Communications Alliance
Nominating Organisation Policy

Introduction

Communications Alliance provides a unified voice for the Australian communications industry and to lead it into the next generation of converging networks, technologies and services. It offers a forum for the industry to make coherent and constructive contributions to policy development and debate, providing a vital unifying role on behalf of the industry and its members, particularly in areas of competition, innovation and industry development.

The prime mission of Communications Alliance is to promote the growth of the Australian communications industry and the protection of consumer interests by fostering the highest standards of business ethics and behaviour through industry self-governance.

Representing its members on external bodies

In representing our members in the communications industry sector, the employees of Communications Alliance can participate on committees and in other activities that are organised by government departments, regulators and industry.

Employees of Communications Alliance can also provide a liaison function on external committees for information sharing, for example, on committees managed by standardisation bodies such as Standards Australia.

Members representing Communications Alliance

Communications Alliance is not resourced to operate as a Nominating Organisation[1], and as such, does not offer this service. It neither maintains the capability nor has the capacity to provide all the services required as an effective Nominating Organisation for its members.

For information, examples of the typical roles and responsibilities of a Nominating Organisation and of a representative are reproduced in Attachment A and B respectively. The roles and responsibilities in these two

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[1] Nominating Organisations nominate their representatives to a committee, and the representative must represent the interests of the organisation that nominated them, as opposed to their own individual interests. Nominating Organisations can be Government agencies (both state and federal level) or major Australia-wide organisations or multinational organisations. Nominating Organisations can also be more localised organisations with a specific focus. Provided that the organisation represents a genuine sectoral interest, they can be asked to nominate representatives to appropriate committees. Source: *Standards Australia 'Nominating Organisation Guide.'*

examples are based on the processes described in the Standards Australia *Nominating Organisation Guideline*.

At the discretion of the CEO, in the circumstance where a certain activity warrants representation, the CEO can nominate a Communications Alliance member to represent the interests of Communications Alliance.

In circumstances when an external body, such as a standardisation body, notifies Communications Alliance that a committee position has become available, Communications Alliance can notify its members and assist them in getting in contact with the external body to seek representation. If members are to take up a committee position, they do in a capacity that does not claim to represent Communications Alliance.

Nominating Organisation role and responsibilities

General

- to have a primary contact who:
  - o supports the development and confirmation of the collective viewpoint of the Nominating Organisation.
  - o co-ordinates representation on Technical Committees, on behalf of the Nominating Organisation.
  - o be responsible for maintaining appropriate representation on Technical Committees.
  - o endorse the representative before they can assume a position on a Technical Committee.
- comply with Standards Australia's *Nominating Organisation Code of Conduct*.
- operate in accordance with, and require the representative to operate in accordance with, Standards Australia's Standards *Development Competition Law Guidelines*.
- have in place a transparent documented process for appointing representatives to Standards Australia Technical Committees and ensure the representative is appropriately qualified, knowledgeable and empowered to effectively contribute to the work of the committee.
- encourage the use of the Standards that it has helped develop.

With respect to Standards Australia projects:

- to be aware of current proposals and provide advice about whether the Nominating Organisation supports the proposed.
- publicise the draft to seek more feedback

With respect to the representative:

- brief the representative so that the collective view of the Nominating Organisation can be presented to the relevant committees.
- ensure that the representative is aware of their responsibilities to the Nominating Organisation and to Standards Australia.
- ensure that the representative is aware of and adheres to the *Technical Group and Committee Member Code of Conduct*.
- ensure the representative effectively represents the views of the organisation and make decisions at committee meetings without referring all matters back to the Nominating Organisation.
- ensure the representative is able to competently and actively participate in all committee meetings in person or via remote access throughout the course of a project.
- provide an appropriate mechanism for representatives to regularly report back to the Nominating Organisation on relevant issues arising from committee meetings.
- maintain a system to effectively review and manage issues such as non-contributing or non-participating representatives.

- have internal mechanisms that ensure the representative represents the views of the Nominating Organisation.

- arrange for a delegate to attend if the representative is unable to attend a committee meeting and inform Standards Australia of the substitution in advance of the meeting.

- change its representative at any time it deems appropriate, particularly where it believes its representative is not acting in its interest. Inform Standards Australia of any change in representation.

With respect to **reporting** by the representative:

- have internal mechanisms that ensure nominated representatives represent the views of the Nominating Organisation rather than the individual or company.

- make representatives aware of their responsibilities to the Nominating Organisation and to Standards Australia (*Handbook* and *Technical Group and Committee Member Code of Conduct*).

- brief the representative so that the collective view of the Nominating Organisation can be presented to committee members.

- provide appropriate mechanisms for the representative to regularly report back to the Nominating Organisation on relevant issues and decisions arising from committee meetings.

Nominated representative's role and responsibilities

- to fill out a [Nominating Organisation Representative Nomination Form](#)

Represent the interests of Communications Alliance

- provide the Nominating Organisation's position on project proposals. If the representative is submitting a Project Proposal, to engage with and obtain approval from the Nominating Organisation beforehand.

- consult the Nominating Organisation's membership before attending the project commencement meeting and regularly throughout the duration of the project.

- be able to effectively represent the views of the Nominating Organisation, e.g. submit votes and make decisions at committee meetings on behalf of the Nominating Organisation.

- at public comment stage, ensure that the Nominating Organisation's views have been provided through the process and assist in resolving all comments received.

- notify the Nominating Organisation of their intended vote at the committee ballot stage and confirm Communications Alliance's position before voting.

- provide regular reports to the Nominating Organisation on relevant issues and decisions arising from committee meetings. Use the *[Nominating Organisation Representative Report](#)*.

- notify the Nominating Organisation and Standards Australia if they are unable to attend a committee meeting.

Comply with all Standards Australia requirements

- sign and agree to uphold the terms of the *Committee Member Deed* (noting that if the nominated representative wanted to forward any Standards drafts or other formal documents to other Communications Alliance members, those members would also need to sign the Committee Member Deed)

- declare any interests they may have and be familiar with Standards Australia's *Standards [Development Competition Law Guidelines](#).*

- abide by Standards Australia's *[Technical Group and Committee Member Code of Conduct](#)*

- follow international and Standards Australia's principles of transparency and consensus, and actively contribute to reaching committee consensus.

Build an awareness of the Standards Development Process

- be familiar with the Standards Development process and be aware of their responsibilities to SA and their Nominating Organisation, in accordance with:

  o SG-001: Preparing Standards

  o SG-002: Structure and Operation of Standardisation Committees

  o SG-004: Roles and Responsibilities in Standardisation; and

  o the other various Standardisation Guides

- undertake relevant learning modules in the Standards Academy, e.g. the *Induction Program for Committee Members* and *How to Write Australian Standards*

Active participation in the Standards Development process

- be impartial and broadly represent national interests and priorities.

- participate fully in all committee work, in person or remotely, and provide technical input into the Standards being prepared, through the course of the project.

- arrange the resources for drafting, reviewing and discussing projects within the agreed timeframes.

- raise project issues and risks that need to be recorded, resolved and assist with their resolution.

- work towards alignment with existing International Standards wherever practical/relevant.

- fully and impartially consider public comment on draft Standards and provide meaningful reasons for the non-acceptance of proposed changes.

- vote at the ballot stage and if the vote is negative, clearly present an alternate position and the technical justification.