

# Principles and Procedures for the Specialist Regional Body (SRB) Forum

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## Mandate

The Specialist Regional Bodies (SRB) Forum was established in 2007, to bring together the four SRBs:

- APMP – Asia-Pacific Metrology Programme
- APLMF – Asia Pacific Legal Metrology Forum
- APAC – Asia Pacific Accreditation Cooperation
- PASC – Pacific Area Standards Congress

to support the objectives and work of the Asia Pacific Economic Cooperation (APEC) *Sub-Committee on Standards and Conformance* (SCSC) and other APEC fora.

The goal of the SRB Forum is to facilitate the development and implementation of internationally aligned, harmonized standards and conformance infrastructures in each APEC member economy and across the region.

The APEC SCSC recognizes the important role of the SRBs and references the SRBs as a key stakeholder in their Terms of Reference.

The role of the SRB Forum is complementary to the roles of the individual SRBs interaction with APEC SCSC and other related fora.

## Objectives

The key objectives of the SRB Forum are to:

- Develop awareness of the value of the standards and conformance infrastructure and its role in assisting APEC meet its objectives
- Identify standards and conformance projects and solutions to APEC that advance APEC's agenda, objectives and priorities, and assist in their delivery
- Contribute to APEC's work through technical assistance and capacity building
- Maximize the opportunities and contribution for SRB engagement within APEC and other fora
- Be a forum for co-operation and collaboration amongst SRBs and agree, to the extent possible, on a common position for SRB-related items at APEC meetings
- Report to the APEC SCSC on the recent and upcoming activities of the SRBs including identifying opportunities for engagement between SRBs and between the SRBs and APEC

- Seek appropriate support and funding for mutually agreed/joint activities
- Identify, develop and maintain mechanisms to promote the work of the SRBs to external parties

## **Roles and activities**

### **SRB Forum Convener**

The role and activities of the SRB Forum Convener are:

- Maintaining an effective working relationship with the APEC SRB Shepherd
- Ensure timeframes for the completion of SRB actions in relation to APEC SCSC meetings and activities are achieved
- Keeping SRBs informed on key developments and opportunities
- Enabling coordination and joint approaches amongst SRBs to assist APEC in achieving its objectives
- Represent the SRBs, as agreed by the SRBs

### **SRB Convener and Deputy**

The SRBs agree to appoint an SRB Forum Convener for an annual term. A further term may be approved by the SRBs.

The SRBs agreed to appoint a Deputy Convenor.

In the instance the Convenor steps down, the Deputy would replace the outgoing Convenor for the remainder of the term. A new Deputy will be appointed following consultation between the SRBs.

The Deputy is encouraged to provide support to the Convenor in fulfilling the required roles and responsibilities of the position. The Deputy will assist the Convenor by providing advice when required, managing workloads and helping to achieve objectives in a timely and efficient manner.

Regular consultation and liaison is encouraged between the Convenor and Deputy for purposes of transparency and information sharing. This will assist in instances where the Deputy is required to stand-in for the Convenor.

The appointment of the Convenor will be guided by the criteria that are considered both essential and desirable for the person undertaking the role of SRB Forum Convener (refer Annex One).

## **Specialist Regional Body**

Each SRB will use their best endeavors to further promote and resource the SRB Forum in achieving its objectives. Such activities may include:

- Undertaking a review of cross-cutting issues, current and proposed work activities, mapping and communicating this to the SRB Convener
- Identifying SRB resources to support the work of the SRB Forum
- Proactively liaising with and supporting the SRB Forum Convener
- Proactively interacting with APEC and identifying new opportunities for SRB engagement
- Collaborating and communicating the agreed work program and priorities to the SRB Forum
- SRB Representatives having the required skills and experience to contribute positively to the SRB Forum

## **Logistics**

### **Frequency of meetings**

The SRB Forum (the SRB Chairs or their nominees) will meet once a year (minimum) in the margins of an APEC SCSC event.

The SRB Forum will also seek to meet on at least one other occasion annually. These will generally be web-based meetings or teleconferences for some (or all) participants.

Additional SRB members or observers may be invited to Forum meetings for specific agenda items.

### **Attendees**

The Chair of each SRB will appoint a senior representative to participate in the SRB Forum.

### **Location of meetings**

Generally the SRB Forum will meet at the margins of an APEC SCSC meeting (normally APEC SOM1).

The location of any further meetings will be depend upon the location of the current SRB Chairs, but are likely to involve some web-based engagement or teleconference.

### **Agenda**

The SRB Forum Convener will ensure a draft agenda is sent to SRB representatives at least 2 weeks in advance of SRB Forum meetings, and that standing reports and documents are prepared and circulated before the meeting.

## **Minutes**

The SRB Forum Convener will take responsibility for providing minutes (including the nomination of a member of one of the SRBs to undertake this secretariat function).

The SRB Forum Convener will aim to circulate the minutes to SRB Forum representatives within two weeks of the meeting. SRB Forum representatives will be given two weeks to review and submit comments.

# ANNEX ONE: Guide to SRB Convener Criteria

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## **Essential criteria, skills, experience and knowledge:**

- Current membership of the governance body of one of the four SRBs.
- Endorsement by at least one SRBs, including provision of financial support to attend at least one SRB Forum/SCSC meeting annually as well as commit to participating in intercessional work.
- Good working knowledge of APEC operations, structures and current and emerging issues as it relates to standards and conformance.
- High level communication skills (both verbal and written) in English combined with a solid understanding and experience of working in cross cultural settings.
- Sound political, public policy and business acumen and capability to represent issues on behalf of the SRB Forum, and, where requested, to represent the views of any of the four SRBs with APEC SCSC and other fora.
- High level stakeholder engagement capability in order to effectively promote and facilitate whole-of-SRB causes/priorities both within the SRB Forum and in engaging with APEC fora, including the SCSC.

## **Desirable skills, experience and knowledge:**

- Strategic thinking skills with the ability to focus on strategic priorities, identify relevant issues and propose and help implement strategic solutions.
- Experience in running meetings and gaining consensus based outcomes involving a range of stakeholders.