

The following definitions shall apply to the ULC Standards development process:

Archiving - The process of putting documents that are no longer active into storage.

Amendment - Modification, addition or deletion of specific parts of the content of a standard.

Associate Member (Non-Voting) - Designated official members from an organization that has the same rights as a voting member except they do not vote. This includes being able to view ballots.

Ballots - A vote on a specific proposal or issue. This can be a yes/no decision or a yes/no/abstain decision.

Balanced representation - A representation of interest groups in a technical committee such that no single category of interest can dominate the voting procedures. Typically, the interest groups are categorized as follows:

- a. **general interest**: those with a demonstrated interest and relevant expertise that are not associated with the production, distribution, direct use, or regulation of the product(s), material(s) or service(s).
- b. **producer**: those who are predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).
- c. **regulator**: any federal, provincial, municipal, other government body, or body/authority designated by a government responsible for regulating the acceptability, sale or use of the subject products, materials or services and those bodies that enforce these rules and regulations.
- d. **user**: those who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s) or service(s).

Note: Consumers are one type of end user and may be individual members of the general public, or consumer organizations, purchasing or using property, products or services for private purposes

Comment - A position (for or against), opinion, observation, explanation, criticism or recommendation concerning a Proposal provided to the relevant Committee, SC, WG or TG. A comment may represent the technical justification of a negative vote or an explanation of an abstention or affirmative vote.

Conformity assessment - Demonstration that specified requirements of a particular standard relating to a product, service, process, system, person or body are fulfilled.

Consensus - General agreement, characterized by the absence of sustained opposition, to substantial issues by a concerned interest and by a process that takes into account the views of all parties concerned and to reconcile any conflicting arguments. In a ballot, consensus is achieved if (1) more than 50% (simple majority) of the members who are eligible to vote cast affirmative votes; or (2) a minimum of two-thirds of the votes cast are affirmative, excluding abstentions, negatives without comment, and negatives based on material not under consideration.

Discussion (in the context of CSDS only) - Remarks made about a specific Comment in a Work Area. Discussions will not receive an official response.

CSDS – Collaborative Standard Development System - Online standards development forum that provides access for review and submitting information for the development process of ULC Standards.

Harmonization - The integration of work related to standards development involving the preparation of Canadian and International Standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO(s). The act of coordinating requirements from multiple standards (usually multiple countries' standards) and co-publishing the resulting document.

International Electrotechnical Commission (IEC) - A non-governmental organization whose membership is composed of national committees, and which is responsible for preparing and publishing International Standards for the electrical and electronic fields.

International Organization for Standardization (ISO) - A non-governmental organization whose membership is composed of national standards bodies and which is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

Joint Publication - A standard that (1) has been submitted through the standards development process of ULC Standards and one or more additional Standards Development Organizations (SDOs), and (2) is published separately (with common text and common publication date) by all of the involved SDOs. A joint publication may also be referred to as a harmonized or co-published standard, or as a binational standard.

Meeting Area - A CSDS page where meeting documents are stored. The Meeting Area can include a message center, meeting announcement, meeting agenda, meeting report and a meeting attendance tally report.

National Standard of Canada (NSC) - A standard prepared or reviewed by an SDO and approved by SCC, according to the NSC approval requirements.

Note: The term “National Standard of Canada” has been registered by SCC under the Trade Marks Act.

New edition - A standard that has been revised and is issued with the same standards designation number as its predecessor but with a new publication date, and incorporates previous amendments and other changes.

Prescriptive requirements - Requirements that concern the design or construction of a product, process or service.

Performance-based requirements - Requirements that concern the behaviour of a product, process or service in or related to use.

Preliminary Review - A draft document that is circulated to the Committee members for review and comment to obtain initial feedback on possible revisions for consideration or revisions proposed to the standard.

Proposal - A suggested amendment, deletion, or addition to a ULC standard.

Public review - An opportunity for the public to comment on a draft standard before final approval by the technical committee. This is typically a 60 calendar day period.

Reaffirmation - The declaration by the SDO that the technical committee confirms that the standard continues to be valid without necessitating any technical change and that it is still in conformance with applicable requirements.

Revision Request - A suggested modification, deletion or addition of text to an existing standard.

SCC - The Standards Council of Canada (SCC) is a federal Crown corporation. It is the coordinating body of the Canadian standardization network, which is composed of people and organizations involved in the development, promotion and implementation of standards. It has its mandate to foster and promote efficient and effective voluntary standardization in Canada.

SCC Mirror Committee (SMC) - A technical committee composed of Canadian experts and established by SCC to facilitate Canadian participation in corresponding international committees of ISO and IEC.

Second level review - Verification, conducted by the SDO at the end of the technical approval stage, to ensure compliance with the standards development process requirements.

Standard - A document, established by consensus and approved by a recognized body, that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at achievement of the optimum degree of order in a given context.

Standardization - Activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context.

Standards development - Process based on the principles of the Canadian standards development system for the preparation, approval, publication and maintenance of standards.

Subcommittee/ Task Group - A committee responsible for the development of technical requirements of a standard. Uses principle of consensus to reach an agreement.

Technical committee - A committee, comprised of balanced representation, responsible for developing, approving and maintaining the technical content of a draft or published standard in accordance with the policies and procedures of ULC Standards. It serves as the consensus body for ULC standards.

Work Area - A CSDS page where a document for a standard can be reviewed. Specified users can comment on the material, post discussions on the comments, view responses to the comments, and vote on the material.

Working Group (ad-hoc) - A group appointed by the Technical Committee/Subcommittee to address a specific topic or problem

Work program - A document developed in conformance to as a requirement in the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards. The Work Program is published by the SDO. Requirements for the content and notice of the existence of the Work Program are included in the WTO/TBT Annex 3.

Withdrawn standard - A standard deemed by an SDO to be no longer valid.