, ballot results or discussion on the standards activity;
- review of work plan;
- next meeting date (or to be held at the call of the chair);
- other business; and
- adjournment.

Additional agenda items may include:

- reports of coordinating committees, working and task groups; and
- funding.

An agenda shall be distributed to the members of the committee along with available documentation at least two weeks prior to a scheduled meeting.

2.6.7.3 Confirmation of Meeting Proceeding

Once attendance confirmation forms have been received from members, the Committee Secretary shall:

- list those attending;
- consider whether quorum is expected;
- review the list of those unable to attend and see if any important sectors are missing; ask if they want to send a substitute representative;
- call the chairperson and finalize the draft agenda (if the agenda has not already gone out with the preliminary notice);
- make or confirm travel arrangements; and
- fill out hospitality form.

2.6.7.4 Quorum

The Committee Secretary shall determine if a quorum for a meeting exists. Quorum shall consist of 50% of the voting membership on record at the time of the meeting. A quorum must exist at a committee meeting for voting to occur.

2.6.7.5 Postponement of Meetings

In rare instances, the Committee Secretary may have to postpone a meeting after the notice is sent. The Committee Secretary should send out the notice as soon as possible, and ensure that each member is notified of the change. Confirmation that each member received the notice of postponement should be received, especially in the case when all meeting details have been sent out.

2.6.8 Conduct of Meetings

CGSB shall be the authority at meetings on the interpretation of its policy and procedures. Robert's Rules of Order, latest edition, shall apply to the extent that those Rules are not incompatible with CGSB policy and procedures.

Common courtesy and the spirit of fair play shall form the guiding principles for conduct at meetings. The opportunity shall be provided for all views to be expressed in reaching a consensus of opinion. The chairperson and CGSB shall strive to ensure that all agreements and decisions are clearly understood by the participants. Rules of order beyond common courtesy and good sense should rarely be necessary. Where formal rules of procedure are required, the following rules apply:

- Only voting members or their alternates may vote.
- If the Chairperson is a voting member, then he or she has a vote.
- The Committee Secretary has no vote.
- A quorum shall be 50% of the voting membership.

CGSB has the right to control its proceedings while meetings are in progress.

2.6.8.1 Resolution of a Motion

At a Committee meeting, when consensus is not clear and resolution is required, the chairperson may request a motion to resolve the item under discussion. The motion shall be clear to the members and the discussion shall be limited to the motion. For approval of a motion on a resolution, there must be quorum, and the majority of voting membership present at the meeting needs to vote affirmatively.

When a vote is taken on a motion, the minutes shall record the motion and the total positive votes, negative votes, and abstentions. When the committee responds to negative votes on letter-ballots, the minutes shall record the motion as well as the rationale for the action taken.

2.6.8.2 Minutes of Meetings

CGSB shall be the official recorder of committee meeting proceedings. The minutes of a meeting, along with its attachments, shall provide a historical record of the proceedings. The minutes shall record as a minimum, the decisions, agreements and actions resulting from the meeting. Minutes of meetings shall record sufficient information to show how decisions are made on critical issues. Formal approval of the minutes shall take place at the next meeting of the committee.

The Committee Secretary shall ensure that the mover, seconder and results of the vote regarding approval of the agenda and approval of the previous minutes is recorded. For the latter, include reasons for negatives and abstentions.

The Committee Secretary shall ensure all actions have volunteers and that as Committee Secretary, decisions and actions have been clearly understood.

2.6.8.3 Optional Actions at Meetings

- circulate mailing list for updates/accuracy check
- prepare summary of actions list as the meeting progresses and read it or distribute it at the end of the meeting.

2.6.9 After a Meeting

The Committee Secretary:

- updates membership records for changes,
- prepares minutes,
- initiates actions and completes them in a timely manner,
- updates the standard (if a topic for discussion), unless assigned to a working group.
- follows up with those assigned action items.

2.6.9.1 Minutes Content

Minutes of meetings are vital records of the process of developing and maintaining CGSB standards. As such they should be issued soon after the meeting, and shall follow these guidelines:

- The covering letter to the recipients of the minutes must be dated.
- A membership list, at the time of the meeting, identifying voting members and information members must be attached.
- Date, place, committee name and number of the meeting must be included at the top of the first page of the minutes. A header with the committee name and number and the date and number of the meeting must be on subsequent pages. Minutes must include a list of the attendees, their affiliation and their status (voting member, information member, alternate member, or observer). The Chairperson and Committee Secretary must be identified.

- Minutes must include an indication of approval of the minutes of the previous meeting with any changes that are requested and agreed upon. The motion, mover, seconder and results of the vote must be recorded.
- Minutes must include a membership review showing the current balance of the committee and committee membership changes since the previous meeting.
- Minutes must include reference to any documents distributed prior to and during the meeting. A detailed reference to each attachment to the minutes or the associated meeting notice or other correspondence should be made. Relevant documents not distributed as part of the meeting notice must be attached to the minutes or distributed to members not present at the meeting.
- Minutes must include sufficient data to show how decisions were made, that is, the issues considered and alternative solutions that were examined. Discussion is not recorded at any great length, but when there has been appreciable discussion on a particular point, the salient points on each side should be noted. The main reason for the decision made is helpful. The language should be concise. Generally, verbatim remarks by individuals should not be recorded (unless vital to the issue under review) because such record keeping could inhibit frank and open discussions at meetings.
- Assignments and future work must be recorded.
- Minutes must be signed by the Committee Secretary and accompanied by a distribution list. (The distribution list would incorporate any changes in membership made at or since the committee meeting).

2.6.9.2 *Distribution of Minutes*

The distribution includes all members (voting and information) including those who were not present, and non-members (observers) who were present at the meeting.

3. DEVELOPMENT AND REVIEW OF STANDARDS

3.1 STANDARDS DEVELOPMENT PROCESS

3.1.1 WTO Reports/ International Classification Code/ISONET

The Committee Secretary shall use the International Classification for Standards (ICS) for subject classification and *ISO Guide 69 Harmonized Stage Code System* for coding of the development stage.

CGSB shall comply with ISONET rules for subject classification and work status in the preparation of the WTO work program report. The stages of the standards development process are described in par. 3.1.2 through 3.1.10. Also refer to Appendix A – CGSB Harmonized Stage Code System.

The Committee Secretary inputs directly into the preparation of the WTO Report.

The report is updated semi-annually, at which time CGSB forwards a copy to the Standards Council of Canada (SCC).

3.1.2 00 - Preliminary Stage

Preparation of Project Proposal

This stage is specific to the request to develop a standardization product. Requests may originate from any source.

3.1.2.1 Initial Considerations

Initial consideration must be made regarding whether the new work falls within CGSB objectives and strategic direction and is within the subject area assigned to CGSB or another SDO by Standards Council of Canada. The Team Leader examines these criteria before any further evaluation is conducted. It is decided to either proceed with par. 3.1.2.2 or refer the requester to the SCC or another SDO.

3.1.2.2 *New Work Item Proposal Form*

The Team Leader asks requesters to complete a New Work Item Proposal Form following the initial discussions to explain the work item's significance. Justification for the new work item must also be provided and includes: the degree of support the requesters can generate, that is . funding, committee work, drafting, research and commitment to use the standard; and an explanation of the work item's significance.

Alternately CGSB may conduct for a fee, the investigation necessary to complete a proposal.

3.1.2.3 *Status of the New Work Item*

The advantages and disadvantages of the different standardization products, that is. National Standard of Canada, CGSB standard, specification, etc., are considered and the requester, in consultation with CGSB, selects the most appropriate status.

The Team Leader shall approve the proposed work item as a CGSB standard as opposed to a National Standard of Canada.

The Manager, Standards Division shall approve the proposed work item as a CGSB specification, as opposed to a CGSB Standard or a National Standard of Canada.

3.1.2.4 *Funding*

The CGSB operates on a fee-for-service basis. Requests for standards development and review activity should be accompanied with either a commitment to sponsor the cost or suggestions for potential sponsors to share the cost. The total cost of the project should also include travel funding, if needed, of members to ensure their effective participation at committee meetings. The criteria for eligibility to receive travel funding shall be established with the sponsor of the project. Eligible potential and existing members shall be apprised of resources available.

3.1.2.5 *Decision*

This stage concludes when a decision is made to:

- advance the project proposal to the Proposal Stage for review and evaluation, or
- abandon the proposed project.

The requester is notified of the final decision.

3.1.3 10 - Proposal Stage ***Review and Evaluation of Project Proposal***

This stage is specific to the review and evaluation of a new work item proposal.

Each proposal is evaluated promptly by the Team Leader in relation to the aims and other considerations listed below in par. 3.1.3.1 to 3.1.3.7 and discussed with the Manager, Standards Division. An exploratory meeting (Refer to par. 2.6.6.1) may be held at any time during the evaluation. If the proposed cannot be reviewed promptly it will be reviewed at a later date through a regular review by the Team Leader and the requester will be notified.

CGSB establishes whether the proposed new work would be an extension of an existing project or a new project and possibly a new subject area. If the proposed new work is a maintenance action, the Committee Secretary shall also refer to par. 3.1.9.

A preliminary determination is made on whether the standard is likely to meet 1) CGSB criteria as found in Appendix B, if it is a proposed CGSB standard or 2) SCC criteria as defined in CAN-P-2 and found in Appendix C, if it is a proposed National Standard of Canada. This is also determined during the first meeting of the committee and finalized while the committee does its work.

3.1.3.1 *Aims of and Reasons for the Proposed Work Item*

In evaluating the aims and reasons, the Team Leader and Committee Secretary consider the aspects of standardization to be covered and the problems it is expected to solve. The broad aims of standardization that should be addressed by the proposed work item are to promote the following:

- the quality of products, processes and services by defining those features and characteristics that govern their ability to satisfy given needs, that is, their fitness for purpose;
- improvement in the quality of life, safety, health and protection of citizens and the environment;
- the economic use of materials, energy and human resources in the production and exchange of goods;
- clear and unambiguous communication among all interested parties, in a form suitable for reference or quotation in legally binding documents;
- national and international trade by the removal of barriers caused by differences in national practices; and
- industrial efficiency.

3.1.3.2 *Benefits and Desirability of the Proposed Work Item*

The Team Leader and Committee Secretary should consider the benefits to be gained by the implementation of the proposed standard. Alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time must also be considered.

3.1.3.3 *Feasibility*

In determining the feasibility of developing a standard, it should be determined whether there are factors that could help or hinder the successful establishment or general application of the standard. These include:

- regulations (existing, planned);
- health and safety, environmental and trade aspects;
- trade or professional associations and practices;
- the extent of support for the requested standard;
- the existence of an international standard or international work item;
- resource requirements (e.g. can the project be completed in the time required, given available resources and are the required personnel from CGSB and other organizations, such as committee members, available to accomplish the work in question);
- estimated costs and committed financial support;
- intended use and scope of the standard;
- patent and intellectual property rights;
- current international standardization activity;
- availability of any required laboratory and research facilities;
- impact on international agreements to which Canada is a signatory;
- the need for a qualification or certification program; and
- other known relevant information that may impact.

3.1.3.4 *Timeliness*

Decisions are needed on when and how it is appropriate to standardize in a rapidly developing technology or to satisfy new community needs relating to safety or the environment. In areas of rapid development, the balance should be struck between inhibiting innovation by standardizing too soon and proliferating wasteful or mutually incompatible solutions by leaving standardization until too late. The technology should be sufficiently stable so advances in technology are not likely to render the proposed standard outdated. Emerging technologies may not necessarily be sufficiently mature for immediate advancement to further stages of the standards development process.

It should be verified if the proposed standard is required as a basis for the future development of the technology in question or as a framework for other innovation.

3.1.3.5 Urgency

It should be considered whether it is feasible to prepare the proposed standard in a technically and commercially acceptable form in time to be of use. When a series of standards is proposed, priorities need to be established.

3.1.3.6 Harmonization with Other Relevant Documents

Refer to par. 3.2 and the CGSB Policy Manual par. 3.4.

The Committee Secretary shall conduct a search for relevant international and regional standards by searching the SCC and other standards organizations' Internet Web sites, standards-related publications or other sources. In the absence of such standards, the existence of any other relevant standards or documents (such as regulations), regardless of their source, is explored. The Committee Secretary, Team Leader or Requester may also develop a list of relevant organizations with which cooperation could be beneficial.

3.1.3.7 Decision

This stage concludes when a decision is made to:

- accept the proposal when the work item has adequately been defined, considered feasible and support has been confirmed. CGSB shall proceed to prepare a project proposal with the sponsor(s). Once the sponsor(s) approve(s) the project proposal, it becomes a work plan and project agreement. CGSB shall then proceed to the Drafting Stage, or
- return the proposal to the requester to provide additional information and possibly hold an exploratory meeting (Refer to par. 2.6.6.1), or
- abandon the proposal when adequate definition of the work item, its feasibility, and, or adequate support cannot be clearly ascertained.

3.1.4 20 - Drafting Stage

Preparation of Working Draft for Committee Review

This stage is specific to the preparation of a WD of the proposed standard for committee review.

3.1.4.1 Notification of New Work Item

CGSB shall provide public notification of new work items through the SCC or CGSB Internet site and include new work items in the WTO work program, also made available on the SCC or CGSB Internet site.

In accordance with CAN-P-2, CGSB shall also inform the SCC about the new work item when it is a proposed NSC and whether or not CGSB has subject area recognition for the subject under development.

3.1.4.2 Committee

The Committee Secretary shall establish a new committee or maintain an existing committee.

3.1.4.3 Format

The Committee Secretary formats standards by following the CGSB Style Guide with few exceptions.

Reference tools to be used include the Gage Canadian Dictionary, the CGSB Style Guide, and The Canadian Style: A Guide for Writing and Editing.

CGSB shall include the ICS code on draft and published standards.

3.1.4.4 *Preparation of Preliminary and Successive Drafts*

The Committee Secretary should provide a WD to the committee members before its first meeting so it may be discussed at the meeting.

The requester, as well as the committee members, are asked to provide any information they may have regarding similar/appropriate documentation. Recognized international standards and test methods such as ISO are adopted, referenced in, used as a basis of, or harmonized with National Standards whenever possible. Regional standards and test methods shall also be considered.

When relevant standards already exist:

The Committee Secretary obtains relevant standardization products, with approval, to be considered by the committee.

If desired for committee use, the Committee Secretary obtains permission to copy relevant standards, if an agreement with the organization does not already exist. The committee shall review and comment on their relevance. When there are no international standards, regional and existing national standards should be considered.

CGSB shall maintain a record of the international standards identified and reviewed by the committee, including a record of committee decisions on whether to reference, adopt, use as a basis of, or harmonize with international standard(s). An explanation why a deviation from relevant international standards is necessary shall be made. Refer to section 3.2 for adopting other organizations' standardization products.

When the ISO draft or published standard is considered unsuitable for use in Canada, the reasons must be documented and efforts should be made to modify the ISO document (through the Canadian Advisory Committee, Refer to par. 3.3.3).

When no relevant standards exist, the Committee Secretary may:

- prepare the WD by consulting with the interests concerned;
- obtain a WD developed by a committee member, a technical expert, an industry association, or organization; or
- establish a working group from the committee membership specifically for this task.

The committee should put the Canadian standard forward as the basis for an international standard.

The committee may mandate the original drafter(s) and, or other interested parties to prepare WD's.

The drafter(s) of the document shall approach technical experts to directly participate and, or to assist in the drafting process. Additional technical expertise may be required to address and resolve specific technical matters.

The drafter(s) shall give due consideration to any comments provided by CGSB, the committee, or from any other source of expertise.

CGSB and the committee shall be kept adequately informed about progress on the WD through reports and updates at committee meetings.

3.1.4.5 *Considerations for Draft Preparations*

The drafter(s) of the document shall comply with *ISO/IEC Guide 59 Code of Good Practice for Standardization* and *WTO/TBT Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards* in the preparation of standards. This includes, but not limited to, the following issues:

- Consumer or competition concern – standards shall not be developed as a means to fix prices, nor to exclude competition or otherwise inhibit commerce;
- Good standards practice – standards should not be developed so as to mislead consumers;

- Place of origin – standards shall neither be developed nor adopted so as to discriminate among products on the basis of the place of origin;
- Performance based requirements – whenever possible the requirements of standards shall be expressed in terms of performance rather than design or descriptive characteristics;
- Administrative requirements – if required, administrative requirements should normally be presented separately from technical and/or performance requirements;
- Certification requirements - if required, certification requirements relating to conformity assessment and marks of conformity should be presented separately from technical and/or performance requirements; and
- Patented items – standards should not be drafted in terms that include the use of a patented item unless the use of such an item is justifiable for technical reasons.

The committee shall not incorporate copyrighted material in a standard, in whole or in part, without CGSB receiving prior written permission from the copyright holder. For ISO and IEC standards, the rights to reproduce the documents have been secured through the SCC.

Requirements should be clearly specified, together with the required limiting values and tolerances, as well as test methods to verify specified characteristics. Requirements should also be free from subjective elements.

The WD must conform with CGSB policy.

3.1.4.6 Meetings and other communication

The Committee Secretary, in consultation with the Team Leader, should hold a standards committee meeting or other methods of communication whenever the exchange of ideas or views is beneficial (Refer to par. 2.6.5 and 2.6.6).

3.1.4.7 Decision

This stage concludes when a decision is made to:

- approve the WD and advance it to the Public Enquiry and Committee Review Stage as a committee draft (CD), or
- abandon the work item when a working draft cannot be completed within a reasonable time-period due to a lack of support, adequate resources, and/or technical information.

3.1.5 30 - Public Enquiry and Committee Review Stage

Public Notification of the Availability of a Draft for Comment and Committee Review of a Draft

This stage is specific to the notification of an available CD for public review and comment, and the committee review and comment of the CD.

3.1.5.1 Notification of an Available CD For Public Review

CGSB shall, prior to formal committee approval, notify the public through the SCC or CGSB Internet site when a CD is available for public review.

Normally, CGSB shall announce the first draft available. However, CGSB may announce the availability of a subsequent draft in those circumstances where further work and, or several drafts are needed. Typically, only one comment period is required.

The public comment period shall run for 60 calendar days from the date of public notification. The comment period shall take place at least 60 calendar days prior to formal committee approval of the draft. The comment period may be shortened when urgent safety, health or environment situations arise or threaten to arise.

Note: In the case of an endorsement or the reaffirmation of a standard, notification of the work item shall be considered synonymous with the notification for public review (stage 30) as long as the closing date for final committee approval is at least 60 calendar days after the notification has been made to the public.

CGSB shall include the date of the notification in its WTO work program report.

CGSB shall provide a copy of the CD at the request of any interested party (inside or outside of Canada).

The committee shall, in reviewing the CD, take into account any comments received during the comment period. CGSB shall reply in a prompt manner to the persons that have commented and have requested a reply. The reply shall include an explanation as to why a deviation from relevant international standards is necessary (Refer to par. 3.2.2).

3.1.5.2 Committee Review

The draft may be reviewed and commented on during a committee meeting and/or by correspondence (Also refer to 2.6.5, 2.6.6 and 2.6.7).

The Committee takes into account comments made earlier by committee members and others, which were previously distributed or presented at a meeting by the Committee Secretary or other members. CGSB shall record in the minutes any comments and/or decisions (Refer to par. 2.6.9). Several successive drafts and several meetings may be required in order to achieve consensus (Refer to par. 2.6.6).

When the CD is reviewed and commented on by correspondence, CGSB shall review and provide summaries of the comments for the committee and drafter(s).

3.1.5.3 Decision

This stage concludes when a decision is made to:

- approve and advance the CD as a Committee Ballot Draft (CBD) to the Committee Approval Stage after one or more of the following activities takes place: consultation with and approval by the committee Chair, recommendation by the voting members at a committee meeting, and, or consultation with the committee by correspondence, or
- in consultation with the committee and/or the committee chairperson, refer the CD back to the drafting stage when further development is needed, or
- abandon the CD as a work item at this stage when it cannot be completed within a reasonable time-period due to a lack of support, adequate resources, and/or technical information.

The Committee Secretary should have the English draft standard edited at this stage or alternatively at step 3.1.6.3 with the approval of the Team Leader.

3.1.6 40 - Committee Approval Stage

Committee Approval of Draft by Letter-ballot

This stage is specific to the committee approval of the Committee Ballot Draft (CBD) by official letter-ballot.

3.1.6.1 Ballot Process

The Committee Secretary must obtain committee approval of any draft standard by letter-ballot and NOT by a recorded vote at a meeting. Only one level of ballot is conducted, that is, a ballot is sent directly to a main committee or working group.

3.1.6.2 Letter-ballot Preparation

The Committee Secretary shall incorporate any agreed upon changes resulting from the public enquiry and committee review stage into the draft standard.

The Committee Secretary shall prepare and attach an updated Committee list.

The Team Leader shall review the draft standard and committee membership list prior to the letter-ballot preparation to ensure that the requirements of CGSB policies and procedures and the *CGSB Style Guide* are met.

The closing date shall be a minimum of 30 calendar days from the date of distribution. Longer documents may require additional time at ballot.

3.1.6.3 *Letter-ballot Distribution*

If not done as described in par. 3.1.5.3, the Committee Secretary has the English draft standard edited while the draft standard is at ballot.

The letter-ballot package for distribution to committee members shall contain the following:

- two copies of the ballot form (one for member's files and the other to be returned to CGSG);
- distribution list (current membership list, including voting and information members);
- the CBD;
- members' responsibilities such as returning ballots, providing reasons for negative votes;
- ballot instruction sheet;
- covering letter and papers that can include the following:
 - possible explanations pertaining to the draft being balloted and supporting documentation;
 - request that negative votes be sent with proposed re-wording of the statements objected to and with a statement that this proposed re-wording, if accepted, would result in an affirmative vote;
- the definition of consensus; and
- the criteria for a NSC (or CGSB standard, if appropriate).

The letter-ballot package may be distributed in hard copy or electronic form, however the signed letter-ballot must be returned in hard copy.

When a document is being submitted for adoption and it has been established by the Committee Secretary and Committee that it will be approved as such, it may be submitted for translation at this point.

3.1.6.4 *Voting Requirements*

Voting members of the committee shall:

- register their vote on the ballot form;
- provide any comments and recommended changes to the CBD;
- sign the ballot form; and
- return the completed form to CGSB within the ballot period.

Voting members shall cast an explicit affirmative, negative or abstention. Voting by proxy is not permitted.

A negative vote must be accompanied by a justification and preferably by a suggested action that, if accepted, would result in an affirmative vote. The substance of the objection must concern technical aspects of the standard, except for definitions.

An abstention must be accompanied by a justification as to why the decision to abstain was made.

3.1.6.5 *Tabulation of Ballot Results*

The Committee Secretary shall review and record the ballot returns and all comments submitted.

Depending on the number returned, an extension of the closing date might be required. Committee members shall be advised in writing.

A summary of voting results is prepared and the ballots are tabulated as follows:

Affirmative Vote—CGSB shall record as an affirmative vote:

- an affirmative vote with no comments; or
- an affirmative vote with editorial and, or minor technical changes.

Abstaining Vote—CGSB shall record an abstaining vote as a vote returned.

Negative Vote—CGSB shall record as a negative vote:

- a negative vote with justification based on technical content;
- a conditional affirmative vote.

Note 1 CGSB shall record an unmarked, signed ballot as an affirmative vote unless later clarified.

Note 2 CGSB shall consider a negative vote without written justification as a non-returned ballot.

The Committee Secretary shall subsequently distribute to the committee within a reasonable time period the summary of voting results, member comments received and proposed actions, if available (also see par. 3.1.6.7).

3.1.6.6 *Ballot Return*

Requirements

A valid consensus requires the return of at least 60% of the ballots and affirmative votes from at least 50% of all voting members. (Also see par. 3.1.6.8).

Fewer Than 60% Return

If the response to a ballot is too low to constitute approval of the standard (fewer than 60% return of the total ballots), the Committee Secretary shall take appropriate action. The Committee Secretary contacts and reminds the committee members who have not responded to submit their ballots and may extend the closing date of the ballot. Ideally, 75% or more of voting members should return ballots to demonstrate active participation on the committee. If an adequate return cannot be obtained, the Committee Secretary considers the ballot to be invalid and reviews the committee membership. A new ballot will be required if the membership has changed substantially during the ballot (only resignations are permitted during the ballot period). Keeping the membership up to date can minimize this situation.

Fewer Than 50% Affirmative

Where enough ballots are returned, but fewer than 50% of the total ballots distributed are affirmative due to abstentions, the Committee Secretary conducts an investigation. If the members are abstaining because they do not manufacture or use the product or do not feel technically competent to vote, such abstentions are valid if the committee deals with other items of interest to the members. If too many members abstain, then perhaps the range of products being dealt with by the committee is too broad. A division of the committee might be advisable at this point.

Where enough ballots are returned, but fewer than 50% of the total ballots distributed are affirmative, the Committee Secretary proceeds as in the previous paragraph (Fewer Than 60% Return) and par. 3.1.6.7 and, if necessary, par. 3.1.6.8 when consensus is not reached.

3.1.6.7 *Addressing Comments and Negative Votes*

3.1.6.7.1 General

CGSB Policy requires that all concerned interests be given the opportunity to be heard. All valid negative votes and all comments shall receive careful consideration and the Chairperson and Secretary shall seek resolution of all negatives. Resolution can be sought by correspondence or by a committee meeting, followed by correspondence.

Unimportant or non-persuasive objections are not allowed to block the resolution of a proposal or the promulgation of a standard indefinitely. On the other hand, one or two important persuasive negative votes on a letter-ballot may require the documents to be reconsidered by the whole committee.

Members who vote negative shall have an opportunity to convince their fellow committee members of the validity of their case. This can be done through their letter-ballot return, at a committee meeting and/or by correspondence in which the negative vote is fully explained.

3.1.6.7.2 Possible actions

Possible actions with respect to consideration of negative votes and comments include any or all of the following:

- consultation with the Voting Member—CGSB shall normally consult with the voting member about their vote and comment when clarification and/or a proposed resolution is needed. The voting member may decide to provide additional information and/or to modify their vote as a result.
- consultation with the Committee Chairperson and the Voting Member—CGSB may consult with the committee chairperson and subsequently, the voting member about their vote and comment when clarification and or a resolution is needed. The voting member may decide to provide additional information and or to change their vote as a result, or maintain their negative vote
- submission of proposed actions regarding negative votes and comments to the Committee for review and approval. These proposed actions may include changes to resolve negative votes or deem them non-persuasive. These are developed by the Committee Secretary and Chairperson and possibly a working group, in consultation with the Team Leader, if necessary;
- a committee meeting to develop and/or review proposed actions to resolve negatives and comments. A meeting shall normally be convened when there are a significant number of unresolved negative votes and/or to deal effectively with a large number of comments.
- preparation of a revised draft standard and if necessary conducting a further letter-ballot. The Committee shall follow the consensus process when making any significant technical changes to the draft standard at a committee meeting.

3.1.6.7.3 Nature of the negative ballots

The possible actions that can be taken depend on the nature of the negative ballots in question.

Editorial Point (typographical error or a minor change in wording without affecting the meaning of the paragraph)—The Committee Secretary may accept the change and advise the committee member who will then normally change the negative to affirmative.

Technical Point—There are a variety of scenarios with respect to technical changes:

- Some degree of technical change or an editorial point regarding meaning or intent that appears reasonable would not necessarily result in a new draft standard for ballot.
- The Committee Secretary, after consultation with the Chairperson and knowledgeable committee members, may send a letter to the committee advising them of the proposed changes and stating that if no objections are received by a certain date, the standard will be published with the change incorporated.
- Significant technical point(s):
 - i) If the negative vote is based on a point already dealt with by the committee, and for which consensus has been reached the Committee Secretary, after consultation with the Chairperson, knowledgeable committee members and the Team Leader as necessary, may point this out to the committee member involved with the suggestion that the negative be changed to an affirmative or an abstention.
 - ii) If this is not acceptable to the member, the Committee Secretary must:
 - write to the committee with a copy of the reasons for the negative vote or of the letter or comments from the dissenting member;

- point out that the matter has been discussed, with references to the minutes containing the discussion, and
- inquire whether there is support from other members of the committee for the negative vote.

If there is no support or insufficient support, the negative can be deemed non-persuasive (Refer to par. 3.1.6.7.4).

iii) If the negative ballot is based on a significant new issue that has not yet been before the committee, the Committee Secretary shall inform the committee and ask for advice from members. Depending on their response, the Committee Secretary could prepare a revised draft for balloting, hold a committee meeting, propose that the negative be non-persuasive (Refer to par. 3.1.6.7.4) or continue processing the standard while beginning work on the new issue as an amendment. The latter requires Team Leader approval and committee consensus.

3.1.6.7.4 Non-persuasive votes

A negative vote shall be proposed and ruled non-persuasive if:

- it is submitted for reasons previously considered by the committee and the negative vote provides no new information; or
- it requested changes that are considered by the Committee Secretary to be editorial (e.g. typographical error and minor change in wording that does not affect the meaning of the paragraph); or
- it is deemed non-persuasive by consensus agreement of the committee members. The committee shall explain and justify its decision to declare a negative non-persuasive.

3.1.6.7.5 Withdrawal of negative votes

A committee member may withdraw a negative vote at any time.

Following the applicable actions described in the previous paragraphs, a committee member may withdraw or keep his/her negative vote.

If a Committee member agrees to withdraw the negative vote, the member must submit his/her withdrawal in writing to the Committee Secretary.

If Committee member does not agree to withdraw the negative vote, the development of the standard shall proceed for second-level review with an explanation of the attempt to resolve the negative vote.

CGSB shall record a withdrawn negative vote as an affirmative vote unless the voting member explicitly requests the negative vote be changed to an abstaining vote.

3.1.6.7.6 Committee Consensus

The Committee Secretary shall keep the committee informed of and obtains committee consensus on proposed actions regarding negatives.

When a resolution of a negative vote(s) significantly changes the content or the intent of the standard, the latter must be referred back to the committee.

When committee decisions result in significant changes to the draft standard, the revised draft standard shall be balloted to the committee. When minor technical changes to the draft standard result, these may be issued to the committee for final verification of changes.

3.1.6.8 *Committee Approval*

Consensus on a draft standard requires ballot returns as described in par. 3.1.6.6 and the requirements for the consensus process described in par. 2.6.1.

If consensus is reached, the Team Leader reviews the standard and supporting documentation, prior to second-level approval. The Team Leader may require further information or clarification on the standard or supporting documentation before approving it. The supporting documentation is described in par. 3.1.7.1.

If consensus is not reached, the Committee Secretary informs the Team Leader who, in consultation with the Committee Secretary, is responsible for determining the future strategy to resolve the problem.

For all standards the Committee Secretary revises the standard if necessary in accordance with any agreed to changes resulting from the committee approval stage.

3.1.6.9 Decision

This stage concludes when a decision is made to:

If consensus is reached:

- accept the CBD as a committee approved draft and advance it to the Second-level Approval Stage as a final committee ballot draft (FD), or

If consensus is not reached:

- refer the CBD back to the drafter(s) or the committee (at Stage 20 or 30),
- revise the CBD (stage 30) for a further committee review and ballot (stage 40), or
- abandon the work item. CGSB shall abandon the work item when a draft standard cannot be completed within a reasonable time period due to a lack of support, adequate resources, and or technical information.

3.1.7 50 & 55 - Second-level Approval Stage and SCC Approval and Ratification of a Proposed NSC

This stage is specific to a review by (a) group(s) other than the committee to ensure that the draft and the standards development process meet CGSB policy and procedural requirements.

3.1.7.1 Documentation preparation

The Committee Secretary forwards the FD to the Manager, Publishing Group for French translation by the Technical Translation Services of the Translation Bureau of PWGSC.

The Committee Secretary prepares supporting documentation for the Team Leader, the Panel on Process Assurance (PPA) for Second-level Review (Refer to Appendix D) and, in the case of National Standards of Canada, for SCC approvals. The package includes:

- final committee ballot draft (FD), withdrawal notice (see par. 3.1.10.4 for withdrawal procedures) or other document;
- a signed statement of compliance against the criteria for NSC's, in the case of a proposed NSC, or statement of compliance against the criteria for CGSB standards, in the case of a CGSB standard;
- substantiation of any variance with the criteria for a NSC, including supporting documentation, in the case of a proposed NSC;
- the voting membership list at the time of ballot (including member's organization contact information such as mailing address, phone number, etc);
- summary of voting results;
- a report of comments, actions and decisions related to outstanding negative votes;
- cover page;
- title page;
- abstract (complete scope section including caveats) of the standard, in both official languages;
- public review notice; and
- PPA sign-off sheet.

3.1.7.2 *Second-level Approval (Stage 50)*

The procedures followed by the PPA are described in Appendix E – Second-level Review Process.

The PPA reviews every standard in its entirety to confirm compliance with national and international requirements for the development, maintenance and withdrawal of standards, including CGSB policies and procedures.

The PPA approval is based upon compliance with the following:

- CGSB policies and procedures for the notification, development and approval of the draft;
- applicable SCC CAN-P documents (par. 5.1 and 6.1);
- applicable ISO Guidelines and Directives (par. 5.3 and 6.3);
- documentation of the process and relevant committee decisions;
- CGSB Code of Good Practice;
- the criteria for a NSC, in the case of a proposed NSC; and
- the basic principles of the CGSB template for standards.

The PPA shall refer the final committee ballot draft (FD) back to the committee when changes, further development or clarification is needed.

In accordance with the PPA recommendations, CGSB shall:

- advance the FD to the SCC Ratification Stage (Refer to par. 3.1.7.3) in the case of a proposed NSC, or
- advance the FD to the Publication Stage (Refer to par. 3.1.8) in the case of a non-NSC, or
- abandon the work item when the FD cannot achieve PPA approval and, in the case of a NSC, it cannot be converted to a CGSB standard.

Following approval by the PPA, the Committee Secretary notifies concerned CGSB staff of the document's status.

3.1.7.3 *Standards Council of Canada Ratification Stage (Stage 55)*

The following documents are sent to SCC for approval:

- FD as a proposed new draft National Standard of Canada (NSC)
- FD as a draft new edition of an existing NSC.

The documentation is sent to SCC for its verification that it conforms to the criteria and procedures established by the SCC. The documentation includes the documents listed in par. 3.1.7.1, and the PPA vote results, relevant comments, the unedited French version of the FD and the boiler-plate.

The SCC is advised when NSC documents are reaffirmed, amended, withdrawn or extended.

In accordance with the SCC recommendations, CGSB shall:

- advance the draft NSC to the Publication Stage when it receives SCC approval and ratification;
- refer the draft NSC along with SCC comments back to the CGSB or FD committee for consideration and action;
- recommend converting the work item to a CGSB when the draft NSC cannot achieve SCC approval and ratification; or
- abandon the work item when the draft NSC cannot achieve SCC approval and ratification, and it cannot be converted to a CGSB standard.

3.1.8 60 - Publication Stage ***Publication of a Standard***

This stage is specific to the publication of a standard after the FD has received the applicable CGSB and SCC approvals.

3.1.8.1 French Edit, Final Composition and Final Proof-reading

The translated standard is compared with the final English text and edited by the editors.

Any changes to the draft standard requested after this point by either the translator or the editor must be approved by the Committee Secretary.

3.1.8.2 Preparation of the English and French Camera-ready Copy

The English and French camera-ready pages and the illustrations or figures are obtained by the Publishing Group. The proof-reading of the camera-ready copies of both English and French versions is done by the editors.

3.1.8.3 Final Approval by the Committee Secretary

If not done prior to submitting the standard for second-level approval, the Committee Secretary gives final approval of the English camera-ready copy. This is done for certain circumstances such as when figures or illustrations are found in the standard.

3.1.8.4 Review of the Final Document by the Publishing Group

The editor reviews the final English and French versions. The Manager, Publishing Group approves the document for print.

3.1.8.5 Publication

CGSB publishes the approved version of the standard in both languages, normally within 90 days following the Standards Council of Canada Ratification Stage (Stage 55).

CGSB shall provide public notification of the published standard through its publication *Calibre* and/or the CGSB Internet site.

The Committee Secretary notifies the committee members (voting and information) of the publication of the standard and a copy of the published standard is provided to the voting members of the committee.

The Strategic Standardization Group of CGSB handles the distribution of published copies.

3.1.9 90 – Review Stage ***Review of a Standard***

This stage is specific to the review of standards.

3.1.9.1 Frequency of Review

The published standard bears an expiry date five years from the date of its publication, unless a shorter period is justified. At the end of five years, if the document is not reviewed and either reaffirmed or revised, it may be withdrawn or assigned an other type of document status.

A request for review may also come from an outside source, at any time. The procedures as described in par. 3.1.2 and 3.1.3 for work proposals should also be followed, where applicable.

The date of publication of the standard or the date of the most recent technical amendment, if the amendment includes a full review of the standard (Refer to par. 3.1.9.6 Amendment), is the latest date of the standard. This date is used to calculate the five-year period for review.

3.1.9.2 *Responsibilities*

During the five-year period, the Committee retains responsibility for the technical validity of the document.

The Committee Secretary is responsible for identifying proposed review actions for standards requiring five-year review within the series of standards for which s/he is responsible.

The decision to proceed with a review action is taken by the Team Leader and Committee Secretary, in consultation with the sponsor and users of the standard.

3.1.9.3 *Considerations in Reviewing a Standard*

At the time of regular review, CGSB shall determine whether to reapprove (reaffirmation), revise (new edition), amend (amendment), or withdraw (withdrawal notification) the standard.

CGSB shall assess the degree to which the standard has been adopted at the national level and applied in practice.

CGSB shall determine the suitability of the standard. Areas to explore include:

- Is the standard still used?
- Is the standard still being sold?
- Would a new edition of the standard be used?
- Which review activity would be the most appropriate? (Refer to par. 3.1.9.6);
- Is the standard referenced in other documents, e.g. standards, regulations, procurement documents, codes (e.g. Fire Code, Building Code, National Master Specification, and Environmental Choice Program Guidelines)?
- Other criteria described in par. 3.1.3, as applicable.

The sponsor and other stakeholders are asked to advise whether their program requirements warrant continued use and review of the document.

CGSB shall survey the committee to determine whether to reaffirm, revise or withdraw.

In the case of an inactive committee, CGSB shall conduct a survey of stakeholders to assess the need and support for a revision or reaffirmation.

A survey shall result in a report that records, as a minimum, the stakeholders contacted, and the results of the assessment supporting the recommended course of action to reaffirm, revise or withdraw.

3.1.9.4 *Funding*

If review work is required on the document, the previous sponsor(s) will be asked to provide funding for it. Should the sponsor wish to continue with the review of the document, funding will be negotiated.

A search for a new sponsor is undertaken if the previous sponsor is unable to fund the work.

A work plan and corresponding funding will be negotiated.

3.1.9.5 *Choosing a Type of Maintenance Action*

CGSB shall search for existing relevant international and regional standards to ensure that committees are aware of related documents and consider them if appropriate (Refer to par. 3.1.3.6).

The type of maintenance action depends on the extent of changes required and the extent of use of the document in its current form and potential use if it is revised. The various types of revisions are explored.

Decision – For regular review, this stage of the process concludes when a decision is made to i) reapprove; ii) revise; or iii) withdraw the standard or standardization product.

For revisions, this stage of the process concludes when a decision is made to i) amend; ii) revise; or iii) withdraw the standard or alternate standardization product.

Once a review has been chosen, an announcement is made in CGSB's public notification mechanism of the planned review action (Refer to par. 3.1.4.1).

3.1.9.6 *Types of Maintenance Actions*

Reaffirmation

CGSB shall approve as a work item the reaffirmation of a standard if, based upon the review, it determines that the need and support to reapprove exists and

- the information contained in the standard is still relevant, reliable and requires no change;
- there is compliance with the CGSB policies and procedures; and
- the standard, in the case of a NSC, continues to meet the requirements of *CAN-P-2 Criteria and Procedures for the Preparation of National Standards of Canada*.

The steps to reaffirm include some of those used to prepare a new standard (stages 30, 40 and 50).

CGSB shall provide public notification of the work item (reaffirmation) pursuant to this review stage. Public notification of the work item shall be considered synonymous with the 60-day public notification review period for a CBD.

It is the responsibility of the committee to ensure that the referenced publications are still valid.

The reaffirmed document must be identical to the previously published document. No technical or format changes can be made.

The only changes that can be made are to the cover, inside cover, title page, date of publication, preface and the committee list at date of reaffirmation.

The Committee Secretary or the Committee may create a preface.

CGSB at any time may make changes to the inside cover.

If any other changes are made (e.g. editorial, change to applicable publications), they constitute a new edition.

The standard is identified on the cover as "Reaffirmed (date)".

A reaffirmation may apply to a CGSB standard, or a National Standard of Canada. Any document changing its status, e.g. from a CGSB Standard to a National Standard of Canada, is not to be a reaffirmation.

Amendment

CGSB shall approve as a work item the amendment of the standard if, based upon the review, it determines that the need and support to amend exists, and

- some of the information contained in the standard is no longer reliable and, or relevant;
- there is non-compliance with the CGSB policies and procedures; or
- the standard, in the case of a NSC, no longer meets the requirements of CAN-P-2.

Where three revisions to a standard exist in the form of an amendment, the next revision of the document shall normally be a new edition.

The steps to amend are the same as those used to prepare a new standard (stages 20 to 60). The work item shall normally be introduced at stage 20 of the standards development process.

CGSB shall provide public notification of the amendment pursuant to this review stage.

An introductory note on the amendment sheet should indicate that the amendment resulted—or did not result—from a full review of the standard. If an amendment is considerable, consideration should be given to adding the committee list at the time of approval of the amendment to the amendment pages. Refer to the two types of amendment described below.

The amendment may take two forms:

- A full review: Usually, the Committee Secretary advises the committee that the amendment process constitutes a full review of the document, that is, the amendment process is a reconfirmation of the requirements of the standard which are not being changed by the amendment being proposed. The wording on the ballot shall be such that this is clear as well, for example, "CAN/CGSB-### as amended by Amendment No. ##. It should be noted that the amendment process constitutes a full review of the document and that the five year review cycle will be determined from the publication date of the amendment."
- A partial review: This is done to correct something or change a small portion of the standard. This is an exception to the above procedure. In this instance the five year review cycle starts from the publication date of standard. Instances of a partial review include: a committee producing amendments continuously due to changes in technology, a regulator needs a small change in the standard and cannot wait for a full review, or the standard is very lengthy and requires too many resources for a full review. The wording on the ballot shall be such that this is clear as well, for example, " Amendment No. ## to CAN/CGSB-### . It should be noted that the amendment process constitutes a partial review of the document and that the five year review cycle will be determined from the publication date of the standard."

Amendments must meet the following criteria:

- Amendments are cumulative, except when a standard is reprinted and an amendment(s) has been incorporated into the standard. The exception to this requirement involves amendments to some test method standards.
- Each amendment shall refer to only one standard.

An amendment may be issued in the form of an amendment sheet or in the form of replacement pages. An amendment sheet lists changes that are to be made to the standard.

A replacement page is a special format of an amendment in which a revised page or pages replaces a previous page(s) in the standard. Introductory pages shall be added to explain/summarize the replacement pages. Each time there are replacement pages, a new committee list is added to the document.

If the amendment is being made to a National Standard of Canada, the Committee Secretary shall inform the SCC of such action and the Strategic Standardization Group shall forward a copy of the amendment upon completion.

Corrigendum

The Committee Secretary produces the corrigendum when a non-technical error is discovered. Re-balloting and second-level approval are not required.

A Corrigendum is inserted into each standard in stock.

Corrigenda are cumulative.

The original "Camera-Ready Copies" are corrected by the editors before the next printing requirement.

New Edition

CGSB shall approve, as a work item, a new edition of the standard if, based upon the review, it determines that the need and support to revise exists and

- the information contained in the standard is no longer reliable or relevant;
- there is non-compliance with the CGSB policies and procedures; or
- the standard, in the case of a NSC, no longer meets the requirements of CAN-P-2.

The steps to revise are the same as those used to prepare a new standard (stages 20 to 60). The work item is normally introduced at stage 20 of the standards development process.

CGSB shall provide public notification of the work item (new edition) pursuant to this review stage.

A new edition is approved by the committee through a letter-ballot and supersedes all previous editions and their amendments, unless otherwise stated.

New edition is a term applied to a standard that has been reissued with the same number as its predecessor but with a new date. If the scope of a standard changes considerably, it is given a new designation and is categorized as a new standard as opposed to a new edition.

When working on a draft new edition of a CGSB standard, the Committee Secretary uses the published standard as the basis of the first draft.

Proposed changes since the previous edition may or may not be marked.

Supplement

A supplement is a separate document published as an addition to an existing standard. It may contain several amendments to the original document or information of a factual or explanatory nature, designed to assist the user of a standard.

Supplements may be issued when the content is unlikely to change or reproduction is costly.

If the supplement is being developed as part of a new edition of a standard, the procedures for new editions are followed.

If the supplement is being developed apart from the standard, the procedures for amendments are followed.

Withdrawal

CGSB shall approve, as a work item, the withdrawal of a standard, based upon review, it determines that the need and, or support to reapprove or revise no longer exists and

- the information contained in the standard is no longer reliable or relevant;
- there is non-compliance with the CGSB policies and procedures;
- the standard, in the case of NSC, no longer meets the requirements of CAN-P-2;
- the standard has limited use; or
- the standard is time-dated.

The stage to withdraw, the withdrawal stage (stage 95) is distinct from those used to develop, revise or reaffirm a standard.

3.1.10 95 - Withdrawal Stage

Withdrawal and Archiving of a Standard

This stage is specific to the withdrawal of a standard.

3.1.10.1 Criteria For Withdrawal of a Standard:

Withdrawal occurs for a number of reasons:

- a standard deals with a product or service that is no longer in use;
- a standard has been replaced by another standard or a new edition superseding more than one standard;
- a standard is no longer valid;
- a standard has become a specification;
- there is limited interest and use of the standard;
- there is no funding support for the standard;
- health and safety concerns exist with the standard in place.

NOTE: Withdrawals are not necessary for change of format from a CGSB standard to a National Standard or when a standard supersedes itself.

3.1.10.2 Considerations For Withdrawal of a Standard:

In general, for all standards, the Committee Secretary, in consultation with the Team Leader:

- determines if the current standard is needed (Is it needed as is? Is it needed but must be revised?) and what is used if the standard is not (Refer to par. 3.1.3);
- determines if there are any new standards needed in place of the current standard;
- checks to ensure the standard is not referenced in any codes and regulations. If YES, additional action will be required;
- considers qualification or certification listing issues; and
- examines the sales data of the standard.

3.1.10.3 Additional Items for Standards for Federal Procurement:

In general, for standards used for federal procurement, the Committee Secretary, in consultation with the Team Leader and the appropriate contracting authority:

- determines the frequency and dollar value purchased of the item or group of items;
- checks the regional master standing offer buys; and
- identifies client names and suppliers so further investigation regarding the need for the standard can be done.

3.1.10.4 Procedures for Withdrawal:

If the committee is up to date or can be brought up to date easily, the Committee Secretary uses that committee (plus additional interests if identified) to survey for a recommendation to withdraw the standard. A ballot of the withdrawal notice follows.

The applicable procedures as described in par. 3.1.6, 3.1.7 and 3.1.8 are followed, along with the applicable procedures described in par. 3.1.10.5.

If the committee is not up to date and it will take considerable effort to bring it up to date, the Committee Secretary may develop a mailing list of potential stakeholder interests and survey those on the list rather than balloting.

The Committee Secretary gives 60 day prior notice in the public notification mechanism of its proposal to withdraw a published standard as a work item based on its review (Stage 90). The Committee Secretary, in consultation with the Team Leader, Chair and/or the Committee shall reply to any comments received in a prompt matter.

CGSB shall undertake to complete the withdrawal process and proceed as described in par. 3.1.10.5, if at the end of the comment period, the standard continues to meet the criteria for withdrawal. Otherwise, CGSB shall reconsider the need and support for a revision or a reaffirmation.

3.1.10.5 *Withdrawal Notice*

Once the withdrawal is approved, the Committee Secretary develops the draft withdrawal notice. The notice should include the reason for the withdrawal, an indication of the disposition, if any, of the contents of the standards, and a replacement document to use in its place, if any. The replacement may be another CGSB document or a document from another organization.

3.1.10.6 *Second-level Approval*

If a committee approves the withdrawal of a standard, the documentation submitted for second-level approval shall include, as a minimum:

- the voting membership list at the time of ballot;
- the summary of voting results;
- a report of comments, actions and decisions related to outstanding negative votes and the 60-day period for public comment;
- the proposed Notice of Withdrawal; and
- a copy of the standard.

In the case of an inactive committee approval where CGSB has undertaken to withdraw a standard, in the absence of committee approval, the documentation submitted for Second-level review shall include, as a minimum:

- a report that records the comments, actions, and decisions related to the review (stage 90) and the 60-day period for public comment;
- a record of stakeholders surveyed;
- a statement justifying the absence of committee approval;
- the proposed Notice of Withdrawal; and
- a copy of the standard.

The PPA shall approve the withdrawal of the standard and confirm that the withdrawal process meets CGSB policy and procedural requirements. The approval is based upon compliance with CGSB policies and procedures and adequate documentation of the withdrawal process.

3.1.10.7 *Publication of Withdrawal Notice*

The withdrawal notice is published to declare that the document/designation combination is no longer valid and to notify users of the standard of the withdrawal action.

3.2 **ADOPTION OF INTERNATIONAL AND OTHER STANDARDS**

3.2.1 **Choosing the Type of Harmonized Documents**

The committee, in consultation with the Committee Secretary and Team Leader, considers the following options and selects the most appropriate:

- adopting another organization's document either by republishing or endorsing,
- basing a CGSB document on another standard, or
- using another standard as a starting point.

Committees may also develop coordination/liaison with other committees as appropriate.

3.2.2 **Adopting and Republishing a Standard, With or Without Modifications**

For the adoption of ISO documents, the Committee Secretary must follow the procedures described in ISO Guide 21.

For foreign countries' standards, the Committee Secretary, through the Director, must obtain the permission of the other organization in order to adopt it. This is normally done at the Director level. The Committee Secretary may follow the procedures described in ISO Guide 21 or CAN-P-1004. The Committee Secretary must include a Canadian Forward.

The procedures for the development of a new standard (Stages 20 to 60) are followed.

The Committee Secretary shall prepare a National Introduction, Preface or Forward for adopted standards that CGSB will republish.

3.2.3 Adopting Without Republishing a Standard - Endorsement

The Committee Secretary shall:

- For adopting standards other than ISO standards, contact the originating body of the standard and obtain permission to endorse the standard.
- Obtain permission to copy the originating organization's standard for committee review purposes.
- Follow the same procedures as developing a new standard (Stages 20 to 60) An endorsement, however, does not include the development and publication of a document but is listed in the CGSB Catalogue of Standards.

Translation is not required; the standard is adopted/endorsed in the available language(s).

For foreign countries' standards, the Committee Secretary may follow the procedures described in ISO Guide 21 or CAN-P-1004.

Endorsements shall be listed in the CGSB Catalogue of Standards.

3.3 PARTICIPATION IN INTERNATIONAL AND REGIONAL STANDARDS WORK

3.3.1 CGSB Participation in the Development of International Standards

CGSB may participate within the limits of its resources in the preparation of international and regional standards by relevant international and regional standardization bodies on subject matter for which it has either developed or adopted standards, or expects to develop or adopt standards.

The best time to provide input into the ISO document is early in the ISO document development process (Refer to par. 3.3.3).

3.3.2 International Secretariats

CGSB may participate internationally by accepting responsibility for international secretariats for subject matter for which it has either developed or adopted standards, or expects to develop or adopt standards and has identified adequate support.

CGSB shall participate internationally in accordance with the following CAN-P documents:

- *CAN-P-2015 CNC/ISO Responsibilities and Procedures: Canadian-Held Secretariats of ISO Technical Committees and Sub-Committees;*
- *CAN-P-2016, CNC/ISO Responsibilities and Procedures, Section E-2, Canadian Convenors of ISO Working Groups; and*
- *CAN-P-2017, CNC/ISO Responsibilities and Procedures, Section E-3, Chairmen of ISO Technical Committees and Sub-Committees.*

and the applicable ISO directives and guides,

- *ISO Directives Part 1 Procedures for Technical Work; and*
- *ISO Directives Part 2 Rules for the structure and drafting of International Standards.*

CGSB shall provide an annual business and work plan to the SCC for each international secretariat for which CGSB has responsibility.

3.3.3 Canadian Advisory Committee (CAC)

CGSB may administer CACs for subject matter to which international activity exists for which it has either developed or adopted standards, or expects to develop or adopt standards and has identified adequate support.

CGSB shall establish and administer CACs in accordance with the *CAN-P-2014 CNC/ISO Responsibilities and Procedures: Canadian Advisory Committees*.

Membership on the CAC shall develop national positions on Draft International Standards (DIS) in accordance with *CAN-P-2002 Summary of the Policies and Procedures for Voting on International Standards*.

Membership on the CAC shall reflect a balance of national interests in the subject matter to which the international standardization activity relates.

CGSB shall provide an annual progress report to the SCC for each CAC for which CGSB has responsibility.

3.3.4 CGSB Participation in the Development of Regional Standards

CGSB shall participate in the development of regional standards when the consensus standardization process can be organized to suit the particular needs of the technology and the region, and a balance of national and regional interests can be reflected.

The development of regional standards shall be organized under the auspices of national member bodies of those countries and shall be in cooperation with the international standards organization in which membership is common. CGSB shall coordinate such activity with the SCC.

3.3.5 Committee Harmonization

CGSB shall harmonize Canadian national and international standards work programs and manage committees involved in harmonized work in accordance with the *CAN-P-1005 Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonized Work*.

CACs and CGSB Standards Committees working in the same subject area should be harmonized as follows:

- Preferably, form a single committee responsible for both national and international standards work.
- Where the scope and/or work programs of the national and international committees are close, every effort should be made to involve the domestic committee in the international work to the greatest extent possible.
- Where the scope and/or work programs of the national and international committees do not entirely correspond, or where some members are not interested in both, activities partially harmonized with common members may be used.

3.3.6 International Cooperation

CGSB shall cooperate with standards organizations with which it shares international or regional membership through liaison with appropriate committees. This may be done through attendance at meetings, correspondence, reports, etc.

3.4 PROVISION OF DRAFT STANDARDS

Draft standards are provided, at no charge, to those outside the committee during the committee development and approval stage to fulfil requirements for public comment. However, drafts may be requested at any time.

A letter outlining that the document is a draft, it has not received committee approval and that the final document could be quite different, must accompany release of the draft.

3.5 APPEALS

3.5.1 General

Any party may make a substantive or procedural complaint.

The committee addresses substantive complaints while procedural complaints are addressed by the SDO.

Attempts to resolve complaints should first be addressed through informal discussions with the committee.

If a complaint cannot be addressed through informal discussions, then a formal written complaint may be submitted to the Committee Secretary.

CGSB will maintain copies of the complaint and all responses and their handling and disposition in the committee files.

Upon receipt of a complaint, the complainant will be provided with a current copy of the CGSB Procedures Manual for details on the appeals mechanism.

3.5.2 Substantive Complaint

Upon receipt of a substantive complaint, it is forwarded to the committee for review and to provide a written response within 60 days of its receipt.

The committee's response shall be final.

3.5.3 Procedural Complaint

Complaints regarding the PPA are forwarded directly to the CGSB Manager, Standards Division, for review. Otherwise, the committee Team Leader will review the complaint and provide a written decision within 60 days of its receipt.

Should the decision be unsatisfactory, it may be appealed to the Manager within 60 days of the Team Leader's written decision. The Manager will review and provide a written decision within 60 days.

Should the Manager's decision be unsatisfactory, then it may be appealed to the Director of Standards, Standards Council of Canada (SCC) within the SCC allowable time period.

4. DEFINITIONS

4.1 ADOPTION OF STANDARDS

The approval by a standards committee to advance an international standard as an NSC or CGSB standard, with or without deviations. The approval shall be by consensus. Adoption of an international standard shall result in either dual-designation or endorsement of the international standard.

Note: ISO Guide 21 Adoption of International Standards as Regional or National Standards and CAN-P-1004 Guideline for the Adoption of International Standards as National Standards of Canada shall be followed.

4.2 AMENDMENT

An amendment is a document that modifies a published standard.

4.3 APPEAL

An appeal is a complaint concerning a perceived error in process and/or a standards committee decision in the preparation of a standard.

4.4 CGSB STANDARD

A CGSB standard is a consensus standard prepared, reviewed and published by CGSB.

4.5 CANADIAN ADVISORY COMMITTEE (CAC)

A CAC is a committee of experts responsible for representing Canadian national interests through participation in the technical work of ISO.

4.6 CATEGORIES OF INTEREST

In CGSB standards committees, there are four categories of interest. Other categories of interest may be created for standards committee members who cannot otherwise be readily classified.

4.6.1 General Interest Category

Members of standards committees not associated with the production, distribution, direct use, or regulation of the subject product, material, or service.

4.6.2 Producer Category

Members of standards committees who are predominantly involved in the production, manufacture, promotion or distribution of the subject product, material, or service. A retailer with a vested interest in a particular product (house brand) is generally classified as a *producer*. A distributor who purchases from more than one supplier and sells directly to the end user may be classified as a *user* or *general* interest member.

4.6.3 Regulator Category

Members of standards committees who represent federal, provincial, municipal or other government bodies responsible for regulating products, materials or services.

4.6.4 User Category

Members of standards committees who predominantly represent the end users of the subject product, material or service and who are not predominantly involved in the production and/or regulation thereof. Consumers are one type of end user.

4.7 COMMITTEE BALANCE

A balanced committee is one in which no single category of interest comprises a majority of voting members of that committee.

4.8 COMMITTEE MEMBERS

4.8.1 Voting Member

An organization or unassociated individual with voting privileges. Voting members participate fully in the activities of a standards committee.

4.8.2 Information Member

An organization or unassociated individual that chooses not to be a voting member or that, for administrative reasons, cannot be granted voting privileges. Information members may otherwise participate fully in the standards development process.

4.8.3 Alternate Member

An individual designated by an organization to exercise its voting responsibilities in place of the appointed voting member.

4.9 COMMITTEE SECRETARY

A Standards Specialist or a Team Leader who administers standards committees and the standards development process.

4.10 COMMITTEE SCOPE

A CGSB standards committee may only develop and maintain standards within the subject matter area, or *scope*, for which it has been formed.

4.11 CONSENSUS

General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity.

(ISO/IEC Guide 2, Item 1.7)

4.11.1 Consensus Process

The accreditation of CGSB by SCC is contingent upon CGSB providing a *consensus process*. The principles used in Canada governing the consensus process are:

- equal access and effective participation by concerned interests (this entails sufficient resources, equal access to information, and understanding of the process by all parties). In order to ensure effective participation, resources (money, training, staff expertise, etc.) shall be identified for member participation,
- respect for diverse interests and identification of those who should be provided access (*ISO/IEC Guide 59*, Items 6.1, 6.5, and to some extent 6.3) to provide the needed balance of interests,
- mechanism for dispute resolution (*ISO/IEC Guide 59*, Item 4.2)

Note 1: Access by all parties poses particular challenges to finding the resources to permit participation by small and medium-sized enterprises, academics, and consumers.

Note 2: CGSB standards committees operate by consensus in the conduct of meetings and letter-ballots. Non-persuasive objections are not allowed to indefinitely block resolution of proposals or promulgation of standards. On the other hand, a document that has received one or more *persuasive* negative ballots may require reconsideration by the whole committee.

4.12 CORRIGENDUM

A formal notification issued by CGSB to correct a non-technical error in a published standard.

4.13 DIRECTOR

The CGSB staff member who manages and oversees all CGSB activities.

4.14 DRAFT STANDARD

A draft standard is a document in preparation. It may be:

- a draft document under review and development by a standards committee prior to the balloting stage, or
- a draft document that has reached a level of consensus where balloting can take place within the standards committee, or
- a draft document that has been approved by a standards committee and is subject to final review and approval by CGSB and, in the case of an NSC, the Standards Council of Canada.

4.15 DUAL-DESIGNATED STANDARD

A standard adopted by a CGSB standards committee and published under CGSB cover bearing the designations of CGSB and the originating organization, with permission of the copyright holder.

4.16 EDITOR

A member of CGSB staff who edits documents in both official languages and provides expertise in the publication of the standards.

4.17 ENDORSED STANDARD

An adopted standard that is approved by a CGSB standards committee as acceptable for use in Canada, but which is not reproduced or reprinted under CGSB cover.

4.18 HARMONIZED COMMITTEE

Two or more standards committees with similar scopes composed entirely, or in large part, of the same members.

4.19 HARMONIZED STANDARD

Two standards, developed by different SDO's, that meet the same requirements are said to be harmonized.

4.20 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO is the world-wide federation of national standards bodies, one of which is SCC.

4.21 MANAGER

A CGSB staff member responsible for the management, planning, execution, and control of activities within the Standards Division.

4.22 NATIONAL STANDARD OF CANADA (NSC)

A consensus standard prepared or reviewed by an accredited standards development organization and approved by the SCC.

Note: "National Standard of Canada" is a registered trademark of SCC.

4.23 NEW EDITION

A revised standard that includes changes to the previous edition. A new edition supersedes all previous editions and amendments.

4.24 PANEL ON PROCESS ASSURANCE (PPA)

The group that conducts a second-level review of documents and who are not directly responsible for the document.

4.25 PROCEDURES COORDINATOR

A CGSB staff member responsible for the co-ordination and review of the CGSB Procedures Manual.

4.26 PUBLIC NOTIFICATION

A public announcement in appropriate media that a standard has reached one of the following stages in the development process:

- notification of a new work item
- notification of the availability of a draft standard for public review
- notification of publication

4.27 PUBLIC REVIEW

A period in the standards development process during which the public is invited to comment on the draft standard.

4.28 REAFFIRMATION OF STANDARDS

The verification that an existing standard is valid, without revision, until the next regular review.

4.29 REGULAR REVIEW

A regular review is the cyclical review of a published standard, in its entirety, every five years unless a shorter period is justified. A regular review may result in the standard being:

- reaffirmed,
- published as a new edition,
- amended, or
- withdrawn.

4.30 REQUESTER

An individual, organization or association which approaches CGSB to begin a project. The requester may or may not become a sponsor.

4.31 REVIEW OF STANDARDS

In conjunction with its regular review, a published CGSB standard may be reviewed at any time and may as a result be:

- reaffirmed,
- published as a new edition,
- amended,
- corrected by a corrigendum, or
- withdrawn.

4.32 SECOND-LEVEL REVIEW

A procedural review of a draft standard by a group other than the standards committee to ensure that the draft and the process used to develop it meet relevant policy and procedural requirements.

4.33 SPONSOR

An individual, organization, or association contributing to the funding of a project.

4.34 STANDARD

A standard is a document that describes the important features of a product, service or system. It is usually developed through a consensus process by a standards committee and approved at a level appropriate to the type of document. CGSB develops two types of consensus standard—National Standard of Canada and CGSB standard.

4.35 STANDARDS COMMITTEE

Normally comprised of a balance of stakeholder volunteers and operating under the auspices of an SDO, a standards committee is responsible for developing and maintaining the technical content of standards within its scope.

4.36 STANDARDS COUNCIL OF CANADA (SCC)

A federal Crown corporation established under the Standards Council of Canada Act to promote voluntary standardization in Canada by coordinating and overseeing the activities of the NSS.

4.37 STANDARDS DEVELOPMENT ORGANIZATION (SDO)

An organization accredited by the SCC that assumes responsibility for the preparation, publication, review and maintenance of standards.

4.38 TASK GROUP

Task groups may be formed and dissolved by a committee, or by a Chairperson with committee approval. A task group will work on a specific task and be dissolved when it is completed.

4.39 TEAM LEADER

A CGSB staff member who manages standards projects.

4.40 TEST METHODS

Testing procedures used to measure values specified in the detailed requirements of a standard.

4.41 WITHDRAWAL NOTICE

A document that declares when and why a standard is no longer being maintained.

4.42 WORKING GROUP

Working groups may be formed and dissolved by a committee, or by a Chairperson with committee approval. A working group usually prepares committee draft documents on a continuing basis.

5. REFERENCED DOCUMENTS

The latest versions of the following publications are applicable to this manual.

5.1 STANDARDS COUNCIL OF CANADA (SCC)

CAN-P-1, Accreditation of Standards Development Organizations,

CAN-P-2, Criteria and Procedures for the Preparation and Approval of National Standards of Canada

CAN-P-1001, Preparation and Submission of Standards for Approval as National Standards of Canada

CAN-P-1004, Guideline for Adoption of International Standards as National Standards of Canada

CAN-P-1005, Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonized Work

CAN-P-2002, Summary of the Policies and Procedures for Voting on International Standards

CAN-P-2014, CNC/ISO Responsibilities and Procedures, Section D, Canadian Advisory Committees

CAN-P-2015, CNC/ISO Responsibilities and Procedures, Section E-1, Canadian-Held Secretariats of ISO Technical Committees and Sub-Committees

CAN-P-2016, CNC/ISO Responsibilities and Procedures, Section E-2, Canadian Convenors of ISO Working Groups

CAN-P-2017, CNC/ISO Responsibilities and Procedures, Section E-3, Chairmen of ISO Technical Committees and Sub-Committees.

5.2 CANADIAN GENERAL STANDARDS BOARD (CGSB)

CGSB Policy Manual for the Development and Review of Standards

CGSB Style Guide

5.3 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO ICS International Classification for Standards

ISO Directives Part 1 Procedures for the technical work

ISO Directives Part 2 Rules for the structure and drafting of International Standards

ISO/IEC Guide 21, Adoption of International Standards in national standards

ISO/IEC Guide 21, Addendum 1, Indication of the degree of equivalence between national standards and International Standards

ISO/IEC Guide 69, Harmonized Stage Code System - Principles and Guidelines for Use

5.4 DE VRIES, MARY A. THE NEW ROBERT'S RULES OF ORDER, NEW YORK: PENGUIN PUTNAM INC

5.5 DUNDURN PRESS, THE CANADIAN SYTLE: A GUIDE TO WRITING AND EDITING, TORONTO, DUNDURN PRESS LIMITED.

6. RELATED DOCUMENTS

The latest versions of the following publications are applicable to this manual. CGSB Standards Division staff uses these documents in managing and administrating the standardization processes.

6.1 STANDARDS COUNCIL OF CANADA (SCC)

Standards Council of Canada Act

CAN-P-1009, Procedure for Liaison with the Government Master Construction Specification Organization

CAN-P-1010, Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations

CAN-P-1012, Glossary of Common Administrative Terms Used in Standardization Activities

CAN-P-1014, Incorporation of Standards by Reference in Regulations, Guidelines for Regulatory Authorities

CAN-P-2011, CNC/ISO Responsibilities and Procedures, Section A, International Organization for Standardization

CAN-P-2012, CNC/ISO Responsibilities and Procedures, Section B, Canadian National Committee on the ISO (=CNC/ISO)

CAN-P-2013, CNC/ISO Responsibilities and Procedures, Section C, CNC/ISO Secretariat

6.2 DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

Department of Public Works and Government Services Act

6.3 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO/IEC Guide 2, Standardization and related activities - General vocabulary

ISO/IEC Guide 7, Guidelines for drafting of standards suitable for use for conformity assessment

ISO/IEC Guide 14, Product information for consumers

ISO/IEC Guide 15, ISO/IEC code of principles on "reference to standards"

ISO/IEC Guide 37, Instructions for use of products of consumer interest

ISO/IEC Guide 41, Standards for packaging - Consumer requirements

ISO/IEC Guide 50, Child safety and standards - General guidelines

ISO/IEC Guide 51, Guidelines for the inclusion of safety aspects in standards

ISO/IEC Guide 59, Code of good practice for Standardization

ISO/IEC Guide 64, Guide for the inclusion of environmental aspects in product standards

ISO/IEC Guide 71, Guidelines to Address the Needs of Older Persons and People With Disabilities When Developing Standards

6.4 WORLD TRADE ORGANIZATION (WTO)

Agreement on Technical Barriers to Trade - Annex 3, Code of Good Practice for the Preparation, Adoption and Application of Standards.

6.5 THE OFFICIAL LANGUAGES ACT

6.6 NORTH AMERICAN FREE TRADE AGREEMENT

APPENDIX A

CGSB HARMONIZED STAGE CODE SYSTEM

STAGE	SUB-STAGE						
	00	20	60	90			
	Registration	Start of main action	Completion of main action	Decision			
			92	93	98	99	
			Repeat an earlier phase	Repeat current phase	Abandon	Proceed	
00 Preliminary Stage	00.00 Proposal for new work item received				00.93 Proposal reconsidered at later date	00.98 Proposal for new work item abandoned	00.99 Decision to investigate new work item
10 Proposal Stage	10.00 Proposal for new work item registered	10.20 Proposal review initiated	10.60 Result of Investigation sent to requester	10.92 Proposal returned to requester for further definition		10.98 New work item rejected	10.99 New work item approved to register for next applicable stage
20 Drafting Stage	20.00 New work item registered in committee work program and public notification of intent	20.20 Working Draft (WD) initiated	20.60 WD prepared	20.92 Decision made to redefine work Item	20.93 Decision made to redraft	20.98 Work item deleted	20.99 WD approved to register for next applicable stage
30 Public Enquiry and Committee Stage	30.00 Committee Draft (CD) Registered	30.20 Committee Review of CD Initiated and Notification of Available draft for Public comment	30.60 Public comment Period and Committee review ends	30.92 CD referred back to Drafting Stage		30.98 Work item deleted	30.99 CD approved to register for next applicable stage
40 Committee Approval stage	40.00 Committee Ballot Draft (CBD) registered	40.20 Committee ballot initiated	40.60 Committee Approval of CBD	40.92 CBD referred back to committee and, or working group for revision	40.93 Decision to repeat ballot	40.98 Work item deleted	40.99 CBD approved to register for next applicable stage
50 Second-level Approval Stage	50.00 Final Committee Ballot Draft (FD) registered	50.20 Second-level review initiated	50.60 Second-level Approval	50.92 FD referred back to committee		50.98 Work item deleted or converted to another type of document	50.99 FD approved for publication as CGSB standard or for submission to SCC as a draft National Standard of Canada (NSC)

55 SCC Ratification Stage	55.00 Draft NSC registered	55.20 Draft NSC and documentation forwarded to SCC	55.60 SCC notification of approval and ratification	55.92 Draft NSC referred back to committee		55.98 Work item deleted or converted to another type of document	55.99 Draft NSC approved for publication as National Standard of Canada (NSC)
60 Publication Stage	60.00 Standard under publication		60.60 Standard Published				60.99 Public notification of availability
90 Review Stage		90.20 Standard under period of regular review	90.60 Review Completed	90.92 Standard to be revised (new edition)	90.93 Standard to be re-approved (reaffirmed)	90.98 Standard to be withdrawn	90.99 Register for next applicable stage • Stage 40 (reapproval) • Stage 20 (new edition) • Stage 95 (withdrawal)
95 Withdrawal Stage	95.00 Public notification of intent to withdraw	95.20 Withdrawal ballot initiated or consultations conducted	95.60 Second-level Approval				95.99 Publication of Withdrawal notification and public notification

CRITERIA FOR A CGSB STANDARD

1. CGSB standards shall be timely and suitable as determined by reasonable agreement among a reasonable balance of individuals representing producers, users and others with relevant interests. There are cases where reasonable balance or representation of all vital interests may not be feasible. In those cases, an explanation of attempts to achieve balance/representation and of any lack of balance/representation shall be provided with the Statement of Compliance.
2. CGSB standards may deal with any subject appropriate for standards in common use, as well as other subjects for which standards needs may develop, provided that they meet the established criteria.
3. All CGSB standards shall carry statements identifying the intended coverage of the subject, the use of the standard, and the limitations of breadth of coverage, the interests represented in the preparation or review for adoption of the standard, and the responsibility of standards users to judge the suitability of the standard for their purposes.
4. CGSB standards shall be developed using the consensus process. An attempt shall be made to resolve all negative votes.
5. All CGSB standards shall be based on requirements which are stated as far as possible in measurable terms, the basis for such measurements and the criteria against which they will be judged being set out or identified in the standard.
6. Requirements in standards shall be performance-oriented in order to avoid inhibition of design or innovation and to facilitate objective measurement or conformance. There are a number of cases, however, where this may not be feasible or even desirable. Requirements shall also be set out to ensure that they relate to relevant legislation.
7. CGSB standards shall not act as an unnecessary restraint on trade, nor to limit unduly innovation or freedom in design to meet the essential requirements of the standard.
8. CGSB standards should be consistent with or should incorporate appropriate international and U.S. standards as well as pertinent national standards.
9. The reason that the standard is a CGSB standard as opposed to a National Standard of Canada, shall be stated in the Statement of Compliance. The reason shall have received prior approval by the Team Leader.
10. There shall not be more than one CGSB standard dealing with substantially the same subject.
11. The format of CGSB standards shall be in accordance with the CGSB Style Guide.
12. CGSB standards shall be maintained as a CGSB standard only so long as it continues to meet the established criteria, CGSB standards shall be reviewed every five years, or at shorter intervals as required.
13. CGSB standards shall be made available in both French and English.
14. Quantities and dimensions shall be expressed in CGSB standards in SI or yard/pound with SI preferred. Should it be required for both yard/pound and SI units to be used to express a particular quantity or dimension, one of the systems shall be designated as the official one for purposes of the standard, and the other identified as a conversion. In such cases, the purpose of the conversion, including limitations of application, shall be stated as the precision determined accordingly.
15. During their preparation CGSB standards shall be offered for public review.

CRITERIA FOR A NATIONAL STANDARD OF CANADA

Criterion 1. The significance, timeliness and suitability of a standard as a National Standard of Canada shall be determined on the basis of a reasonable agreement among the views of a number of capable individuals whose collective interests provide a balance of representation of producers, consumers and others with relevant interests, as may be appropriate to the subject in hand.

Criterion 2. Standards designated as National Standards of Canada may deal with any subject appropriate for standards in common use, as well as other subjects for which standards needs may develop, provided that they meet the established criteria.

Criterion 3. All National Standards of Canada shall carry statements identifying the intended coverage of the subject and use of the standard, the interests represented in the preparation or review for adoption of the standard, and the responsibility of standards users to judge the suitability of the standard for their purposes.

Criterion 4. Limitations in the breadth or depth of the coverage of the subject as such shall not be cause for rejection of a standard for designation as a National Standard of Canada provided that such limitations are indicated in the standard for the guidance of the user.

Criterion 5. All National Standards of Canada shall be based on requirements which are stated as far as possible in measurable terms, the basis for such measurements and the criteria against which they will be judged being set out or identified in the standard in terms which will permit one skilled in the art to determine conformance.

Criterion 6. Requirements in standards, regardless of the breadth of coverage such as safety and quality, or other combinations, are desirably formulated in terms of performance in order to avoid inhibition of design or innovation and at the same time to facilitate objective measurement of conformance. There are a number of cases, however, where this may not be feasible or even desirable and no constraint on eligibility as a National Standard of Canada should be imposed on this account.

Criterion 7. National Standards of Canada should not be framed with intent to act as a restraint on trade, nor to limit unduly innovation or freedom in design to meet the essential requirements of the standards; they should not unnecessarily limit the properties of the product, or service required, by the inclusion of parameters or property requirements which go beyond the national interest.

Criterion 8. National Standards of Canada should be consistent with or should incorporate appropriate international standards as well as pertinent national standards, except that it must be recognized that the standard with the greater coverage (i.e., national as compared to local, or international as compared to national, or generic product coverage as compared to a specific product) will, in general, be forced to make concessions in the elimination of specific or detailed requirements in the interest of broader coverage.

Criterion 9. National Standards of Canada shall be prepared and reviewed and revised when necessary by standards-writing organizations accredited by the Standards Council of Canada. Standards prepared initially by other than an accredited organization, but later proposed for consideration as National Standards of Canada, shall normally be assigned to one of the accredited agencies for review and revision as necessary to meet the established criteria as required.

Criterion 10. There shall not be more than one National Standard of Canada dealing with substantially the same subject, unless in the judgement of the Standards Council it is in the national interest to provide a choice in respect of the differences between them.

Criterion 11. The format of National Standards of Canada shall be in accord with good standards-writing practice, and may vary as appropriate, depending on the source, purpose, and subject of the standards.

Criterion 12. A standard shall be maintained as a National Standard of Canada only so long as it continues to meet the established criteria; National Standards of Canada shall be reviewed every five years, or at shorter intervals as may be justified.

Criterion 13. National Standards of Canada shall be made available in both French and English.

Criterion 14. Quantities and dimensions shall be expressed in National Standards of Canada in SI or yard/pound units with preference given to the former. Should it be desirable for both yard/pound and SI units to be used to express a particular quantity or dimension, one of the systems shall be designated as the official one for purposes of the standard, and the other identified as a conversion. In such cases, the purpose of the conversion, including limitations of application, shall be stated and the precision determined accordingly.

Criterion 15. During its preparation a National Standard of Canada shall be offered for public review.

Criterion 16. References to certification or administrative requirements shall not be included in the body of a National Standard of Canada.

APPENDIX D

TERMS OF REFERENCE FOR THE CGSB PANEL ON PROCESS ASSURANCE (PPA)

1. Role

The Panel on Process Assurance, CGSB's forum for second-level review, shall provide procedural review of all actions related to approval of new normative documents or maintenance of existing documents. The role of the PPA is to ensure that relevant CGSB and SCC policies and procedures for standards development have been adhered to, such as those related to committee balance, return of ballots and the committee consideration given to negative votes that have been ruled non-persuasive or non-germane (that is, unresolved negative votes), etc.

In particular, the PPA will ensure that the attributes of openness, transparency, balance, national interest and consensus are met.

The Second-level Coordinator administrates all documentation for second-level and SCC approvals.

2. Membership

PPA membership will include the Standards Team Leaders, except the Standards Team Leader responsible for the committee developing or maintaining the standard, and include at least one of the Strategic Standardization Manager or Team Leader from within CGSB. Additional members from the private and/or public sector may be appointed and removed from the PPA at the discretion of the CGSB Standards Division Manager. These individuals must possess expertise relevant to standards development and/or specific industry or consumer-issues expertise.

The Manager may act as an alternate PPA member in the absence of any of the PPA members mentioned above.

PPA membership will not fall below three at any time.

Second-level Coordinator is not a member of the PPA.

3. Voting

Each member of the PPA shall have a vote.

Decisions by the PPA will be made on a consensus basis. If decisions of the PPA are not unanimous but at least 60% of the voting members vote in favour of processing the standard further, the standard will be referred to the Manager as outlined in Point 5 below. If less than 60% of the voting members vote in favour of processing the standard further, it shall be referred back to the committee level.

4. Review of Committee-Approved Consensus Documents

Committee Level -- The PPA will review and approve all committee-approved consensus documents to ensure that the relevant CGSB and SCC policies have been adhered to prior to their submission to the Standards Council of Canada for approval as National Standards of Canada.

PPA Level -- Should at least one member of the PPA disagree that the relevant policies have been adhered to at the committee level, the standard will be referred to the Manager for review and decision. The Manager may seek guidance from SCC concerning their policies and procedures for National Standards of Canada.

5. Appeals

Procedures for appeals are found in Section 3.5 of this manual.

Committee Decisions -- A member of a committee who has voted negative on a standard can appeal the procedure followed by the committee in reviewing and determining that negative to be non-persuasive and/or non-germane.

PPA Decisions -- All decisions by the PPA may be appealed by any member of the PPA, or by any member or the committee, to the Manager.

Manager Decisions--All decisions of the Manager pertaining to Second-level Review of National Standards of Canada may be appealed by any party substantially concerned with the standard to the SCC, in accordance with the SCC policies and procedures for appeals presented in CAN-P-2.

6. Records

Appropriate records of all documents reviewed by the PPA will be maintained consistent with SCC requirements. In addition, records of committee members' votes and all actions taken to address any issues or concerns will also be maintained.

7. Statement of Compliance

The Team Leader responsible for the committee will sign the statement of compliance for all documents developed and proposed as National Standards of Canada. For example:

Approved by:

Standards Team Leader
Canadian General Standards Board

SECOND-LEVEL REVIEW PROCESS

**Decision-Making Process/Process for Addressing Committee Negatives
Panel on Process Assurance (PPA)**

Action	Responsibility Centre
1. The second-level documentation are submitted for Second-level Review. This includes the following: <ul style="list-style-type: none"> • the final draft (FD) proposed new or new edition National Standard of Canada (NSC), • statement of compliance, • summary of voting results, and • if unresolved negative, a description of the rationale for the negative, the approach taken at the committee level to address the negative the rationale for the determination that the negative was non-persuasive and/or non-germane. 	Committee Secretary
2. The second-level documentation is reviewed.	Second-level Coordinator
3. The second-level documentation is forwarded to the PPA for review and decision.	Second-level Coordinator
4. The second-level documentation is reviewed.	PPA
5a. If the PPA unanimously agrees that the procedures followed were in compliance with the latest version of SCC policy governing NSCs as outlined in CAN-P-2 and relevant requirements in the supporting CAN-P-1001: <ul style="list-style-type: none"> (i) the PPA prepares and signs a statement indicating that agreement and (ii) the second-level documentation is forwarded, with a standard cover letter to the Standards Council of Canada (SCC) for approval as a NSC. File copies retained. 	(i) PPA (ii) Second-level Coordinator
5b. If the PPA does not unanimously agree but at least 60% of the voting members are in favour of processing the standard further: <ul style="list-style-type: none"> (i) the dissenting member(s) prepares documentation outlining their rationale and (ii) this and the second-level documentation is forwarded to the Manager for review and decision. 	(i) Dissenting PPA Member(s) (ii) Second-level Coordinator
5c. If less than 60% of the voting members are in favour of processing the standard further: <ul style="list-style-type: none"> (i) the PPA prepares the rationale for their concern and (ii) the second-level documentation is referred back to the committee for additional information and/or corrective action regarding the PPA's concerns. File copies retained. 	(i) PPA (ii) Second-level Coordinator
6. The Second-level and PPA documentation is reviewed.	Manager

<p>7a. If the Manager supports the majority position of the PPA (Action 5b):</p> <ul style="list-style-type: none"> (i) he/she signs a statement indicating that concurrence and (ii) this and the second-level documentation is referred back to the PPA. 	<p>Manager</p>
<p>7b. If the Manager supports the minority position of the PPA (Action 5b):</p> <ul style="list-style-type: none"> (i) he/she signs a statement indicating that concurrence and (ii) this and the second-level documentation is referred back to the PPA. 	<p>Manager</p>
<p>8a. If the Manager supports the majority position of the PPA (Action 7a):</p> <ul style="list-style-type: none"> (i) the PPA prepares and signs a statement indicating their agreement that the procedures followed by the committee were in compliance with the latest version of SCC policy governing NSCs ad outlined in CAN-P-2 and relevant requirements in the supporting CAN-P-1001, (ii) the dissenting member(s)'s documentation outlining their rationale (if they choose not to withdraw their negative) and (iii) the second-level documentation is forwarded, with a standard cover letter to the Standards Council of Canada (SCC) for approval as a NSC. File copies are retained. 	<ul style="list-style-type: none"> (i) PPA (ii) Dissenting PPA Member(s) (iii) Second-level Coordinator
<p>8b. If the Manager supports the minority position (Action 7b), the PPA:</p> <ul style="list-style-type: none"> (i) reviews the Manager's rationale, (ii) prepares a rationale based on the dissenting member(s) concern and (iii) these and the second-level documentation is referred back to the committee for additional information and/or corrective action regarding the Manager/PPA's concerns. File copies retained. 	<ul style="list-style-type: none"> (i, ii) PPA (iii) Second-level Coordinator