

## **Non-Member Participation in RABC Working Groups & Committees and Guidelines for Committee Chairs**

As a general rule, membership on standing committees, subcommittees and working groups is **only** available to designated representatives of RABC member organizations.

It is the responsibility of the General Manager, in consultation with RABC member organizations, to certify that an individual qualifies to sit on any committee, subcommittee or working group. When a member organization or Department official believes that guest participation would be desirable, this should be conveyed to the General Manager who will take necessary pre-clearance action and contact the individual(s) concerned. At the start of each teleconference meeting, the chair should ensure that all participants are aware of the presence of certified guests and advise participants which organization(s) they represent.

### **Formal Responses to Gazette Notices**

These responses deal with policy matters often involving competitive and divisive issues. Final responses require balloting to member organizations.

In exceptional circumstances, at the call of the chair and in consultation with the General Manager, individuals from non-member organizations can be invited as guests, to provide expert advice and data. There may be instances in which government (Innovation, Science and Economic Development, ISED) requests that RABC be inclusive of non-members because they have specific knowledge and skills helpful to the success of the consultation. However such participation is only as observer status and the Chair may request that guests be excused before RABC members engage in discussions on the wording for final draft responses.

### **Pre-gazette analysis of technical documents (SRSPs, RSSs, etc.)**

The analysis of technical documents often involves technologies that are of specialized nature and often of interest to small specialized companies. In some cases the issues touch on areas such as IT that are generally outside of traditional RABC membership. These documents are generally dealt with through ad hoc working groups.

At the call of the chair and in consultation with the General Manager, individuals from non-member organizations can be invited as guests to provide expert advice and data. Since the analysis of these documents rarely results in the drafting of RABC responses, guests can participate as required to help provide the best unbiased advice to government. It is the responsibility of the Chair to ensure that guests only contribute to the overall knowledge gain of the committee and do not unduly influence the outcome of document reviews.

### **Guideline Documents**

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Approved by the RABC Executive Committee, February 28, 2017

Guideline documents such as recent Guidelines on wind turbines and RF Marine Safety are generally outside the mandate of the RABC in that they do not result in recommendations for regulatory action. These are intended as guidelines for industry use. In such cases, there is involvement from a broad community of interest both private and public agencies that are not RABC members. Participation by non-members organizations is usually essential in the drafting of such guidelines.