



ISO/TMB/WG SR
Social Responsibility

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ISO SR TRUST FUND

ISO/TMB/WG ON SOCIAL RESPONSIBILITY

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1. Background

The development of the new standard ISO 26000 on social responsibility was launched in 2005 and is expected to last until 2010. This work involves more than 80 different countries, half of which are developing countries, and more than 400 experts from six different stakeholder categories (industry, government, labour, consumers, non-governmental organizations, and “service, support, research and others”). Almost 40 different organizations take an active part as Liaison organizations. It is thus one of the largest international multi-stakeholder standards development processes on Social Responsibility currently in operation. ISO believes that this process offers a unique opportunity to enhance the contribution of business, civil society and government towards meeting the objectives of sustainable development.

ISO's decision to launch this global standardization project was taken by voting on a New Work Item proposal in January 2005. The formal decision was based on extensive deliberations within ISO and with stakeholders, culminating in the international conference on SR in Stockholm in June 2004 and in agreements in the ISO Technical Management Board (TMB) during autumn 2004. The New Work Item proposed that this work be conducted in a Working Group (WG) directly under the responsibility of the TMB, under a twinned leadership by ABNT (the Brazilian national standards body) and SIS (the Swedish national standards body), and that this WG be responsible for establishing mechanisms to raise funding to ensure the involvement of under-represented stakeholders.

Stakeholder balance has been a core concern from the beginning of this work, as shown by the unique approach to composing the membership of the WG. Each member of ISO has the right to nominate up to six experts, one from each stakeholder category. This is a unique procedure in the ISO process and contrasts with the usual process in which each member of ISO sends a national delegation with a head of delegation, who speaks on behalf of the delegation. Following the establishment of the ISO/TMB/WG on SR, a task group (TG1) was set up to help raise funds to ensure stakeholder engagement and facilitate the participation of experts with limited resources in the WG. TG1 has proposed the creation of an ISO SR Trust Fund as a means to achieving this goal, which was approved by the WG at its Lisbon meeting.

After the Lisbon meeting TG1 agreed on statutory and operational issues for a funding mechanism within the WG and the ISO Council approved the proposal from the WG SR leadership to establish a ISO SR Trust Fund, under the condition that:

- the secretariat of the ISO SR Trust Fund is under the responsibility of WG secretariat, SIS, Sweden
- the ISO SR Trust Fund is operated on a pilot basis until the publication of ISO 26000.

2. ISO SR Trust Fund

2.1 Objectives

The main objectives of the ISO SR Trust Fund are to:

- Ensure balanced representation among diverse stakeholders in the development of the ISO 26000;
- Increase and broaden stakeholder involvement to ensure the credibility of the ISO 26000 and its development process;
- Enable effective participation in the ISO 26000 standardization process.

To meet these objectives, funding will be used for sponsoring experts to participate in WG SR meetings and for supporting a limited number of awareness-raising and capacity-building events on the ISO SR process.

2.2 Principles

The ISO SR Trust Fund is managed according to the following four key principles, which are of equal importance and need to be considered simultaneously:

1. **Diversity**

To ensure that funding is obtained from a wide variety of sources, many different donors will be sought, including private foundations and companies.

2. **Independence**

To ensure that no single donor dominates the ISO SR Trust Fund, each donor may contribute up to a maximum of 20% of the total estimated funding requirements.

3. **Transparency**

To make information about the sources of funding publicly available, the names of donors and amounts donated are to be listed on ISO/WG SR website.

4. **Recognition**

To acknowledge the contributions made by donors, the use of donors' logos and banners is permitted. Concerning ISO SR Trust Fund Policy on use of logo, please see Annex 1. Requests for other forms of recognition are subject to approval by the ISO SR Trust Fund Committee.

2.3 Committee

An ISO SR Trust Fund Committee has been set up with responsibility for managing the ISO SR Trust Fund in accordance with the above-mentioned principles. There are twelve members, as follows:

- The ISO/TMB/WG SR chair;
- Six stakeholder representatives (three from developing countries), nominated by stakeholder groups in the ISO/TMB/WG SR;
- TG2 leader;
- TG1 convenor and secretary;
- ISO/DEVCO secretary.

The Committee's role and functions are to:

- Establish, review and monitor detailed sponsorship selection criteria;
- Allocate funding to experts and projects;
- Decide upon the acceptability of donations;
- Act as a forum to keep communications open between the various partners involved in the ISO SR Trust Fund.

2.4 Secretariat

An ISO SR Trust Fund Secretariat has been set up with responsibility for supporting the Committee's decision-making process and implementing the sponsorship process. The Swedish Standards Institute (SIS) agreed to take charge of the Secretariat during the pilot phase until the publication of ISO 26000.

The Secretariat's role and functions are to:

- Collect and manage donations;
- Prepare documentation for decision making by the ISO SR Trust Fund Committee;
- Account for the status of funds, income and expenses, and prepare reports for donors;
- Manage the ISO SR Trust Fund according to SIS financial procedures and regulations.

2.5 Donations

Responsibility for managing the fundraising process is shared among TG1, TG2, the ISO SR Trust Fund Committee and the ISO SR Trust Fund Secretariat. Whilst TG1 will co-ordinate the promotion of fundraising efforts towards private companies and private-sector foundations, TG2 will produce promotional material to support fundraising efforts.

In order to uphold the principles of diversity and independence, the Committee decides upon the acceptability of donations as well as upon the allocation of funding. Concerning the acceptability the Committee decided to accept donations with restrictions, such as limited to

- experts from developing countries
- geographical area/Continent
- stakeholder categories

All organisations that contribute to the ISO SR Trust Fund with US Dollar 10.000 or more are entitled to mention their support to the ISO SR Trust Fund in their reporting, communication and/or SR activities.

Concerning ISO SR Trust Fund Policy on use of Logo, please see Annex 1.

The Secretariat collects and manages all donations. It also collects funding requests for the sponsorship of experts and support for events, and prepare documentation to facilitate decision making by the Committee. The Secretariat reports to the SR WG and donors on the use of funding.

2.6 Estimated funding requirements

It is estimated that three further plenary meetings of the WG SR will be held, to each of which 50 experts will be sponsored. Sponsorship will cover flights in economy class, hotel accommodation and an allowance for food and miscellaneous expenses. In addition, it is estimated that a small number of awareness-raising and capacity-building events are planned, each of which may be supported up to a maximum of USD 20 000.

▪ Travel	50 x 3 plenary meetings	USD	375 000
▪ Hotel and per diem	50 x 3 plenary meetings	USD	170 000
▪ Capacity building		<u>USD</u>	<u>200 000</u>
▪ Total budget estimation		USD	745 000

3. Sponsorship

3.1 Principles

Sponsorship is granted according to the following four key principles, which are of equal importance and need to be considered simultaneously:

1. **Stakeholder focus**

Priority is given to encouraging the participation of under-represented stakeholder categories and regions.

2. **Transparency**

The same screening process and consistent criteria are applied to all candidates.

3. **Balance**

A balance is maintained among different stakeholder categories and regions.

4. **Continuity**

Broad consultation and commitment to the ISO 26000 development process are encouraged.

3.2 Eligibility

Individuals who meet the following criteria are eligible to apply for sponsorship via the ISO SR Trust Fund:

1. Expert from an under-represented stakeholder category (e.g. consumer, NGO, labour, industry¹) in any country;
or
Expert or Observer from an under-represented region (developing country) in any stakeholder category;
2. Having been nominated by a current or pending P-, O- or D-liaison member of ISO/TMB/WG SR²);
3. Having submitted a fully completed sponsorship application form.

3.3 Selection criteria

The following criteria will be used to select individuals who are likely to contribute most to the development of ISO 26000:

Selection Criteria for Sponsorship

Code	Criteria	Explanation
SC1	Involvement	Previously or currently involved in international standardization or SR activities.
SC2	Capacity to participate	Able to provide evidence of capacity to participate and network (e.g. evidence of representative or leadership roles, language skills, membership of mirror committee).
SC3	Significant contribution	Able to demonstrate potential for making a significant contribution to content of standard or its development process (e.g. evidence of knowledge and experience, comments made on drafts, proposals submitted).
SC4	Follow-up report	Having submitted a follow-up report, if previously sponsored.

3.4 Application and selection process

The main steps in the application and selection process for sponsorship are as follows (see also Annex 2):

1. Provision of information

ISO/DEVCO at ISO Central Secretariat in Geneva provides information and application form to National Standards Bodies (NSBs) in developing countries for distribution to national experts, as well as to the WG SR Secretariat for distribution to all WG experts.

SIS, Swedish Standards Institute in Stockholm as secretariat for ISO SR Trust Fund, provides

¹ Particularly small- and medium-sized enterprises (SMEs).

² Expert: An individual appointed by an ISO member body or a liaison organization to participate actively in the activities of the WG.

P-member: An ISO member body which participates actively in the work, with an obligation to vote on all questions formally submitted for voting, on drafts circulated for enquiry and on final draft international Standards.

O-member: An ISO member body which wishes to follow work as an observer, and therefore to receive documents and have the right to submit comments and to attend meetings.

D-liaison: Organizations that make a technical contribution to and participate actively in the work of WG

If an organization expresses an interest in participating, its eligibility for D-liaison status and for funding of its nominated expert(s) will first be verified.

information and application form to National Standards Bodies (NSBs) in developed countries as well as to D-liaison organizations in WG SR.

2. **Application**

Experts from NSBs in developing countries requiring sponsorship complete the application form and send it to their NSB, which countersigns the forms and sends them to ISO/DEVCO.

Experts from NSBs in developed countries and experts from D-liaison organizations requiring sponsorship complete the application form, obtain a countersignature from their NSB or D-liaison organization, and send the form to the WG SR Secretariat at SIS.

3. **Screening**

ISO/DEVCO checks the eligibility of NSB (developing countries) applicants for sponsorship and provides guidance on application procedures.

The WG SR Secretariat checks the eligibility of NSB (developed countries) and D-liaison organization applicants for sponsorship provides guidance on application procedures, countersigns the forms and sends them to the ISO SR Trust Fund Secretariat.

The ISO SR Trust Fund Secretariat ranks applicants, according to the selection criteria, to receive funding via the ISO SR Trust Fund; it forwards applications to ISO SR Trust Fund Committee.

4. **Selection**

ISO/DEVCO selects applicants according to the selection criteria, to receive funding via the ISO/DEVCO sponsorship programme; it forwards all remaining applications to the SR ISO Fund Secretariat.

The ISO SR Trust Fund Committee selects applicants for sponsorship, according to the selection criteria, to receive funding via the ISO SR Trust Fund.

5. **Implementation**

ISO/DEVCO confirms sponsorship arrangements to the selected applicants and organizes their travel, accommodation and per diems.

The ISO SR Trust Fund Committee provides the list of applicants that it has selected to the ISO SR Trust Fund Secretariat.

The ISO SR Trust Fund Secretariat confirms sponsorship arrangements to the selected applicants and organizes their travel, accommodation and per diems.

Annex 1: ISO SR Trust Fund – Policy on use of Logo

This Policy is aimed to improve participation and clarifications of the different opportunities and considerations related to the donors.

Four categories were identified as follows;

1	≥ USD 100,000	Major Sponsor
2	≥ USD 50,000	Main Sponsor
3	≥ USD 10,000	Sponsor
4	Less than USD 10,000	Contributor

Each category has different opportunities inside and outside WG SR activities.

A	ISO/SR Website	1 year	Logos for 1,2 and 3 Names on list for 4
		During the fund	Logos for 1 and 2
B	ISO/SR Newsletter	Description of fund and name listed for all categories	Logos for 1 and 2
C	ISO/SR Trust Fund Brochure	Information on WG SR Participants, donors and related activities useful for fundraising as well as accountability purposes	Logos for 1 and 2, Small logos for 3, Names on list for 4
		Reissued as needed though donors may finance updating to have their logos before next reissuing	
D	ISO/SR Online brochure like "C"	Updated on a regular basis	
E	ISO/SR Events (fundraising/awareness/recognition)	<ul style="list-style-type: none"> - Place reserved, where possible, for information on fund and donors in ISO SR related events - Seminars - Workshops/capacity building activities - Plenaries 	
F	All sponsors organizations are entitled to mention their support to the ISO SR Trust Fund in their reporting, communication and/or SR activities		

Annex 2: ISO SR Trust Fund Administration Process

