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| <b>Role Title</b>               | <b>UK Delegate</b><br>(to ISO, CEN, CENELEC, IEC etc. committee)  |
| <b>Department</b>               | Standards Development, National Standards Body  |
| <b>Location</b>                 | UK and/or abroad  |
| <b>Main Contacts</b>            | BSI Committee Manager (Standards Development Manager)<br>or other designated contact in the BSI Committee Service Centre for the UK Mirror Committee<br>Chair of the UK Mirror Committee                |
| <b>Other Contacts</b>           | Relevant Committee Manager at the European or international standards development organization <sup>1</sup><br><u>Standards Assist</u><br><u>Standards-Makers Communications and Engagement Manager</u> |
| <b>Senior Contacts</b>          | Senior Standards Manager<br>Associate Director, Committees<br>External Policy team  |
| <b>Main purpose of the role</b> | To actively contribute to standards-making by representing the views of the UK Committee on a European or international technical committee or sub-committee  |

<sup>1</sup> The secretariat for European / international committees can be held by BSI so this contact may be a BSI employee.

***Please note:***

By accepting any role on any standards-making committee/panel you are accepting to work according to the principles outlined in both BS 0 and the Committee Member Policy. This role description is to provide further details about your specific role within standards-making.

**Role Profile**

NB: The delegate role is a temporary one, appointed on a meeting by meeting basis. The UK delegation may comprise completely different people for each meeting.

***Scope / Responsibilities***

To actively engage in the work of the committee(s) on which you represent the UK  
Active engagement is defined as participating in the meeting(s) for which you have been selected as the UK delegate (participation can be via web conferencing facilities where these are available for the meeting)

To complete work and participate in discussion between meetings as required

To maintain close and effective working links with the UK Committee that you represent; keep them informed, report back after meetings, take briefs from them, etc.

To work constructively with your fellow European / international committee members in order to build consensus within the committee

To be aware of all relevant directives, policies and guidelines governing the international / European standards development process in which you are participating

To share your expertise, knowledge and experience with your committee

To register with eCommittees and attend training sessions relevant to your role

Willing and available to travel to meetings (often overnight) in the UK and abroad and to participate in meetings via web conferencing facilities (e.g. WebEx, Zoom)

### ***Skills / Knowledge / Experience***

#### Essential

- Experience / expertise in the relevant sector or field
- Experience working with people from diverse backgrounds/ cultures
- Communication skills
- Previous standards-making experience
- Ability to work towards a shared goal / build consensus
- Computer literacy

#### Desirable

- General understanding of how European / international standards work
- Previous European / international standards-making experience

### ***Person Specification***

#### Essential

- Diplomatic
- Team player
- Flexible / able to compromise
- Willing to share your views
- Ability to think on your feet
- Attentive listener
- Able to work to a deadline / goal orientated

#### Desirable

- Patient
- Perseverant

### ***IT Equipment***

#### Essential

- Broadband connection
- An e-mail address
- Your own computer or regular access to one