



POLICY FOR ATTENDING INTERNATIONAL MEETINGS AND REQUESTING SUBSIDIES

CONTENTS

1	Background	2
2	Purpose	2
3	Scope.....	2
4	Process overview	3
5	Endorsing a delegate.....	4
6	International meeting application	4
7	Travel subsidy.....	5
7.1	Basis of travel subsidy	5
7.2	Travel subsidy amount	6
7.2.1	Maximum travel subsidy levels.....	6
7.2.2	Payment of GST	7
8	Approval.....	7
9	Appeals.....	8
10	Registration to attend international meetings	8
11	Reporting on the meeting.....	8
12	Non-attendance	9
13	Delegates’ travel responsibility.....	9



1 Background

Standards Australia coordinates Australia's participation in international standardisation activities. To carry out this role, and to maintain comprehensive records of Australia's international participation, Standards Australia requires information about all Australian delegates attending international meetings. As the Australian member of ISO and IEC, Standards Australia must also verify that all delegates represent the Australian view for the public benefit.

As part of its grant to Standards Australia, the Department of Industry, Science and Resources provides funds each year as part of the Support for Industry Service Organisations (SISO) Program to assist endorsed delegates to participate on Australia's behalf at ISO and IEC meetings. These funds are provided as part of the Government's commitment to the development and adoption of International Standards, and obligations under the [World Trade Organisation Technical Barriers to Trade \(WTO/TBT\) Agreement](#).

Standards Australia oversees the transparent administration of travel subsidies under the SISO Program and endorsement of delegates to attend international meetings. By carrying out these responsibilities, Standards Australia seeks to ensure that:

- All accredited SDOs with a legitimate interest in international standardisation have equal access to this funding; and
- Travel subsidy levels support participation in a range of international standardisation projects for the public benefit.

The travel subsidies provided under the SISO Program are intended to supplement funds from other sources, since it is expected that other Australian organisations will also provide practical support for international standardisation activities and contribute to the cost of participation.

2 Purpose

This policy sets out the requirements for delegates participating in ISO and IEC meetings (hereafter referred to as "international meetings"). These include Technical Committee (TC), Subcommittee (SC) and Working Group (WG) (or similar group) meetings.

The purpose of this policy is to enable this participation in international meetings by ensuring that the international meeting application process is followed and the travel subsidies under the SISO Program are appropriately administered.

NOTE: Travel may be contingent on additional criteria including with respect to health and immunisations. This will be communicated at the time of application.

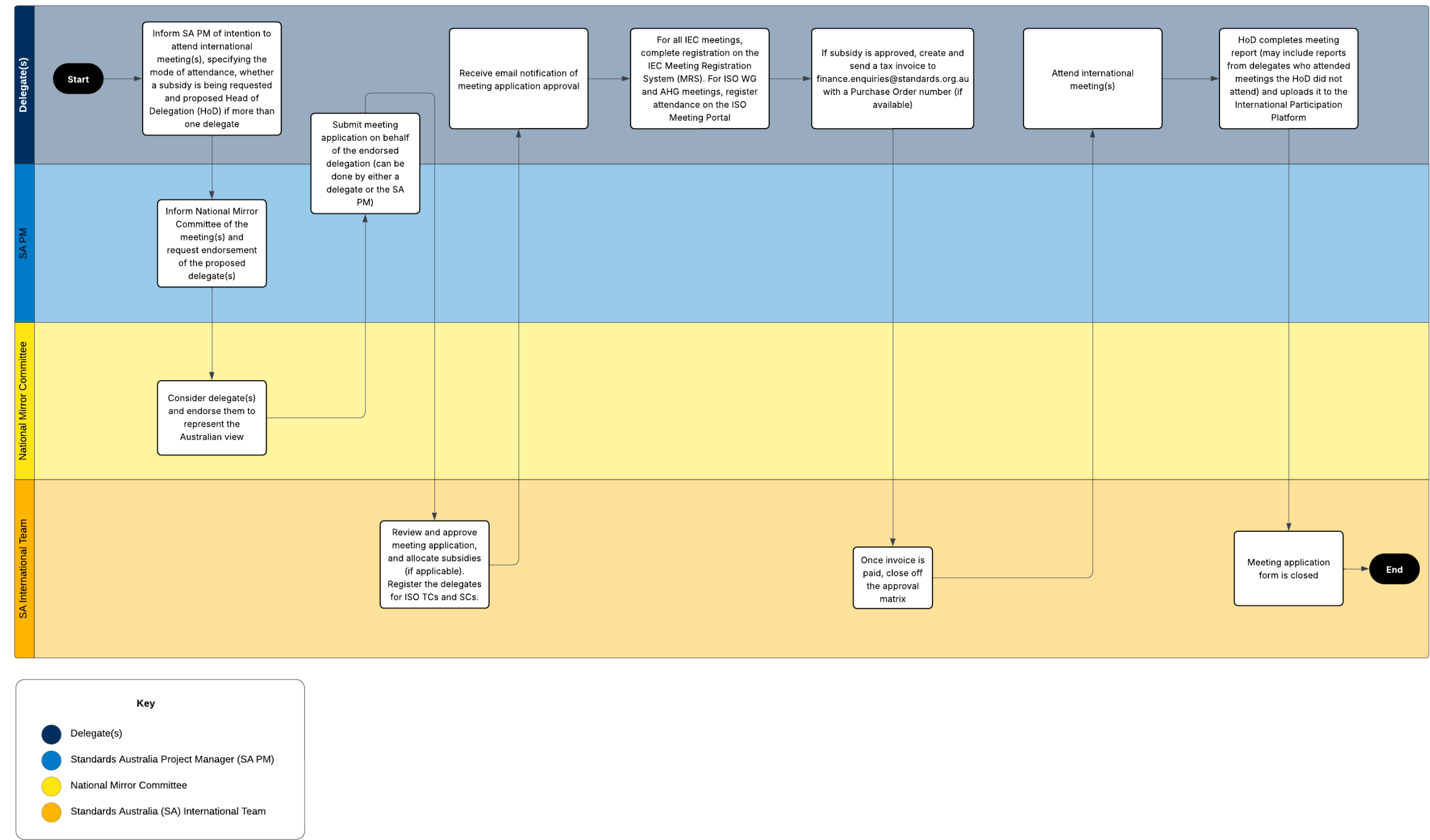
3 Scope

This policy applies to all delegates participating in international meetings, regardless of whether a subsidy is being sought and whether the delegate is attending in person or virtually (via online videoconference or teleconference).



4 Process overview

The roles and responsibilities throughout the international meeting attendance and subsidy request process are outlined in the flowchart below.



5 Endorsing a delegate

All delegates to international meetings must be endorsed by Standards Australia. To endorse a delegate, Standards Australia must be satisfied that the delegate has the necessary support from the National Mirror Committee to represent the Australian view. The National Mirror Committee must have an up-to-date international participation case outlining how international participation contributes to the Net Benefit to Australia.

In most instances, the delegate is a member of the National Mirror Committee. However, this may not be the case such as in the following circumstances:

- There is no National Mirror Committee—Standards Australia must consult with a balanced group of stakeholders who are most affected by the standards activity, to gain documented support for the proposed delegate.
- There is a National Mirror Committee, but the proposed delegate is not a member—the proposed delegate must be endorsed by the National Mirror Committee.

When considering delegates, Standards Australia and the National Mirror Committee must take into account the prospective delegate's:

- Knowledge and level of expertise;
- Previous standardisation activities (though it is not strictly necessary that the delegate has previous experience in international standards meetings as the necessary briefing and training can be provided by Standards Australia);
- Negotiation skills;
- Technical expertise to represent the Australian view at the meeting; and
- Understanding of the Australian view on the matters to be discussed at the meeting.

All delegates must have a completed Committee Member Agreement before participating in any international meeting.

Delegates are encouraged to participate in international meetings virtually where possible.

6 International meeting application

An international meeting application is required for each delegate participating in an international meeting (includes TC, SC, WG meetings) regardless of whether a subsidy is being sought and whether the delegate is attending in person or virtually.

Whilst International Committee Chairs and Committee Managers are not representatives of the Australian viewpoint, they are office bearers at international meetings and their participation and attendance also requires that an international meeting application be completed.

The international meeting application is to be submitted via the International Participation Platform (IPP) (<https://standards.my.site.com/idppoc/s/login/>) by committee members or the Standards Australia Project Manager (PM), on behalf of the delegation. Ensure there is agreement on who will submit the international meeting application and clear communication between all parties throughout the application process.

The following documentation is required for each international meeting application:

- Evidence of endorsement from the National Mirror Committee; and
- The international meeting agenda.

The finalised international meeting application is to be submitted to Standards Australia within the timeframes specified in Table 1 to allow adequate time for the application to be reviewed and approved.

Table 1—Timeframes for submitting international meeting application

Mode of participation	Type of meeting	Timeframe
Face to face/Hybrid	TC or SC	At least six weeks prior to the meeting
	WG (as part of a broader TC or SC meeting)	At least six weeks prior to the meeting
	WG (stand-alone)	At least four weeks prior to the meeting
Virtual	TC or SC	At least two weeks prior to the meeting
	WG	At least one week prior to the meeting

If an application is submitted or changed outside these timeframes:

- It will not be processed if the international meeting registration deadline has passed;
- Travel subsidies that have already been allocated among other delegates cannot be reallocated; and
- If the delegate is approved for a travel subsidy, it may not be processed until after the travel occurs.

7 Travel subsidy

7.1 Basis of travel subsidy

The travel subsidy is provided to assist delegates to attend international meetings to represent Australia's views when such attendance is in the national interest or will assist Australian industry in world markets. The travel subsidy is intended to supplement other funds used to cover participation and is reserved for:

- International standardisation meetings where Australia is an active Participating Member; and
- Delegates who are supported by the National Mirror Committee and Standards Australia to attend in person.



The travel subsidy is not applicable for travel to and within Australia or New Zealand, or retrospective applications (when an application for a subsidy is submitted after an international meeting has already commenced).

Each travel subsidy application will be assessed on its individual merits. Approval for one application does not guarantee approval of future applications.

7.2 Travel subsidy amount

7.2.1 Maximum travel subsidy levels

The travel subsidy amount will be determined by Standards Australia and generally includes an airfare component and a daily stipend allocation for the number of days the delegate is attending meetings.

Subsidy support is generally limited to one delegate per international meeting, even if the Australian delegation includes multiple members. Where multiple delegates attend concurrent meetings (such as TC, SC and WG meetings), a cap on the travel subsidy will typically be applied. This is to ensure that the available funding is distributed across a wide range of sectors where Australia is involved. Travel subsidies beyond this cap may be considered following a thorough evaluation of each meeting's potential impact and relevance to Australian interests. This evaluation will consider factors such as:

- The transformative potential of the subjects covered;
- Australia's leadership in the innovative areas of standardisation;
- The net benefit for Australia;
- The promotion of Australian technical requirements to benefit exporters; and
- Sector equity.

Applications for travel subsidies beyond the cap will be assessed on a case-by-case basis to ensure they meet the criteria for additional travel subsidy allocation.

Where the Chair of the international committee (TC, Project Committee (PC), Systems Committee (SyC) or SC) is from Australia, it is preferable that the funding for the Chair's attendance comes from either their relevant industry association or employer. If this is not available, a travel subsidy may be considered for both the Chair and the Australian delegate attending the meeting. This is because the Chair is required to act in an independent capacity, and it is important that an Australian delegate attends the meeting to put the Australian viewpoint forward.

Table 2 sets out the maximum travel subsidy levels for approved travel to meetings after 01 July 2025.

The amounts in Table 2 are based on the international meeting being the principal reason for the trip. If this is not the case, the following variations will apply:

- If the trip is also for other purposes, the travel subsidy will be on a pro-rata basis. The subsidy will only cover the time spent attending the international meeting.
- If a delegate is already on business but at a different location, the travel subsidy amount will normally be the cost of the detour fare.

NOTE: The travel survey sent to the delegate from the IPP will ask for confirmation of the purpose of travel.

Table 2—Subsidies for delegate travel to international meetings

Destination	Maximum amount for airfare	Maximum daily stipend per day of the meeting
South Asia	\$1,400	\$320
Mid/North Asia	\$1,900	\$360
Europe	\$2,900	\$500
Africa	\$3,000	\$270
North America (East Coast)	\$3,300	\$440
North America (West Coast)	\$2,900	\$440
South America	\$3,750	\$320
Middle East	\$2,000	\$320

Travel subsidies for other locations (for instance, Pacific Islands) will be negotiated on a case-by- case basis, benchmarked against the amounts in Table 2.

Where the delegate comes from a region not serviced by an international airport or the meeting is being held at a location which cannot be reached on the international ticket, an additional allowance of up to \$300 for the airfare component may be available.

7.2.2 Payment of GST

The Australian Taxation Office (ATO) has determined that the payment of GST is applicable to travel subsidies provided to delegates. However, there are two exceptions where GST is not applicable:

- If the delegate is a retiree, student or is employed but is attending the meeting independently, without any funding support from their employer, the delegate may submit a "Statement by a Supplier" form (#3346) available from the ATO (<http://www.ato.gov.au>). A copy of the exemption statement will need to be submitted with the international meeting application.
- If the delegate is self-employed, but their business activities fall below the GST threshold, the ABN and a statement noting that the business activities fall below the GST threshold is to be provided on the invoice so it can be verified that GST is not applicable.

8 Approval

Once the international meeting application has been approved via the IPP, Standards Australia will notify the delegate, providing details of any approved subsidy amounts and details to include on the invoice including a Purchase Order number. The delegate is responsible for submitting either a tax invoice (GST applicable) or an invoice (GST not applicable) to Standards Australia for the subsidy amount.

Standards Australia is responsible for decisions regarding the provision of funding. Where an international meeting application is not approved, Standards Australia will write to the delegate and the National Mirror Committee briefly outlining the reasons.

9 Appeals

The delegate may appeal Standards Australia's decisions. Appeals may be made to the Standards Australia Project Manager.

10 Registration to attend international meetings

Once the nomination of the delegate is approved, the delegate needs to be registered to attend the international meeting – refer to the table below for details.

Type of meeting	Registration details
ISO TC or SC	Standards Australia will register the delegate directly on the ISO Meeting Platform. This serves as formal approval for the delegate to attend the TC and/or SC meeting.
IEC TC or SC	The delegate must register through the IEC Meeting Registration System (MRS) at http://meetings.iec.ch . This registration will be used to notify the IEC TC/SC Secretariat of the accreditation and attendance of the delegate.
ISO WG	The delegate must register on the ISO Meeting Platform at http://sd.iso.org/meetings .
IEC WG	Standards Australia will ensure the delegate is listed as a member of the working group to enable attendance at the meeting.

11 Reporting on the meeting

To maintain transparency, the delegate must inform the National Mirror Committee of the international meeting outcomes by submitting a meeting report within 4 weeks of returning from the meeting. This report can be submitted in a format as agreed upon by the National Mirror Committee or using [TE 509 – International Delegates Meeting Report](#).

The meeting report must be uploaded to the IPP meeting application and circulated to the National Mirror Committee. The meeting report must include the following:

- Purpose of the meeting;
- Outcomes and any relevant actions, particularly how Australian comments/positions were dealt with; and
- Potential impact of discussions/decisions from the meeting on the Australian community.



Where relevant, the report must also include the following:

- Assessment of the likely Australian adoption of the resultant International Standards;
- Any information that aids Australian suppliers of goods and services in improving their export potential; and
- Details of future meetings, so that the National Mirror Committee can discuss whether it is appropriate to endorse attendance at the proposed meeting.

The Head of Delegation can provide a report on behalf of all delegates who participated in the meeting, or series of meetings that happened at the same time. Delegates who attended different WG meetings that the Head of Delegation did not attend must also submit a meeting report, either as an individual report or combined with the Head of Delegation's report.

If a delegate has not provided a report, they will not be approved to participate in future international meetings until the report is submitted. This could cause delays and impact other National Mirror Committee members' ability to attend future international meetings.

12 Non-attendance

Attendance at international meetings is tracked by the international committee.

On occasion, the nominated delegate may not be able to attend the meeting due to unexpected circumstances. In these instances, it is the delegate's responsibility to inform Standards Australia. Standards Australia will then:

- Advise the National Mirror Committee and request a suitable replacement or send apologies to the International Committee if a suitable replacement cannot be found; and
- Arrange a refund for any monies already paid to the delegate.

13 Delegates' travel responsibility

Notwithstanding the financial assistance provided under this policy, neither Standards Australia nor the relevant international Standards organisation accepts liability for any cancellation, damage, loss, injury or death suffered during, or as a result of, any travel for which a subsidy is provided. All such travel is undertaken at the delegate's own risk and liability.

To ensure they can travel safely, Standards Australia urges delegates to seek independent advice regarding:

- Liability for any damage, loss, injury or death suffered during, or as a result of, any travel to international meetings; and
- The desirability and safety of travel to the country or countries involved and medical clearance.

The Australian Government provides travel advisory and consular assistance service on its website: <http://www.smartraveller.gov.au>.

Delegates are also urged to take out travel insurance, at their own expense, for such travel.

DOCUMENT HISTORY

Date	Author	Version and Amendment Details
28 Aug 2015	Process & Procedures Coordinator	v1.0 - New release superseding SDO Procedure 3.
22 Jun 2017	Process & Procedures Coordinator	v1.1 - Subsidy levels for delegates travel to ISO & IEC meetings has been updated for the 2017-18 financial year & come into effect for travel occurring after 1 July 2017.
17 Sep 2020	Process and Procedures Coordinator	v1.2 - Update in terminology used (relating to ISO); "Secretary" changed to "Committee Manager". PNP-632 - ISO change - "Secretary" changed to "Committee Manager"
21 Oct 2020	Process and Procedures Coordinator	v1.3 - Correction in spelling error, per inline comment.
20 Sep 2021	Policy Writer	v1.4 - Edited section 9.1, Registration to attend international meetings.
09 Feb 2022	Policy Writer	v1.5 - Edited section 6, section 9, deleted process map.
20 Apr 2022	Policy Manager	v1.6 - Update to notes and links and PNP- 931 - Update Table B1 - Subsidies for delegate travel to ISO and IEC meetings in GU 509
12 Dec 2022	Policy Manager	v1.7 - New subsidy levels in GU 509
23 Jul 2024	Policy Manager	v1.8 – New subsidy levels and new template. Renamed Table B1 to Table 1.
01 Jul 2025	Policy Writer	v2.0 – Changed document from a guide to a policy as it contains requirements. Additional updates: <ul style="list-style-type: none"> Revised timeframes for submitting meeting applications, differentiating between in-person and virtual meetings. New subsidy levels. New flowchart on roles and responsibilities throughout the international meeting attendance and subsidy request process. Updated information for the introduction of the IPP. Updated meeting application information to note that either committee members or the SA PM can submit the meeting application (previously only SA PM). Updated appeals process from CEO to SA PM. Updates to structure and order of content in document for enhanced readability.
22 Jul 2025	Policy Writer	v2.1 - Added information to section 7.2.1 on subsidy support for multiple delegates.