



# Presentation of the ISO system and the International Workshop Agreement (IWA) process

*Maria Gustafsson,  
Swedish Institute for Standards, SIS*

# Welcome!



# Secretary / standardisation project manager

## Description of role

- Work closely with the Chair and the rest of the team in managing the work of the group
- Responsible for all administrative aspects of the committee
  - Circulating the right information following the deadlines to everyone
  - Setting agendas, writing minutes, collecting and compiling comments
  - And much more
- Responsible for advising on ISO rules
  - Explaining the ISO system
  - Helping to write the text in the correct way according to ISO
- Neutral

**Maria Gustafsson**

Swedish Institute for Standards,  
SIS



# Chair



**Nominated chair: Vanessa Erogbogbo**

Chief, Sustainable and Inclusive Value  
Chains, International Trade Centre

## Description of role

- Work closely with the Secretary and the rest of the team in managing the work of the group
- Responsible to help the group reach an agreement that will be internationally accepted by:
  - Steering the group towards consensus and
  - Recognize when consensus has been reached
- Can propose a first draft as the basis for discussion
- Neutral



# The team



**Judith Fessehaie**  
Programme Management Officer  
Policy, SheTrades Initiative  
International Trade Centre



**Edison Yap**  
International Consultant  
SheTrades Initiative  
International Trade Centre



**Åse Lyngstad**  
Secretariat support  
Swedish Institute for Standards, SIS



# Experts



- Representing their organisation and its views
- Provide input to the process in order to make the IWA as good as possible
  - During meetings
  - During commenting periods
  - Or by direct contact with the leadership
- It is important for the process that:
  - Everyone's voice is heard – by the leadership and the other experts
  - All concerns and comments are raised as soon as possible so that they can be considered
  - So please come prepared and follow the deadlines given
- The ISO Code of Conduct is an obligation for participation in ISO; for both the leadership and the experts:  
<https://www.iso.org/publication/PUB100037.html>

# ISO - International Organization for Standardization

- 164 members (one per country)
- Head office in Geneva
- 247 active technical committees within ISO
  - 3900 groups in total
- 724 international organisations in liaison with ISO's technical committees
- More than 21 500 International Standards
- About 100 new standards every month
- 21 ISO meetings every day around the world!
- The World Trade Organization, WTO's, rules apply



More than  
**100 000**



experts



# Swedish Institute for Standards

The Swedish member of CEN and ISO

- Mandate from the Swedish Government
- Stakeholder driven independent non-profit organisation

# Standardisation

- 4 core principles:
  - Consensus
  - Transparency
  - Stakeholder driven
  - Voluntary
- Supporting businesses worldwide by:
  - Setting best practice
  - Facilitating global trade
  - Supporting societal needs



# A SME success story: Camfil

## Support when getting established in different markets

*"Slowly but surely, the standardisation work has helped us to grow around the world – from being a one-man-company in the sixties until now when we are world-leading. By participating in the standardisation work we became known in many countries, even in the beginning when we were not that large. Even when you are a small company, you need to be involved in standardisation. Then you can adapt your business and you already know what is happening in the market you are trying to get into." (My translation)*

Camfil participates in 16 working groups within SIS, CEN and ISO.

They have bought 230 standards from SIS the last 10 years.



Anders Freyschuss  
Camfil  
CEO

## ISO's International Workshop Agreements (IWAs)

The IWA model is a quick way to obtain a recognized ISO document for your work. It is designed to be a flexible model so the format and content of the IWA, and the process to obtain it, are largely decided by the proposing organization.

Step 1	Step 2	Step 3	Step 4	Step 5
<b>Make the proposal</b>	<b>Get ISO/TMB approval</b>	<b>ISO/CS circulates the details of the workshop</b>	<b>Hold the workshop and agree the document</b>	<b>Publish the IWA</b>
<p>Approach ISO Central Secretariat or any ISO member with your proposal.</p> <p>Your proposal should include:</p> <ul style="list-style-type: none"> <li>✓ Purpose and justification</li> <li>✓ Relevant documents</li> <li>✓ Lists of organizations that may be interested</li> <li>✓ Indications of any ISO member body willing to act as Secretariat</li> <li>✓ An estimate of the number of meetings if more than one is envisaged</li> <li>✓ Details of any proposed special arrangements for distribution of the IWA</li> </ul>	<ul style="list-style-type: none"> <li>• ISO/CS then circulates your proposal to the ISO/TMB for approval (checking any proposed distribution arrangements with the ISO/Sec-Gen).</li> <li>• The TMB will also formally assign / confirm the ISO member body who will be your secretariat for the project.</li> <li>• The ISO member body works with the proposer to decide full details of the Workshop: <ul style="list-style-type: none"> <li>✓ Price (if any fee)</li> <li>✓ Time/Date/Venue</li> <li>✓ Format</li> <li>✓ Background</li> <li>✓ Doc supply</li> <li>✓ Process</li> <li>✓ Chair</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A notification – with the full details agreed at Step 2 – is circulated to all ISO members (by ISO/CS)</li> <li>• ISO member bodies can then circulate the proposal as widely as possible in order to <b>publicize</b> it to potentially interested parties.</li> </ul> <p>Note: Any organization or company or individual is allowed to attend.</p>	<ul style="list-style-type: none"> <li>• At the meeting the Chair (nominated in advance) will be confirmed.</li> <li>• During the whole IWA process, the Chair must be impartial and seek to ensure the maximum amount of consensus possible has been achieved.</li> <li>• Document is drafted and circulated to the workshop participants.</li> <li>• This can be repeated until the Chair believes that the best possible consensus has been obtained.</li> </ul> <p>Note: One possible mechanism is that the workshop participants work online on a dedicated Web site.</p> <p>Note: Multiple meetings can take place if necessary.</p>	<ul style="list-style-type: none"> <li>• The final draft of the IWA is sent by the secretariat to ISO/CS.</li> <li>• ISO/CS formats the document – giving it the relevant ISO cover page / logo.</li> <li>• ISO/CS then supplies the document to all its member bodies who can supply it as they see fit.</li> <li>• Any special arrangements for the distribution of the IWA should be put in place here.</li> </ul>
Start - ISO/CS will normally take less than one month to process your proposal	Maximum of three months	Three months (90 days) advance notice is required before holding the workshop.	This stage depends on the scope of the IWA. However, aim to finish in three months or less	One month

Should not take longer than 12 months – aim for less.

# Comparison

For more information on different ISO deliverables, please follow this link: <https://www.youtube.com/watch?v=H2il3zr-2V0>

## IWA

- Less than 1 year development time
- Consensus process
- Chair decides when consensus reached
- No public enquiry
- Individual organisations may participate
- ISO deliverable
- Lower status

## Standard

- 3-4 years development time
- Consensus process
- Working group convenor decides when consensus reached
- Public enquiry
- Participation through national standards bodies – usually mirror committees
- ISO deliverable
- Higher status

**But – market uptake always depends on the content!**

# Standards can help to achieve UN's global sustainability goals

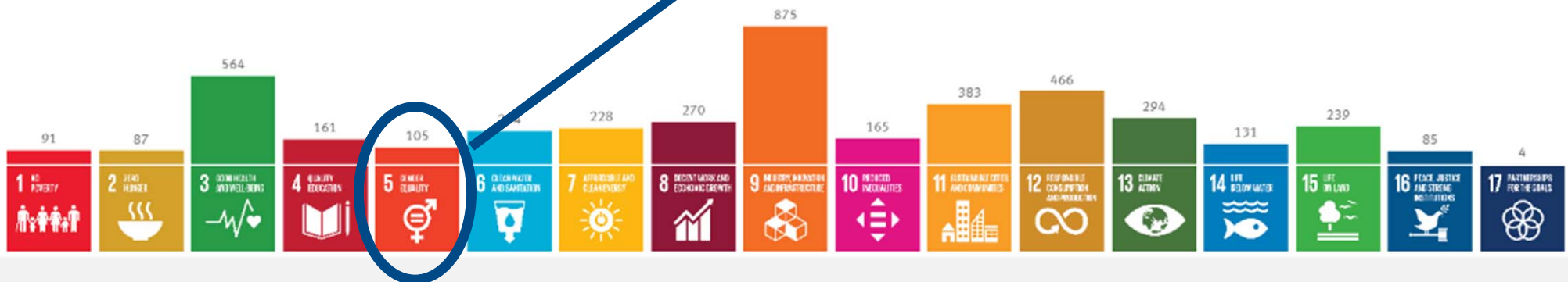


# ISO standards and the SDGs

For more information on gender & standardisation + ISO's Gender Action Plan, please follow this link:  
<https://www.youtube.com/watch?v=bvVjbD3wXZc>

## IMPACT AT A GLANCE

ISO contributes to all of the SDGs. Here you can see the number of ISO standards that are directly applicable to each Goal.



# IWA 26:2017 *Using ISO 26000:2010 in management systems*

- ISO 26000:2010 *Guidance on Social Responsibility* was a success when it was published as it takes a comprehensive view on sustainability
- But it is very detailed and more of an overview of how you can work with social responsibility so can be difficult to apply for a company
- Many organisations are applying one or more management system standards; e.g. for Quality or Environment
- IWA 26 shows how you can add on social responsibility in your existing management system
- Two open workshops held (in Sweden and in UK)
- 70 participants from 31 countries
- More than 400 comments received and handled
- Published in 2017

# ISO/IWA 34 *Definition of a “Woman-Owned Business” and guidance on its use*

- ISO central secretariat very interested and supportive of our IWA
- Proposal unanimously approved by ISO Technical Management Board
- ISO/DEVCO will have this IWA as one focus area for their capacity building



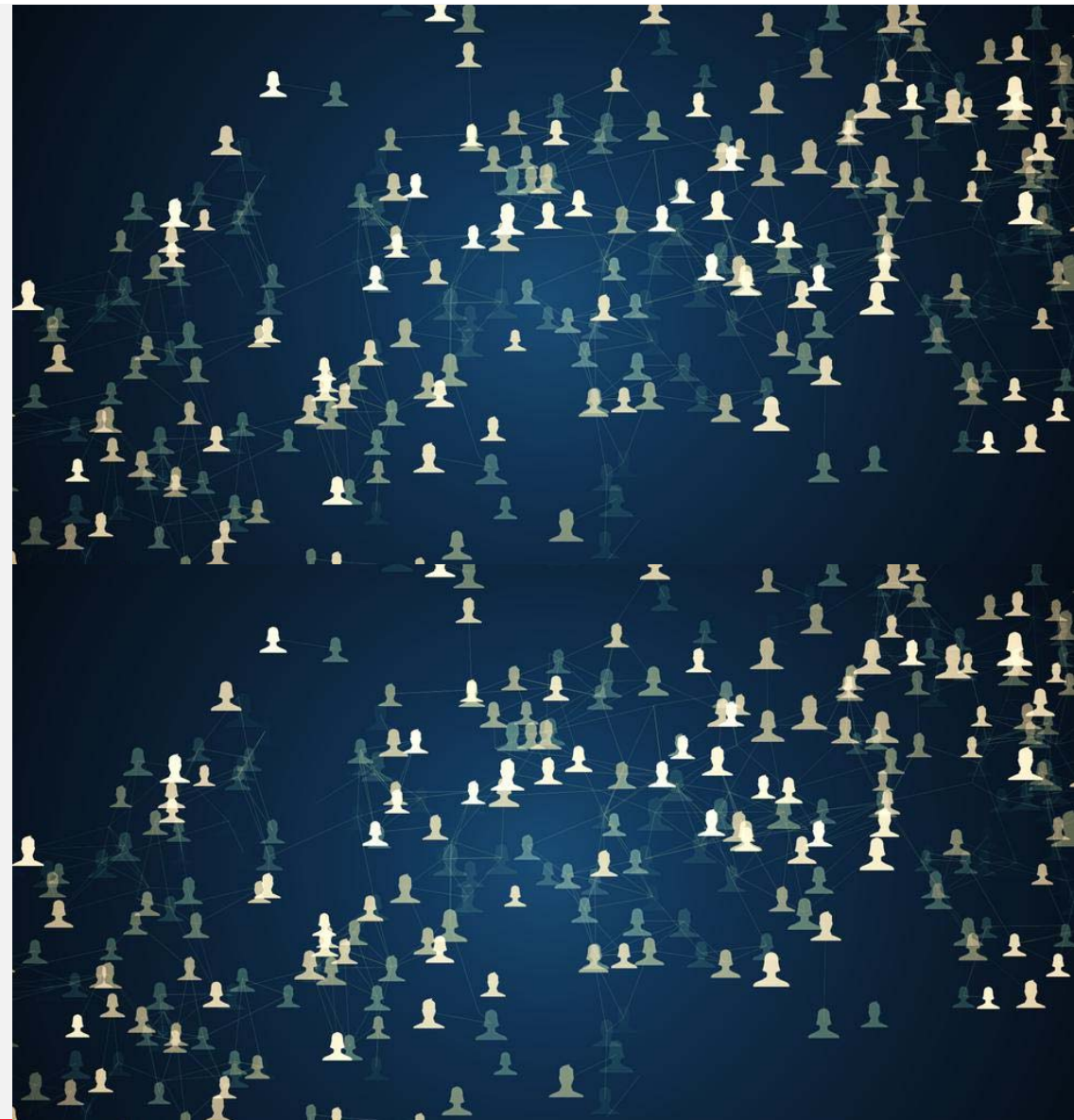
## How can I / my organisation participate in the best way?

- Register for the workshops:  
<https://survs.com/survey/44ohf75ilv> ✓
- Be active and prepared!
  - Send in comments
  - Participate in web meetings
  - Contact the leadership directly
  - Make your voice heard!
  - The more active you are, the more impact you can have on the process and the end result



## Do you know any other organisation that should be represented?

- **Please help us spread the word!**
- If you prefer that we take the contact, please send us the email address and details
- Broad participation is important!
  - Both for the process and for the uptake of the result



# Time schedule

- Initial analysis + opportunity to provide initial input until September 4<sup>th</sup>
- Preparatory web meetings – August and September
- All material for the first workshop circulated September 25<sup>th</sup> at the latest
- Registration deadline first workshop September 30<sup>th</sup>
- **First workshop 14-16 October 2020 (online)**
- Updating of the draft by ITC and SIS based on the discussions at the workshop
- Commenting by participants and web meeting(s)
- **Second workshop 14-16 December 2020 (online)**
- IWA published February/March 2021





# Thank you!

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