

**ISO IWA 26**

Using ISO 26000 guidance on social responsibility in management systems

Ludvig Hubendick, SIS, +46 72 250 90 72

E-mail ludvig.hubendick@sis.se

Rosemary Matemba, TBS, +255 713 691943

E-mail rosemary.ndesamburo@tbs.go.tz

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## **Draft Minutes of the 1<sup>st</sup> preparatory meeting of ISO IWA 26: Using ISO 26000 guidance on social responsibility in ISO management systems, 21 November 2016**

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### **1. Opening of the meeting**

The meeting was opened at 13h10 by the Chairperson, Staffan Söderberg. He welcomed members and called for the secretary (Ludvig Hubendick, SIS) and co-secretary (Rosemary Matemba, TBS) to introduce themselves.

### **2. Adoption of the agenda (N 4)**

The agenda was adopted.

### **3. Round of presentation**

The co-Secretary, Rosemary Matemba carried out the roll call of members and liaison organizations. The list of members and liaison organizations in attendance is attached hereto as **Annex A**.

#### **3.1 Summary of the statistics**

The co-Secretary gave the summary of the preliminary analysis of registered participants for the 1<sup>st</sup> preparatory meeting. The summary showed a balance in gender as well as developed and developing countries. It also highlighted that most participants have a vast experience in management system standards and a number of them participated in the former Social Responsibility Working Group. The analysis also showed a representation from the seven stakeholder categories identified by ISO. Most came from the industry/commerce and standards application categories. Labour participation was currently underrepresented.. It was also informed that 65 participants have registered to participate in the development of the IWA with a similar balance of stakeholders.

#### **3.2 Project's background information**

The Secretary, Ludvig Hubendick, gave a brief background of the project. He highlighted that the project is an initiative from Sweden after noting that many companies and organizations integrate sustainability and social responsibility in their management systems without having a clear guidance on how to do this in the most effective way. They thought this is needed as soon as possible and that it does not need to be that complicated. It was, therefore, decided to develop an International Workshop Agreement which does

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not go through the whole process of standards development. He also informed that the number given to this particular IWA is 26.

**4. Discussion on the plan and methodology for the first IWA-workshop**

It was informed that the first workshop is planned for 9<sup>th</sup> -10<sup>th</sup> March 2017 in Stockholm, Sweden and the 2<sup>nd</sup> workshop is tentatively planned for 26<sup>th</sup> -27<sup>th</sup> April 2017. This second workshop is planned in conjunction with the preliminar timing of the ISO 26000 PPO Stakeholder's Advisory Group meeting. It is tentatively planned to be held in Geneva but if someone else would be interested in hosting the second workshop (and the stakeholder's advisory group meeting) it would be welcomed. What is needed is a meeting venue with good internet connection and preferably sound system to allow for webex-connection. There is no need to organize social functions or pay for lunches. Interested hosts are welcomed to contact the Secretariat.

Staffan Söderberg informed the meeting on the following proposal;

- Divide the document into relevant sections and each draft sections is worked upon and inputs sent to secretariat by 20<sup>th</sup> of January 2017.
- Secretariat will send out an integrated draft version 1 by 30<sup>th</sup> January 2017.
- Each country is asked to work locally with their experts and liaison organizations and send a maximum of 15 consensus comments in the ISO template by 21<sup>st</sup> February 2017.
- Secretariat will collate the comments and give a preliminary approach to each, redraft accordingly, send an integrated draft version 2 by end of February 2017.

The new draft will be the starting point for first workshop.

It was further informed that the aim of limiting the number of comments is to avoid spending much time in discussing the comments during the workshop and rather having a fruitful workshop discussions. However, comments will be invited and treated during the workshop even on items not commented on ahead of the meeting.

**5. Discussion on draft and possible background materials to be distributed ahead of the first IWA-workshop**

Staffan Söderberg took members through the draft IWA document and the meeting recommended the following:

- The introduction can be drafted at the end of the process.
- We will use the scope from the NWIP with the comment that we could take out the paragraphs marked in yellow in the document sent out ahead of this meeting.
- Normative references: If allowed, we should at least have a normative reference to ISO 26000 and Annex SL.
- There is likely no need of introducing new definitions, but rather to possibly explain how existing definitions relate to each other. However, if a definition is deemed necessary there is an option to add definitions.
- We will use the structure of Annex SL as basis for section 4 of the IWA. We will also underline that we are dealing with management systems that are compliant with Annex SL. It was also

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proposed to use a table format under section 4 and introducing examples wherever possible, bearing in mind that we need to be careful of not reinterpreting the existing standards.

- For section 5, it has to be clear that we are dealing with a management system compliant with Annex SL. This text could argue for the case of working on social responsibility in a systematic way by using the High Level Structure.
6. We will have to consider what should and what should not be included in section 6 as there is already an important work underway in ISO on the Integrated Use of Management System Standards. **Designating possible tasks needed to be carried out ahead of the meeting**

The work was divided into five segments as follows. Those who volunteered to work in different sections appears in brackets with leaders/focal persons bolded.

1. Introduction (**Staffan Söderberg**, Elise McCarthy: parked, will be dealt with later)
2. Scope, normative references (**Ludvig Hubendick**)
3. Definitions (**Jonas Denvall**, Staffan Söderberg)
4. Table for annex on how to use ISO 26000 in existing MS (**Ged Farmer**, Dick Hortensius, Anne Gadegaard, Ruth Hillary, Gefei Yin, **Staffan Söderberg**)
  - Staffan and Ged will work on a first draft in the next couple of weeks; contact Anne and Ruth about the preliminary outcome; and then send it out to those signed up to participate in the work.
5. How to apply systematic approach to SR (parked until output of 4 is ready: Laila Törnroos, Anne Gadegaard, Ruth Hillary)
6. Example of integrated use of MS including SR (Ludvig Hubendick, Rosemary Matamba, Staffan Söderberg, Franz Knecht)
  - Will consider how this can be done.

All those who could not participate in the preparatory meeting but signed up to that they are interested in it are invited to join the groups.

**7. Recommendations**

It was recommended to use various means of communication such as website, twitter, and LinkedIn. We will also use the following hashtag to tweet about the work on the IWA: #IWA\_26000

**8. Any other business**

There was no any other business

**9. Closure of the meeting**

The Chairperson thanked all for active participation and closed the meeting at 17h00.



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### Annex A: Present at the preparatory meeting

Webex/Stockholm	Name	Surname	Country/Liaison	Organization
Webex	Ged	Farmer	Liason - IIOC	LRQA
In person	Ludvig	Hubendick	Sweden	SIS
In person	Franz	Knecht	Switzerland	CONNEXIS AG
In person	Rosemary	Matemba	Tanzania	Tanzania Bureau of Standards
In person	Staffan	Söderberg	Sweden	AMAP Sustainability
In person	Laila	Törnroos	Finland	Eltekon Ltd
In person	Hans	von Axelson	Sweden	Myndigheten för delaktighet
Part of the meeting	Seda	Papayan	Armenia	National institute of standards /SARM/Armenia
Webex	Osama Elmeligy	ABDELHAMID	Egypt	TOTAL Consulting
Webex	Hassan	NDISHO	Kenya	KOFINAF Co. Ltd.
Webex	RAMADHANI YANGE	YANGE	Tanzania	TANZANIA BUREAU OF STANDARDS
Webex	Tina	Bohlin	Sweden	SIS
Webex	Jonas	Denvall	Sweden	Arkatay
Webex	Asmaa	GABALLA	Egypt	Egyptian Organization for Standardization & Quality (EOS).
Webex	Anne	Gadegaard	Denmark	Novo Nordisk A/S
Webex	ruth	hillary	UK	Corporate Sustainability
Webex	Dick	Hortensius	Holland	NEN
Webex	Stefan	Larson	Sweden	6DS
Webex	Cristina	Lopez	Argentina	FUNDACION EL OTRO
Webex	Elise	McCarthy	Ireland	Business in the Community Ireland
Webex	Luisa Fernanda	Pallares	Colombia	ICONTEC
Webex	François	SIBILLE	France	AFNOR COMPETENCES
Webex	Kernaghan	Webb	Liaison - UNGC	UN Global Compact, New York
Webex	Gefei	Yin	China	China WTO Tribune
Webex	Gerard	Zwetsloot	Holland	Gerard Zwetsloot Research & Consultancy
Webex	John	Brooks	USA	
Webex	Anna-Karin	Jansson	Sweden	SIS