Commonwealth Standards Network

Annual meeting, 2021

15th September
2pm-3pm UK (1pm-2pm UTC/GMT)

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Annual Meeting, 15th September 2021
2pm- 3pm UK (1pm-2pm UTC/GMT)

Draft Agenda

1. CSN Updates
2. ‘Collaboration’ presentation and discussion led by Institute for Collaborative Working (ICW) Associate Director Adrian Miller
3. NSB Enterprise Resource Planning (ERP) systems – sharing of experiences
4. Next steps for the CSN work programme
5. Q&A Session
6. AOB

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1. CSN Updates

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CSN Network stream work programme and objectives

Governance
Membership, Engagement, Annual meeting, Twinning, Terms of Reference, Chair & Secretariat, Work plans & funding streams

Portal
eLearning, Peer-to-peer learning & support, Contacts, News, Events, Resources, Engagement

Resources
Trade & Standards publication, Training materials, Revised Toolkit & Framework, Mapping of international standards adoptions

Training and Workshops
NSB training sessions, stakeholder workshops

Enhanced NSB institutional capacity

Increased participation in international standards development

Increased adoptions and use of international standards

Increased intra-Commonwealth Trade

Positive developmental outcomes

Economic prosperity

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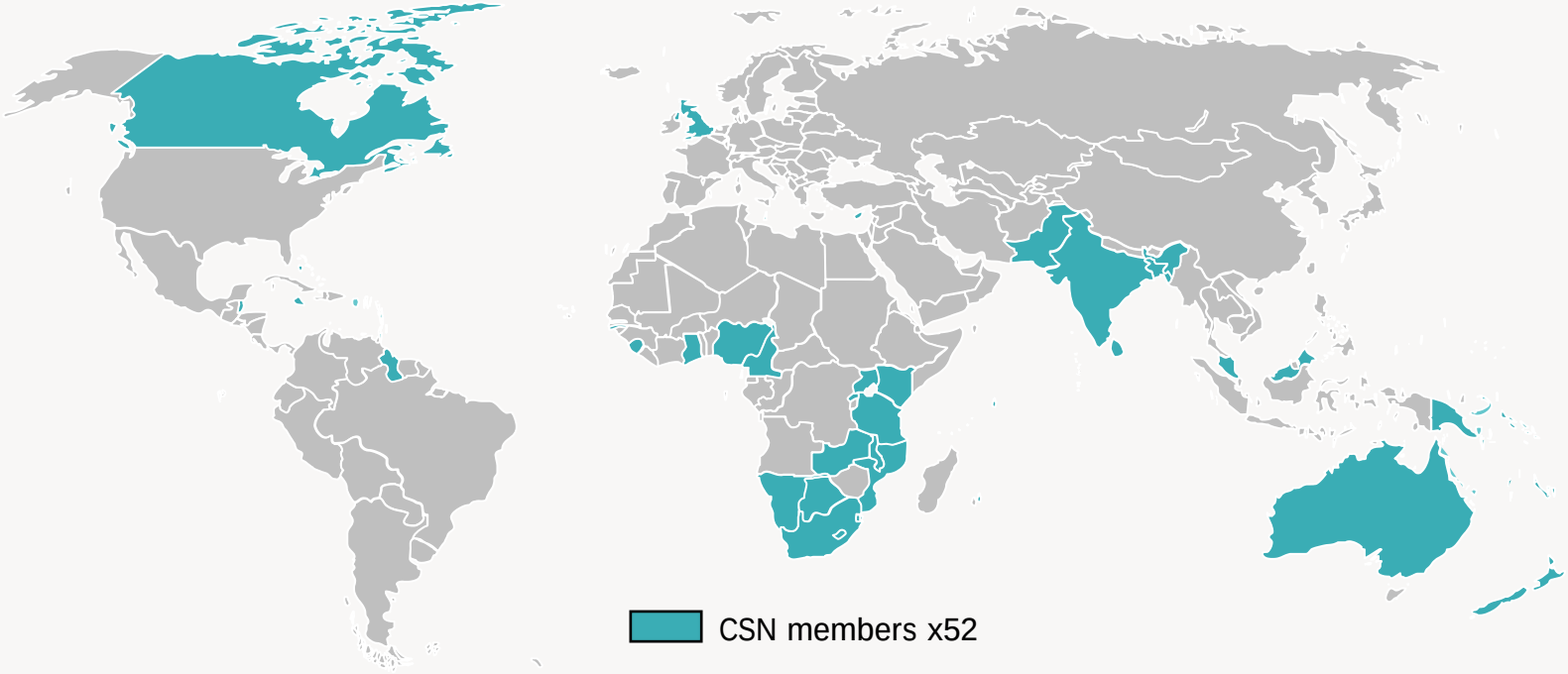
CSN Membership



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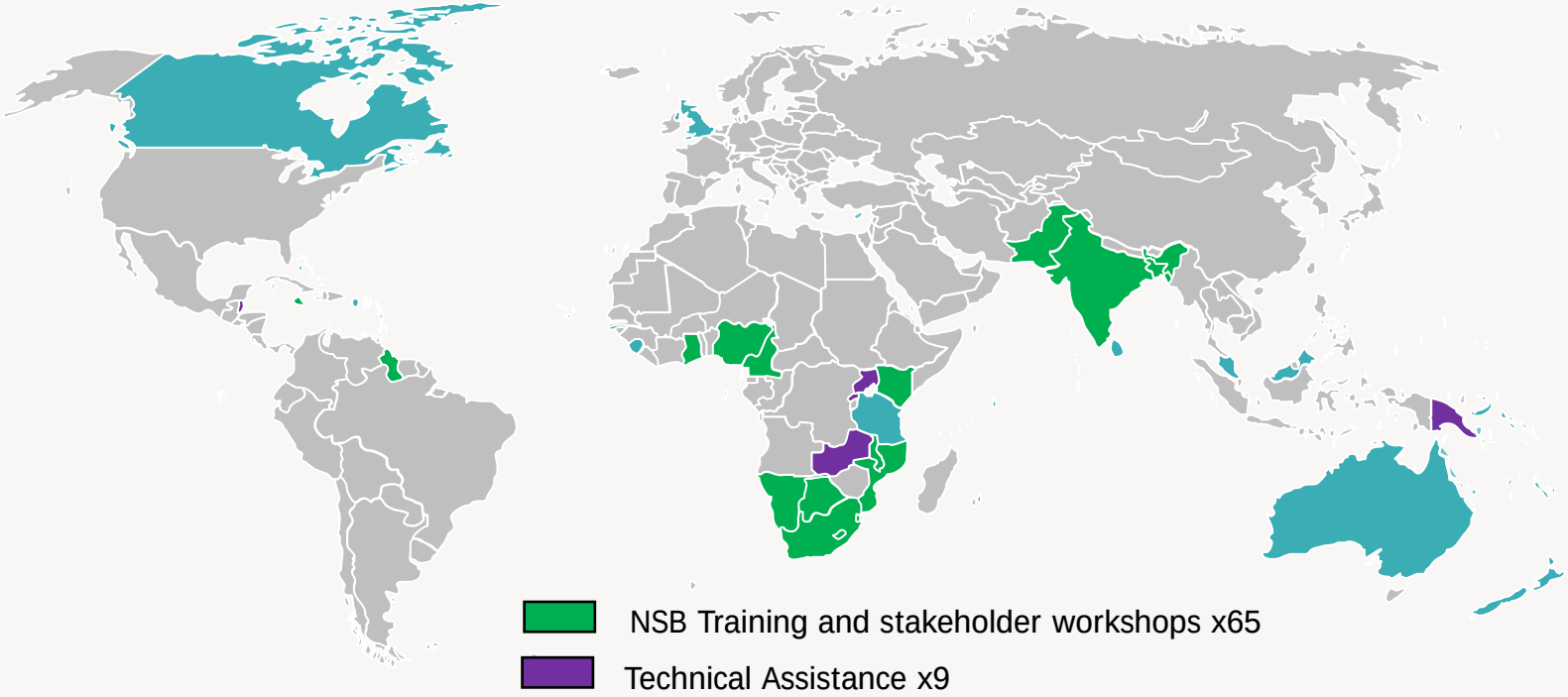
CSN Training and Technical Assistance



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65 Training and Workshop sessions

NSB Training (x23)

- Standards development & adoption
- Good Standardization Practices
- NQP and NSS
- OHS Train-trainers
- WTO TBT, TRs & Trade
- Standards and SDGs
- Standards as a tool to support Policy
- Consumer engagement
- Stakeholder outreach
- Gender responsive standards

Annual Meetings & Workshops

- 2018: Geneva
- 2019: Cape Town
- 2020: Remote (x3 regional)

Engagement meetings including sessions at:

- ARSO
- COPANT
- COPOLCO
- IFAN
- ...and various government departments.

Stakeholder workshops (x39)

- Standards: Background and benefits
- Standards development
- National Quality Infrastructure
- Standards identification
- Standards and procurement
- ISO 22301 Business Continuity
- ISO 45001 OHS
- Pandemic Preparedness
- Safe Working during COVID-19

1,819 delegates from 48 Commonwealth countries

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Technical Assistance

Africa
Rwanda (RBS)
Uganda (UNBS)
Zambia (ZABS)

Caribbean
Belize (BBS)
Dominica (DBOS)
St. Lucia (SLBS)
St Vincent and the Grenadines (SVGBS)

Oceania
Papua New Guinea (NSIT)
Vanuatu (VBS)

Enhanced NSB institutional capacity

Increased participation in international standards development

Increased adoptions and use of international standards

Increased intra-Commonwealth Trade

Positive developmental outcomes

Economic prosperity

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Technical assistance provided under the CSN Africa Stream

- Countries: **Uganda and Zambia** (since mid 2018)
  Rwanda (added April 2020)
- Mixture of technical assistance and assistance to the private sector
- Technical assistance covers most aspects of the NQI

- Experimented in Uganda with **bringing standards closer to their end-users:**
  - By **simplifying** them
  - By **translating** them
  - By **training trainers**
  - By **training in rural areas**

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Technical assistance for the NQI

Phase 1:

- Training, coaching, assistance with National Standards Strategies, laboratory troubleshooting, lead auditor training etc.
- Around 440 person-trainings conducted for NSB staff and stakeholders
- Two NSS developed, plus a strategic document for ZABS
- Approx 25 % of NSB staff trained were female.
- Most planned activities completed

Phase 2:

- Covid-19 has made international travel impossible, restricting many planned activities.
- Some activities now being carried out remotely – eg IRCA training
- Decided to front-load private sector activities that could take place

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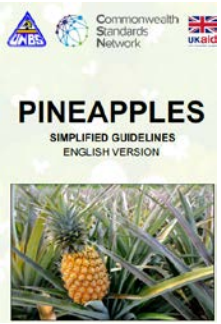
Technical assistance for the private sector

- Ugandan experiment covered farmers, fisherfolk and small food manufacturers - always working with a proactive partner body:
  - Simplification, translation of standards for farmers in 5 value chains
  - Training of ToTs supplied by the Farmers' Federation
  - Supervising ToTs training rural farmers
  - Simplification and translation of 5 key documents for Fisheries
  - Training carried out by the Dept of Fisheries Resources
  - Training for members of Uganda Small Scale Industries Association to enable their registration as suppliers with their NSB

Example: Good Production Practices Brochures for Farmers



QUALITY AVOCADOS

Quality avocados (fruits) to be supplied fresh to the customer shall be:

- Mature green, brownish or purple colour
- Whole, Sound, and Clean
- Free of insect pests that affect appearance
- Free from damage caused by pests
- Firm
- Free of bruises
- Free of foreign smell or taste
- Free of abnormal external moisture
- Free of bitter taste or fibres
- Shall possess a 10mm clean cut stalk if present or be dry and intact at the place of stalk attachment and
- Shall have a dry matter content of at least 21% at the time of harvest.

HARVEST

Do not harvest:

- Immature fruit
- During extremely hot weather
- During or soon after rain
- By shaking or using sticks

Do

- Harvest mature fruit only
- During cool times of the day
- Leave 10mm of stalk intact
- Put fruits into clean containers in a cool place out of the sun

SORTING AND GRADING

Do not mix:

- Different varieties, sizes, shapes and colours
- Defective/infested/ damaged fruits with sound ones

Do

- Sort according to varieties, shape and colour
- Classify the fruits according to physical condition and appearance into:

Extra Class	Class I	Class II
Free of defects or very slight defects (<=6mm long)	Slight defects present <=10cm^2)	Defects present

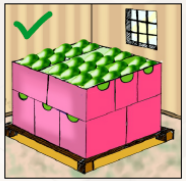
STORAGE

Do not store in:

- Dirty or hot places
- The same room with animals, chemicals, or where any other human activity is performed
- Non-aerated containers, or
- Directly on the ground

Do store:

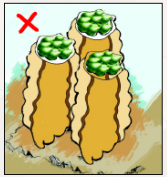
- Off the ground
- In a well-aerated cool, dry, clean place
- In clean well-aerated containers
- In vermin-proofed areas



PACKAGING

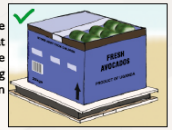
Do not use:

- Packaging that causes damage to the fruits during handling, transportation and storage
- Non food grade packaging



Do

- Use only safe food grade packaging materials that suitably protect the avocados during handling, transportation and storage



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Example: Guidelines for small scale food manufacturers

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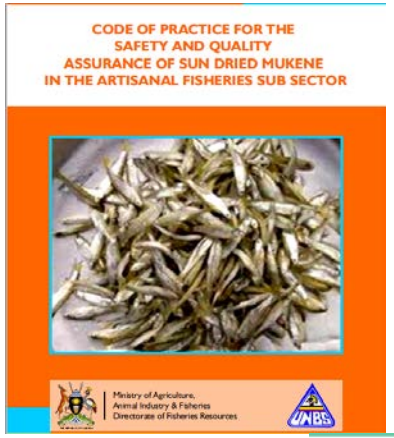
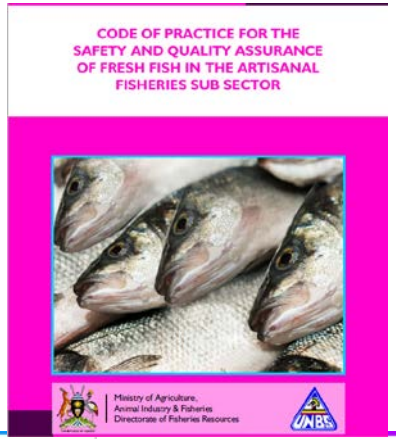
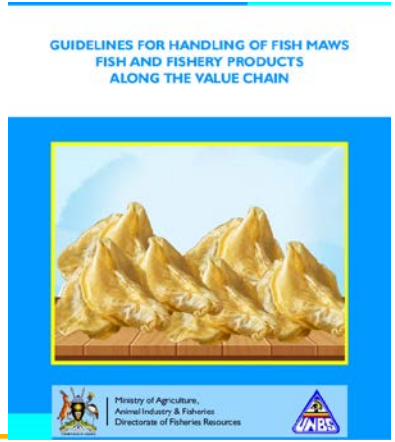
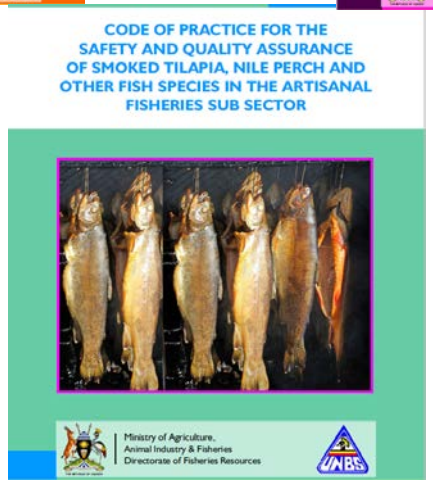
Example: Good production practice guides for fisherfolk









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Technical assistance for the private sector (continued)

Phase 1:

- **1147** farmers and fisherfolk were trained (33% Female)
- **38,000** copies of awareness creation documents were developed for farmers and 3750 for fisherfolk.
- **10** ToTs trained

Phase 2 (7 months) additional:

- **1250 farmers + 22 ToTs** have been trained
- **70,000** copies of best practice brochures printed – incl. additional languages.
- A set of seven **simplified documents on GMP / OHS** (based on standards) were printed for small food manufacturers and will be used in training next month – in five languages. Expect to reach initially 200 MSMEs.
- **Fisheries books**, based on national requirements, have been further simplified, translated and illustrations added – expect to have these printed and used to train several hundred fisherfolk before March.

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Other activities for the private sector

- **Best practice posters** for farmers and fisherfolk are under development – to be installed at District farmers' offices, fish landing sites etc.
- **Series of workshops scheduled for MSME food manufacturers** to assist them to register with the NSB as first step towards certification.
- **Video to be produced for dubbing into rural languages** to assist in educating small businesses about standards and quality on TV

All based on standards / regulations, and all reaching target markets not easily reached before.

COVID-19 response

- Various related standards made available to NSBs for local adoption
- Much more emphasis on finding remote, creative solutions to capacity building needs
- CSN COVID-19 forum section with over 20,000 views
- eLearning ‘safe working during COVID-19 pandemic’ and ‘Business continuity management systems’

2. ‘Collaboration’

Institute for Collaborative Working (ICW)

Associate Director Adrian Miller

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Institute for Collaborative Working

"To support people, organisations and business to understand the value of collaboration and the benefits achieved through collaborative working"

Commonwealth Standards Network - Collaboration Briefing

15th September 2021

Adrian Miller ICW
Associate Director

Evergreen House North, Euston, London NW1 2DX | 0203 691 1530 | Email: enquiries@icw.uk.com

What the ICW does

- The **Institute of Collaborative Working** was established in 1990 to help organisations - large and small, in both the public and private sectors - to build and develop effective competitive business relationships based on collaborative good practice.
- It is a totally self-financing, not for profit, multi-tiered membership organisation providing practical guidance and knowledge transfer through a broad range of training and development offerings supported by academic research and a portfolio of thought leadership reports.
- It was the thought leader behind the development of ISO 44001 - the International Standard for collaborative business relationship management.
- Based in London it has autonomous associate organisations in Australia, Canada, Ireland, New Zealand, Portugal, Scotland, South Africa and Wales

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Why Collaborate

Institute for Collaborative Working

- Collaboration is becoming such a strong feature in the way that many organisations now want to work together.
- Because it is being recognised as a way to achieve better outcomes and drive more value and benefit.
- If you can align your objectives with other organisations with complimentary capabilities, skills and resources you can achieve more and get better outcomes.
- Research also reveals most people prefer to work collaboratively, rather than in conflict because people want to achieve things to be proud of and working together as a team can heighten the experience.

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Why Collaborate

- Collaboration is becoming more common, as organisations see the benefits.
- Warwick University undertook research into the benefits realised by major organisations and identified a range that included:
  - Improved operational and business performance
  - Enhanced risk management
  - Greater external Innovation
  - Big efficiency gains through joint improvement
  - Increased client confidence and repeat business
  - New product and solution development through joint creation
- These benefits were realised by respective organisations working more closely with suppliers, clients, customers and peers - you will notice that its not about cost cutting but focusing on value and doing things differently to achieve this.

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Collaboration is not…..just being nice!

Institute for Collaborative Working

- Collaboration is not just about working together nicely or simply co-operating.
- Co-operating is when parties address a portion of a problem, whereas collaboration has an integration dimension.
- The integration element is key because you are choosing to create a much closer relationship to increase benefit, rather then simply exchanging activities or services.
- To be successful collaboration needs challenge!
- All participating parties want to get something out of the collaboration so you challenge each other to work better, make improvements, create new value.

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International Standards

Institute for Collaborative Working

ISO 44000 - Principles for successful collaborative business relationship management

ISO 44001 - Collaborative business relationship management systems — Requirements and framework

ISO 44002 - Collaborative business relationship management systems— Guidelines on the implementation of ISO 44001

ISO 44003 - Collaborative business relationship management – Guidelines for micro, small and medium-sized enterprises on implementing Collaborative principles

ISO 44004 - Collaborative business relationship management – Guidelines for large organisations working with micro, small and medium-sized enterprises

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Collaborative Principles (ISO 44000)

Institute for Collaborative Working

Relationship Management	Sustainable collaborative relationships need effective relationship management - a documented approach ensures consistency and improvement over time
Visions and Values	An organisations profile and potential compatibility with partners is a key factor in establishing and aligning respective capabilities and joint performance
Business Objectives	Drivers for collaboration need to support the business objectives of each organization
Collaborative Leadership	Visible participation of leaders provides focus and confidence for those involved in any collaboration, which in turn fosters the appropriate behaviours
Governance & Processes	Ensures participants are directed and managed through a consistent joint management approach, providing clarity for all those involved
Collaborative Competence & Behaviour	You need people with the appropriate competence and skills for collaborative working

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Collaborative Principles (ISO 44000)

Institute for Collaborative Working

Trust and Commitment to Mutual Benefit	Trust in personal relationships in collaborations enable people to overcome conflict and adversity. It builds sustainable relationships at organizational level
Value Creation	Focus on continual improvement and value generation ensures all organisation benefit – constantly generating value for participating organization is crucial
Information and Knowledge Sharing	Openness and clarity of access removes areas of conflict, builds trust, speeds up operation, facilitates appropriate behaviours and enables creation of new value
Risk Management	A joint approach ensures risks are identified assigned and managed effectively, utilizing the resources and capabilities of the organizations
Relationship Measurement and Optimization	Insights and proactive management of performance ensures achievement of joint objectives
Exit Strategy	An understanding of the rules of disengagement improves understanding, removes uncertainty and thus enhances joint engagement

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Your Questions?

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3. NSB Enterprise Resource Planning (ERP) systems – sharing of experiences

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4. Next steps for the CSN work programme

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- Key challenges for NSBs:
  - Raise awareness about the benefits & importance of standards.
  - Develop procedures to avoid duplication of standards.
  - Increase stakeholder engagement/participation.
  - Demonstrate to the value of standards to all stakeholders: Link the use of standards with trade and economic growth.
  - Gain clarity between standards and regulations.
  - Link GRP and GSP.
  - Clearly define the function of the NSB.
  - Develop NSS and NSB business models.
- CSN assistance:
  - Written and online resources.
  - Technical Assistance findings.
  - Information sharing and collaboration between CSN ‘Core’ NSB membership and ‘Associate’ members such as ICW.
  - Twinning/mentoring
  - Other suggestions?

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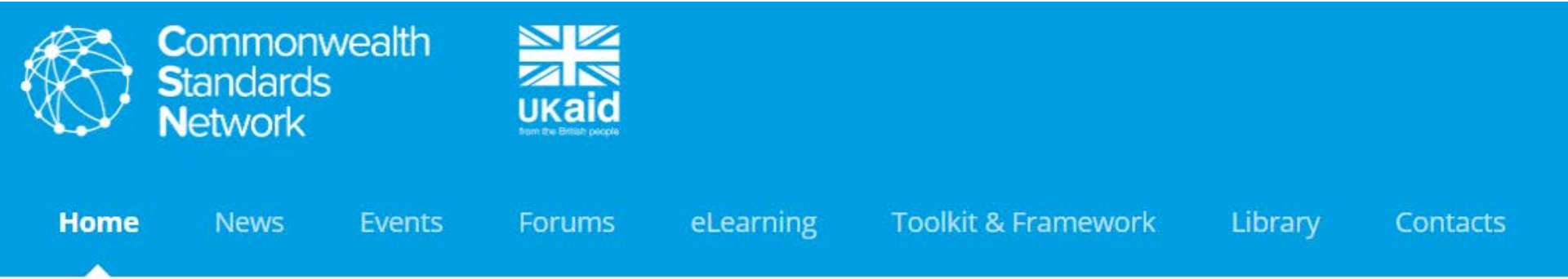

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Forums

Start new topic

Quality Infrastructure

National Standardization Strategies	2 posts	ISO: National Standardizatio... By Ben Hedley, June 12
ISO: information, meetings, elections DEVCO, Elections, Meetings	11 posts	ISO Members' Virtual Sessio... By Ben Hedley, Friday at 10:32 AM
Standards Development and Good Standardization Practices Standards Development, Good Standardization Practices (GSP) Information on standards development and good standardization practices.	45 posts	Taxidermy Standards By Lahya Hambinga, 32 minutes ago

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Training and Events	12 posts	CSN Annual Meeting: Ocean... By Binu Merin Jacob, Wednesday at 11:54 AM
Technical Assistance Programme	16 posts	Case study video from Ugan... By Binu Merin Jacob, October 5
Feedback & Development CSN survey results, workshop feedback, proposals, work plans.	11 posts	Trade Information on each c... By Ben Hedley, July 22

COVID-19

COVID-19: QI Resources	13 posts	WEF Virtual Summit, 21-24 S... By Binu Merin Jacob, September 17

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Standards Development

Standards development - including new work item proposals, and technical committees.

Follow 0

Start new topic

MARK FORUM AS READ | SORT BY

ISO 14090:2019 Adaptation to climate change By Peter Sissons, July 7 climate change	7 replies 55 views	Binu Merin Jacob July 23
Taxidermy Standards By Lahya Hambinga, September 21	7 replies 28 views	Lahya Hambinga 34 minutes ago
Standards for the manufacturing of national flags By Lahya Hambinga, September 7	6 replies 53 views	Binu Merin Jacob 1 hour ago
BSI PAS 9017 (Biodegradability of Plastics) - draft now available for public comment By David Fatscher (BSI), July 8 plastics pas (and 3 more)	4 replies 42 views	Ben Hedley Thursday at 09:39 AM
Case study video about creating better awareness about the benefits of using standards in Uganda By Binu Merin Jacob, May 6	5 replies 60 views	Binu Merin Jacob September 28
BSI is publishing a new PAS on heated tobacco products By Ingrid Then-Guiraut, August 20	0 replies 10 views	Ingrid Then-Guiraut August 20
ISO 45001 podcast By Matthew Chiles, July 29 iso45001 ohs (and 1 more)	0 replies 18 views	Matthew Chiles July 29
Webinar 23 July: Why Sustainable Finance standards matter	1 reply	Ben Hedley July 10

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commonwealthstandards.net/elearning/

CSN eLearning: Module 1 'International standards'
By Ben Hedley, February 4
6 comments
834 views

CSN eLearning: Module 2 'Benefits of using international standards'
By Ben Hedley, February 5
1 comment
479 views

CSN eLearning: Module 3 'International standards: A tool to support policy'
By Ben Hedley, February 23
0 comments
361 views

CSN eLearning: Module 4 'Safe working during the COVID-19 pandemic – General guidelines for organisations'
By Ben Hedley, March 24
0 comments
359 views

CSN eLearning: Module 5 'Business Continuity Management Systems'
By Ben Hedley, March 24
0 comments
297 views

BSI 'The Power of Standards' Free online course
By Ben Hedley, July 23, 2020
0 comments
499 views

Module objectives

By the end of this module you will be able to:

- Define international standards
- Explain how international standards are made
- Classify different types of international standards
- Understand and differentiate between different quality infrastructure components

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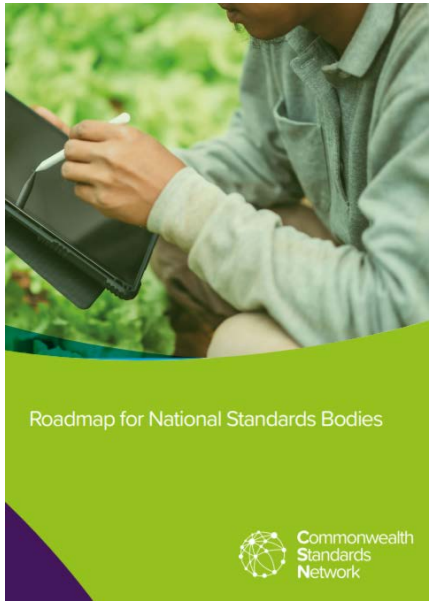
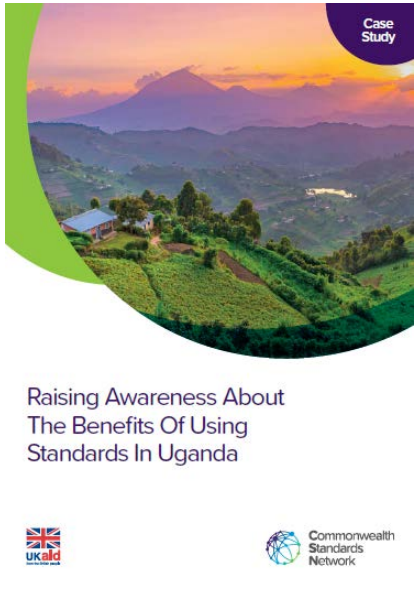
Resources & Publications





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A role for standards in policy?

What role do national standards bodies (NSBs) have in setting government policy?

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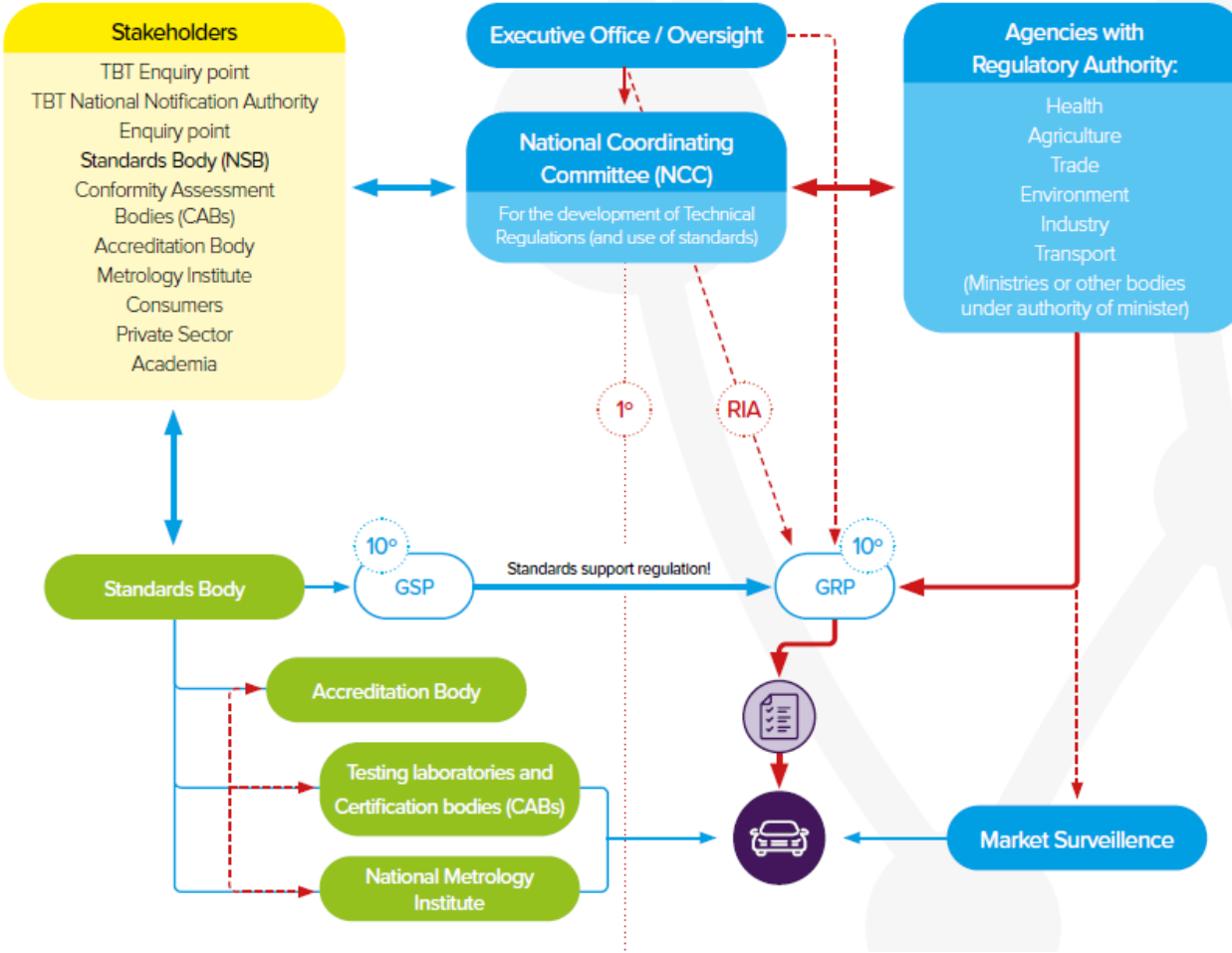

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Roadmap

	A	B	C	D	E	F	G	H	I
Activity	Assess the maturity of your National Quality infrastructure	Identify the evidence that you require to increase the understanding of the value of standards	Identify the challenges and opportunities that your NSB face	Develop / enhance / implement a National Standardization Strategy	Prioritize standards development / adoption in sectors that can drive export growth	Identify international Standards that can support the attainment of your prioritized Sustainable Development Goals	Engage with UNECE Gender Responsive Standards programme	Identify market need for standards	Develop a standards sales strategy
Resources	World Bank QI tool kit	• ISO repository on studies of the benefits of standards • Other NSBs	• Internal assessment • Engagement with NSB peers	• ISO National Standardization Strategy Methodology • Other NSB good practice	• Export statistics • National export plans • ITC market access data	• ISO SDG mapping	• UNECE collateral • ISO SDG 5 mapping	• Stakeholder engagement • ISO standards catalogue	• ISO Good standardization practice • Good practice of other NSBs
Output	Complete the Rapid Diagnostic Tool - identifying strengths and gaps	Develop the evidence that you need to use to inform policy makers and the private sector	Prioritised list of actions	National Standardization Strategy	Develop programmes to suppoert exporters, in opportunity areas	Prioritise international standards that can help with your SDG ambitions	UNECE Declaration	Prioritized standardization programme	Development of standards sales strategy
Next steps	• Prioritize areas that need development • Present findings to policy makers • Present findings to development funders	• Present findings to policy makers • Use evidence to develop marketing material for standards users • Promote the evidence base	Develop capability to real-ize the opportunities - build this in to your business plan	• Implementation of National Standardization Strategy • Implementation of Good Standardization Practice	• Engage with policy makers • Engage with sector relevant industry / trade assocations • Design support for specific sectors	Promote / adopt / support the implementation of standards to support SDG objectives • Publicize standards and their outcome	Develop and implement Gender Action Plans	• Identify / adopt any relevant international standards • Remove any conflicting national standards • Develop a national deliverable • Notify WTO if standard to be linked to a technical regulation	• Engage with stakeholders • Develop marketing collateral • Proactively promote the benefits of standards

5. Q & A

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Thank you for your participation.

For more information, please see:
www.commonwealthstandards.net

or contact:
Ben Hedley ben.hedley@bsigroup.com

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Annex A

CSN Draft Terms of Reference

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UKaid
from the British people

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2. CSN Draft Terms of Reference

- Mission statement:
  - To promote the use of international standards, as a tool to facilitate intra-Commonwealth trade leading to economic growth and prosperity throughout the Commonwealth; and supporting developing countries to participate in international standards development.
- Background:
  - The Commonwealth is a voluntary association of 54 independent and equal countries, and is home to 2.4 billion people, of which more than 60% is under the age of 30.
  - Intra-commonwealth trade and investment is boosted by the 'Commonwealth advantage': Commonwealth countries tend to trade around 20% more and generate 10% more investment with each other than with non-member countries. Intra-Commonwealth investments generate 3.3 times more jobs than investments from non-Commonwealth countries, and bilateral costs for trading partners in Commonwealth countries are on average 19% less than between those in non-member countries . Policies which build upon this advantage can trigger even greater gains.
  - International standards are powerful tools that reduce barriers to trade, drive innovation and increase productivity. They play a vital role in defining the quality of products and processes, improving trust across an increasingly global marketplace; driving economic growth.
  - At the 2018 Commonwealth Heads of Government Meeting (CHOGM), the UK Prime Minister announced UK aid finding for BSI to establish the Commonwealth Standards Network (CSN) as a collaborative network to build upon the Commonwealth advantage by supporting trade, economic growth and prosperity throughout the Commonwealth by promoting increased awareness, development and use of international standards.
  - As a collaborative network, the CSN relies on continued engagement from its membership to achieve its aims stated in the mission statement.

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2. CSN Draft Terms of Reference (2)

- Governance
  - Chair: Two CSN Chairs will be appointed; one from the Commonwealth country that is holding the Commonwealth Chair-in-office and one from a twinned country. The CSN Chair roles are responsible as CSN figureheads to promote the CSN. Responsibilities to be confirmed.
  - Secretariat: The CSN Secretariat is held by the British Standards Institution (BSI). The Secretariat is responsible for administering the delivery of CSN outputs to achieve the outcomes noted in the CSN mission statement.
  - Membership: There are no fees to join the CSN which is a collaborative network open to Commonwealth states, National Standards Bodies (NSBs), regional associations, and other interested stakeholders. Membership applications should be submitted to the CSN Secretariat, the Secretariat will determine which type of membership is suitable for the applicant or if there are any issues that need to be resolved before approving membership .
    - Core Members:
      - Commonwealth NSBs or equivalent government department (see footnote 4).
    - Associate Members:
      - International Standards Developing Organizations ISO and IEC;
      - Regional Standards Development Organisations;
      - Non-Commonwealth NSBs;
      - Standards user associations;
      - Accreditation and Certification bodies;
      - Metrology and Testing organizations.
    - Non-participating beneficiaries:
      - Beneficiaries of CSN outputs that are not directly participating in the steering or governance of CSN.

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2. CSN Draft Terms of Reference (3)

- Governance (continued)
  - Voting: CSN votes will be made by the CSN core members with 1 vote per country and all votes equally weighted. Anticipated reasons to call a vote are: Chair appointment, revised CSN mission statement, revised CSN Terms of Reference.
  - Annual Meetings: A physical CSN meeting will take place on an annual basis (or remotely if not possible), offering members the opportunity to collaborate and to learn about the programme and help shape CSN priorities and programmes for the future.

- Core CSN outputs:
  - Online platform: www.commonwealthstandards.net encourages collaboration between throughout the Commonwealth, to support information exchange and peer to peer learning and support.
  - Written resources: Available via the platform training materials and guide documents to promote awareness, development, adoption and use of international standards.
  - Engagement and co-ordination: CSN engagement and co-ordination activities administered out by the CSN Secretariat.
  - CSN donor funded outputs: CSN donor funded outputs are reliant on donor funding. CSN members are encouraged to identify potential funding opportunities and align delivery across the Commonwealth. funding opportunities and align delivery across the Commonwealth.

Annex B

ISO Good Standardization Practice audits

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- https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100440.pdf
- The objective of this publication is to provide guidance to NSBs, primarily in developing countries, to operate in an effective and efficient manner the essential core-activities needed to develop and publish standards.
- The publication:
  - Describes the key elements of standardization, and complements the WTO Agreement on Technical Barriers to Trade and the ISO/IEC Guide 59:2019, ISO and IEC recommended practices for standardization by national bodies, by providing guidance on how to comply with their necessary requirements.
  - Captures the collective good standardization practices of NSBs around the world, and makes them available in a single publication.

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- This publication is a companion to previous publications ISO has made available, such as:
  - Fast forward: National standards bodies in developing countries;
  - Financing NSBs: Financial sustainability for national standards bodies;
  - Building trust: The conformity assessment toolbox (published in cooperation with UNIDO).
- Based on these publications ISO is providing support to build capacity amongst its members, with respect to GSP as part of ISO's Action Plan for Developing Countries.

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- CSN collaboration with ISO to deliver the following GSP activities:
  1. Support for self-assessment using the latest ISO GSP diagnostic tool
  2. Review and validate assessment results and support the development of an action plan for improvement based on the assessment results
  3. Support the implementation of action plan
  4. **Support peer-to-peer cooperation: sharing experiences and supporting additional implementation**

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