



TO THE MEMBERS OF ISO/TMB/WG/SR

2005-12-21

Request for information: ISO/SR communication

Dear WG Member:

Task Group 2 is carrying out various activities aimed at wide dissemination of ISO/SR information. We have been collecting various kinds of information for enlightening people on ISO/SR activities. Such information is a vital foundation for ISO/SR communication. As we head into 2006, we will redouble our information gathering efforts. With the help of WG members, we hope to be able to provide richer information to the world.

Following this letter, you will find four forms. (Word versions are also attached to the e-mail.) We would greatly appreciate it if you could fill out these forms with the requested information and send them by e-mail to thaisr@tisi.go.th or by fax to the ISO/TMB/WG/SR/TG 2 Secretariat at +66 2 354 3041, 202 3511.

TG 2 will always welcome your input. However, in order to facilitate an early 2006 comprehensive review and summary of information by the TG 2 Secretariat, we ask that you return the forms no later than 30 January 2006. Your cooperation will be greatly appreciated.

We are looking forward to hearing from you.

Yours sincerely,

ISO/TMB/WG/SR/TG 2 Communication

Hidemi Tomita

Supachai Tepatanapong

Orlando Daniel Di Pino



REGISTRATION FORM FOR ISO/SR SUBSCRIBER

“ISO/SR subscriber” is any organization other than NSBs and D-liaisons that receives ISO/SR newsletters and other information.

The ISO/SR subscribers are encouraged to distribute ISO/SR information throughout their networks.

Those who are interested in SR are invited to be registered as ISO/SR subscriber by returning the completed form to the ISO/TMB/WG/SR/TG2 Secretary at thaisr@tisi.go.th or fax no. +66 2 354 3041.

Name of Organization	About the organization	CONTACT	
		E-mail	URL
SAMPLE JAPAN CSR RESEARCH	CSR CONSULTING	csr@XXX.co.jp	http://www.XXX.co.jp

<i>Respondent's details</i>	
Name:	Organization:
Country:	Date:



SURVEY ON SR-RELATED EVENTS

TG 2 recommends sending the registered ISO/SR presenters to SR-related events in general to promote and communicate WG efforts by making presentations on ISO/SR using common presentation materials.

The goal of this survey is to gather information on SR-related events such as seminars, workshops, and training programs. We therefore thank you in advance for returning the completed survey to ISO/TMB/WG/SR/TG 2 Secretary at thaisr@tisi.go.th or fax no. +66 2 354 3041.

Title of event	Date/Location	Organizer	Target Audience	Contact (e-mail address, URL)

Respondent's details

Name:

Organization:

Country:

Date:



Appendix

The necessary criteria for the arrangement of an “ISO event”

In general, "ISO events" are events held under the auspices of a responsible ISO body (a committee, working group, study group or any other form of group constituted by representatives/delegates/appointees of ISO member bodies (and liaison organizations if appropriate)) or which have been authorized by ISO Central Secretariat(ISO/CS) or one of the ISO-governance bodies (the General Assembly (GA), the ISO Council, or the Technical Management Board (TMB)) as an ISO event.

The ISO Technical Committee (TC) Chairs conference, the GA Open Sessions, a workshop intended to produce an International Workshop Agreement (IWA) and authorized by the TMB, are all ISO events.

Events organized by ISO bodies should normally identify as such. For example, the Committee on Consumer Policy (COPOLCO) holds annual "COPOLCO workshops". The open workshop in Bangkok was authorized and held under the auspices of the Working Group on Social Responsibility (WG SR), so could be referred to as an ISO/TMB WG SR Open Workshop.

Member bodies also often organize ISO-focused events. For example, there could be an AFNOR conference on ISO 26000, and there would be nothing to prevent a liaison organization holding, for example, a GRI workshop on ISO 26000.

The most important point is that the naming of an event should not be misleading - the organization responsible for the event should be clearly indicated even if the event is ISO-focused, but another organization cannot organize an "ISO event" unless specifically authorized by ISO/CS or one of the ISO-governance bodies.

In this context, please note that ISO's name and logo are protected legally and so cannot be used by others without permission. ISO does occasionally agree to act as a (non-fee paying) sponsor of events organized by third parties, so for example a Latin American NGO could organize a Pan American CSR Network conference on ISO 26000 sponsored by ISO, but this would not be an ISO event as such.

Michael Smith

Senior Advisor Technical Policy
Standards Department
ISO Central Secretariat



REGISTRATION FORM FOR ISO/SR REGISTERED PRESENTER

“ISO/SR registered presenter” is anyone from ISO/CS members, TMB members, WG leaders, TG leaders, WG experts, and non-experts nominated by NSBs or D-liaisons.

TG 2 will recommend the registered ISO/SR presenters to SR-related event hosts as appropriate to promote and communicate WG efforts. The presenters will give presentations by using a “presentation kit” to be developed by TG 2 and are requested to inform TG 2 Secretariat on their presentations including time, place, number of participants, and so forth.

The registered presenters will not accept compensation for presentations other than reimbursement of incidental expenses such as travel and accommodation expenses.

The term “ISO/SR registered presenter” is not an official title and such presenters should not be advertised as ISO representatives.

Those wishing to be registered as ISO/SR presenter to SR-related events are invited to fill in this form and return it to the TG 2 Secretary at thaisr@tisi.go.th or fax no. 66 2 354 3041.

Name:	
Organization:	
Address:	
(Country)	
Telephone no.:	
Fax no.:	
E-mail address:	
Category:	<input type="checkbox"/> ISO/CS member <input type="checkbox"/> TMB member <input type="checkbox"/> WG leader <input type="checkbox"/> TG leader (TG.....) <input type="checkbox"/> WG expert (Specify stakeholder category.....) <input type="checkbox"/> Non-expert (Nominated by)
Language(s) for presentation:	

Note: The personal information on this form will not be exposed to public and will be kept only at the TG 2 Secretariat.



ISO/TMB/WG/SR/TG 2 “COMMUNICATION”

FREQUENTLY ASKED QUESTIONS COLLECTION FORM

TG2 is requested to

- Provide WG information to ensure transparency and openness
- Develop supporting tools for disseminating information; such as: FAQ, Introduction to ISO and SR, Implementation Documents (for SMEs, developing countries, and introduction of the “best practices”), and provision of presentation materials, leaflets and brochures

The goal of this survey is to gather a questions concerning ISO/SR likely to be asked frequently by the general public and answers to those questions.

We therefore thank you in advance for returning the completed survey to supachai@tisi.go.th or to the ISO/TMB/WG/SR/TG 2 Secretariat at +66 2 354 3041, 202 3511.

Questions	Answers
<u>Who are the National Standards Bodies, and who represents my country at ISO?</u> EXAMPLE	Please use the link on ISO's web site that gives details, including contact information, of the National Standards Bodies: http://www.iso.org/iso/en/aboutiso/isomembers/index.html

NOTE: Questions without answers are accepted.

Respondent's details

Name:

Organization:

Country:

Date: