

**ISO 26000 PPO SAG**

Social Responsibility

Handled by, phone

Kristina Sandberg, +46 8 555 520 61

E-mail

kristina.sandberg@sis.se

Draft Operating guidelines for the ISO 26000 Post Publication Organization**Process for dealing with questions on ISO 26000**General questions

1. ISO Central Secretariat (ISO CS) is the primary representative of ISO 26000 on a global level and ISO Member Bodies are the primary representatives on the respective national level.
2. ISO 26000 Post Publication Organization Secretariat is available to assist ISO/CS and ISO Member Bodies.
3. ISO 26000 Post Publication Organization Secretariat is the main information node for information related to ISO 26000 and is available for any general questions directly from stakeholders.

Questions on interpretation of ISO 26000

4. ISO/CS is the primary representative of ISO 26000 on a global level. On questions on interpretation received by ISO/CS from ISO Members or from international or regional organizations, ISO/CS may seek advice from the ISO 26000 Post Publication Organization secretariat, which in turn may seek advice from the Post Publication Organization Stakeholder Advisory Group (PPO SAG).
5. The ISO 26000 Post Publication Organization Secretariat is responsible for informing the Post Publication Organization Stakeholder Advisory Group (PPO SAG) about all questions on interpretation received and the associated answers given.
6. All local questions on interpretation should be referred to the relevant ISO Member (NSB). The NSB may seek advice from its ISO 26000 mirror committee, if such exists, or the PPO Secretariat.
7. The NSBs' are urged to provide information to the ISO 26000 Post Publication Organization secretariat about local questions on interpretation received and the associated answers given.

Questions related to authoritative instruments

8. All questions relating to authoritative instruments shall be forwarded to ISO/CS which shall contact the respective responsible organization. For example, ILO should reply to questions related to labour standards and associated practices.

9. The respective responsible organization should at their earliest convenience provide a response to ISO/CS. ISO/CS shall inform the PPO secretariat on the questions and answers exchanged. The PPO Secretariat shall in turn inform the PPO SAG.

Questions related to international instruments cited in the bibliography or annex of ISO 26000

10. Questions related to international instruments cited in the bibliography or Annex A of ISO 26000 shall be directed to the respective responsible organization. All questions of this nature received by ISO/CS, by the PPO secretariat or by a NSB should be referred directly to the respective responsible organization.

The role of stakeholder representatives to PPO SAG

11. The former stakeholder groups, established during the ISO/TMB/WG SR process, are encouraged to maintain their networks and engage these networks to elect representatives and develop input when needed.
12. Each member in the PPO SAG is present both in his/her individual capacity but also as a representative of that stakeholder category as decided by their stakeholder network. Each PPO representative should be responsible for seeking the views of the stakeholder group they represent. If a PPO SAG member changes employment, funding source, relationship with their NSB he/she should ask their stakeholder group to reconfirm his/her position before continuing as a PPO SAG member.
13. The stakeholder groups decide on the mandates of their representatives.
14. PPO SAG members are encouraged to promote and represent ISO 26000 and the work of the PPO.
15. The stakeholder groups shall continuously inform on changes about their PPO Stakeholder Advisory Group representatives and alternates to the ISO 26000 PPO secretariat, which maintains an updated list of members.
16. The process of replacement of stakeholder representatives and alternates is at the discretion of each stakeholder group. If a stakeholder group member has questions around unresolved governance the PPO leadership is available for providing information or advice.
17. Recommended criteria for the selection of representative include:
 - a. Commitment and ability to actively contribute
 - b. Regional and gender balance
 - c. Balance between developing and developed countries.
18. A fundraising mechanism can be established in order to catalyze participation of underfunded stakeholders in PPO SAG.

Notice: According to ISO Council Resolution 42/2011, the remaining balance of *the ISO Social Responsibility Trust Fund, established under Council Resolution 40/2006, which has funds of SEK 120 000 (approximately EUR 12 000)*, can be used to fund developing countries activities in the framework of ISO 26000/PPO. SIS has administrated the SR Trust Fund to date and it will continue to do so until the remaining balance is distributed.

The engagement of the NSBs and their stakeholders

19. The PPO NSB Information Network (PPO NIN) is established through the membership of the chair and project secretary of the national mirror committee to ISO 26000 PPO, as defined and elected by the NSB and its mirror committee.
20. The PPO Secretariat shall establish LinkedIn groups or similar, to enable direct interactive communication between the members of the PPO NIN. All members are encouraged to initiate discussions as well as to take an active part in discussions initiated by other members.
21. All NSBs are encouraged to maintain balanced representation in their mirror committees so as to at least have representatives from industry, government, labor, consumers, NGOs, service/support/research/others.

The engagement and role of MoU partners

22. MoU partners are encouraged to nominate a representative to the PPO SAG in order to maintain the flow of information between the organizations.

Means of working

23. Meetings and communications should be conducted through electronic means as far as possible. One physical meeting per year is likely to be needed.
24. The PPO secretariat shall establish LinkedIn groups or similar, to enable direct interactive communication among all PPO SAG members.
25. All members are encouraged to initiate discussions via LinkedIn as well as to take an active part in discussions initiated by other members.
26. PPO SAG delegates and alternates are included in the same e-mail list.

Outreach activities

27. A survey on national implementation of ISO 26000 and global outreach should be conducted at least once a year by the ISO/CS, which may ask support from PPO Secretariat to perform this work. This survey shall also seek for information related to activity and membership of NSB mirror committees.
28. Members of PPO are encouraged to be ambassadors and to speak about ISO 26000 in their networks. As much as possible, their activities related to ISO 26000 should be in coordination with their respective local NSBs.
29. A website should be set up, where outreach activities, good examples etc can be listed. Activate the ISO 26000 PPO SAG and ISO 26000 PPO NIN LinkedIn groups.