

Rules for Participation in Standardization Committees





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As a member or guest in a standardization committee at Danish Standards, you must comply with Danish Standards' rules and the international codes of conduct (<https://www.iso.org/publication/PUB100011.html>). This concerns, i.a., roles and responsibilities, code of conduct, participation in meetings, payment, impartiality, and copyright. The rules apply to committees, sub-committees, working committees, as well as chairpersons, members, project groups, etc.

See the international regulations here: <https://www.ds.dk/da/udvalg/standardisering/dit-udvalgsarbejde>

The work and role of a committee

A committee is set up when stakeholders want to work with standardization in a given area. Any overlap with other committees must be identified when the committee is set up.

The committee consists of a number of individual members and thus does not constitute an independent legal entity with formal decision-making power. The committee has an advisory function only in relation to Danish Standards, which always has the final decision-making power and competence.

The committee works according to a consensus principle, which means that the committee's recommendations to Danish Standards are based on achieving the greatest possible consensus among the committee members. In case of lack of consensus or where the committee's position conflicts with public interest, standardization guidelines or legislation, Danish Standards makes the final decision.

The committee can deal with the following within the given field of standardization:

- Contribute to the development of Danish, European and/or international standards and DS publications.
- Discuss the need for new standards based on developments

in the market and any external enquiries; in the latter case, a process will be initiated with the participation of DS and any representatives from the committee in order to qualify proposals for a new work item.

- Consider how standardization can support national, European, and international policy agendas or promote trade across borders.
- Communicate the committee's work, spreading awareness of the standards and their importance to stakeholders.
- Answer inquiries primarily related to standards and standardization, where possible given the competencies and professional resources represented in the committee.
- Widen awareness, internally and externally, of the most important standards in the committee's field of work.
- Prepare a proposal for Danish Standards' consultation response in connection with national, European, or international standardization and recommend a Danish vote.
- Process comments received on proposals in national consultation and address comments received from external parties.
- Develop work plan for the committee and determine focus and key issues in co-operation with the person responsible for the committee.
- Report to the committee from participation in European and international meetings.
- Contribute to ensuring correct technical preparation of Danish titles and scopes in Danish standards and DS information publications.
- Contribute to the Danish translation of European and international standards, if necessary.

The role and responsibilities of committee members:

- Committee members undertake to work according to the rules and guidelines of the national, European and international stan-

standardization organizations (CEN, CENELEC, ISO, IEC and ETSI):
<https://www.ds.dk/da/udvalg/standardisering/dit-udvalgsarbejde>.

- Committee members' participation in European and international meetings of technical committees and subcommittees (TC and SC) must be accredited by Danish Standards, which coordinates with the committee, as necessary.
- The committee members represent the Danish committee by participating in TC and SC meetings and are obliged to act in accordance with the views and decisions adopted by the Danish committee.
- The appointment of committee members who wish to participate in European and international working groups (WG) is undertaken by Danish Standards, which informs the committee.
- The participants in the working groups (WG) do not represent Danish Standards but are appointed by virtue of their knowledge and interests. However, committee members are expected not to act in contradiction to the consensus views of the Danish committee.
- Members shall regularly inform the committee about the results of European and international meetings orally or in a written meeting report.
- If there is a limited number of seats per country for a meeting of the technical committees (TC), subcommittees (SC) and working groups (WG), Danish Standards decides in agreement with the committee who is elected to participate in the Danish delegation (TC, SC) or appointed by Denmark (WG).
- Committee members finance their own travel expenses and time spent travelling.
- Committee members may not, without prior agreement, make oral or written statements on behalf of Danish Standards or a committee established by Danish Standards.
- Documents relating to committee work, including minutes and presentations, may only be used by committee members in the specific committee and may not be disclosed or transferred

without prior agreement with Danish Standards or used contrary to the purpose of the document.

- The committee is encouraged to have a clear scope, objective, and a plan to ensure timely development of Danish and European standards or other standardization results.

Information about which enterprises and organizations participate in the work is publicly available. If the public shows interest in the committee's field of work, Danish Standards may also disclose the names of participants with the prior consent of the committee members.

Personal data provided in connection with standardization work is stored by Danish Standards in accordance with European and national regulations.

Danish is spoken in the committees unless otherwise agreed with the committee.

Code of conduct and principles for working in standardization committees

Committee members understand that the development of Danish, European and international standards is beneficial to Danish interests and business.



Committee members are encouraged to promote Danish, European, and international standards within their field of work and must not deliberately hinder their development.

Committee members endeavour to uphold the key principles of international standardization: consensus, transparency, openness, efficiency, relevance, coherence, and momentum.

Committee members identify and contribute positively to finding a quick resolution to any disputes.

Committee members shall avoid anti-competitive or dominant behaviour and promote a fair culture of good business ethics. Committee members shall respect the views of others and contribute to a professional culture. At the meetings, committee members commit to:

- behaving professionally
- respecting others and their opinions
- accepting decisions made by Danish Standards
- maintaining a constructive dialogue and a good tone
- complying with copyright – which means not sharing standardization material or passing on information from committee meetings to third parties or digital platforms
- not recording audio or video from the meetings without prior authorisation from Danish Standards.

If a committee member does not comply with this Code of Conduct, this will be notified by the chairperson/person responsible for the committee. Repeated offences may result in the member being excluded from the committee.

Chairperson of the committee

The chairperson of the committee is appointed by Danish Standards for a maximum period of three years at a time. The chairperson can be reappointed. The role of chairperson is usually taken on by a committee member but can also be taken on by the person responsible for the committee, as appropriate.

The role of the chairperson is – in collaboration with the committee manager from Danish Standards – to lead the committee meetings and contribute to the planning and follow-up of the committee meetings. The chairperson should set a good example for the other committee members and contribute to a proper tone and a good atmosphere in meetings. The chairperson must act loyally in relation to the committee's work and decisions and be a good ambassador for the committee's work.

The chairperson must ensure that everyone's opinions are heard, and everyone has a voice – including members who are not native speakers of the meeting language.

The chairperson must act neutrally and help build consensus in the committee on topics within the committee's field of work, including comments received on proposed standards and other publications. In addition, the chairperson must ensure that relevant topics are addressed by the committee, including relevant legislative aspects as well as the committee's response to enquiries regarding standards within the committee's field of work and expertise. The chairperson must also support and advise Danish Standards in the progress of its work and the communication of it.

Guests at committee meetings

It is possible to invite guests to the committee meetings by agreement with the person responsible for the committee at Danish Standards. They can either be guests who will be giving or supporting a presentation, or guests who have an interest in participating in a committee and therefore want to be able to assess the relevance by attending a meeting. The committee must be informed about guest participation before the meeting is held.

- **External speakers or special knowledge persons**

Speakers who are invited to the committee to give a presentation or contribute specific expertise in a field may attend the meeting for the duration of the presentation and participate in the subsequent related dialogue if needed. Afterwards, the

invitee must leave the meeting so that the committee meeting can continue with the other items on the agenda.

- **Guests interested in joining the committee**

Guests who wish to attend a committee meeting to assess whether the committee work is relevant to them may attend a maximum of one committee meeting. The guest may participate for the duration of the meeting and is welcome to ask clarifying questions regarding standardization processes and standardization work in general, as long as it fits the context and does not obstruct the meeting. Guests are subject to the same responsibilities as members, e.g. copyright and confidentiality.

Questions for the committee

Committees can answer enquiries regarding interpretation of standards and DS publications within the committee's field of responsibility. It is up to the committee to decide whether a question asked can be answered or whether the questioner should ask somewhere else. In addition, questioners cannot expect a very quick or comprehensive answer if the committee does not have the right skills or resources. This should be communicated to the questioner as soon as possible.

Committee members are welcome to bring questions regarding standards and other DS publications within the committee's field of responsibility to the committee. If they are asking the question on behalf of an external person or they know the external questioner, they must make this clear to the committee to avoid any conflict of interest.

Danish Standards may choose to publish anonymised questions and answers on Danish Standards' website (FAQ) for general use.



The role and responsibility of Danish Standards

As a national standards body, Danish Standards complies with the obligations associated with this task.

Danish Standards contributes to a positive and stimulating working environment in our committees where we maintain a proper tone and do not tolerate any form of discrimination or the like.

We strive to achieve diversity and broad representation in the committees.

It is Danish Standards' job to:

- recruit new members to the committees on an ongoing basis to ensure maximum engagement in standardization
- strive for committee members to represent a broad range of stakeholders (enterprises of different sizes, interest groups, industrial associations, NGOs, consumer and user representatives, employee and donor organizations and educational institutions. In addition, we endeavour to achieve diversity in the committees in terms of age, gender, ethnicity, professional background, etc. so as to reflect the surrounding society and the user base of the future standards as much as possible
- call and arrange committee meetings and prepare relevant agendas (agendas are sent at least five working days prior to a meeting)
- invite guests and speakers to the committee meetings as appropriate
- prepare minutes and action list from meetings (minutes are sent out no later than 10 working days after the committee meeting)
- give new members a personalised introduction to the work
- help and guide committee members to help them get the most out of their work
- ensure awareness of and compliance with the rules that apply to national, European, and international standardization work and dissemination of other relevant knowledge – including from the

international standards bodies. Read more about this on Danish Standards' website at: <https://www.ds.dk/da/udvalg/standardisering/dit-udvalgsarbejde>

- support committee members' interests in standardization work
- cast Danish votes with comments, if any, on proposals for e.g. European and international standards
- register and publish standards and other publications as DS publications
- communicate the committee's work and ensure the dissemination of standards
- appoint Danish experts to European and international working groups, register Danish delegations for committee meetings, and prepare committee members for the meetings.

Danish Standards assesses the level of activity and service that each committee should have in order to best fulfil the interests of the committee members, cf. the description on Danish Standards' website: www.ds.dk/da/udvalg/standardisering/udvalgsydelsler-og-priser.

The following applies here:

- In committees with extended activity and service levels, Danish Standards decides, in consultation with the committee, in which European or international meeting the chairperson or his/her substitute from the committee can be subsidised for his/her attendance.
- If deemed necessary by Danish Standards, committees with extended activity or service levels may procure competencies from Danish Standards other than the person responsible for the committee or purchase external competencies.

Practical information to members:

- Documents are accessed on Danish Standards' Committee Portal and may not be shared.
- Minutes are considered approved if Danish Standards does not receive comments no later than 10 working days after distribution.

- Access is given to all proposed and completed standards within the committee's field of responsibility in the Standard Distribute licence system via the committee portal.

Membership and payment conditions

Membership is for one calendar year. Membership is for one person who must be a named person appointed by the payer; however, the payer can choose to replace their representative during the membership period. Payment is made per representative. New committee memberships can be signed up for any month of the calendar year. At the start of the membership period a membership fee is payable for the entire calendar year; however, a discount is granted if membership is taken out in the period from July to December. This discount cannot be obtained in two consecutive calendar years.

Payment for participation in the committee will be invoiced in advance and applies to the period 1 January to 31 December. The amount depends on the committee's activity and service level set by Danish Standards. For prices, please refer to Danish Standards' website, see www.ds.dk/da/udvalg/standardisering/udvalgsydelser-og-priser.

Any discounts and the final price for membership the following year will be announced by Danish Standards not later than the end of November of the current year. The committee member is responsible for providing the correct price based on e.g. the type of organization and size of enterprise.

Copyright

Danish Standards holds the copyright to all DS publications. Furthermore, Danish Standards holds the copyright and distribution rights to the publications developed at international level in ISO or IEC, at European level in CEN or CENELEC and at Nordic level under the

auspices of INSTA. In addition, Danish Standards has the distribution rights to ETSI publications.

The right to translate European and international standards into the national language and all copyright to translations into the national language belongs to the national standards body (Danish Standards in Denmark). Translations not made by Danish Standards of parts or whole standards may not be published or disseminated publicly without permission from Danish Standards.

A committee member has the right to use the texts, drawings, or other material they have contributed to the development of a standard. However, such contribution does not grant copyright or reproduction rights to the entire standard.

If Danish Standards remunerates a participant in standardization work for a specific contribution to a standard, Danish Standards reserves the full copyright. The committee member in question disclaims copyright to texts, drawings, etc. that they have contributed. For more information on granting utilisation rights, see www.ds.dk/udnyttelsesret.

The committee member must make arrangements with Danish Standards if parts of documents or finished standards are to be used for professional purposes. Reproductions also include adaptations, translations and reworkings.

The purchase of a DS publication merely entitles the purchaser to this single copy. This means, for example, that when an enterprise needs to use multiple copies for different employees, authorisation must be sought from Danish Standards before making full or partial reproduction.

Similarly, authorisation must be sought if access to the committee portal or to finished standards in electronic form is granted to multiple users.

The contents of standards and working documents is protected by copyright, including text, graphics, images, and sound. Danish Standards expressly reserves all rights to utilise the contents for text and data mining, cf. section 11 b(2) of the Danish Copyright Act and Article 4 of Directive (EU) 2019/790. Any use of the contents of this document for text and data mining purposes requires prior written, specific authorisation from Danish Standards.

Legal capacity

Participation in a standardization committee is open to everyone. Get in-depth explanations on questions about impartiality in relation to procurement at www.ds.dk/habilitet.

Discontinuation of a committee

Danish Standards may decide to discontinue a committee if there is no longer Danish interest in this field of standardization.

Termination of membership

Membership can be terminated by either party at any time in a calendar year before 1 December to take effect the following year. Termination of the collaboration must be submitted to the other party in writing. If a member terminates their membership, they cannot claim a refund for their participation for the remaining part of the calendar year but is entitled to continue to participate in the committee until the end of the current calendar year. Termination after 1 December will therefore result in the committee member being obliged to pay for membership for the following calendar year, even if the member does not wish to make use of it.

Exclusion

Members of Danish Standards' committees may be excluded from committee work if the code of conduct for committee work is not complied with. Danish Standards makes the final decision on exclusion and informs the relevant parties.

Danish Standards may also exclude enterprises or organizations if their participation is deemed to be contrary to significant Danish societal interests. In such cases, a thorough assessment will always be carried out – most often in dialogue with relevant authorities. The final decision is made by the SVP of Danish Standards in consultation with the Heads of Standardization

Right to complain

We identify and handle any complaints in a timely, fair, and consistent manner. Committee members who wish to complain about, e.g., a person responsible for a committee, another committee member or other issues related to committee work, should initially approach the person responsible for the committee or the chairperson of the committee and try to find a solution. If this is not possible, the committee member can contact the manager of the person responsible for the committee to try to find a solution.



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