



ISO/TMB/WG SR
Social Responsibility

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Operating Procedure on Registration of Experts and Observers

1. All ISO national member bodies may nominate up to 6 experts and 6 observers to the WG/SR, and must make every reasonable effort to nominate one from each of the following 6 stakeholder categories:
 - i) Consumers;
 - ii) Government,
 - iii) Industry,
 - iv) Labor,
 - v) Non-governmental organizations (NGO) and
 - vi) Service, Support, Research and Other (SSRO).
2. If a national member body is unable to nominate one expert to each of the 6 stakeholder categories, the national member body may, on an exceptional basis and for one stakeholder category only, register 2 experts from the same stakeholder category. Efforts to nominate one expert for each stakeholder category should continue.
3. Even if a national member body is unable to nominate observers for each of the 6 stakeholder categories, that national member body may only nominate one observer per stakeholder category. In addition, national member bodies that have nominated 2 experts for the same stakeholder category should avoid nominating an observer for that stakeholder category.
4. International and regional organizations with an interest in the work of the WG/SR may apply to the WG Secretariat for liaison D membership. The WG Chairs will review all applications and make recommendations to the ISO TMB. The ISO TMB is responsible for making all decisions on applications for Liaison D status. The ISO TMB will inform the WG Chairs of their decision, which will then be communicated to the liaison D organization.
5. Liaison D organizations may nominate up to 2 experts and 2 observers.
6. National member bodies and Liaison D organizations must submit to the WG Secretariat a completed registration form for each nominated expert and observer. The WG Secretariat will maintain an up-to-date list of all registered experts and observers including their nominating body and stakeholder category.
7. All experts and observers must be categorized under one of the 6 stakeholder categories. This categorization should be undertaken in consultation with the mirror committee and/or

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relevant stakeholders involved in national discussions, and should be consistent with the guidance provided in N048 rev1: Guidance on Stakeholder Categories in WG/SR.

8. National member bodies should consult their national mirror committees and/or the relevant stakeholders involved in national discussions when selecting experts and observers.

9. National member bodies should encourage the establishment of stakeholder groups comprising individuals that represent the full range of national interests.

10. The Chief Executive Officer or an authorized person of a Liaison D organization should approve both the nomination and the stakeholder categorization of their nominated experts and observers.

11. Experts and observers must be registered to the WG/SR prior to participating in a TG. All WG experts and observers have the right to register themselves with any or all of the TGs operating under the WG SR. Experts and observers who would like to participate in a TG should inform in writing (email, fax or letter) both the WG Secretariat and the respective TG Secretariat, who will each maintain an up-to-date list of the experts and observers registered to the respective TG.

12. While highlighting the value of continuity, national member bodies may change their experts and/or observers at any time in the process. A decision to add, subtract or replace an expert or observer should be made in consultation with the national mirror committee and/or the relevant stakeholders involved in national discussions and must be notified and justified by the NSB in writing (email, fax or letter) to the WG Secretariat as soon as possible.

13. While highlighting the value of continuity, Liaison D organizations may change their experts and/or observers at any time in the process. A decision to add, subtract or replace an expert or observer must be made by the Chief Executive Officer or other authorized persons and must be notified in writing (email, fax or letter) to the WG Secretariat as soon as possible.

14. ISO member bodies or Liaison Organizations may only change the status of their experts and/or observers during a meeting for reasons external to the ISO process (e.g. sickness, travel problems, ...). This change must be notified and justified in writing (email, fax or letter) to the WG Secretariat by an authorized person from the NSB or Liaison organization.