CSA Directives and guidelines governing standardization, Part 2: Development process
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Preface


*CSA Directives and guidelines governing Standardization, Part 2: Development process* was developed by the Standards Policy Board under the authority of the CSA Board of Directors and was approved by the Standards Policy Board on 2014-04-24. Interested parties may request copies from CSA staff.

Notes:
1) *Use of the singular does not exclude the plural (and vice versa) when the sense allows.*
2) *All inquiries regarding this publication should be addressed to CSA Group, 178 Rexdale Blvd., Toronto, Ontario, Canada M9W 1R3.*
0 Introduction

0.1 Procedural documentation
Together with CSA-SDP-1, the CSA Directives and guidelines governing Standardization (CSA-SDP-2.1, CSA-SDP-2.3, and this Part) set forth the policies and procedures of the CSA consensus Standards development process. The CSA Directives and guidelines governing Standardization are hereinafter referred to as the CSA Directives and guidelines.

0.2 Proposals for change to this Part of the CSA Directives and guidelines
Proposals for change to this Part of the CSA Directives and guidelines should be submitted in writing to the Secretary of the CSA Standards Policy Board (SPB).

1 Scope

1.1 General
This Part of the CSA Directives and guidelines sets forth the policies and procedures of the CSA consensus standards development process for the development, publication, and maintenance of all CSA Standards by CSA committees.

1.2 Terminology
In this Part of the CSA Directives and guidelines, “shall” is used to express a requirement, i.e., a provision that the user is obliged to satisfy in order to comply with the Directives and guidelines; “should” is used to express a recommendation or that which is advised but not required; “may” is used to express an option or that which is permissible within the limits of the Directives and guidelines; and “can” is used to express possibility or capability. Where the term “authorize” has been used, a motion by the appropriate committee, or permission by designated CSA staff, is required. Where the term “approve” has been used, a ballot or recorded vote is required.

Notes accompanying clauses do not include requirements or alternative requirements; the purpose of a note accompanying a clause is to separate from the text explanatory or informative material. Annexes are designated normative (mandatory) or informative (non-mandatory) to define their application.

2 Definitions and abbreviations

2.1 Definitions
The following definitions apply in this Part of the CSA Directives and guidelines:
Adoption — processing a Standard of another SDO through the CSA consensus development process and publishing it as a CSA Standard or as a National Standard of Canada (NSC), which may contain technical deviations from the original Standard being adopted.

Note: The CSA Standard or National Standard of Canada (NSC) may contain technical deviations required to satisfy Canadian needs.

Approved draft CSA Standard — a draft CSA Standard that has been officially accepted by ballot or recorded vote by the responsible technical committee (TC), and that has been accepted through a second level review. This includes the disposition of negative votes and consideration of comments.

Committee secretary — an individual authorized by CSA staff to assist with administrative services for a committee, e.g., preparation of minutes and agendas.

Consensus — substantial agreement. Consensus implies much more than a simple majority, but not necessarily unanimity.

Consensus process — the development and approval procedures followed to achieve consensus. A consensus process includes applying the following four principles underlying consensus processes:

a) inclusive, not exclusive, participation*;

b) respect for diverse interests;

c) accountability; and

d) consensus achievement.

* In applying the principle of inclusive, not exclusive, participation, consideration must be given to resources, balancing of interests, and timely publication.

CSA Standard — a CSA publication that has been prepared and approved in accordance with this Part of CSA’s Directives and guidelines and related policies and procedures and that contains provisions for an orderly approach to a specific activity.

Notes:

1) CSA Standards include product specifications, test methods, design requirements, classifications, recommended practices, and guidelines.

2) The term “Standard” includes new Standards, new editions of existing Standards, supplements and amendments to Standards, and interpretations of Standards.

Draft CSA Standard — an unpublished CSA Standard that is still under development and subject to change.

Endorsement — processing a Standard of another SDO through the CSA consensus development process and recording it on an official CSA list.

Note: Endorsed Standards are not published as CSA or National Standards. They are not stocked or sold by CSA.

Harmonize — to bring different Standards-related measures of the same scope approved by different Standards development bodies to a level such that they are either identical, equivalent, or have the effect of permitting goods or services to be used in place of one another or fulfill the same purpose.

Harmonized Standards — Standards on the same subject, approved by different Standards development bodies, that establish interchangeability of products, processes, and services, or mutual understanding of test results or information provided according to these Standards.

Notes:

1) This definition is based on the definition of “harmonized Standards” in ISO/IEC Guide 2: 2004, Standardization and related activities – General vocabulary.
2) Harmonized Standards can still have differences in presentation and even in substance, e.g., in explanatory notes, guidance on how to fulfill the requirements of a Standard, or preferences for alternatives. The term “equivalent Standards” is sometimes used to denote the same concept as “harmonized Standards”.

Interpretation — written clarification of the meaning of a provision of a CSA Standard, provided by the responsible TC in response to a written request for an interpretation.

National Standard of Canada (NSC) — a consensus Standard prepared by an accredited Standards development organization and approved by the Standards Council of Canada.

Project manager — the CSA staff person assigned responsibility for the operation of a committee and for administering the committee membership and development activity as set out in the relevant clauses of the Directives and guidelines.

Trinational, binational, or regional Standard — a joint Standard formally approved and published by CSA and the SDO(s) of one or more (as applicable) countries.

Note: The term “publish” does not necessarily include printing, i.e., one or more of the SDOs may assume responsibility for printing.

2.2 Abbreviations
The following abbreviations apply in this document:
IEC — International Electrotechnical Commission
ISO — International Organization for Standardization
NSC — National Standard of Canada
SDO — Standards Development Organization
SPB — Standards Policy Board
SSC — Strategic steering committee
TC — Technical committee
TSC — Technical subcommittee

Note: See Directives and guidelines, Part 1 for information on the SPB, SSCs, TCs, and TSCs.

3 Development stages
All CSA Standards shall be developed and published through the CSA consensus development process in accordance with Clauses 4 to 11. See Annex C regarding procedures for the development of trinational, binational, and regional Standards. CSA Standards shall be maintained in accordance with Clause 12.

Note: In some instances, SSCs may prepare CSA Standards in accordance with special procedures that have been authorized by the Executive Director, Standards, and approved by the SPB.

Table 1 shows the sequence through which CSA Standards are developed and provides a brief description of the stages.
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### Stage 0 — Project Definition Stage

#### 4 Request

##### 4.1 General

**4.1.1**

This clause describes the procedures for submitting a request to undertake a new project.

**Notes:**

1) *New projects include, for example, the preparation of a new Standard, new edition, amendment, endorsement or interpretation.*

2) *If the request is for an amendment or an interpretation, see Clauses 12.2.1 to 12.2.6 and 12.3.2 respectively.*

**4.1.2**

CSA staff should work with the submitter of a request to determine whether the development of a CSA Standard would be an appropriate solution to the problem. It should also be determined what product and process would best suit the need — for example, an amendment versus a new edition (see Clause 12.2.3).
4.1.3
The proposed scope or purpose of the new project should be discussed with CSA staff before the request is submitted, to ensure a clear understanding.

4.2 Submitting a request
A request for the development of a new project may be submitted to CSA, Standards Development. Such a request may come from any interested person, organization, or committee. The request shall be documented and accompanied by an adequate rationale (see the form entitled “Request for a New Project”). Copies of any relevant existing Standards that might be endorsed or adopted as a CSA Standard, regulations, drafts, or other documents that might satisfy the need should also be provided.

The person making the request may be asked to obtain broader support, e.g., endorsements from an industry group, user association or regulatory authority. The person making the request shall be advised by CSA staff from time to time of the status of the request and of the final decision.

Stage 1 — Evaluation Stage

5 Evaluation, authorization, and public notice

5.1 General
This clause describes the procedures for conducting an evaluation, obtaining authorization to undertake a new Standards development project, and the purpose and method of publishing notification about work in progress.

5.2 Evaluating a new project request

5.2.1 General

5.2.1.1
A request for a new project shall be evaluated to determine whether the end product will have value for the stakeholders and the results are achievable by CSA. The evaluation of a request is the joint responsibility of CSA staff and the appropriate committee, where one exists.

In anticipation of the financial and human resources that will be required, new projects shall be defined and justified by staff and the submitter of the request before being initiated.

5.2.1.2
An initial cost estimate for the project should be prepared by CSA staff (in consultation with others, as appropriate) and be made known to the submitter of the request; the probable sources of funding should also be identified.

Note: Full funding is normally required before development work is started.

5.2.1.3
An in-depth evaluation may not be required, e.g., for a new edition of a CSA Standard or where the beneficial effects clearly exceed costs.
A formal evaluation is not required to determine whether to proceed with the reaffirmation or withdrawal of a CSA Standard.

### 5.2.2 Evaluation criteria
A request for a new project shall be evaluated using, as applicable, the following criteria:

a) CSA corporate policy;
b) the proposed CSA Standard’s relevance and conformity to CSA objectives;
c) compatibility with CSA’s core strategies;
d) societal and/or economic benefit/impact;
e) recognition of CSA’s primary responsibility for the subject area by the Standards Council of Canada;
f) the timeliness of the CSA Standard and its technological and business status (life cycle);
g) possible and probable interfaces with other CSA committees;
h) the staff, volunteers, facilities, cost, and capital required and available to develop, publish, implement, and maintain the CSA Standard;
i) support from potential users of the proposed CSA Standard, in relation to the total cost of preparing, publishing, and maintaining it;
j) international activity;
k) possible and probable involvement of other stakeholder groups, including governments, trade associations, consumer groups, nongovernmental organizations, and the SDOs of other countries;
l) existing patents or proposed patent applications (see Clause 5.2.3); and
m) where appropriate, copyright.

In addition to the above criteria, amendments shall also be evaluated using the criteria in Clause 12.2.

### 5.2.3 Patented items
The evaluation of a request for a new project shall include consideration of any existing patents or proposed patent applications for a device, procedure, material, product, or process essential to the implementation of the proposed CSA Standard.

Members shall be advised of their responsibility to identify any relevant patent or patent applications as soon as they arise. Where patented items/applications are involved, development work shall not begin until a statement has been filed with the CSA Corporate Secretary. The statement shall indicate that any patent rights will be made available to interested applicants, wherever located, either as a free licence or on fair and reasonable terms and conditions. (See Directives and guidelines, Part 3.)

### 5.3 Authorization of the proposed project

#### 5.3.1 CSA authorization

5.3.1.1 When the evaluation results are favourable, the proposal shall be submitted to the appropriate Director(s) for authorization.

5.3.1.3 Proposals for an interpretation or for the reaffirmation or withdrawal of a CSA Standard require authorization by the project manager.
5.3.2 Strategic Steering Committee (SSC)/Standards Policy Board (SPB) authorization

5.3.2.1
Where applicable, e.g., where there is an established SSC, the CSA staff recommendation to proceed with a new project should be reviewed with the responsible SSC at an appropriate time in relation to the SSC’s work plans. Any major addition to the terms of reference of an SSC requires the approval of the SPB. Changes to the terms of reference of the TC shall be approved by the responsible SSC.

The SSC should be advised of the proposed scope of a new CSA Standard or a change to the scope of an existing CSA Standard. Proposals to expand the scope beyond the TCs terms of reference shall be approved or authorized by motion by the appropriate SSC.

Note: The proposed scope is normally prepared by CSA staff.

5.3.2.2
Any major addition to CSA Standards Development subject areas shall be approved by the SPB.

5.4 Assigning an authorized project
All authorized projects shall be referred by CSA staff to

a) the appropriate SSC*, for a new CSA Standard. The SSC shall either assign it to an active TC (the terms of reference, matrix, and membership of the TC may have to be amended) or establish a new TC;

* An appropriate SSC is one whose current terms of reference include the subject area of the new CSA Standard.

b) the SPB, for a new CSA Standard that is outside the scope of an existing SSC. The SPB shall either assign the project to an existing SSC (the terms of reference, matrix, and membership of the SSC may have to be amended) or establish a new SSC; or

c) the appropriate TC, for a new edition, amendment, or interpretation of an existing CSA Standard.

5.5 Public notice of intent

5.5.1 General
Public notice of the intent to develop or revise a CSA Standard (see Clause 5.5.2) is given to expand consultation and improve input early in the process by allowing unidentified stakeholders the opportunity to request participation, to offer their comments, or to otherwise keep abreast of the progress of the CSA Standard.

5.5.2 Notification
Once the project has been authorized, CSA shall inform the public, by electronic means, of its intent to proceed with the development of a new CSA Standard, new edition, or amendment or its intent to reaffirm or withdraw a published CSA Standard. Interpretations do not require a public notice of intent.

Note: In consultation with the responsible committee, CSA staff may consider the use of other mechanisms for notifying the public of the intent to proceed with the development of a CSA Standard. See Clause 4.3.8 of CSA policy document CSA-SDP-1 and Directives and guidelines, Part 1.
Stage 2 — Drafting Stage

6 Preparation of a working draft

6.1 General
This clause covers items to be considered in the drafting stage in the development of a CSA Standard, e.g., harmonization issues, copyright, electronic copies, resources to develop a working draft, and the project schedule.

6.2 Harmonization of CSA Standards

6.2.1 General
Clauses 6.2.2 to 6.2.4 outline the various levels of harmonization, which should be taken into account when making a decision about the harmonization of a CSA Standard.

6.2.2 Harmonization with an international Standard

6.2.2.1
Harmonization with an international Standard can promote and facilitate international trade. Harmonization with an international Standard is normally achieved through adoption, or endorsement.

6.2.2.2
When changes are required to satisfy Canadian needs, e.g., unique conditions such as environment, government regulation, the electrical installation code, or industry practice, they shall be incorporated as Canadian deviations.

6.2.2.3
When the Standard being adopted or endorsed is an ISO or IEC Standard, background information on the prior actions of the Canadian mirror committee to IEC/ISO shall be considered.

6.2.3 Harmonization through the development of a regional, trinational, or binational Standard
When it is not feasible or appropriate to harmonize with an international Standard, consideration shall be given to the development of a regional, trinational, or binational Standard. (See Annex C.)

6.2.4 Development of a CSA Standard
When it is not feasible or appropriate to develop a harmonized CSA Standard in accordance with Clauses 6.2.2 or 6.2.3, a CSA Standard should be developed (See Clause 11.2).

6.3 Obtaining authorization for the use of copyright material in CSA Standards

6.3.1
CSA staff are responsible for obtaining authorization to republish and distribute material in which copyright is owned by a third party. The project manager shall ensure that all appropriate copyright clearances have been granted to CSA before copyrighted material is used.
6.3.2
The Standards Council of Canada has been granted copyright control within Canada for Standards of the ISO and the IEC. These rights to reproduce ISO and IEC Standards, in whole or in part may be used by CSA for the purpose of developing National Standards of Canada (see Clause 11.2).

6.3.3
Other than ISO and IEC Standards, material being adopted or incorporated (in whole or in part) in a CSA Standard is usually subject to copyright restrictions.

6.3.4
A copy of all signed copyright agreements shall be retained by CSA staff.

6.4 Distribution of, and CSA copyright on, drafts and published CSA Standards

6.4.1 General
CSA owns copyright on all paper and electronic versions of drafts and CSA Standards.

6.4.2 Distribution of drafts
Permission is granted to committee members to access drafts strictly for the purpose of CSA Standards development activities.

For distribution other than for CSA Standards development, members shall contact the project manager to request that CSA staff either distribute the copies or obtain the authorization of the Manager, Sales for the member to reproduce and distribute the draft. A record of such authorization shall be retained by CSA staff.

For public review, drafts may be distributed electronically to the public by CSA staff only.

After being submitted for internal review, drafts may be distributed electronically by CSA staff only for purposes of gaining the necessary approvals.

Drafts shall carry a statement about copyright in accordance with Directives and guidelines, Part 3, and shall clearly identify the issuer of the document and its status (e.g., date and/or version).

6.4.3 Granting authorization to reproduce CSA copyright material
Any request to reproduce any text from a CSA draft or published CSA Standard shall be directed to Sales.

6.5 Preparing a working draft

6.5.1 Use of previous edition
Where appropriate and available, the previous edition (including any subsequently published amendments, errata, etc.) shall be used as the basis of a new edition or amendment.

6.5.2 Drafting
With the aid of the project manager, preparation of a working draft shall begin in accordance with Directives and guidelines, Part 3, through either the TC itself or a subsidiary committee(s)* or a single technical expert. All amendments, interpretations, other recognized documents related to the CSA.
Standard, and any relevant national and international documents shall be taken into account. See Clause 7.2.2.

* A subsidiary committee may be a technical subcommittee (TSC) or task force (see Directives and guidelines, Part 1).

6.5.3 Consideration of the national interest
In developing the working draft, the national interest shall be considered (see Directives and guidelines, Part 3, clause 4.3).

6.6 Project schedule
Clear and reasonable time limits for completing the project should be established. Such milestones bring a focus to the process and mark progress towards consensus.

A project schedule shall be prepared by CSA staff in consultation with the TC. As a minimum, target dates shall be established for having the draft ready for
a) public review;
b) internal review (and initial translation of the draft);
c) TC approval;
d) final edit (and final translation); and

e) publication.

The establishment of these dates supports the availability, on a timely basis, of the resources required to advance the project, including translation, marketing and legal services, etc.

6.7 Advancing a working draft
When a working draft has been developed through a single technical expert or a task force, at an appropriate time the draft shall be submitted by the project manager to the full TSC or TC for review and further development of the technical content. Unresolved technical objections that may have arisen during the preparation of the working draft shall be brought to the attention of the full committee.

Stage 3 — Consensus Building Stage

7 Development of technical content

7.1 General
Clauses 7.2 and 7.3 provide general requirements for the development of the technical content of a draft CSA Standard, and describe the rules for conducting a committee meeting, and the preparation of minutes. They shall be applied in conjunction with the requirements and guidance provided in the latest edition of the Directives and guidelines, Part 3.

7.2 Technical content of a draft

7.2.1
The technical content of a draft may be developed at meetings (either in person or by video/teleconference), by correspondence, or by electronic means as agreed between the committee members and CSA staff. See Directives and guidelines, Part 1 for information concerning communications among committees, and committee correspondence.
7.2.2
Consideration should be given to corresponding international activity, including relevant international documents and the work of the specific Canadian mirror committee to IEC or ISO, where one exists.

7.2.3
The committee shall make every effort to minimize duplication and to avoid conflicting with national Standards.

7.2.4
Where a draft has been developed by a TSC, it should be circulated to the TC for comment before TC voting. See Clause 6.7.

7.2.5
All decisions regarding technical content shall be by consensus. Consensus of the TC on the technical content is confirmed by ballot or recorded vote.

7.2.7
Appropriate records shall be prepared and maintained. See Annex B.

7.2.8
At an appropriate time during the development of a draft (e.g., when the committee is generally satisfied with the contents but has not necessarily achieved consensus), the draft shall be advanced to the next stage (see Clause 8).

7.3 Conducting a CSA committee meeting

7.3.1 Safety procedures for meetings
External meetings sponsored by CSA shall be arranged and conducted in compliance with the appropriate corporate occupational health and safety procedures.

While on the premises, CSA staff and members shall ensure that they adhere to the safety regulations of the meeting facility.

7.3.2 First meeting of a committee
At the start of the first meeting of a committee, the chair or a CSA staff person should describe the following:
a) the objectives of CSA;
b) the organization of CSA;
c) the organization of Standards Development;
d) the CSA Directives and guidelines, including the conflict of interest and competition law policies;
e) the proposed terms of reference of the committee;
f) the responsibilities and functions of the committee; and
g) for TCs, the project(s) assigned to the TC, including objectives, scope, etc.

7.3.3 Arrangements
Dates and locations of meetings should be determined by the chair or the executive committee in consultation with the project manager. They should be acceptable to the majority of members.
**Note:** It is recommended that, whenever possible, the date of the next meeting be set before a meeting is adjourned. When the date and location of a meeting are being determined, project management and project priorities should be taken into consideration.

7.3.4 **Notice of meetings and agenda**

Meeting notices and agendas should be distributed in advance of the meeting. When approval of a draft CSA Standard or an amendment is to be carried out by recorded vote at a meeting, formal notice shall be given to the committee members at least 21 days before the meeting.

7.3.5 **Attendance at meetings**

7.3.5.1 **Members**

Members are expected to attend all meetings and contribute to the work of the committee. All members should review the agenda and attachments in detail and have discussions with others as needed so that they come to meetings adequately prepared to represent their constituency. This may include alternative proposals where appropriate.

7.3.5.2 **Guests**

Meetings shall normally be open only to members (or their alternates). However, upon specific request, guests may be permitted to attend provided

a) the project manager is notified in advance; and

b) the chair’s permission, with the concurrence of the project manager, is granted before the meeting.

Should there be no agreement between the chair and the project manager, the decision of the Program Director, Standards, shall be final.

The request shall explain who the proposed guests are, whom they represent, and the purpose of their request.

Guests and observers may contribute to the discussion after being recognized by the chair. Their contribution shall be limited to remarks intended to add to the knowledge of the members concerning the subject under discussion.

Guests and observers shall be made aware that the meeting is being held to serve the purpose of the CSA Standards development process, and that the results shall not be shared beyond their own organizations or discussed with the media or publicized in any way.

See also Clause 7.3.9.6.

7.3.5.3 **Press/Media**

The presence of the press/media during a CSA committee meeting may inhibit free and open discussion. For this reason, press/media shall not be permitted to attend CSA committee meetings.

Press/media requests to attend CSA committee meetings shall be referred to CSA Corporate Communications. See *Directives and Guidelines, Part 1*, Clause 10.2.
7.3.6 Proxies
A voting member of a committee may appoint any other voting member* of the committee as a proxy, thereby authorizing him/her to vote on his/her behalf on any questions raised during a committee meeting, provided the project manager has been so advised before the meeting.
* This does not include alternates.

Note: It is preferable that members send alternates when they cannot attend a meeting as this will help to ensure a quorum.

7.3.7 Quorum at meetings
At least 50% of the total voting membership shall constitute a quorum. Alternates shall be included and proxies shall not be included, when determining if a quorum exists. An alternate cannot carry a proxy.

Note: This means that a quorum is based on the number of voting members (or their alternates) who are physically present at a meeting or are participating via teleconference.

If there is not a quorum, decisions taken at a meeting shall not be final and shall be subject to ratification by those voting members not in attendance by one of the following means:

a) following the meeting, the project manager shall poll (by telephone, e-mail, etc.) those voting members for their votes/opinions and document the results in the minutes as a secretary’s note;
b) the item should be added to the agenda for the next meeting and the decision ratified at that time; or
c) the decision shall be ratified by ballot.

7.3.8 Organization of work
When starting a new project, the TC should

a) prepare a plan of action for completing the project, including details of those phases to be undertaken by
   i) specific individuals;
   ii) TFs;
   iii) TSCs; or
   iv) the committee as a whole; and

b) assist CSA staff in establishing a timetable for the completion of the project (see Clause 6.6), taking into consideration the
   i) available information;
   ii) available resources; and
   iii) urgency of the project.

7.3.9 Rules of procedure for conducting a meeting

7.3.9.1 General

7.3.9.1.2
Although meetings of CSA committees are normally informal, there are instances when a formal procedure is desirable for presenting and handling motions. The procedures outlined here do not amend the CSA by-laws but provide procedures, within the framework of the by-laws that can be used when a formal procedure is felt to be necessary.
7.3.9.1.3
The chair is expected to remain neutral. If a chair wishes to become involved in the discussion, he/she should relinquish the chair to the vice-chair for that agenda item, thereby maintaining the neutrality of the chair. See Clause 4.4.1 of Directives and guidelines, Part 1.

7.3.9.2 Additional agenda items
Any item should be considered to be properly before the meeting if it appears on an agenda that was prepared and distributed before the meeting. An item may be added to or deleted from the agenda when the adoption of the agenda is addressed.

7.3.9.3 General discussion
To address agenda items requiring a motion(s), the chair should call for a general discussion before the presentation of the motion(s).

7.3.9.4 Motions and amendments to motions
It is preferred that committees make progress by consensus rather than by formal motions and voting. However, if this is not possible, the following procedures are appropriate.

7.3.9.4.1
When discussion of an item is considered by the chair to have been sufficiently thorough, a motion may be presented. All motions should be worded in a positive sense, be recorded, and be accepted only when duly moved and seconded.

7.3.9.4.2
When a motion for adoption of a proposal has been presented, amendments thereto, duly moved and seconded, shall be permissible, as shall amendments to an amendment. Each amendment should be voted on separately.

7.3.9.4.3
In the case of a main motion, an amendment, and an amendment to the amendment, the chair should submit the three motions in the reverse order in which they have been made. No motion or amendment shall be voted on until any and all motions amending it have been voted on.

7.3.9.4.4
Before the final vote is taken on the main motion, a new amendment may be moved and it too may be amended. Any number of amendments may be moved, provided this procedure is followed.

7.3.9.4.5
An amendment may propose to add, change, or delete certain words. Every amendment shall be relevant to the motion on which the amendment has been proposed. It should not introduce arguments that are irrelevant to the main motion. Generally speaking, an amendment should restrict rather than enlarge the field of debate.

7.3.9.4.6
An amendment that is an expanded negative shall not be acceptable. An expanded negative is an amendment that, if carried, would produce the effect of a negative vote on the main motion.
Note: The proper course of action in such a case would be to vote against the motion. An example of such an amendment would be one deleting the word “adopt” from the motion and substituting the word “reject.”

7.3.9.4.7
A motion to close debate on the main motion may be made. If the motion to close debate is carried, the chair shall proceed to put to vote any amendments to the main motion, and the main motion. If the motion to close debate is defeated, debate continues.

7.3.9.4.8
A motion may be withdrawn by the mover before it has been stated by the chair.

After a motion has been stated by the chair, the mover may make a request to withdraw the motion. If it is the consensus of the voting members who are present, the motion shall be withdrawn. If not, the chair may take a vote to allow the withdrawal.

7.3.9.4.9
Up to the point of taking the final vote on a motion, another motion may be made to lay the motion on the table*. To resume consideration of the main motion, a member may move to take it from the table. A motion that has not been taken from the table expires upon the adjournment of the meeting.

* The term “lay the motion on the table” means to remove the motion from consideration.

7.3.9.5 Voting

7.3.9.5.1
Voting members have an obligation to vote on all motions. A motion shall be declared carried if the affirmative vote constitutes
a) at least two-thirds of the votes cast; and
b) at least 50% of the total voting membership.

All motions (carried and defeated) and their results shall be recorded in the minutes. Withdrawn motions should not be recorded in the minutes.

7.3.9.5.2
When a recorded vote is being taken, the project manager shall be present to record the vote of each voting member, including the chair. The result of a recorded vote shall be recorded in the minutes.

Note: It is recommended that a roll call be used for this vote and the individual votes be recorded on the tally sheet.

7.3.9.6 Presentations

Anyone may present written information to a CSA committee. If, subsequent to a written submission, an individual wishes to make a presentation, this may be permitted by the chair, in consultation with CSA staff, under certain circumstances such as the following:

a) non-members of the committee whose presentation would constructively advance the work of the committee, and who wish to ensure that their views are fully appreciated by the committee (see Clause 7.3.5.2); or
b) negative voters who consider that their viewpoints have not been adequately expressed in the minority report.
Such presentations should be of defined duration; the time allocated to the presentation should be commensurate with the importance of the topic.

7.3.10 Minutes of meetings

7.3.10.1 General

7.3.10.1.1
Formal minutes should be prepared and issued as soon as possible after a meeting. They should be concise and in plain language. See Annex D for an example.

Notes:
1) *It is the project manager’s responsibility to take an accurate set of notes of the committee’s discussions and actions. An audio recording device should be considered supplementary to the notes and may be useful for recording such items as motions and discussions that are particularly involved or that contain nuances requiring later review to be fully appreciated.*

2) *The use of an audio recording device may at first discourage certain members from participating in the meeting. It should be explained that the recording is being used only to supplement notes and for clarification and not as a permanent record. See also Clause 7.3.10.4.*

7.3.10.1.2
Minutes should include, as a minimum, the following:

a) a caption, including a statement regarding distribution (for the wording of the statement, see Annex D);
b) the committee identification and place and date of the meeting;
c) which proxies were held by members;
d) attendance list (including members absent);
e) summary of discussions;
f) all items agreed to by consensus;
g) all motions and the results;
h) recorded votes;
i) all action items, including who is responsible for the action; and
j) information concerning the next meeting.

The minutes should end with a statement concerning adjournment so that readers know that they have reached the end.

Note: In most cases, it is preferable that individuals not be named in the minutes. However, there are certain circumstances (e.g., when members wish their actions or votes to be recorded, when policy is being made, or when there is a strong objection to a motion) in which specific mention of individuals, such as the mover and seconder of a motion, may be appropriate.

7.3.10.2 Adoption of previous minutes

Note: *Minutes are draft minutes only, until adopted.*

7.3.10.2.1
Draft minutes should only be revised when the record is actually incorrect. Changes to prior decisions (e.g., because additional information has been presented) are not corrections to the draft minutes but are properly part of the minutes for the current meeting.
7.3.10.2.2
When corrections to draft minutes are agreed upon by the committee, the changes should be recorded in the minutes of the meeting at which the draft minutes are adopted. These changes may be in the form of deletions from or additions to a specific minute by number and line or the rewriting of a specific sentence or paragraph.

7.3.10.2.3
In extreme circumstances, it may be necessary to rewrite and reissue the draft minutes as corrected. Before being reissued, such minutes should be clearly marked “as corrected”, with the date such corrections were agreed upon. Care should be taken that all original recipients are sent the corrected version and requested to discard the earlier version.

7.3.10.3 Distribution of minutes
CSA owns copyright in the minutes of CSA meetings. Minutes are intended for committee use only. Accurate interpretation of minutes requires familiarity with the subject and knowledge of the committee work and status, and should be done within the context of the ongoing committee discussions. See Directives and Guidelines, Part 1, Annex B, Clause B.2.2.2.

Minutes should be distributed to all committee members. Minutes shall not be reproduced or redistributed outside the committee without the prior authorization of CSA, except as permitted by Directives and Guidelines, Part 1, Clause 10.3.1.3.

In the event of requests from the media or others whose interest may relate to litigation (in process, pending, or anticipated), the Executive Director, Standards should be consulted. In addition, Corporate Communications and the Corporate Secretary shall be consulted before a response is made to requests from the media.

Committee secretaries who are not project managers should ensure that minutes of meetings are sent to the project manager for CSA staff review before being copied and distributed.

7.3.10.4 Retention
The minutes shall be filed as a permanent record of the meeting in CSA files.

The notes and audio recordings from the meeting should be kept until the minutes have been formally adopted. The notes and audio recordings may then be destroyed.

Stage 4— Inquiry Stage

8 Public and internal review

8.1 General
This clause describes the procedures for offering the draft to the public for review and comment, for having the committee consider those comments, and for internal review of the draft by CSA staff. Interpretations do not require public review.
8.2 Public review

8.2.1 Review requirements

8.2.1.1 At an appropriate time during the development of a CSA Standard, CSA shall offer the draft for public review for a minimum of 60 calendar days by notification in CSA or other publications or by electronic means. This period may be shortened in cases where urgent needs related to safety, health, or the environment may exist.

8.2.1.2 The start of the public review period shall be determined by the project manager, with the concurrence of the chair or executive committee. However, the close of the public review period shall precede the close of the TC ballot or the date of the TC recorded vote.

Note: To ensure that comments in the public review are duly considered by the CSA committee, the public review period should close before the beginning of the final approval process.

8.2.1.3 CSA staff shall distribute or arrange to provide a copy of the draft for purposes of public review to interested parties that request a copy. The membership list of the relevant Technical Committee may be included with public review copies. Such membership lists shall not include information of a personal nature (see Directives and Guidelines, Part 1, Clause 4.3.3).

Note: This notification is a responsibility of CSA staff. If the draft is substantially revised as a result of comments received from public review, the revised draft may be issued for a second public review period.

8.2.2 Consultation mechanisms

To solicit additional public/stakeholder input, CSA staff, or a committee with the concurrence of CSA staff, may develop a list of technical experts and other peer groups who can act as reviewers of the draft. See Directives and guidelines, Part 1.

8.2.3 Consideration of comments

Comments received on drafts through the public review process shall be passed on to the appropriate committee for consideration, and for response if requested.

8.3 Advancing the draft CSA Standard to internal review

Responsibility for the technical content of a CSA Standard rests solely with the TC. When the TC has reached consensus on technical content, the project manager shall submit the draft for internal review followed by the approval process.

8.4 Internal review

Prior to technical approval, a draft CSA Standard shall be submitted for internal (CSA staff) review. The internal review includes a quality review and a preapproval edit.

The internal review verifies compliance with CSA policy per Directives and guidelines, Part 3 and CSA editorial style per CSA-SDP-3.2.
Stage 5 — Approval Stage

9 Approval of the technical content of a draft CSA Standard

Note: Formal approval of a draft CSA Standard includes approval of the technical content by the TC, including the disposition of negatives and consideration of comments, and a second level review and approval (see Clause 10).

9.1 General

9.1.1 The technical content of draft CSA Standards shall be approved by a TC. Approval shall be accomplished by conducting a ballot or by a recorded vote at a meeting (held in person or by video/teleconference).

Note: The technical content is the responsibility of the TC. The SSC may request that a copy of the draft CSA Standard be sent to the full SSC for information. TSCs do not vote on draft CSA Standards.

9.1.2 The technical content of a draft CSA Standard, including any informative text, e.g., informative annexes or a preamble, shall be considered approved when

a) the numerical requirements in Clause 9.4 have been met;

b) any negative votes have been dispositioned in accordance with Clause 9.6, and comments have been considered; and

c) any due process ballots (see Clause 9.8) on unresolved negative votes have been completed.

Note: The preface of a CSA Standard is the administrative history of the document and is prepared by the project manager in consultation with the TC chair. It is not considered part of the content under consideration for approval.

9.2 Criteria for technical approval

The criteria for TC approval of the technical content of a draft CSA Standard shall be as follows:

a) the technical requirements are reasonable and justifiable considering the state of the art in the particular field;

b) the draft fulfils the defined need; and

c) the scope of the draft is consistent with the technical requirements included.

9.3 Voting options for technical approval

9.3.1 To vote on the technical content of a draft CSA Standard, one of the following options shall be used:

a) affirmative — when the technical content of the draft is acceptable as presented;

b) affirmative with comment — when the technical content of the draft is basically acceptable, no substantive changes are required, and editorial changes or clarifications are proposed; or

c) negative with reason — when the technical content of the draft is deemed unacceptable, in error, or incomplete. Negative votes shall be supported with reasons. Whenever possible, the negative voter should include suggestions for alternatives that would enable the voter to reverse the negative vote.

9.3.2 Ballots marked “abstain” shall be considered not cast. Consideration of accompanying comments is at the discretion of the project manager.
9.4 Numerical requirements for approval

9.4.1
All voting members have the obligation to vote.

9.4.2
To meet the numerical criteria required for approval
a) the affirmative votes shall constitute greater than 50% of the total voting membership; and
b) the affirmative votes shall constitute at least two-thirds of the votes cast.

Note: For example, with a committee of 30 voting members:
a) If all members cast ballots, 20 of the 30 votes would have to be affirmative.
b) If 25 members cast ballots, 17 of the 25 votes would have to be affirmative.
c) If 16 members cast ballots, all 16 would have to be affirmative.

See Clause 9.6 regarding disposition of negative votes and comments.

9.5 Conducting a ballot or recorded vote

9.5.1 Technical approval by ballot

9.5.1.1 General
Ballots shall be issued by CSA staff.

9.5.1.2 Distribution
The cover letter, the ballot, and the draft CSA Standard shall be sent* to all voting members of the committee.

The cover letter and the draft CSA Standard shall be sent* to all nonvoting members of the committee.

* Notification of the document’s availability in an electronic shared workspace is deemed equivalent to sending or distributing the document.

9.5.1.3 Ballot period
The normal time allotted for reply to a ballot is 30 calendar days. This may be shortened to 21 calendar days with the permission of the TC chair. When all replies have been received prior to the end of the allotted reply time, the ballot period shall be considered closed at the end of the day on which the last reply was received.

9.5.1.4 Insufficient returns
If at the closing date there are insufficient returns to meet the numerical criteria for approval, the project manager should authorize an extension up to a maximum of 14 calendar days. During that time CSA staff shall attempt to gain sufficient votes to close the ballot by contacting those from whom ballots have not been received. The extended ballot closing date shall be recorded on the ballot summary.

9.5.1.5 Review of results of a ballot
The project manager shall provide a summary of the balloting, including reasons for any negative votes and any other comments, to the chair of the TC. The project manager should attempt to resolve all outstanding issues (negatives and comments) with the appropriate chair(s). Technical input should be reviewed with the TC chair and, where appropriate, the TSC chair. See Clauses 9.6 and 9.7. Those items...
that need further attention from the TC should be addressed in correspondence or at a meeting (in person or by video/teleconference). See Clause 9.6.5.

9.5.2 Technical approval by recorded vote at a meeting

9.5.2.1 General
Recorded votes shall be conducted by CSA staff only.

9.5.2.2 Notice
A notice shall be issued at least 21 calendar days prior to the meeting advising the committee that a recorded vote is to be taken. A copy of the draft shall be included with the notice.

9.5.2.3 Proxies and alternates
A voting member who is unable to attend a meeting may be represented by an accredited alternate (see Directives and guidelines, Part 1) or may give another voting member his/her proxy. Alternates and proxies should have their status clearly documented prior to the meeting. A proxy may be assigned for a single agenda item, for a subject area, or for the whole meeting. Any such restrictions should be noted on the proxy form. Proxies should not be assigned to CSA staff.

The votes of proxies and alternates shall be counted only if the voting members they represent are absent.

Note: It is in the member’s best interest to choose and direct his/her proxy with care to ensure that any decisions taken reflect his/her needs and wishes.

9.5.2.4 Insufficient members present
Should there be insufficient members present to meet the required number of affirmative votes specified in Clause 9.4, the absent voting members shall subsequently be notified of any changes to the draft accepted by the TC (see Clause 9.5.2.6) and polled for their votes in accordance with Clause 9.5.1.4.

Note: Proxies are not counted when determining if a quorum is present.

9.5.2.5 Voting
All negative votes shall be dispositioned and comments considered in accordance with Clause 9.6.

9.5.2.6 Changes to the draft
Changes made to the draft by the TC at the meeting shall be acceptable, provided they receive the required affirmative votes (see Clause 9.4), notwithstanding that those changes were not circulated prior to the meeting. The draft CSA Standard shall be considered approved with the changes. The agreed changes shall be minuted.

Note: See clause 5.3.2.1 regarding changes to the scope of a draft CSA Standard.

9.5.2.7 Documenting votes
Members’ votes (together with the reasons for and disposition of any negative votes) shall be recorded in the minutes by CSA staff or the committee secretary in such a manner that each member’s vote is identified.
9.6 Consideration of comments and negative votes

9.6.1
All negative votes shall be dispositioned and processed in accordance with Clauses 9.6.2 to 9.8.3. All comments shall be considered.

9.6.2
A negative vote received after the closing date for the ballot (including any authorized extension) should normally be considered new business and shall not necessarily be cause for delaying the publication of the CSA Standard. The reasons for the negative vote shall be reviewed by the project manager with the TC chair. The project manager, in consultation with the TC chair, may decide that the negative vote requires consideration before publication of the CSA Standard.

9.6.3
When a negative vote is cast by the TC chair, its disposition shall normally be processed by the vice-chair in consultation with CSA staff to avoid any real or perceived conflict of interest.

When a vice-chair is not available or has also voted negative, CSA staff should assist the TC in their selection of another member, or small group of members, for this purpose. If agreement by the TC cannot be reached on the selection of a member(s), a ballot should be issued or a recorded vote held as indicated in Clause 9.6.5 to disposition the negative vote.

9.6.4
Acting on behalf of the committee and with the concurrence of the project manager, the TC chair shall take one or more of the following courses of action, as appropriate, to respond to negative votes:

a) Rule the negative vote nongermane if
   i) it is not accompanied by supporting reasons; or
   ii) the negative vote and supporting reasons are not relevant to the items being balloted. Such votes shall be considered as not cast when considering the requirement for at least two-thirds affirmative votes from the votes that have been cast. The cover letter of the ballot shall contain notice of this provision.

b) Attempt to resolve each negative vote by editorial changes or explanation and thereby have the negative vote changed to affirmative; only the negative voter can change his/her vote.

c) Rule the negative vote nonpersuasive if the particular reasons for the vote have previously been considered and not accepted by the TC; this decision shall be supported by committee records. Negative votes that have been ruled nonpersuasive shall not be counted as affirmative votes unless the member revises his/her vote to affirmative.

d) Refer the negative vote to the TC (see Clause 9.6.5) if the particular reasons for the vote have not previously been considered by the TC or if the vote has not been dispositioned under Items a), b), or c) above.

9.6.5
The TC may rule that

a) the negative vote is persuasive and should be accepted. In this case the change(s) to the requirements in the draft shall be approved by the TC, except as permitted by Clause 9.5.2.6;

b) the negative vote is persuasive but should be considered for future study. In this case, with the concurrence of the voter, the vote shall be reclassified as affirmative;

c) the negative vote is persuasive and the draft CSA Standard should be put on hold for further study; or
d) the negative vote is not persuasive.

In all cases the ruling shall be documented.

9.6.6 CSA staff shall inform negative voters of the action taken in reference to their negative votes. If a negative vote has been ruled nonpersuasive and the voter still does not wish to revise the vote to affirmative, a request may be made by the voter for a due process ballot by the SSC (see Clause 9.8). 

Note: Reasons for negative votes and the action taken to disposition them are reviewed when conducting the second level review.

9.7 Processing comments and the resolution of negative votes

With the concurrence of the project manager, the TC chair shall determine whether changes resulting from the consideration of comments and the resolution of negatives are technical or nontechnical. Technical changes to the draft shall be confirmed by ballot or recorded vote.

The project manager shall

a) send any significant nontechnical changes to the TC for its information only;

b) refer proposed technical changes to the TC for approval unless they were previously approved as part of the TC voting that ruled the negative vote persuasive (see Clause 9.6.5 (a)).

c) if requested by the submitter(s) of an unresolved negative vote(s), ie, those ruled nonpersuasive, submit the results of the disposition to the SSC for due process ballot in accordance with Clause 9.8; and

d) update the draft CSA Standard in preparation for the second level review and approval, and publication.

9.8 Ballots requested on unresolved negative votes

9.8.1 SSC due process ballot

9.8.1.1 Reasons for negative votes and the action taken to disposition them are reviewed when conducting the second level review. However, if requested by the submitter of an unresolved negative vote(s), i.e., those ruled nonpersuasive, a due process ballot shall be submitted to the SSC. The due process ballot is to confirm that the procedures specified in Clauses 9.6 and 9.7 were adhered to with regard to the handling of the unresolved negative vote(s).

9.8.1.2 When a due process ballot of the SSC is required, the cover letter, ballot form, and a record of the unresolved negatives, with the reasons for them and the committee’s position on them, shall be distributed to all voting members of the SSC. The cover letter and record of the unresolved negatives (with reasons and committee position) shall be distributed to nonvoting members of the SSC for information. The draft CSA Standard should be distributed only when it is required for a full understanding of the reasons for the negatives and for the committee position.

9.8.2 Voting options for SSC due process ballot

To vote on an SSC due process ballot, one of the following options shall be used:

a) affirmative — when the member believes that written procedures were adhered to with regard to the handling of the unresolved negative vote(s); or
b) **negative with reason** — when the member believes that written procedures were not adhered to with regard to the handling of the unresolved negative vote(s). Negative votes shall be supported with reasons. Whenever possible, the negative voter should include a recommended action for proceeding.

9.8.3 Numerical requirements for due process ballot approval
See Clause 9.4.

10 Second level review (SLR)

10.1 General
The SLR is conducted all items noted in Clause 9.4.2 of Directives and guidelines, Part 1. Following approval of the technical content by the TC, completion of any SSC due process ballots on unresolved negative votes, and SSC authorization regarding changes affecting the scope, the draft shall be submitted for second level review and approval.

10.2 Conducting the SLR
It is the responsibility of the SLR Chair to ensure that applicable process requirements were completed before acceptance. If necessary, the responsible TC or SSC may be consulted.

10.3 Decision of the SLR chair
To complete the SLR, the SLR chair shall either accept or reject the SLR submission. If the submission is rejected, it shall be referred back to the project manager to take appropriate action.

Stage 6 — Publication Stage

11 Publication of a CSA Standard

11.1 General

11.1.1 This clause describes the conditions that shall be met to publish a CSA Standard.

11.1.2 A draft CSA Standard shall be considered formally approved for publication when it has been processed in accordance with the requirements of Clauses 9 and 10.

11.1.3 Public notification of the publication of a CSA Standard shall be given by electronic means. **Note:** Interpretations are normally published on the CSA web site. Endorsed Standards are not stocked or sold by CSA.
11.2 Publishing a CSA Standard as a National Standard of Canada

11.2.1 General
CSA is accredited as an SDO by the Standards Council of Canada. As such, CSA is authorized to prepare National Standards of Canada. Approval to publish a CSA Standard as a National Standard of Canada is granted by the Standards Council of Canada. Such approval is requested by CSA staff.

CSA Standards that are being published as National Standards of Canada are subject to the requirements of the Standards Council of Canada Document CAN-P-1 Part 2.

11.2.2 Language requirements for National Standards of Canada
All National Standards of Canada are required to be available in both official languages, English and French.

Note: Some exceptions have been authorized by the Standards Council of Canada, e.g., international Standards being adopted that are only available in one language.

Consideration should be given to the resources required to translate a draft CSA Standard (see Directives and guidelines, Part 1). Translation of a CSA Standard should begin at the internal review stage referred to in Clause 8.4 and shall be coordinated by CSA staff.

11.2.3 Other considerations
The decision to publish a CSA Standard as a National Standard of Canada should include consideration of the following:

a) CSA policy (see Clause 4.3.2 of CSA policy document CSA-SDP-1);

b) copyright requirements on the adoption of international Standards (see Clause 6.3.2); and

a) the needs of any regulatory authorities involved.

Stage 7 — Maintenance Stage

12 Maintenance

12.1 General
It is the responsibility of CSA staff and committee members to maintain CSA Standards under their jurisdiction with the objective of keeping them up-to-date and technically valid. This clause describes the maintenance of a CSA Standard, which may include the publication of amendments or errata, the interpretation of a CSA Standard or clause thereof, and the systematic (five-year) review of all CSA Standards.

12.2 Amendments and errata

12.2.1
An amendment alters, adds to, and/or subtracts from technical provisions in an existing CSA Standard. Amendments shall be developed by the consensus development process as defined in Stages 0 through 6.

12.2.2
Amendments should not be issued to an edition that has existed for five or more years.
12.2.3
Resources shall be considered in the decision to develop and publish amendments. Amendments should be developed when
a) an emergency arises, such as environmental protection or health and safety issue;
b) a conflict with another CSA or National Standard has been identified;
c) obstacles to trade have been identified;
d) requirements are deemed to be impracticable;
e) updates are necessary to be in line with current practices or requirements;
f) the CSA Standard is being used to mislead consumers and other users of a product, process, or service addressed by the CSA Standard; or

g) related legislation has been or will be enacted.

12.2.4
Where the CSA Standard is an adoption of an international Standard, the TC shall review any changes made to the international Standard to determine if an amendment to the CSA Standard is warranted.

12.2.5
Revision(s) to the scope of a CSA Standard beyond the TC’s terms of reference that results from an amendment require the approval or authorization by motion by the SSC.

12.2.6
No more than three separate amendments, or any single amendment replacing more than one-third of the pages, shall be published modifying a current CSA Standard. The development of a fourth amendment or an amendment exceeding one-third of the length of the CSA Standard as originally published shall result in the publication of a new edition of the CSA Standard. The only exception to these requirements is in the case where the CSA Standard is an adoption of an international Standard. In that case, the revision shall be kept consistent with that of the international Standard even if three amendments is exceeded or more than one-third of the pages are replaced.

12.2.7
Errata may be issued to correct errors after a CSA Standard has been published. Examples include typographical errors, misprints, misspellings, and omissions of approved text. Errata should only be published where the errors may cause confusion or misuse of the CSA Standard. Errata are issued on the joint authorization of the project manager and the Manager, Editorial Services and do not require committee approval.

12.3 Interpretation of a CSA Standard

12.3.1 General

12.3.1.1
While it is always CSA’s goal to use language in its CSA Standards that is sufficiently clear that it is unnecessary to explain or amplify the original intent of the TC responsible, occasionally questions arise after the CSA Standard is published regarding the meaning of portions of the CSA Standard as they relate to specific applications. An interpretation is a written clarification of the meaning of a provision of a CSA Standard, provided by the applicable TC in response to a written request for an interpretation.

Note: Normally, clarification is provided in the form of a “yes” or “no” answer to a question. However, the TC can also make a statement about the provision being queried.
12.3.1.2
Responses to other inquiries regarding a CSA Standard, or any clause thereof, may be provided by CSA staff. However, these responses shall not be considered as official technical interpretations.

12.3.2 Consideration for a request for interpretation
Requests for interpretation shall not be considered if
a) the matter is known to be before the courts or an administrative tribunal*; or
b) the requests refer to
   i) a superseded or withdrawn CSA Standard, or any clause thereof, except to respond to a Standard referenced in regulations;
   ii) an endorsed Standard†;
   iii) notes or informative annexes of published CSA Standards; or
   iv) errata.

* The period during which a matter is considered to be before the courts or an administrative tribunal includes the time from which formal steps are taken to begin a proceeding in the relevant forum to the expiry or disposition of all appeals.
† Requests for interpretation of CSA Standards not published by CSA (ie, endorsed Standards) should be referred by the requester to the originating Standards Development Organization. The CSA TC responsible for approval of an adopted CSA Standard also assumes responsibility for its subsequent interpretation as a CSA Standard.

12.3.3 Submitting requests for interpretation
All requests for interpretation shall be submitted to CSA staff for formal action.

12.3.4 Responsibility
The interpretation of a CSA Standard or any clause thereof, is the responsibility of the TC. Individual committee members, including the chair, shall not provide official interpretations of CSA Standards.

A TC may instruct any established or new subsidiary committee to prepare a proposed interpretation. Such an interpretation shall then be forwarded to the TC for technical approval either by ballot or by recorded vote in accordance with Clause 12.3.6.

12.3.5 Preparing a proposed interpretation

12.3.5.1
All requests for interpretation should, as a minimum,
 a) define the problem, making reference to a specific clause;
 b) provide an explanation of the circumstances surrounding the actual field situation; and
 c) be phrased
   i) preferably as a question, to permit a specific “yes” or “no” answer; or,
   ii) alternatively, as a statement, to permit an “agree” or “disagree” answer.

12.3.5.2
The project manager should review the request in consultation with the TC and/or TSC chair to ensure that it is
 a) truly a matter for interpretation and not new business; and
 b) clearly worded.

Note: See clause 5.3.1.3.
12.3.5.3
Provided the request satisfies Clause 12.3.5.2, the project manager shall refer the request to the TC or a subsidiary committee for its consideration and response.

In the case of an inactive TC, the chair, with the assistance of one or two members and the project manager, should draft an interim interpretation for formal approval by the appropriate SSC.

12.3.5.4
An interpretation may address either the literal text or the intent of the text of a CSA Standard as follows:

a) An interpretation of the literal text is really an explanation, perhaps using different words or expanding on the original wording, without changing the intent of the text. This may be determined from committee records or by invoking the collective memory, and achieving agreement as to that memory, of those providing the interpretation.

b) An interpretation of the intent of the text is applicable in cases where the wording of a particular clause precludes something not contemplated at the time of writing the CSA Standard. Again, committee records, discussions, notes, and the collective memory of those who were present at the time the CSA Standard was drafted should be used to interpret intent, and to confirm that it was truly the intent of the consensus at the time of writing.

If there is any doubt whatsoever about intent, the literal interpretation should be used until the CSA Standard can be reconsidered, and this should be done without delay.

12.3.5.5
When the interpretation applies to a Standard that has been referenced in legislation and is used for regulatory purposes, generally speaking it should be of the literal text and not of the intent. In all cases, if there appears to be a difference between the literal text and the intent, an amendment to the CSA Standard should be considered as soon as possible.

12.3.6 Approval of an interpretation

12.3.6.1
All interpretations shall be approved by the TC, or by the SSC in the case of an inactive TC, before publication.

Members should cast a definite vote. This may be “yes/I agree” or “no/I disagree”. Where such a vote does not prove possible, the member may request additional information.

12.3.6.2
The results of the voting shall be assessed as follows:

a) If the “yes/I agree” votes meet the numerical requirements for approval in Clause 9.4, the proposed interpretation is accepted.

b) If the “no/I disagree” votes meet the numerical requirements for approval in Clause 9.4, the proposed interpretation is rejected;

c) If the votes support neither acceptance nor rejection, no decision is possible. The project manager should, in this case, consult the chair on action to be taken to answer the original request.

Note: As examples of action that may be taken, the interpretation may be reworded or the clause in the CSA Standard amended.
All minority votes shall be addressed. Any unresolved minority votes shall be considered by the TC and dealt with in a manner consistent with the principles for handling negative votes (see Clause 9.6).

12.3.6.3
Care shall be taken that the interpretation does not conflict with the current text. Should such a situation occur, the interpretation shall be considered not approved. The interpretation shall then be referred to the committee for consideration as an amendment to the clause in question.

12.3.7 Publication of an interpretation
Following a decision, the project manager shall send a copy of the interpretation to the requester, where appropriate to the TC and SSC, and where applicable to the appropriate advisory council*. The project manager shall arrange for the publication of the interpretation in a CSA or other publication and/or by electronic means. Interpretations are normally published on the CSA website.

* See Directives and guideline, Part 1 for information on advisory councils.

Note: Many CSA Standards are adopted by regulatory authorities. The implementation of interpretations of such Standards within any particular jurisdiction rests with the regulatory authority for that jurisdiction.

12.4 Systematic review of CSA Standards

12.4.1 General
A CSA Standard shall be reviewed at least every 5 years by the responsible TC. Adopted or endorsed CSA Standards shall also be reviewed as indicated in Clauses 12.4.3.2 and 12.4.4.3.

The result of the review shall be a decision to
a) reaffirm the Standard;
b) prepare a new edition or amendment; or
c) withdraw the Standard.

Notes:
1) Amendments do not eliminate the requirement for a 5 year review of the entire Standard.
2) The systematic review date may be extended beyond 5 years if the Standard is an adoption without national deviations of a "stabilized standard" as defined by the IEC or ISO/IEC JTC1.

12.4.2 Reaffirmation of a CSA Standard

12.4.2.1
A CSA Standard shall be considered for reaffirmation if
a) it remains technically valid without change;
b) the test methods, etc, are up to date; and
 c) the criteria for withdrawal are not applicable (see Clause 12.4.3.1).

Reaffirmation shall require approval by the TC, except as permitted by Clauses 12.4.2.2 to 12.4.2.4.

12.4.2.2
In those instances where a new edition is already in progress, the existing CSA Standard shall be rendered reaffirmed pending the new edition by CSA staff, provided it is forecast for publication within 18 months. Reaffirmation pending a new edition indicates that the CSA Standard remains valid pending preparation of the new edition. If the new edition is not forecast for publication within 18 months, the TC shall be balloted
a) to reaffirm pending the new edition; or
b) to withdraw the CSA Standard.

Note: 18-month staff reaffirmations are not permitted for National Standards of Canada.

12.4.2.3
In the case of five-year review and reaffirmation of CSA Standard that are adoptions or endorsements, CSA staff shall consult the responsible TC for a 30-day period. The TC members are responsible for notifying CSA staff if they wish to comment on the reaffirmation of the CSA Standard. If the result of the TC member consultation is positive, CSA staff shall render the CSA Standard reaffirmed and provide appropriate notification.

12.4.2.4
If, when a CSA Standard is due for review, the responsible TC is no longer active and CSA staff have determined by a 30-day inquiry that the CSA Standard should be retained, a public notice shall be issued advising that the CSA Standard is being extended for a further five years (see clause 12.4.5).

Note: As a minimum, inquiry should be made of any available members of the TC and the SSC Executive and, as applicable, the regulatory authorities.

12.4.2.5
When an English version of a CSA Standard is reaffirmed, the French version shall also be considered reaffirmed, and vice versa.

12.4.3 New edition or amendment of a CSA Standard

12.4.3.1
If the need for a new edition or amendment is identified to bring the CSA Standard up to date, the need for the new project shall be evaluated and authorized in accordance with Clauses 5.2 and 5.3.

12.4.3.2
When a Standard that has been adopted or endorsed by CSA is republished as a new edition by the originating SDO, consideration shall be given to adopting or endorsing the new edition. Consideration shall also be given to adopting or endorsing amendments published by the originating SDO. When such changes are judged to be not acceptable for Canadian use, the CSA Standard shall be amended noting the deviation from the adopted Standard and rationale provided to the Standards Council of Canada. Alternatively, the CSA Standard or endorsement may be withdrawn.

12.4.4 Withdrawal of a CSA Standard

12.4.4.1
A CSA Standard shall be considered for withdrawal when
a) there is inadequate funding or participatory support to maintain it;
b) it is no longer useful or of value, eg, when it no longer has a positive societal benefit/impact or it no longer meets the purpose for which it was written;
c) it is no longer being used; or
d) it conflicts with another national Standard.

Note: Timely inquiry or notification should be made to any impacted regulatory authorities. This can be achieved through participation of regulators on CSA committees or through other communication channels.
12.4.4.2
The Program Director, Standards, after due inquiry, may authorize the withdrawal of a CSA Standard. The withdrawal of a CSA Standard shall be approved by the TC, where one exists, and the second level review resource. When no responsible TC exists:

a) inquiry should be made of any available members of the TC and the SSC Executive and, as applicable, regulatory authorities; and

b) the SCC should be notified of the decision to withdraw if the CSA Standard is a National Standard of Canada.

12.4.4.3
If a Standard that has been adopted or endorsed by CSA is withdrawn by the originating SDO, consideration should be given either to withdrawing the recognition or preparing a new CSA Standard if such action is justified.

12.4.4.4
Standards endorsed at least five years previously and shown by inquiry to be no longer needed may be withdrawn by the Executive Director, Standards, provided that this action has been announced in a CSA or other publication and/or by electronic means, and 30 days has elapsed since publication of the announcement.

Note: Normally this announcement is published on the CSA web site.

12.4.4.5
When the English version of a CSA Standard is withdrawn, the French version shall be considered withdrawn also, and vice versa.

12.4.5 Public notification of maintenance action
Public notification of the reaffirmation or withdrawal of a CSA Standard shall be given in CSA or other publications, or by electronic means.
Annex A (normative)
Appeals and complaints

Note: This annex is a mandatory part of these Directives and guidelines.

A.1 General
This annex describes the procedures for submitting and processing appeals and complaints.

A.2 Procedural appeals

A.2.1 General

A.2.1.1 Any individual who believes that a CSA Standard is being prepared by procedures that do not conform to the Directives and guidelines may appeal to the SPB for a review of the project.

A.2.1.2 A procedural appeal shall be based on procedural matters and not on technical considerations.

A.2.1.3 Application for appeal shall not necessarily be considered cause for delaying the development or publication of a CSA Standard.

A.2.2 Submitting a procedural appeal

A.2.2.1 Before an appeal regarding procedures is brought to the SPB, the appellant should discuss the matter with CSA staff as this may lead to improved understanding and to a resolution that requires no further action.

A.2.2.2 If the appeal is a result of an unresolved negative vote, the issue shall have been addressed by the SSC in accordance with Clause 9.8 before the procedural appeal is brought to the SPB.

A.2.2.3 All procedural appeals shall be submitted in writing to the CSA Corporate Secretary and should:
   a) define the specific item that, in the opinion of the appellant, did not receive proper consideration by the relevant TC or SSC;
   b) quote the specific policy or directive (by clause number) that allegedly was not followed; and
   c) include documentation in support of the appeal.
A.2.3 Processing a procedural appeal

A.2.3.1
On receipt of an appeal, the Secretary, SPB, shall advise the appropriate SSC chair or TC chair, or both, and request copies of documents to be submitted within 21 days, showing all action taken in relation to the subject of the appeal.

A.2.3.2
The Secretary, SPB, shall review available documentation and, through discussion with the project manager, appellant, and other parties as appropriate, recommend a course of action acceptable to the parties involved.

A.2.3.3
Appeals to the SPB shall be handled by correspondence except that, when the chair of the SPB deems it necessary, a meeting of the SPB may be called to review a particular appeal (see Clause A.2.5).

A.2.3.4
If the matter cannot be resolved as a result of action taken in accordance with Clause A.2.3.2, the Secretary, SPB, shall forward copies of the appellant’s submission, together with that of the SSC chair or TC chair, or both, to all members of the SPB, and shall request their decision within 21 days.

A.2.3.5
Affirmative votes by at least two-thirds of the total voting membership of the SPB shall be required to uphold the appeal.

A.2.3.6
The Secretary, SPB, shall notify the appellant of the decision of the SPB and shall refer the decision to the appropriate CSA staff for implementation.

A.2.4 Review
The decision of the SPB shall be final.

A.2.5 Meetings
When, in the opinion of the chair of the SPB, a meeting of the SPB is necessary to review a particular appeal, the Secretary, SPB, shall call a meeting within 21 days.

Note: Consideration should be given to inviting the chairs of the appropriate SSC and TC, the appellant, and the CSA staff members coordinating the project.

A.3 Appeals concerning a negative vote ruled nongermane

A.3.1

A.3.1.1
If a negative vote at the TC level has been ruled nongermane, the voter may appeal this decision in writing to the project manager of the SSC within 30 days of the notice required in Clause 9.6.6.
The SSC shall give consideration to this appeal and shall make a recommendation(s) concerning the nongermane decision and provide suitable guidance to the TC chair.

**Note:** *Recommendations concerning the technical content should be avoided because this remains the domain of the TC.*

**A.3.1.2**
The project manager shall notify the appellant of the SSC decision.

**A.3.1.3**
The decision of the SSC shall be final.

**A.3.2**
If a negative vote at the SSC level has been ruled nongermane, the voter may appeal this decision in writing to the Secretary, SPB, within 30 days of the notice required in Clause 9.6.6.

The SPB shall give consideration to this appeal and shall make a recommendation(s) concerning the nongermane decision and provide suitable guidance to the chair of the SSC.

**A.4 Appealing a CSA decision regarding participation**

**A.4.1**
Decisions regarding CSA’s participation in, or withdrawal from, the development or maintenance of any CSA Standard are normally made in concert with the appropriate SSC; however, all final decisions are under the jurisdiction of CSA management.

The authority to publish a CSA Standard has been delegated to the Executive Director, Standards, by the Board of Directors.

Appeals of this nature are not considered part of the development process. They shall be submitted in writing to the CSA Corporate Secretary.

**A.4.2**
The CSA Corporate Secretary shall discuss the matter with the Executive Director, Standards, and respond to the appellant in writing within 21 days.

**A.5 Complaints**

Complaints shall be directed to the appropriate staff member for action in accordance with internal procedures and shall be provided impartial treatment.

CSA procedures shall:

a) deal with complaints and appeals promptly;

b) provide accessibility to the process to materially interested parties;

c) be made readily available to the public; and,

d) identify SCC’s role in the appeal process.
Annex B (normative)

Official records

Note: This annex is a mandatory part of these Directives and guidelines.

B.1 Records management

B.1.1 General
This annex defines criteria intended to ensure that all necessary records are retained to document the status and authority of publications while, at the same time, keeping storage needs to a minimum.

B.1.2 Staff responsibility
It shall be the responsibility of CSA staff to ensure that appropriate records of Standards development activity under their jurisdiction are produced and retained in accordance with internal operating procedures.

B.1.3 Committee secretary responsibility
In cases where the committee secretary is other than CSA staff, he/she shall ensure that meeting notices, agendas, minutes, and membership information circulated to the committee are copied to CSA staff for the record.

B.1.4 Records
As general guidance, appropriate records shall be retained in accordance with the CSA records retention schedule. Examples of records include:

a) statements regarding patented items (see Clause 5.2.3);
b) copyright release and permission;
c) written agreements pertaining to the development of Standards;
d) meeting notices, minutes, and agendas;
e) voting records;
f) committee terms of reference; and
g) draft versions of CSA Standards (and related correspondence).

A copy of all published CSA Standards shall be permanently retained.
Annex C (normative)
Development of regional, trinational, and binational Standards as CSA Standards

Note: This annex is a mandatory part of these Directives and guidelines.

C.1 General

C.1.1 The development of a regional, trinational, or binational Standard is a cooperative effort between CSA and one or more (as applicable) SDOs from different countries, which inevitably have differing policies, rules, and procedures.

C.1.2 The SDOs shall jointly formulate and agree to a process for the development, publication, and maintenance of the Standard(s) that respects the differences in their procedures and national requirements.

Note: See also Directives and guidelines, Part 1 regarding joint committees and task forces, and Directives and guidelines, Part 3 regarding joint publications.

C.1.3 To avoid the proliferation of, and conflicts among, various agreements and joint processes that may be developed between CSA and the SDOs of other countries, CSA staff leading the development of such processes or agreements shall consult with the Secretary, SPB prior to starting such activity.

C.2 Agreements

C.2.1 General
Before proceeding with the development of a joint CSA Standard, the SDOs involved shall prepare a written agreement covering the items in Clause C.2.2. The written agreement shall be reviewed by the Secretary, SPB, and the Executive Director, Standards, and the CSA Corporate Secretary. It shall be signed by the SDOs involved and the Executive Director, Standards.

C.2.2 Details of the agreement
The agreement shall cover the following items:
- roles of the parties involved;
- level of support of the SDOs involved;
- procedures to be followed to develop, approve, and publish the joint Standard;
- process to be followed to revise the published joint Standard;
- format of the draft and final publication;
- copyright and distribution rights (for the first edition, and any subsequent amendments or new editions, etc); and
- committee or task force structure.
C.3 Process

C.3.1
In general, all CSA Standards that are developed jointly with one or more SDOs from other countries shall be subject to the requirements of the Directives and guidelines, in addition to those of the other SDO(s). Deviations from the Directives and guidelines shall be approved by the SPB.

C.3.2
It may be necessary to deviate from CSA Standards Development administrative procedures to develop a set of harmonized procedures for the development of a joint Standard. Deviations to CSA Standards Development administrative procedures shall be approved by the Secretary, SPB.

A flow chart of the process agreed upon should be developed by one or more of the parties involved for purposes of clarity. A copy shall be retained with the signed agreement.

C.4 Records
The original of the signed agreement shall be provided to the Secretary, SPB, for retention.

A copy of the joint development procedures agreed to by CSA and the SDO(s) shall be provided to the Secretary, SPB, for retention.
Annex D (informative)

Example of minutes of meeting

Notes:
1) This annex is not a mandatory part of these Directives and guidelines.
2) Subsequent minutes would be numbered M2.1, M3.1, etc. where M = Minute and 2 = the second meeting.

<table>
<thead>
<tr>
<th>Doc Name:</th>
<th>File No.:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>These minutes are for CSA committee use only. They are not to be reproduced or redistributed outside the committee without the prior permission of CSA. Please contact the project manager for such permission. Visit CSA’s policy on privacy at <a href="http://www.csagroup.org/legal">www.csagroup.org/legal</a> to find out how we protect your personal information.</td>
<td></td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Canadian Standards Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC on Blue Widgets</td>
</tr>
<tr>
<td>Minutes of meeting held on 20XX-06-30</td>
</tr>
<tr>
<td>at CSA, Mississauga</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Members present</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Smail (Chair)</td>
<td>Smail and Associates Limited</td>
</tr>
<tr>
<td>L. Black (Vice-chair)</td>
<td>Black Drum Association</td>
</tr>
<tr>
<td>B. Aqua</td>
<td>Aqua Blue Limited</td>
</tr>
<tr>
<td>M. Chartreuse (Alternate for P. Red)</td>
<td>Chartreuse Corporation</td>
</tr>
<tr>
<td>J. Tan (Project manager)</td>
<td>Canadian Standards Association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guest present</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Guest</td>
<td>The Brown Group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Members absent</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Blue</td>
<td>Blue Bells Association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M1.1 Call to order</th>
</tr>
</thead>
<tbody>
<tr>
<td>The chair called the meeting to order at 9:00 am. Members were welcomed by J. Tan on behalf of CSA. It was noted that W. Blue had appointed L. Black as his proxy.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>M1.2 Agenda</th>
</tr>
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<tbody>
<tr>
<td>The agenda was adopted as distributed.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>M1.3 Minutes of previous meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>The minutes of the previous meeting held 20XX-01-17 were adopted as distributed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M1.4 Purpose of meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>The chair stated that the purpose of the meeting was to discuss the five-year review of CSA B12345 and the ABCD-70 Specification.</td>
</tr>
<tr>
<td>MOTION: To prepare a new edition, based on the ABCD specification, to supersede CSA B12345.</td>
</tr>
<tr>
<td>CARRIED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M1.5 Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>It was unanimously agreed to nominate B. Aqua of Aqua Blue Limited as the new chair of the committee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M1.6 Matrix</th>
</tr>
</thead>
</table>
Following changes in the industry, it was decided to recommend a change in the matrix of the committee. The following matrix was agreed:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producer interest</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>User interest</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Regulatory authority</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>General interest</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Action by project manager

The proposed matrix will be submitted to the Strategic Steering Committee on ____________ for approval.

M1.7
Next meeting
The next meeting will be held on 20XX-11-24 at CSA.

M1.8
Adjournment
There being no further business, the meeting adjourned at 5:15 pm.

Notes:
1) Those present should be listed in the following sequence: chair, vice-chair(s), members and alternates in alphabetical order, and the project manager. Their affiliation should be given; details such as province or state are not necessary.
2) In order to quickly identify motions and the results, the word MOTION and CARRIED (or DEFEATED) should be given in upper-case letters.
3) Responsibility for all actions should be assigned to an individual and given in the left margin. Initials are usually sufficient but, if there is any possibility of misinterpretation, the name should be spelled out.
4) Care should be taken to avoid attributing specific comments to named individuals.
Annex E (informative)

Example of an agenda

Note: This annex is not a mandatory part of these Directives and guidelines.

E.1 Meeting agendas

E.1.1 First meeting agenda

The agenda should be prepared by the project manager in consultation with the chair. The following provides an example of an agenda for the first meeting of a TC (see Clause 7.3.2 of these Directives and guidelines).

Note: Subsequent agendas would be numbered A2.1, A3.1, etc, where A = agenda and 2 = the second meeting.

Draft agenda
First meeting of the Technical Committee on Blue Widgets
20XX-01-17 (9:00 am – 5:00 pm)
CSA, Mississauga

A1.1 Call to order
A1.2 Housekeeping/Facility safety procedures
A1.3 Welcome and introductions
A1.4 Adoption of agenda
A1.5 CSA
  A1.5.1 Objectives
  A1.5.2 The organization
  A1.5.3 Standards development organization
  A1.5.4 Directives and guidelines
    Competition law policy
    Conflict of interest
A1.6 Proposed terms of reference
A1.7 Responsibilities and functions of the committee
A1.8 Assigned project(s), including objectives and scope
A1.9 Other business
A1.10 Next meeting
A1.11 Adjournment

E.1.2 Subsequent meeting agendas

Subsequent meeting agendas should include the following items as appropriate:

a) Minutes of previous meeting (adoption and review of action items);
b) Review of membership;
c) Five-year review of Standard(s);
d) Establishment of project schedule;
e) Review of project schedule/status update; and
f) Committee or subcommittee reports.