

# Draft Proposal for an ISO International Workshop Agreement: *Using ISO 26000 guidance on social responsibility in management systems*

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## 1. Proposer

The following organization is proposing the development of this ISO International Workshop Agreement:

SIS, Swedish Standards Institute  
St Paulsgatan 6, 11880 Stockholm  
Sweden

## 2. Title of the proposed deliverable

International Workshop Agreement: Using ISO 26000 guidance on social responsibility in management systems

## 3. Purpose and justification of the proposal

This IWA aims to:

- a) enable businesses and organizations to benefit from using ISO 26000 guidance on social responsibility in their existing management systems;
- b) promote ISO 26000 among management system standards users and promote the use of management systems to users of ISO 26000.

Being the largest ISO project to date, the development of ISO 26000 resulted in an important guidance standard that has been widely used. However, the potential number of users is considerably higher. As the standard was developed prior to the existence of the high level structure for management system standards, ISO 26000 does not provide simple guidance on how an organization can benefit from using it within its management systems.

ISO has been crucial in contributing to the widespread use of management systems through standards such as ISO 9001, ISO 14001, ISO 31000, and ISO 50001. There is a steady growth in number of organizations, of all types and sizes, that are using management systems. For example, each year around 1.6 million certificates are issued for ISO management system standards.

New ISO management system standards are developed to address specific aspects of an organization's activities, products or services. In this context, the high level structure makes it easier for organizations to integrate different aspects within their management systems. As a consequence, it is expected that the number of integrated management systems will increase. However, a large proportion of the organizations using an ISO management system standard may have little knowledge of ISO 26000 guidance on social responsibility. As they will already be well acquainted with the structure of a management system, linking ISO 26000 with the high level structure will provide these organizations with an introduction to ISO 26000 and to how social responsibility relates to their management system.

Many small and medium-sized organizations worldwide have benefited from implementing a management system. However, many of them see a challenge in addressing an area as complex as social responsibility. The guidance in the proposed International Workshop Agreement will support these SMEs in starting to address social responsibility.

The systematic review of ISO 26000, and surveys conducted by the ISO 26000 Post Publication Organization, have indicated that there are a number of national initiatives and a growing interest in creating a link between existing management systems and ISO 26000. Late in 2016, a systematic review of ISO 26000 is likely to be launched. This IWA will provide an input into the systematic review, as it deals with one of the issues raised during the previous systematic review. However, this IWA will add value whether or not ISO 26000 is revised.

### **3.1 Scope of the proposed deliverable**

This International Workshop Agreement provides guidance on how to use the ISO 26000 guidance on social responsibility in organizations with an existing management system.

This International Workshop Agreement is intended for use by an organization having a management system or an organization using ISO 26000. This International Workshop Agreement helps an organization in using the ISO 26000 guidance within a management system by showing which clauses of ISO 26000 specifically relate to particular clauses in the ISO high level structure for management system standards. This International Workshop Agreement does not provide guidance on implementing a management system in general, does not specify requirements for a management system, and does not provide a summary of ISO 26000.

Using this International Workshop Agreement with one management system standard does not remove the need to use other ISO management system standards to address specific aspects of social responsibility within an integrated management system.

### **3.2 Relation to existing ISO/IEC work**

This work might relate to existing ISO work on management system standards. For example, the International Workshop Agreement will provide an easier cross-reference guide to ISO 26000 for existing work on management systems. The resulting document could provide important input to the current work within ISO related to the Integrated Use of Management System Standards. This work will, however, clearly differ from existing work on management systems, as the International Workshop Agreement will in itself not be a management system standard.

## 4. Relevant documents

ISO 26000 is the key document that will be used for the development of this IWA. In addition, some ISO member bodies have developed national standards that combine social responsibility with, for example, management system structures (see table below) or self-declaration. These may be used when endeavouring to establish linkages, although the IWA will not be a management system or replace any national standards or self-declaration schemes. At the same time, the proposed IWA should assist in the revision of these national standards. Relevant information from Annex SL will be used.

**Table 1: Relevant national documents**

COUNTRY	SCHEME, RELATED TO ISO 26000	COMMENT
France	XP X 30-027:2010 Enhance credibility of an ISO 26000-based social responsibility approach (revision in progress, publication of the revised version in October 2016) NF X30-029:2016 Materiality analysis – prioritization of areas and stakeholders – according to the guidelines of ISO 26000 FD X30-031:2013 Governance and social responsibility – ISO 26000 Methodological guide on the integration of CSR/ISO 26000 into existing management systems (work started and in progress since April 2016)	Management system and ISO 26000 related standards
Spain	UNE 165001:2012 Socially responsible financial products. Requirements for investment products UNE 165010:2009 Companies Social Responsibility management system PNE 165002 Social Responsibility and childhood. Guidance on good practices for the organizations	Management system-related standard on social responsibility
Sweden	SP 2: 80 questions for self-declaration of how ISO 26000 has been applied. SP 3: criteria for 3rd party auditors of the SP2-declaration.	Self-declaration
The Netherlands	NPR 9026+C1:2012 nl Handleiding zelfverklaring NEN-ISO 26000, NPR 9036:2015 en MVO - Handleiding voor de integratie van due diligence in bestaande risicomanagementsystemen	Self-declaration
Brazil	ABNT NBR 16001:2012 (Social responsibility — Management system — Requirements) ABNT NBR 16003:2015 (Social responsibility - Management system - Guidelines for conducting audit).	Management system-related standard on social responsibility
Portugal	NP 4469-1:2008 Social responsibility management system. Part 1: Requirements and guidelines for its use NP 4469-2:2010 Social responsibility management system. Part 2: Guidelines for its implementation	Management system-related standard on social responsibility
Denmark	DS 49001 Social responsibility management system DS 49004 Guidance on social responsibility	Management system-related standard on social responsibility
Czech Republic	ČSN 01 0391 Corporate social responsibility management system - Requirements	Management system-related standard on social responsibility
Costa Rica	INTE 35-01-01 Requisitos para un Sistema de Gestión de Responsabilidad Social	Management system-related standard on social responsibility
Austria	ONR 192500:2011-11, Social Responsibility of organisations (CSR)	Management system-related standard on social responsibility

United Kingdom	BS 8900, Guidance for managing sustainable development BS 8902, Responsible sourcing sector certification schemes for construction products - Specification BS 8903, Principles and framework for procuring sustainably - Guide BS 8904, Guidance for community sustainable development BS 8905, Framework for the assessment of sustainable use of materials - Guidance BS 8909, Specification for a sustainability management system for film	Scheme and framework to drive the implementation of a strategic approach on social responsibility
IQ NET	IQNet SR 10 is an international specification, developed by IQNet Association and its Partners based on the RS10 specification issued by AENOR Spain	Management system-related standard on social responsibility

As management system standards linked to social responsibility is a unique subject, the work might also need to consider other relevant ISO documents such as: ISO Guide 82, ISO 9001, ISO 14001, ISO 31000, ISO 50001, ISO 39001, ISO 22000, ISO/IEC 27001, ISO/DIS 37001, ISO/DIS 45001, ISO 19011, and Annex SL.

Finally, even although this proposal will not cover other social responsibility tools, there might be a need for input from the institutions behind those tools. These institutions will therefore be invited to take part in the process.

## 5. Relevant affected stakeholders

National standards bodies will be invited to participate with relevant experts from the seven defined stakeholder categories in the ISO Global Directory:

1. Industry and commerce;
2. Government;
3. Consumers;
4. Labor;
5. Academic and research bodies;
6. Standards application; and
7. Non-governmental organizations (NGO).

All 42 liaisons that were part of developing ISO 26000 will be invited, as will expertise on management system standards and experts on the use of such standards in small and medium-sized organizations.

Through existing development cooperation projects and depending on available resources at the time of the workshop, SIS will seek to offer sponsorship to some developing countries to participate in the IWA process.

## 6. Secretariat and project leader

Swedish Standards Institute, SIS, is willing to act as secretariat for this work. As convenor, SIS proposes the vice-chair of Working Group Social Responsibility, Staffan Söderberg.

## 7. Plan for development of IWA

Given an approval from TMB the following steps form the tentative plan to develop the IWA:

### 1) Introductory advisory Webex meeting/s

Depending on the need and interest, one or several introductory Webex meetings will be organized in order to inform and discuss ahead of the workshop meeting.

### 2) Workshop meeting/s

The meeting/s will aim at building consensus for the text of an IWA. The hope is that this can be achieved through one meeting. However, it might be deemed necessary to hold further meetings. A draft discussion text will be sent out ahead of the first meeting.

This meeting will be open to all stakeholders nominated by their respective NSB or, alternatively, by an international organization that would fulfil the criteria of an international liaison set out in the ISO Directives for TCs, SCs or WGs. An invitation will be sent to all previous liaisons in ISO/TMB/WG SR. There will be no participation fees for this IWA but participants will be expected to cover their own expenses. SIS will strive to ensure sponsorship for developing countries' participation through its international development cooperation department. This is, however, subject to the availability of funding.

The workshop will be held in Sweden and the workshop language will be English. Webex connection will be organized for the workshop although sound quality cannot be guaranteed. If a second meeting is deemed necessary, potential hosts will be asked for. In order to save time, SIS could offer to host also the second possible meeting.

### 3) Publication and distribution

The final product of the workshop will be sent to ISO for publication. ISO members may market and promote the document through their regular channels. ISO will hold the copyright to the document.

### 4) Follow-up Webex-meetings

After the IWA has been published, follow-up Webex meetings will be organized to discuss the promotion of the deliverable. If demanded, information Webex meetings will also be held ahead of the publication.

**Table 2: Timeplan**

<b>0.1) Submission of proposal</b>	<b>0.2) TMB approval</b>	<b>1) Intro Webex meeting/s</b>	<b>4) Workshop meeting/s</b>	<b>5) Publication and distribution</b>	<b>6) Follow-up Webex</b>
August 2016	At meeting in September	Within 1 month after TMB approval	The first meeting is to be held around 3 months after TMB approval	One month after document is sent to ISO/CS	After publication, timing will be determined at a later stage.

## **Annex A**

### **Draft outline of IWA**

#### **Introduction**

##### **1. Scope**

This International Workshop Agreement provides guidance on how to use the ISO 26000 guidance on social responsibility in organizations with an existing management system.

This International Workshop Agreement is intended for use by an organization having a management system or an organization using ISO 26000. This International Workshop Agreement helps an organization in using ISO 26000 as guidance within a management system by showing which clauses of ISO 26000 specifically relate to particular clauses in the ISO high level structure for management system standards. This International Workshop Agreement does not provide guidance on implementing a management system in general, does not specify requirements for a management system, and does not provide a summary of ISO 26000.

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##### **2. Normative references**

##### **3. Terms and definitions**

References to definitions of ISO 26000 and those of relevant management system standards.

##### **4. How to use ISO 26000 in an existing (ISO) management system**

This section will introduce management system standards users to ISO 26000 and to how this guidance on social responsibility can be used to benefit their management systems.

A possible table will refer to the relevant sections of ISO 26000 to consult for specific parts of the management system.

##### **5. How to apply a (ISO) management system approach to ISO 26000**

This section will introduce management systems thinking to users and readers of ISO 26000 with limited existing management systems within their organization.

##### **6. Examples on integrated management systems**

This section will give guidance and examples on those management systems highlighted by ISO 26000. The section will also provide examples of how ISO 26000 can be used in some popular management system standards.