



IEC Conformity Assessment Board

Good Working Practice Guide

Introductory note

The IEC Conformity Assessment Board (CAB) is a management board of the IEC (it is not a committee). The guiding principle of those participating in the work of this board is to make decisions and take actions that are in the best interest of the IEC Conformity Assessment (CA) activities and the IEC as a whole.

Conduct and Good Practice

- **Participate as an individual**

In CAB and subgroup meetings, although you may have been nominated by a National Committee, or you may represent an IEC CA System, or a CAB subgroup, or a combination of these, your role is to express the ideas, concerns and rationale of your constituency and defend its position in the ensuing discussion, but then make decisions in the best interest of the IEC.

- **Use good meeting practice**

Whether face-to-face or by remote, meetings should be announced in advance giving sufficient time for members to prepare and participate. An agenda and meeting documents should be circulated in advance and discussion should follow that agenda.

- **Be courteous, polite and behave with respect**

Meetings are run by the Chair or Convener. Permission to speak at meetings is granted by them. If you wish to speak, you should attract the Chair's or Convener's attention, by either raising your hand or your nameplate (if you have one). Be quiet and listen while others are speaking and respect their opinion. The Chair or Convener will ensure that all those wishing to speak can do so at least once. A participant may speak again after all others wishing to, have spoken at least once.

- **Meetings are held in English**

English is the working language in the IEC, however it is often not the first language of many participants. If you are a native English speaker, be prepared to make concessions to others. Speak slowly and clearly, use short sentences, avoid metaphors, irony and colloquialisms. Be culturally aware. Be aware that words and humour that may be acceptable in one language may translate into something offensive in another.

- **Make good use of meeting breaks**

Make use of breaks and informal sessions for networking and to talk with other participants on important issues. It is often possible to reach agreement on difficult matters through simple informal discussions during breaks.

- **Uphold consensus and governance**

Be prepared to make concessions. A good meeting is one where everyone leaves satisfied with the results achieved and not where there are winners and losers. Uphold the principles of consensus, transparency, openness, impartiality, effectiveness, relevance and coherence. Follow the rules, the policy and abide by the principles. Consensus is achieved when there is majority support following full and free discussion.

- **Participate actively**

You have been nominated or you have chosen to participate in the work of the CAB due to your knowledge and expertise. It is your responsibility to be correctly prepared, attend meetings, participate actively and on any assigned tasks. You should accept assignments and respect commenting and voting (for CAB Members) deadlines on documents.

- **Highest Moral, Legal and Ethical Standards**

As a participant in the work of the CAB you are expected to conduct your affairs in good faith, honestly and in keeping with the highest moral, legal and ethical standards - keeping in mind that the IEC is an international, non-governmental, non-profit, membership organization.

- **“Competition” or “Anti-trust” law**

It is your responsibility to be aware of Competition and Anti-trust issues and to ensure that the discussions in IEC meetings do not stray into this area. Such issues concern the restraint of trade, price fixing, output restrictions, allocations of customers or territories, etc. IEC meetings are rather special in that they are one of the few places where competing companies can meet with each other. The competition authorities are aware of this and indeed encourage the standards development and CA process, but participants must respect the limits of what they can and cannot discuss.

- **Conflict of Interest**

Avoid conflict of interest or announce it if it cannot be avoided. Be honest. Be prepared to step aside if the conflict of interest cannot be mitigated or resolved.

- **Global social responsibility**

In your participation in the work of CAB, being socially responsible is important. Being socially responsible is about being accountable for the impacts of our decisions and activities on society and the environment through transparent and ethical behaviour. Wherever possible decisions should be taken that contribute to sustainable development with the goal of maintaining current quality of life for future generations.